



AGENDA  
**MEETINGS OF THE GOVERNING BOARD**  
**CHAFFEY COMMUNITY COLLEGE DISTRICT**  
Thursday, December 17, 2020

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

Public comments for this meeting will only be accessible via email and should be sent to [presidents.office@chaffey.edu](mailto:presidents.office@chaffey.edu). Submissions must be received prior to the posted start time of the Board meeting. Please include in the email subject line: *Public Comments for the Governing Board Meeting of December 17, 2020*. Please indicate in your email if you are addressing a specific agenda item or if you are making a comment regarding an item not on the agenda. All submissions received will be considered a public record under the Public Records Act and are therefore subject to public disclosure. Submissions will be read into the record at the Board meeting and must comply with the three-minute time limit.

- I. **REGULAR SESSION**
  - A. CALL TO ORDER (2:00 p.m.)
  
- II. **CLOSED SESSION**
  - A. PUBLIC COMMENTS ON CLOSED SESSION AGENDA
  - B. RECESS TO CLOSED SESSION
  
- III. **STUDY SESSION**
  - A. CONVENE IN OPEN SESSION
  - B. AGENDA
    1. Public Safety Report
    2. Student Services Report
  
- IV. **REGULAR SESSION**
  - A. RECONVENE IN REGULAR SESSION
    1. Pledge of Allegiance
  - B. PUBLIC COMMENTS
  - C. COMMUNITY LINKAGES
    1. Governing Board
    2. Legislative Update
    3. Foundation
  - D. REPORTS
    1. Closed Session Actions
    2. Monitoring
      - a. Annual Measure L and Measure P Performance Audit
      - b. Recruitment Analysis Monitoring Report
      - c. Student Services Monitoring Report for 2019-20

E. CONSENT AGENDA

1. Governance Process
  - a. Approval of Minutes, November 19, 2020
  - b. Approval of Minutes, November 23, 2020 Special Board Meeting
  - c. Approval of Minutes, November 25, 2020 Special Board Meeting
  - d. Board Policies for Adoption
2. Academic Affairs
  - a. Curriculum
3. Business/Fiscal Affairs
  - a. 2019-2020 California State Preschool (CSPP-9418) Amendment 04
  - b. Approval to Designate Certain Products, Brands and Services, Public Contract Code Section 3400
  - c. Approval to Designate Assessment Technology Institute as a Sole Source Procurement
  - d. Approval to Purchase Materials Through Other Public Agency Contracts
  - e. Authorized Signature List
  - f. Center of Excellence for Labor Market Research (COE) Grants for the California Community Colleges Chancellors Office Grant Agreement 20-405-005, Request for Renewal for the Period of July 1, 2020-September 30, 2021
  - g. Disposal of District Property: Electronic Equipment and Miscellaneous Materials
  - h. Sole Source Purchase of Equipment: Apple Products
4. Human Resources
  - a. Memoranda of Understanding – Chaffey College Faculty Association

F. ACTION AGENDA

1. Business/Fiscal Affairs
  - a. Contract, Purchase Order, and Warrant Lists
  - b. Resolution Authorizing the Issuance of Tax and Revenue Anticipation Notes (TRANS)

G. CEO/STAFF REPORTS

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

H. BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

V. **ADJOURNMENT**

*The next regular meeting of the Governing Board will be Thursday, January 28, 2020.*

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

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

(Information)

December 17, 2020  
Board Meeting Date

TOPIC ANNUAL MEASURE L and MEASURE P PERFORMANCE AUDIT

Communication No. IV.D.2.a

SUPPORTS BOARD POLICY

**Board Policy 6400 Audits** - The Superintendent/President shall assure that an annual outside audit of all funds, books, and accounts of the District is completed in accordance with the regulations of Title 5. The Superintendent/President shall recommend a certified public accountancy firm to the Governing Board with which to contract for the annual audit.

PROPOSAL

To present the 2019-2020 annual Measure L and Measure P performance audit reports for information as prepared by CliftonLarsonAllen, LLP.

BACKGROUND

Section 1(b)(3)(C) of Article XIII A of the California Constitution requires the District to conduct an annual independent performance audit to ensure that the proceeds of the bonds deposited into the bond building fund have been expended only for the authorized bond projects. The audit for the 2019-2020 has been reviewed by the Citizen's Oversight Committee.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

The 2019-2020 annual Measure L and Measure P performance audit prepared by CliftonLarsonAllen, LLP is presented for information only.

Prepared by:	Patrick Cabildo, Internal Auditor
Submitted by:	Lisa Bailey, Associate Superintendent, Business Services and Economic Development
Recommended by:	Henry D. Shannon, Superintendent/President

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

(Information)

December, 17, 2020

Board Meeting Date

TOPIC RECRUITMENT ANALYSIS MONITORING REPORT

Communication No. IV.D.2.b

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SUPPORTS BOARD POLICY

**Board Policy 7120 Recruitment and Selection** –The District will recruit and retain diverse faculty and staff who are: professionals in their respective fields, devoted to life-long learning, committed to work effectively with the diverse student/staff population, and qualified by appropriate education, training, and experience to support programs and services.

EXECUTIVE SUMMARY

Introduction

The Recruitment Analysis Monitoring Report provides data regarding the District’s recruitment and selection processes. The Report provides a recruitment analysis that details the applicant flow, recruitment source comparisons, and highlights of recruitment activities for the 2019–20 fiscal year.

Description of What Was Done

The Recruitment Analysis Monitoring Report provides a review of the activities conducted at each stage of the recruitment process. In addition to providing information on a district-wide basis, detailed information is also provided by employment groups which include management, faculty, classified staff, and part-time faculty. This report reflects the number of applicants in the applicant pool after preliminary verification of required documents and applicable testing. Further information is included by ethnicity, gender, disability status, and age.

The methods of recruitment are diverse. Recruitment sources include advertisements in print and Internet and on the California Community Registry. In addition, targeted recruitment in the form of associations, bulletins, and networking are used as appropriate.

Outcomes/Results

The overall composition of the selected candidates is included in the report.

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



# **Recruitment Analysis Monitoring Report 2019 / 2020**

**Susan Hardie  
Executive Director, Human Resources**

## **Contents Included**

### **District Selection Results 2019/2020**

**Classified Staff**

**Faculty**

**Management**

### **District Employee Demographics 2019/2020**

### **Adjunct Faculty 2019/2020**

### **Recruitment Sources 2019/2020**

**Classified Staff**

**Faculty**

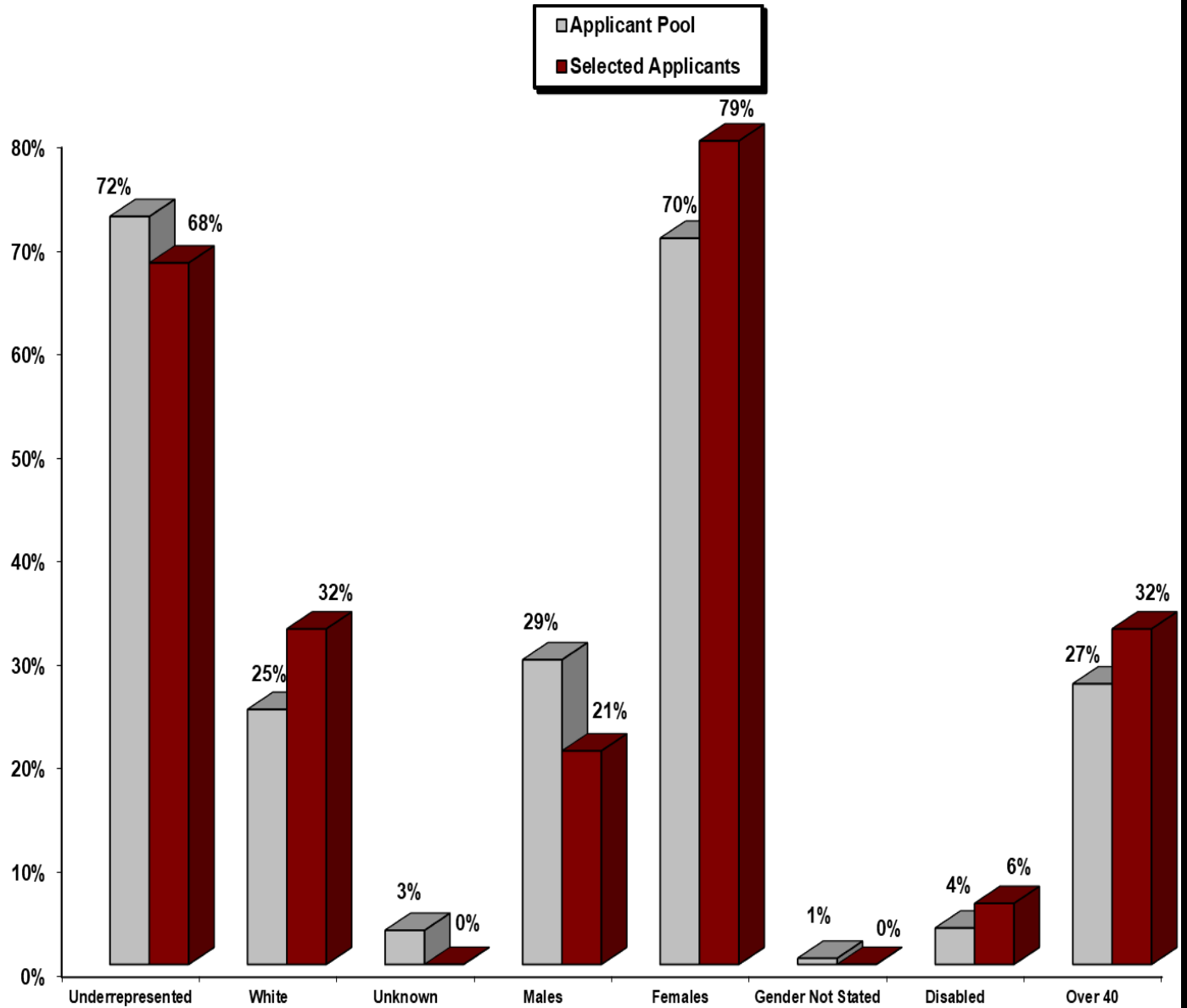
**Management**

### **Student Demographics**

## **District Selection Results 2019/2020**

The District recruited for and filled 34 positions: 1 faculty/CDC position, 32 classified positions, and 1 management positions. The total applicant pool consisted of 2,192 applicants.

The District-wide applicant and selection results are displayed on the following page.



<b>Total Pool</b>	<b>2192</b>	<b>100%</b>
<b>Underrepresented Total Pool</b>	<b>1581</b>	<b>72.1%</b>
American Indian/Alaskan Native	8	0.4%
Asian Indian	27	1.2%
Black/African American	320	14.6%
Cambodian	4	0.2%
Chinese	36	1.6%
Filipino	73	3.3%
Guamanian	1	0.0%
Hawaiian	2	0.1%
Hispanic	1026	46.8%
Japanese	9	0.4%
Korean	12	0.5%
Laotian	1	0.0%
Other Asian	5	0.2%
Other Pacific Islander	5	0.2%
Samoaan	1	0.0%
Vietnamese	29	1.3%

<b>Total Selected</b>	<b>34</b>	<b>100%</b>
<b>Underrepresented Total Selected</b>	<b>23</b>	<b>67.6%</b>
American Indian/Alaskan Native	1	2.9%
Asian Indian	0	0.0%
Black/African American	3	8.8%
Cambodian	0	0.0%
Chinese	1	2.9%
Filipino	0	0.0%
Guamanian	0	0.0%
Hawaiian	0	0.0%
Hispanic	15	44.1%
Japanese	2	5.9%
Korean	0	0.0%
Laotian	0	0.0%
Other Asian	0	0.0%
Other Pacific Islander	1	2.9%
Samoaan	0	0.0%
Vietnamese	0	0.0%



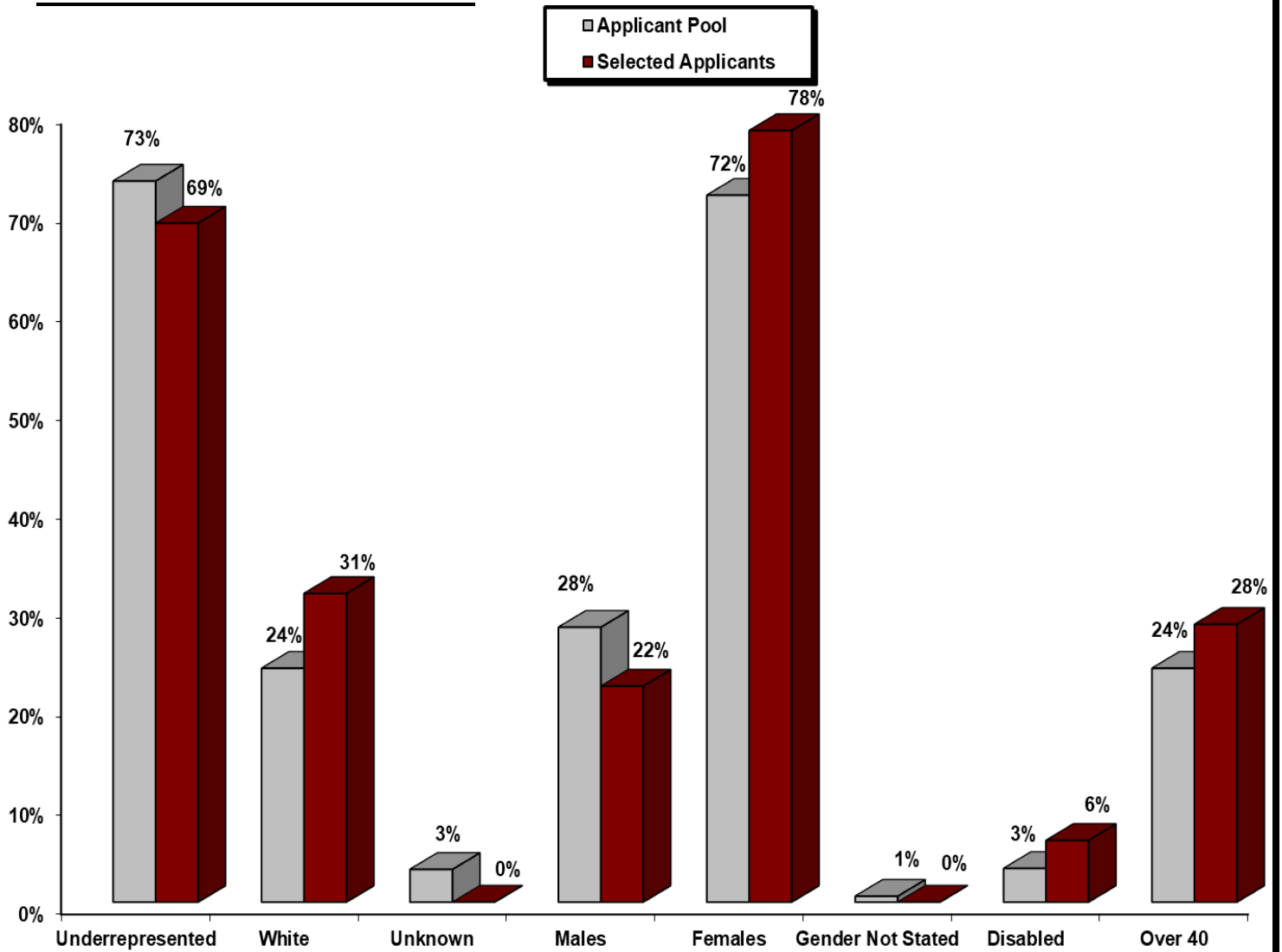
## **Classified Staff Selection Results**

The District recruited and filled 32 classified/confidential staff positions. The total applicant pool consisted of 2,023 applicants. The classified/confidential staff applicant and selection results are displayed on the following page.

Positions filled:

- Administrative Assistant II, Health Sciences
- Administrative Assistant II, Distance Education
- Administrative Assistant II, CalWORKs/NextUp
- Administrative Assistant II, Grant Development & Management .475
- Administrative Assistant II, Purchasing Services
- Athletic Eligibility Specialist
- Bookstore Accounting Assistant (Fontana)
- Bookstore Accounting Assistant .475 (Chino)
- Bookstore Accounting Assistant .475 (Fontana)
- Bookstore Associate .475
- Bookstore Associate .475
- Digital Media Lab Specialist .475
- Educational Program Assistant, Health Sciences
- Financial Aid Specialist
- General Maintenance Mechanic
- Grounds Maintenance Attendant
- Grounds Maintenance Attendant
- Grounds Maintenance Attendant
- Instructional Assistant II, Chino Success Center .475
- Instructional Assistant IV, Fontana Success Center
- Instructional Assistant IV, Fashion Design .475
- Instructional Assistant IV, Interior Design .475
- Instructional Assistant IV, Math Success Center
- Library Clerk I, .475
- Library Clerk II, .475
- Program Assistant, Counseling (Chino GPS Center)
- Program Assistant, Counseling (EOPS)
- Program Assistant, Disability Programs and Services
- Program Assistant, Transfer Center
- Programmer Analyst
- Theatre Coordinator
- Workforce Development Generalist

## Classified Staff Selection Results



Total Classified Pool	2023	100%
<b>Underrepresented Classified Pool</b>	<b>1477</b>	<b>73.0%</b>
American Indian/Alaskan Native	8	0.4%
Asian Indian	23	1.1%
Black/African American	285	14.1%
Cambodian	4	0.2%
Chinese	33	1.6%
Filipino	66	3.3%
Guamanian	0	0.0%
Hawaiian	2	0.1%
Hispanic	980	48.4%
Japanese	7	0.3%
Korean	12	0.6%
Laotian	1	0.0%
Other Asian	23	1.1%
Other Pacific Islander	5	0.2%
Samoan	1	0.0%
Vietnamese	27	1.3%

Total Classified Selected	32	100%
<b>Underrepresented Classified Selected</b>	<b>22</b>	<b>68.8%</b>
American Indian/Alaskan Native	1	3.1%
Asian Indian	0	0.0%
Black/African American	3	9.4%
Cambodian	0	0.0%
Chinese	1	3.1%
Filipino	0	0.0%
Guamanian	0	0.0%
Hawaiian	0	0.0%
Hispanic	14	43.8%
Japanese	2	6.3%
Korean	0	0.0%
Laotian	0	0.0%
Other Asian	0	0.0%
Other Pacific Islander	1	3.1%
Samoan	0	0.0%
Vietnamese	0	0.0%

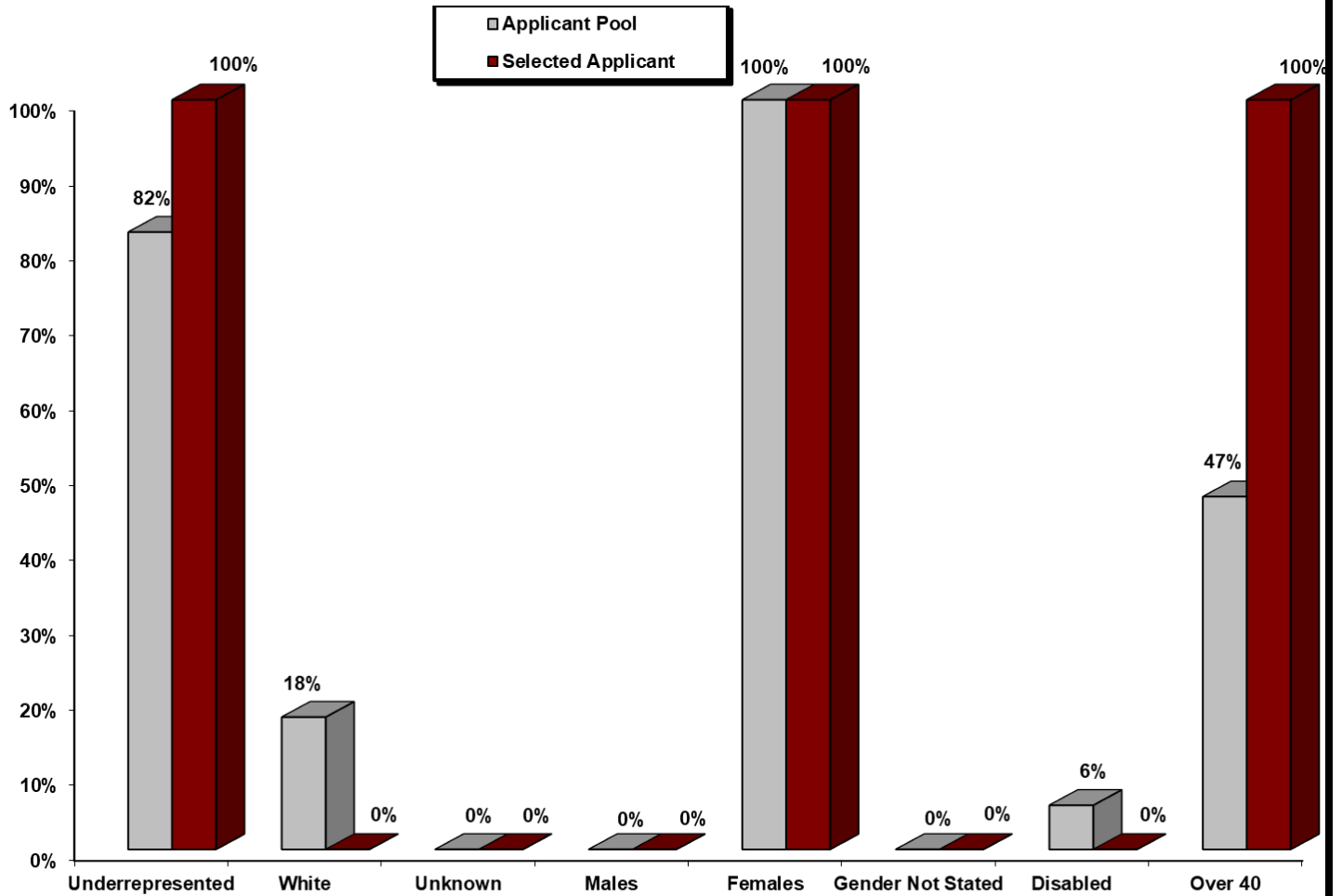
## **Faculty/CDC Selection Results**

The District recruited and filled 1 faculty/CDC teacher positions. The total applicant pool consisted of 1,010 applicants. The faculty/CDC teacher applicant and selection results are displayed on the following page.

Positions filled:

- Child Development Center Preschool Lead Teacher

## Faculty/CDC Selection Results



<b>Total Faculty Pool</b>	<b>17</b>	<b>100%</b>
<b>Underrepresented Faculty Pool</b>	<b>14</b>	<b>82.4%</b>
American Indian/Alaskan Native	0	0.0%
Asian Indian	0	0.0%
Black/African American	3	17.6%
Cambodian	0	0.0%
Chinese	0	0.0%
Filipino	0	0.0%
Guamanian	0	0.0%
Hawaiian	0	0.0%
Hispanic	10	58.8%
Japanese	0	0.0%
Korean	0	0.0%
Laotian	0	0.0%
Other Asian	1	5.9%
Other Pacific Islander	0	0.0%
Samoan	0	0.0%
Vietnamese	0	0.0%

<b>Total Faculty Selected</b>	<b>1</b>	<b>100%</b>
<b>Underrepresented Faculty Selected</b>	<b>1</b>	<b>100%</b>
American Indian/Alaskan Native	0	0.0%
Asian Indian	0	0.0%
Black/African American	0	0.0%
Cambodian	0	0.0%
Chinese	0	0.0%
Filipino	0	0.0%
Guamanian	0	0.0%
Hawaiian	0	0.0%
Hispanic	1	100%
Japanese	0	0.0%
Korean	0	0.0%
Laotian	0	0.0%
Other Asian	0	0.0%
Other Pacific Islander	0	0.0%
Samoan	0	0.0%
Vietnamese	0	0.0%

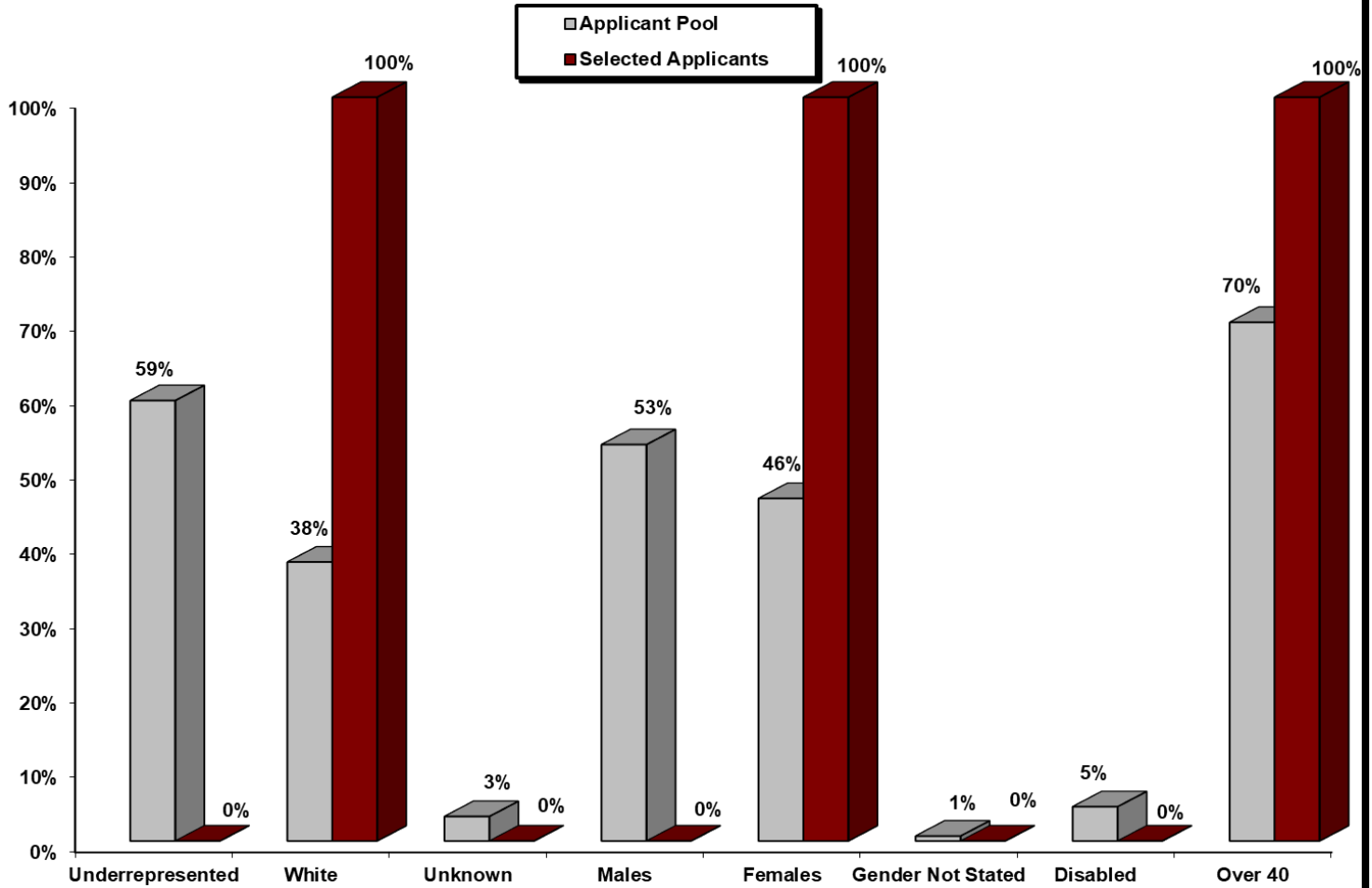
## **Management Selection Results**

The District recruited and filled 1 management position. The total applicant pool consisted of 308 applicants. The management applicant and selection results are displayed on the following page.

Positions filled:

- Associate Superintendent, Instruction and Institutional Effectiveness

# Management Selection Results



Category	Count	Percentage
<b>Total Management Pool</b>	<b>152</b>	<b>100%</b>
<b>Underrepresented Management Pool</b>	<b>90</b>	<b>59.2%</b>
American Indian/Alaskan Native	0	0.0%
Asian Indian	4	2.6%
Black/African American	32	21.1%
Cambodian	0	0.0%
Chinese	3	2.0%
Filipino	7	4.6%
Guamanian	1	0.7%
Hawaiian	0	0.0%
Hispanic	36	23.7%
Japanese	2	1.3%
Korean	0	0.0%
Laotian	0	0.0%
Other Asian	3	2.0%
Other Pacific Islander	1	0.3%
Samoan	0	0.0%
Vietnamese	2	1.3%

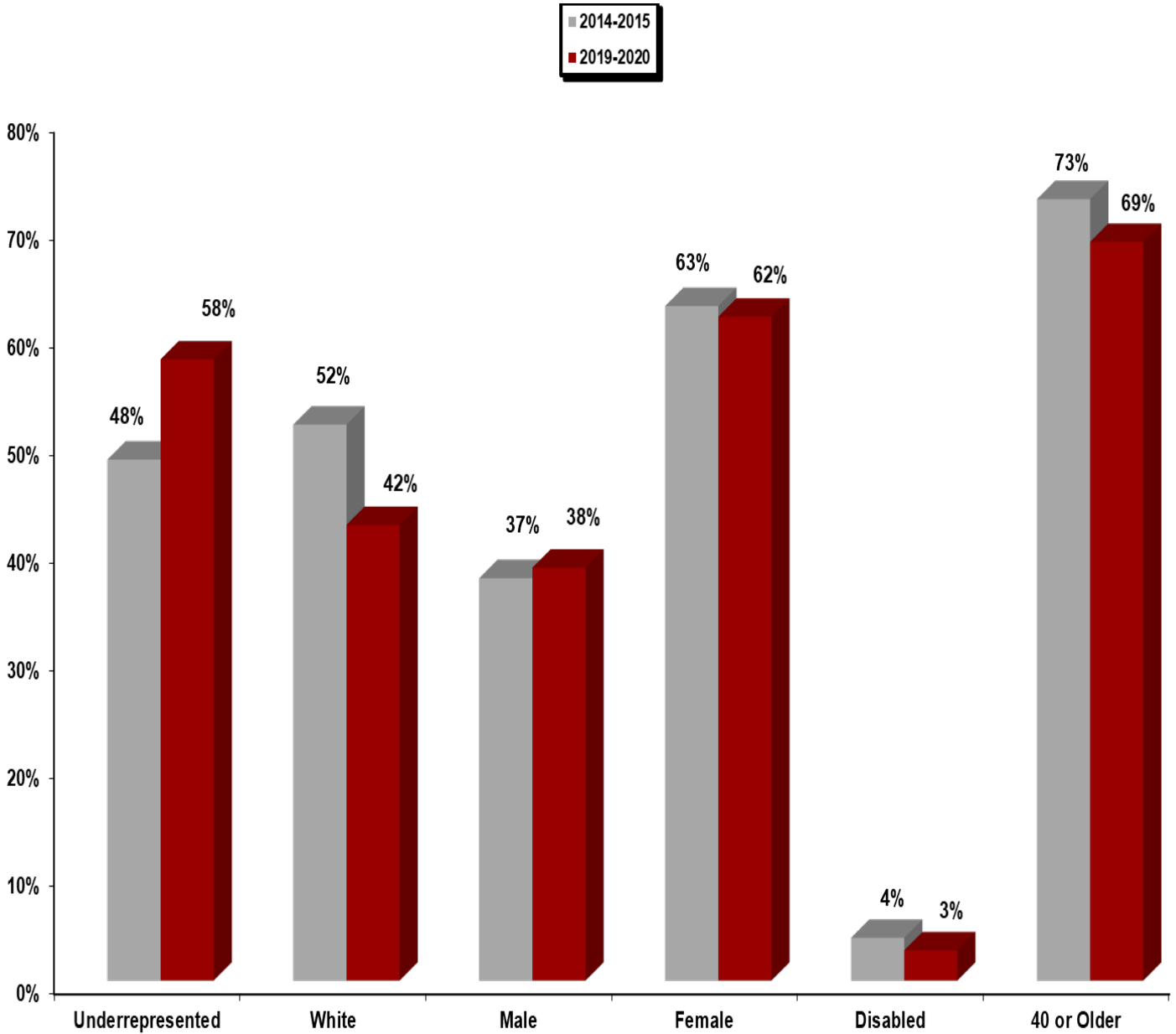
Category	Count	Percentage
<b>Total Management Selected</b>	<b>1</b>	<b>100%</b>
<b>Underrepresented Management Selected</b>	<b>0</b>	<b>0.0%</b>
American Indian/Alaskan Native	0	0.0%
Asian Indian	0	0.0%
Black/African American	0	0.0%
Cambodian	0	0.0%
Chinese	0	0.0%
Filipino	0	0.0%
Guamanian	0	0.0%
Hawaiian	0	0.0%
Hispanic	0	0.0%
Japanese	0	0.0%
Korean	0	0.0%
Laotian	0	0.0%
Other Asian	0	0.0%
Other Pacific Islander	0	0.0%
Samoan	0	0.0%
Vietnamese	0	0.0%

## District Employee Demographics 2019/2020

The chart below provides a five-year comparison between the demographics of the District's classified staff, full-time faculty, and management employees.

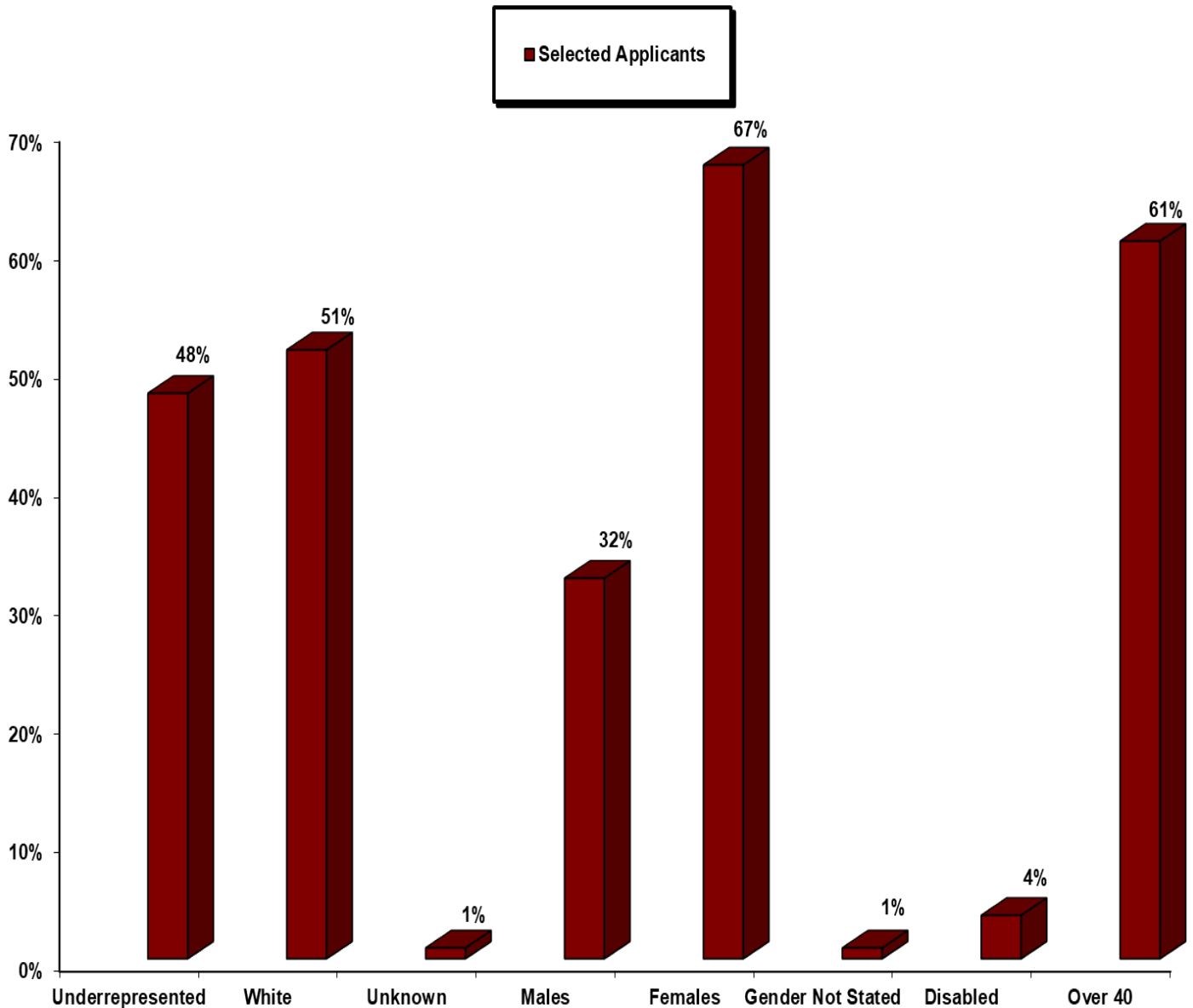
Total # of Employees 2014-2015: 554

Total # of Employees 2019-2020: 605



## Adjunct Faculty Selection Results 2019/2020

The District utilizes the California Community Colleges Registry as our applicant pool for adjunct faculty. Utilizing approximately a 40 mile radius from the Rancho Cucamonga Campus, the District had access to approximately 7,170 adjunct applications. The District hired 109 adjunct faculty during the 2019/2020 academic year. The adjunct faculty applicant demographics were not available from the California Community Colleges Registry; however, our selection results are displayed below for this academic year.





## **Recruitment Sources**

The District continues to use a variety of electronic and print advertising sources to reach a broad audience of potential applicants. The District expended a total of \$31,069 on advertising during the 2019/2020 academic year.

Our advertising sources included:

- AsiansInHigherEd
- BlacksInHigherEd
- CCC Registry
- Chaffey College Website
- DisabledInHigherEd
- EDJOIN.org
- HigherEdJobs
- HispanicsInHigherEd
- Indeed
- InsideHigherEd
- LGBTinHigherEd
- Monster
- NativeAmericansInHigherE
- VeteransInHigherEd
- WomenAndHigherEd

**Unduplicated Student Demographic Characteristics  
2019-20 Academic Year**

<b>Race/Ethnicity</b>	<b>Number</b>	<b>Percent</b>
African American	2,252	7.48%
Asian	1,514	5.03%
Caucasian	3,891	12.92%
Hispanic	19,770	65.65%
Native American	64	0.21%
Pacific Islander	73	0.24%
Multi-Ethnic	817	2.71%
Unknown	1,090	3.62%
<b>TOTAL</b>	<b>30,113</b>	<b>100.00%</b>

<b>Gender</b>	<b>Number</b>	<b>Percent</b>
Male	11,916	39.57%
Female	17,590	58.41%
Unknown	607	2.02%
<b>TOTAL</b>	<b>30,113</b>	<b>100.00%</b>

<b>Age Range</b>	<b>Number</b>	<b>Percent</b>
19 or Younger	9,169	30.45%
20 to 24 Years Old	10,481	34.81%
25 to 29 Years Old	4,424	14.69%
30 to 34 Years Old	2,310	7.67%
35 to 39 Years Old	1,307	4.34%
40 to 49 Years Old	1,580	5.25%
50 or Older	842	5.25%
Unknown	0	0.00%
<b>TOTAL</b>	<b>30,113</b>	<b>100.00%</b>

<b>Identified Disability</b>	<b>Number</b>	<b>Percent</b>
Student Has An Identified Disability	1,655	5.50%
Student Not Disabled	28,458	94.50%
<b>TOTAL</b>	<b>30,113</b>	<b>100.00%</b>

<b>Economically Disadvantaged Status</b>	<b>Number</b>	<b>Percent</b>
Economically Disadvantaged	19,094	63.41%
Not Economically Disadvantaged	11,019	36.59%
<b>TOTAL</b>	<b>30,113</b>	<b>100.00%</b>

<b>First Generation Status*</b>	<b>Number</b>	<b>Percent</b>
First Generation College Student	7,172	43.09%
Not a First Generation College Student	9,473	56.91%
<b>TOTAL</b>	<b>16,645</b>	<b>100.00%</b>

\* As this is a relatively new MIS data element (first reported in Fall 2017), data does not exist for all students

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

(Information)

December 17, 2020  
Board Meeting Date

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TOPIC STUDENT SERVICES MONITORING REPORT FOR 2019-20

Communication No. IV.D.2.c

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SUPPORTS BOARD POLICY

Board Policy 3250 – Institutional Planning

Board Policy Chapter 5 – Student Services

EXECUTIVE SUMMARY

The framework that has been used to organize this monitoring report uses the institutional goals as developed by the superintendent/president, executive team, and deans aligned with the institution’s core values: student success, educational excellence, climate of inclusion and respect, dynamic student services, responsiveness to the community, and environmental responsibility.

In an effort to accomplish the goals above, Student Services works with the school deans, both senates, CSEA, CCFA, Institutional Research, Faculty Success Center, the Enrollment and Success Management Committee, and others to ensure appropriate guidance and support are given to students. In addition, assessment measures are incorporated into activities so that student and faculty success can be documented.

OUTCOMES / RESULTS FOR FISCAL YEAR 2019-20

Student Services makes every effort to meet the needs of our students, faculty, staff and community. These efforts are demonstrated by some of the following activities:

- More than \$50 million in Financial Aid disbursed
- Over 36,000 college applications processed
- Over 7,000 degrees and certificates awarded

The complete monitoring report documents the achievements of each program within Student Services.

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

# STUDENT SERVICES BOARD MONITORING REPORT

2019/20



## Management Staff

Associate Superintendent of Student Services and Legislative Engagement	Dr. Eric Bishop
Admissions & Records and Cashier's	Kathy Lucero, Director
Athletics	Dr. Michael McClellan, Dean
Athletics	Timi Brown
Career Center	Ruth-Ann Valencia, Director
Counseling & Student Support Services	Amy Nevarez, Dean
Disability Programs & Services	Amy Nevarez, Dean
Extended Opportunity Programs & Services	Diana Sanchez, Interim Director
Financial Aid	Patricia Bopko, Director
International Students	Patricia Bopko, Director
Student Discipline / Grievance	Christopher Brunelle, Dean
Student Health Services	Dr. Kay Peek, Director
Student Life	Christopher Brunelle, Dean
Transfer Center	Ruth-Ann Valencia, Director

## Admissions and Records / Cashier's

### Accomplishments:

- Continued outreach to inmates in the Turning Point program to assist with completion of admission and financial aid applications, and registration of all students.
- Further streamlined the enrollment process for Dual Enrollment and Turning Point students through implementation of a batch registration process.
- Completion of project to convert all microfiche records to digital format.
- Completed implementation of the QLess check-in system, in which students can check in to a digital queue rather than standing in line in the office for long periods of time.
- Successfully transitioned all services to virtual format due to Covid-19:
  - Converted QLess to a virtual queue that connects students to a dedicated Admissions and Records Zoom room, enabling us to continue providing face-to-face services during the pandemic.
  - Converted 90% of our forms to digital format through Formstack.
  - Implemented Formstack workflows to allow routing of petition forms directly to deans for approval, saving students from having to go back and forth for signatures.

### The 2019-20 Admissions and Records Team



**Admissions & Records Office  
July 1, 2019 through June 30, 2020**

<b>Student contacts at service counters and Zoom</b>	35,292
<b>Admission applications - Total</b>	36,175
<i>CCCApply</i>	32,667
<i>Manual CIM/CIW</i>	158
<i>High School Dual Enrollment</i>	3,350

<b>FAFSA's completed for Turning Point</b>		158
<b>Responses to Admissions email enquiries</b>		10,232
<b>Photo ID's issued</b>		8,515
<b>Grade Changes processed</b>		836
<b>Residency determinations made</b>		1,203
<b>Diplomas issued</b>		3,811
<b>Certificates issued</b>		2,042
<b>Unit Evaluations completed</b>		4,703
<b>Official transcript requests - Total</b>		19,805
<i>Via the MyChaffey Portal (24-hour turn-around)</i>	7,559	
<i>By mail/In Person</i>	3,036	
<i>Etranscripts</i>	3,619	
<i>National Student Clearinghouse</i>	5,591	
<b>Incoming electronic transcripts processed - Total</b>		5,642
<i>Parchment</i>	923	
<i>Scrip-Safe</i>	2,885	
<i>National Student Clearinghouse</i>	983	
<i>XAP</i>	851	
<b>Records scanned and linked</b>		30,045
<b>Petitions processed</b>		2,936
<b>Records forms processed - Total</b>		950
<i>Credit by Exam</i>	497	
<i>Independent Study</i>	7	
<i>Non-traditional Credit</i>	304	
<i>Special Repeat Coding</i>	142	
<b>FACTS accounts maintained (deferred payment plan)</b>		3,056
<b>Third Party Billing</b>		\$638,103
<i>Number of students served</i>	3,723	
<b>Past-due fees collected through COTOP (net)</b>		\$5,430
<i>Number of students served</i>	75	
<b>Refunds processed through Cashier</b>		\$2,128,405
<i>Number of students served</i>	19,565	
<b>Fees collected in person through service counters</b>		\$1,670,941
<i>Number of students served</i>	16,669	

## Athletics

Panther Athletics, through teamwork across all campus constituents, departments, & support services, is committed to our seven institutional goals. Success is measured in academic performance, leadership development and community engagement, as well as the ability to create and maintain a winning culture that affords its teams an opportunity to regularly compete for championships. Chaffey Athletics provides student-athletes the opportunity to succeed at the highest level both academically and athletically through transfer education. Athletics encourages a more engaging campus experience for the entire community, inspired by a shared allegiance to a life-long commitment to the college. In addition, athletics cultivates collaborators and leaders who distinguish themselves during their college experience and flourish in their experiences following graduation. Furthermore, athletics provides an opportunity for many young people who might not otherwise attend college. Finally, athletics brings positive visibility to the college by highlighting academic and athletic achievements, demonstrating the value of our student-athletes and athletic programs.

The primary purpose of the Athletic Department is to actively recruit and retain students by providing them opportunities for academic progress and athletic development; ultimately leading to transfer education. The Athletic Department provides opportunities to many students who might otherwise not attend college were it not for their talent and interest in athletics. The Athletic Department offers fourteen sports to a diverse group of students in an environment that embraces & promotes gender and cultural diversity among all involved. Our coaches' recruiting philosophies address equity and inclusion by recruiting from diverse populations. Over 300 student-athletes from the 14 intercollegiate athletic teams are recruited by our coaching staff from local high schools and bordering districts, with over 80% of our student-athletes residing in our recruiting area. Approximately 75% of student-athletes are from historically underrepresented populations, 67% are from economically disadvantaged populations, and approximately 25% of our student-athletes are first-generation college students &/or report that their primary language spoken at home is a language other than English (Chaffey College Demographic Comparison, Office of Institutional Research).

### **Academic Success**

The combination of the pursuit of excellence in athletics is fully compatible with the pursuit of excellence in the classroom. The combination of the two endeavors lends itself to a more complete educational experience for the students. The data presented below demonstrates that Panther student-athletes are actively engaged in achievement, timely completion (degrees) & have a higher rate of retention and success than the general student population. Performance outcome data of student-athletes vs. non-athletes indicates that student-athletes' success rates are consistently higher than non-athletes at Chaffey College (Cal Pass Data, Chaffey College, 2020; Office of Institutional Research, Chaffey College 2020). The department is averaging over 100 scholar-athletes per year (3.0 GPA or higher over fall & spring semesters) over the last five years. Per eligibility requirements of our governing body (California Community College Athletic Association) each student-athlete must be enrolled in at least 12 units to compete. Generally, student-athletes take more than 15 units per semester (Cal Pass Data, Chaffey College, 2020), thus contributing to higher total FTES generated.



Team	# Student-Athletes	GPA	# Scholar Athletes	Success Rate (%)	Retention Rate (%)
Baseball	34	3.04	17	85	95
Basketball, M	17	2.82	9	80	97
Basketball, W	13	2.64	5	75	93
Cross Country, M	14	3.09	2	82	92
Cross Country, W	12	2.96	5	85	97
Football	87	2.83	30	76	93
Soccer, M	27	2.68	4	75	92
Soccer, W	26	3.06	9	81	95
Softball	14	2.68	3	81	98
Swim & Dive, M	14	3.15	8	87	98
Swim & Dive, W	13	2.77	4	85	98
Volleyball	12	3.01	6	77	91
Water Polo, M	18	2.81	3	75	93
Water Polo, W	16	2.92	4	79	93
Totals	317	2.6	109	80.21	94.64

Transfers w/ Athletic Scholarships	Degrees & Certs Earned	AVG. GPA	AVG. Units Earned by Degree Awarded	SA vs. Non-SA % Complete Gateway Math	Total # Units Successfully completed per year	FT Status for Both Fall & Spring Semesters
End of Sp19			AA, AS, AT			
42	112	2.6	63.41	55/45	21.96	35 units/yr

Much of the student-athletes' success in the classroom is a direct result of our coaches' commitment to utilizing the Guided Pathways framework, in collaboration with our full-time Athletic Counselor, to ensure student-athletes are staying on their path to graduation. Student-athletes are required to meet with the athletic counselor three times over the course of the academic year to set up a comprehensive educational plan, thus reducing the number of student-athletes who remain undeclared or exploratory in their first semester. Our coaches also encourage full use of the college's support services, utilize early alert systems and interventions to identify student-athletes who are not achieving academic milestones along their path.

## 2019-20 Student-Athlete Commitments to 4-Year Colleges

### Baseball

Daniel Mendez – Cal State Fullerton (NCAA DI)  
Elias Jauregui – Cal State Northridge (NCAA DI)  
Zuko Tillman – Cal State Northridge (NCAA DI)  
Ryan Buckley – University of San Francisco (NCAA DI) Scholar Athlete and Academic All-State  
Jason DuMont – Point Loma University (NCAA DII)- Scholar Athlete and Academic All-State  
Jared Billen – Cal State San Marcos (NCAA DII)  
Colby Sims – Upper Iowa University (NCAA DII)  
James Harden – Cal State Dominguez Hills (NCAA DII)  
Tommy Rodriguez – Vanguard University (NAIA)  
Johan Castillo – Georgetown College (NAIA)  
Matthew Flores – Georgetown College (NAIA)  
Daniel Jaime – Georgetown College (NAIA)  
Jeremy Pulido – University of Pikeville (NAIA)  
Marco Carbajal – Bethesda University (NAIA)

### Basketball (Men)

Darren Williams – University of Hawaii at Hilo  
Emmanuel Olalere – Randall University (OK)

### Basketball (Women)

Ariana Corbin - Bethesda University

### Football

Gary Theard - University of Texas, El Paso  
Javian Lofton Wilson - Liberty University  
Isaiah Coleman - Northern Arizona University  
Francisco Jimenez - Samford University  
Tayari Veanble - UC Davis  
Caleb Arreola - West Texas A & M  
Shakell Brown - West Texas A & M  
Jeff Ward - New Mexico Highlands University  
David Martinez - University of Sioux Falls  
Musa Traylor - Fort Lewis College  
Jerrin Appling - Southern Oregon University  
Josh Ramos - Concord University  
Ryan Torres - University of LaVerne  
Isaac Wallace - Missouri Western State University

### Soccer (Men)

Ivan Macias- Ca Poly Pomona  
Adrian Macias - Cal Poly Pomona

## Soccer (Women)

Karla Garcia-Limon - Cal State Los Angeles  
Angel Rodriguez - Azusa Pacific  
Taylor Windham - Cal State Los Angeles  
Niyah Sanders - Cal State Dominguez Hills  
Myllinda Gomez - Cal State Dominguez Hills

## Softball

Sydney McCarthy - Azusa Pacific University  
Allysia Victorino - CSU San Bernardino

## Volleyball

Kendall Mency - Chicago State  
Cecilia White - Cal State Dominguez Hills

### **Athletic Success**

Panther Athletics is a critical element of student life at Chaffey College. Athletics provides a shared and unifying experience for students, alumni, campus partners and our community. Athletics are educational...they teach the participant and the observer truths about testing one's limits, about the enduring values of challenges and adversity, about teamwork, discipline, and perseverance. Above all, they drive home the fundamental lesson that goals worth achieving can only be attained through effort, hard work and sacrifice, and sometimes even those will not be enough to overcome life's obstacles. Competing in athletics is a privilege, not an entitlement; as a result, our coaches make a daily commitment to mentor our students and teach them how to operate with dignity under pressure and in the face of adversity. At no time has this been more apparent than this past year; our fall sports began the year with highly successful seasons, while our spring sports were cut short due to the worldwide pandemic of COVID-19.

The **Football** team ended their season on a 21-game winning streak (longest in the state), is ranked #30 in the California Community Colleges' Coaches' Poll; and ended the season with a huge win versus San Bernardino Valley College in the American Metro Bowl. Head Coach, Rob Hadaway was honored as Coach of the Year, while several players earned all-conference recognition.

**Men's Basketball** finished an undefeated season in conference play, earning Jeff Klein Coach of the Year honors, six Panthers were selected to the All-Inland Empire Athletic Conference team, while sophomore Darren Williams was honored as the conference MVP.



Head **Volleyball** Coach, Brianna Gonzales-Heartwell earned Coach of the Year honors leading Panther Volleyball to an Inland Empire Athletic Conference championship and a #7 seed in the regional playoffs. Kendall Mency was named Conference Player of the Year for the second straight year, while other standouts earned all-conference first and second team recognition.



**Women's Soccer**, led by Coach of the Year, Grace Cooper, won their second consecutive Inland Empire Athletic Conference championship, and twelve student-athletes were named to the all-conference team, the most in women's soccer history. Goalie, Kelsie Doll, earned the prestigious honor of being awarded a Faculty Senate scholarship from Chaffey College.

The **Men's and Women's Cross-Country** teams had a standout season, sending a total of ten runners to compete in the California Community College Athletic Conference State Championships. Head Coach, Rob Lander and his team also hosted the first ever Inland Empire Cross Country meet at Chaffey College.

**Men's Soccer**, led by Head Coach Ben Cooper, also had a successful season, ending the year with a 12-6 overall record. Six Panther student-athletes earned all-conference recognition, while four players were also named scholar-athletes.

The Panther **Aquatics** teams struggled early but managed to find their rhythm half-way through their conference seasons, finishing the year with eight student-athletes earning South Coast Conference honors. Women's Water Polo, under first-year Head Coach, Laura Koscis showed marked improvement over the 2018-19 season. Aquatics teams at Chaffey compete in the most competitive aquatics conference in the state, with the likes of Long Beach City College, Cerritos and Saddleback and Cypress College.

### **Community Outreach & Promotions**

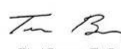
The Athletic Department is committed to creating positive visibility both on campus and in the community that contributes to the overall student-athlete experience. By collaborating with our Foundation, Alumni and Outreach Department, we have continually tried to integrate operations with the entire campus through more involvement. Our goal is to strengthen our connection to and increase collaboration and sponsorship opportunities with our alumni base, as well as seek out mutually beneficial relationships in the community. Our teams have worked tremendously hard at reaching out to our local communities and involving them in our athletic programs. For example, Chaffey College Athletics welcomed 5th and 6th graders from Cypress Elementary School in Fontana. The students were given a tour of the Sports Center, Sicosky Gym, Fitness Center, Grigsby Field and the pool, as well as provided general information about our intercollegiate athletic teams. Athletics has also partnered with Outreach & Advancement to create an "Athletics Viewbook" and hype video in both print and electronic format that highlights our outstanding athletic programs and partnered with our Alumni for the Hall of Fame & Report to the Community events. Additionally, athletics has an on-going partnership for submitting student-athlete success stories to "In the News," and are currently updating our department website to make it more engaging and timelier.



On behalf of the Chaffey College community,  
thank you for donating team meals in support of our Athletes.  
When you support Chaffey College, you are a part of something  
very special: a community dedicated to making a difference  
in students' lives and providing the resources they need to be successful.  
Your generosity reflects our vision of inspiring hope and building community,  
and we look forward to continuing this partnership with you.

With grateful appreciation,

  
Lisa C. Nashua, M.S.L.M., Ph.D.  
Executive Director  
Foundation & Government Relations

  
Timi Brown, Ed.D.  
Athletics Director



Our Public Information Specialist pioneers a kindness rock project on campus, with **Umoja** and **The Lavender Coalition**, in the community with Rock the Spot (a local nonprofit) and several local scout units.

### Tricks and Treats with Chaffey Softball and Baseball Teams



**Blackout & Whiteout Night – Football, Men’s and Women’s Basketball**



**Coaches vs. Cancer – Men’s and Women’s Basketball**



**Men’s Basketball** invited over 300 students from the Montclair-Ontario Unified School District to attend a home basketball game. Chaffey College Kicker, Nick Lawson, spoke to the students about goals and what it’s like to be a student-athlete. After the game, the Chaffey College Panther players autographed a team poster for the kids.



## Football

Chaffey College football is heavily involved in our community. Each year on campus (October) the football players and staff conduct the Camp Carnelian Nature Run for Carnelian Elementary School.



The Chaffey Football staff also conducts a coaches' clinic every July at Chaffey College for Pop Warner coaches and players. The clinic has been well-attended over the years, with over 50 coaches and 100 youth players in attendance.

## Internship Program

Our two, full-time Athletic Trainers are actively involved in, and collaborate with Kinesiology to offer a student internship program aiming to give students interested in kinesiology an insight into athletic training. The program exposes students to the field of athletic training, the world of treating student-athletes during practices and games and helps guides students to their next destination. In addition, Chaffey College hosts interns from local universities, such as LaVerne and Azusa Pacific University. Over fourteen interns assist our athletic trainers gaining critical on-the-job experience working with student-athletes before, during, and after competition.

## Professional Development

The Athletic Director, coaches, athletic trainers and many of our student-athlete support personnel complete professional development opportunities, as well as serve on regional & statewide committees every year. Both Athletic Trainers have completed a certification course in contact tracing from Johns Hopkins University and attended the National Athletic Trainer's Association (NATA) national conference to earn continuing education units. Many of our coaching staffs attend clinics and other seminars related to their sport throughout the year. For example, our Cross-Country Coach attended a coaching clinic at the Rancho Cucamonga, Fleet Feet store, and our football coaching staff attended the Glazier Football Clinic in Las Vegas, and Los Angeles. Our Head Football Coach serves as an SCFA Executive Committee Member, our



Head Women's Basketball Coach serves on the basketball seeding committee, while our Public Information Specialist is active on the LGBTQ+ Advocates Committee, as well as the One Book One College Committee.

### **Impact of COVID-19 on Athletics**

After a highly successful fall season for all our athletic teams, our spring sports were off to a great start. Baseball, Softball and Men's and Women's Swim and Dive were in competitive races for conference championships until March 12th when all athletics were forced to shut down per the California Community College Athletic Association due to the global pandemic. Since March, our department has continued to focus on student-athlete engagement and persistence. When Chaffey College decided to transition all courses to online instruction, our head coaches became Canvas certified to teach their KINTM courses. Coaches also continued to virtually recruit prospective student-athletes to Chaffey College, to make sure rosters are maximized.

The loss of competitive athletics has been difficult on our coaches and student-athletes, but weekly zoom meetings, phone calls, social media and other communication mediums have helped ensure our student-athletes stay committed to their academics, their teams and Chaffey College. Additionally, our Athletic Trainers have been working with the California State Athletic Trainer's Association to develop a comprehensive return to play document, in collaboration with campus, county and state guidelines to ensure coaches and student-athletes' safety upon return. Our coaching staffs have put together return-to-play documents outlining parameters for their sports' teams to also ensure student-athlete and coaches' safety by following proper protocol. Finally, if spectators are not allowed to attend our home athletic events, the athletic department is planning on streaming all home sports' events to share with our fans.

The financial impact resulting from the loss of athletics during the pandemic has been difficult. Keeping employee morale high while being asked to reduce operating and personnel costs, has brought the Athletics family together as we lean on each other for support. In addition, our athletic teams and our department rely heavily on fundraised dollars and our larger community has been impacted by the pandemic; affecting our teams' ability to conduct fundraising campaigns. One of our largest sources of revenue, the summer swim program, has also been cancelled. Through all the disappointment and uncertainty, our student-athletes, coaches and department have remained committed to our goals of student success, completion and goal attainment, and remain optimistic to return to competition in the spring 2021.

### **Goals & Objectives**

Chaffey College Athletics will continue to strive to create and maintain a winning culture that is innovative, compliant, strategic, focused on student success, and one that provides our teams with an opportunity to regularly compete for championships. To accomplish this, Athletics has several objectives for the year:

- Continue to follow the Guided Pathways Framework and provide our student-athletes access to campus resources to ensure the opportunity to for transfer education.
- Examine all areas within our department from an equity lens to identify areas of opportunity to serve under-represented and disproportioned populations.
- Cultivate campus, community and alumni relationships to encourage a more engaging and caring campus experience, inspired by a shared allegiance to a life-long commitment to the college.

- Continue to develop collaborators and leaders who distinguish themselves during their college experience and flourish following graduation through the development & implementation of a Student-Athlete Advisory Club.
- Increase awareness and positive visibility to the college by highlighting academic and athletic achievements of our student-athletes, branding facilities and furthering marketing & promotional efforts.
- Strive to maximize enrollment in team classes by coaches remaining committed to the recruitment of diverse, student-athletes within our district.
- Maximize technology and efficiency efforts by integrating with college-wide systems, live-streaming games to reach larger audience, and transitioning internal and external forms to digital format.
- Continue collaboration with Kinesiology and other departments to identify areas to increase both credit and non-credit curriculum and offer classes that students can contribute to our workforce, while aligning our needs with the community.
- Encourage coaches to seek out professional development opportunities to ensure our department is educating themselves to remain at the top of their field & sport.
- Remain fiscally responsible with District resources by examining areas of opportunity to reduce costs, while also seeking out new and existing revenue streams.
- Conduct student surveys to examine the interest in adding additional sports to our athletic department. Actively seek interest from the underrepresented gender for participation.

## CalWORKs

The CalWORKs Program for Parents at Chaffey College helps eligible students align their educational and career goals and achieve academic success and self-sufficiency. The Program offers individual counseling, priority registration, work study placement and subsidized employment, mentoring, advocacy, and personal/professional development. Students are served by individuals who are knowledgeable in county CalWORKs requirements, sensitive to students' roles as parents, and committed to helping students reach their full potential through education and employment.

### Snapshot of CalWORKs Academic Year

- Total Served – 501
  - Summer 2019 – 105
  - Fall 2019 – 210
  - Spring 2020 – 186

From July 2019 – June 2020

- **563** walk-in visits for counseling, education plans, county paperwork, benefits pick-up, school supplies, and/or snacks
- **818** in-person counseling appointments with 396 unduplicated students
- **268** virtual appointments with 167 unduplicated students
- **337** workshop attendances with 195 unduplicated students
- **89** chat sessions with 76 unduplicated students

### CalWORKs Activities for Fall 2019

#### Welcome Back events

The CalWORKs Program for Parents held their annual fall Welcome Back event in the beginning of August. New and returning students learned about the CalWORKs Program, along with other student service departments and programs. The students enjoyed the event, and they appreciated the information.

08/08/19 Session 1 – 48 students

08/08/19 Session 2 – 37 students

08/09/19 Session 3 – 42 students

#### Cookies with CalWORKs

Open to all CalWORKs students, this activity provided a space for helpful dialogue and networking, with the intent to foster connection with students and the CalWORKs team.

- September 5<sup>th</sup>
- November 14<sup>th</sup>

#### San Bernardino County Quarterly Meeting

- September 23, 2019

CalWORKs, EOPS & CARE Collaboration

- “Planting the Seeds for College” Summer student and family event (July 2019)
- Welcome Back Orientations for CalWORKs and CARE (August 2019)
- Collaborative student meetings (fall semester)
  - Nine Collaborative meetings were held in the fall with topics ranging from Yoga to an open forum with a San Bernardino County Employment specialist



CalWORKs Activities for Spring 2020

Cookies with CalWORKs

Open to all CalWORKs students, this activity provides a space for helpful dialogue and networking, intended to foster connection with students and the CalWORKs team

- February 6<sup>th</sup>
- March 5<sup>th</sup>
- April 2<sup>nd</sup>
- May 12<sup>th</sup>

CalWORKs & EOPS Collaboration

Nine Collaborative meetings were held in the spring with topics ranging from Yoga to an open forum with a San Bernardino County Employment specialist

- **CalWORKs and EOPS Orientations** - featured guest speakers from campus resources such as Child Development
  - Friday January 24<sup>th</sup>
  - Friday February 7<sup>th</sup>
- **Yoga** – January 31<sup>st</sup>, March 2<sup>nd</sup> @ Chino, hosted by EOPS Counseling Faculty
- **Self-Care** – Feb 19<sup>th</sup>, March 25<sup>th</sup> April 29<sup>th</sup>, May 13<sup>th</sup> – hosted by EOPS Counseling
- **Building a Positive Mindset** Workshop – Thursday February 13<sup>th</sup>, 2:00-4:00 – Guest Speaker Angel Rogers
- **Nursing Realities Workshop** – Friday March 6<sup>th</sup>, 12:00-1:30





## Career Center

The Career Center, which relates to Institutional Goals 1 and 4, assists students with finding answers to their career questions: helping them discover who they are and how that affects their career/major choices, what careers really entail, what majors are best for their chosen fields, and how to land the jobs they want. The Center also offers career assessment tools, mock interviews, career counseling, online distance education counseling through Cranium Cafe and a variety of career workshops and resources designed to help students make educated major/career decisions as well as prepare them for their job search.

The Center offers students a variety of valuable resources for career planning and pursuit including skills and interest assessment and interpretation, career exploration, counseling for students with an undecided major, and resulting educational planning. The Career Center also provides students with valuable resources for obtaining employment while they pursue their educational goals. These resources include maintenance of the College's job board, Chaffey Connect; resume and job search workshops; group and individual resume assessment and enhancement; and group and individual interview preparation. Ultimately, the Career Center's services are designed to help students make educated major/career decisions, prepare them to successfully job search in their chosen field, and assist them in their current employment pursuits.

The Career Center data below related to career and educational planning demonstrates the variety of services provided to assist students in both identifying and completing their educational goals. The data below related to the Center's events demonstrates a commitment to developing the student holistically in terms of their professional pursuits. The services provided under External Relations, Outreach, Partnerships, and Linkages in the table below illustrate the types of service the College provides to the community through the Career Center.

In addition to the data below, several noteworthy successes include:

- Ensured Chino and Fontana Campuses were served by providing one counselor one day per week at each campus.
- Since the online mock interview tool, *Big Interview*, was implemented in June 2019, over 6,000 students have signed into the tool. Approximately 2,000 students watched a video.
- Processed all college student employees including federal and CalWORKs work-study totaling 424 students, which is a 72.3% increase from the prior year.
- The Center staff continued to enhance the Chaffey Connect software enabling employers to directly recruit Chaffey College students.
- Since March 2020, all Career Center counselors transitioned to online counseling to assist students in career planning and readiness.
- 819 students scheduled online counseling appointments with our career counselors from March-June 2020.
- Assisted in identifying Federal Work Study students who ceased employment due to the campus closure.
- The Career Center hosted 49 workshops.

- The Career Center launched the Alumni Big Interview site in June 2020. This alumni site offers all of the same features of the original site to Chaffey alumni.
- The Big Interview site has also undergone an upgrade as the Career Center takes part in a pilot for the AI-based interview feedback tool. Now a Big Interview user can record an answer and then, in just seconds, get an assessment of critical factors including eye contact, use of fillers, vocabulary, tone, rate of speech, and more. The feedback will also include recommendations for how to improve any weaknesses.
- The Career Center staff created workshops and trainings on resume development and interviewing skills to be presented online to students.

<b>Career Center Data July 1, 2019 – June 30, 2020</b>	
<b>Career and Educational Planning and Resources</b>	
<b>Type of Service</b>	<b>Students Served</b>
Career Assessments Administered	3,342
Big Interview	6,100
Roadtrip Nation	353
Career Counselor Appointments and Walk-Ins	1035
Educational Planning Appointments	47
Career Success Guide Appointments and Walk-Ins	295
Computer Lab Usage	1022
<b>The services below were provided during a virtual environment (March 17, 2020- June 30, 2020)</b>	
Career Counselor Appointment and Walk-Ins (ONLINE CRANIUM)	819
Educational Planning Appointments (ONLINE CRANIUM)	405
Students assisted through Cranium Chat (Assisted by Stephanie Gonzalez and Bryanna Viramontes)	196
Students assisted through the Career Center Email	91
<b>Career Center Events, Workshops, and Class Presentations</b>	
Workshops (Total: 322)	1151
Class Presentation (Rancho- 665, Fontana- 121, Chino- 43; Total: 829)	
Marketing (Tabling) (Rancho- 178, Fontana- 8, Chino- 0) Total: 186+115 (other)= 301	301
<b>External Relations, Outreach, Partnerships, and Linkages</b>	
External Employer Positions Posted on Chaffey Connect	300



## Commencement

Chaffey College was scheduled to hold its 103<sup>rd</sup> Commencement Ceremony at Toyota Arena on Thursday, May 21, 2020; however, due to the pandemic the college was forced to postpone the ceremony. Considering the governor's social distancing orders, the college planned activities in the virtual environment or with limited contact in order to celebrate our graduates. A reduced cost souvenir grad bag containing a cap, tassel, and sash was made available to be ordered and picked up during a hosted drive-thru Grad Fest at all three campuses on May 20, 2020. Over 1,200 students RSVP'd to obtain a souvenir grad bag and over 700 students participated in the drive-thru grad fest. Many graduates and their families arrived in cars decorated for the occasion.



Additionally, approximately 500 graduates also participated in a slideshow hosted on our commencement website on May 21 featuring the student's name, degree, earned honors and a picture of the graduate. The college will have to review the effects of the pandemic to determine if a traditional ceremony can be held at a future date.

## Counseling

The Counseling Department supports Institutional Goals 1, 2, 4, and 5. Its primary objective is to provide comprehensive academic, transfer, career, and personal counseling core services to the students of Chaffey College. The Counseling Department and the Opening Doors to Excellence provide service to new, continuing, and returning students including:

- Counseling for the purpose of developing educational plans for new and continuing students
- Specialized counseling services for students seeking transfer to a 4-year college or university
- Walk-in services for matriculation appeals, unit overload appeals, prerequisite validation, registration assistance, and assistance with various petitions including Reinstatement of Registration Priority, Reinstatement of the California Promise Grant, Repetition of a Course for the 3<sup>rd</sup> time, Academic Renewal, Readmission Contract for Dismissal, and prioritized registration for over 100 units.
- Ongoing evaluation of student progress on goal including updating educational plans and graduation checks
- Readmissions counseling and educational planning for previously dismissed students seeking to return to the college
- Provide specialize counseling services to students in CTE programs.
- Informational workshops for students on second level probation as part of the Opening Doors program
- Specialized counseling services and program support for foster youth
- Comprehensive counseling, educational planning and intervention services for students on academic and progress probation offered through the Opening Doors to Excellence Program, including specialized identification, notification, and outreach services targeting students on 2<sup>nd</sup> level probation and in dismissed standing.
- Allied Health counseling services including pre-application progress checks and development of educational plans to meet prerequisites for admissions into RT, RN, LVN, Dental Assisting, and LVN to RN.
- Specialized counseling support for students in the honors program
- A comprehensive offering of in classroom and internet-based guidance courses. Topics include Essentials of Student Success, Opening Doors to College Effectiveness, and Career and Life Planning
- Certification of CSU and IGETC general education transfer patterns including evaluation of external transcripts for pass along
- Online orientation for all new students
- Specialized counseling and support for international students including orientation, educational planning, and specialized counseling.
- Administering, planning, and executing Senior Early Transition at 26 comprehensive high schools in the Chaffey District service area
- Specialized counseling services for STEM students
- Evaluation of external transcripts and advanced placement exams for progress on goal towards completion

- Online video and phone counseling services for students at a distance
- Workshops for probationary students seeking to be informed about probationary standing and participation in the Opening Doors to Excellence program
- Provide specialized counseling services to students participating in the Puente program
- Shared coordination of the Puente program in Fontana including teaching a designated Guidance 2 course for Puente students and providing counseling services for students in the program
- Readmission Contract workshops for returning dismissed students and subsequent counseling for reestablishing good standing
- Specialized counseling services for limited English-speaking students transitioning from ESL to credit courses
- Process petitions for course substitutions and waivers for certificates and degrees
- In collaboration with academic disciplines, publish and provide, major and general education information sheets detailing course requirements for certificate, associates, and transfer requirements
- Provide specialized counseling services for veteran students
- Provide referrals to a comprehensive list of other student support programs and services including Transfer Center, Career Center, DPS, EOP&S, CalWORKs, Financial Aid, Admissions and Records, and 4-year colleges and universities
- Provide specialized counseling services to students participating in AMAN/AWOMAN/Umoja
- Evaluate and process graduation applications for certificates and degrees in conjunction with Admissions and Records.

### Accomplishments

- ✓ Hosted the annual High School Counselor Breakfast for over 90 high school counselors from Chaffey College district high schools.
- ✓ Completed orientation, assessment, and counseling services at 27 high schools as part of Senior Early Transition.
- ✓ Two thousand and one students completed the Senior Early Transition program from district high schools, an increase of 67.4%. Of those completers, 1036 enrolled in fall, an increase in 33% over the prior year. This records the highest number of SET program completers and enrollees in the history of the program.
- ✓ Successfully completed SLO evaluations for Guidance 2 courses.
- ✓ In collaboration with Guided Pathways and Instructional Program faculty developed, audited and finalized program maps for use in counseling students in the creation of comprehensive educational plans.
- ✓ Successfully transitioned all offerings of guidance courses for spring 20, summer 20, fall 20, and spring 21 to an online delivery system in response to the COVID-19 pandemic.
- ✓ Integrated the Academic and Career Maps into the development of Curriculum Tracks, an enhancement to the electronic educational planning program Student Planning.
- ✓ Developed and implemented a comprehensive online counseling system called Cranium Café. Subsequently, trained all counseling faculty in the use and operation of Cranium Café facilitating the full and complete navigation to online counseling services in response to the COVID-19 pandemic.

- ✓ Created and implemented an online Counseling Department hub for counselors from all student support programs have access to critical counseling resources and information necessary to provide accurate and critical information to students.
- ✓ Created and published 22 videos for student use to assist in helping students navigate critical college process related to matriculation, registration, online learning, and access to counseling services
- ✓ Fully transitioned access and processing of petitions and student forms in collaboration with Admissions and Records and other programs using an online document-processing program called Formstack.

<b>Opening Doors to Excellence 2019-2020</b>	
Opening Doors to Excellence Services	Number of Students
ODE Information Session	783
ODE Contract	681
Petition to Waive ODE	104
Refusal of ODE Services	9
Submitted Petition for Readmission - Prior to March 2020	179
Signed Readmission Contract - Prior to March 2020	271
Letters Sent Out - Prior to March 2020	1,933
ODE Emails (Does not include follow-up emails sent from COMM Mgmt.)	2,859
ODE Phone Calls - Prior to March 2020	1,030
ODE Walk-Ins	1,818
ODE Educational Plan (Comprehensive and Updates	651
<b>Total Student Contacts</b>	<b>10,318</b>

The high schools that participated in Senior Early Transition (SET) in fall 2019 and spring 2020 were: AB Miller, Alta Loma, Ayala, Buena Vista, Chaffey, Chino, Chino Hills, Citrus, Colony, Don Lugo, Eric Birch, Etiwanda, Fontana, Hillside, Jurupa Hills, Kaiser, Los Osos, Montclair, Ontario, Ontario Christian, Options for Youth (held at Chino 2, Fontana 1, Upland), Rancho, Summit Upland, and Valley View.

### Summary for Senior Early Transition

2019-2020		
School Name	Students completed the application	Students who completed the orientation/counseling session
AB Miller	247	175
Alta Loma	243	123
Ayala	33	21
Buena Vista	12	9
Chaffey	274	103
Chino	121	79
Chino Hills	34	13
Citrus	9	4
Colony	158	98
Don Lugo	61	28
Eric Birch	74	28
Etiwanda	343	229
Fontana	399	355
Hillside	28	17
Jurupa Hills	217	41
Kaiser	173	98
Los Osos	160	72
Montclair	140	54
Ontario	205	90
Ontario Christian	8	4
Options for Youth-Chino	10	8
Options for Youth-Fontana	26	9
Options for Youth-Upland	22	11
Rancho	300	172
Summit	399	111
Upland	128	23
Valley View	26	1
<b>Total Number of Students</b>	<b>3,850</b>	<b>1,976</b>
Total Number of Schools	25	25

	2019	2020
Total Students - Applied	3,437	3,850
Total Students - Completed	2,037	1,976

There were 3,850 graduating seniors that applied for Chaffey College from the high schools listed above. Out of those students 1,976 students completed the application, orientation, and educational plan sessions before their issued summer and fall registration dates. The placement was waived for these students and were placed based on their high school transcripts.

<b>Transcript Evaluator Office 2019-20</b>		
Degree Applications Reviewed	5,429	
Certificate Applications Reviewed	2,616	
Prerequisite Validation Request Forms Received	1,763	
Prerequisite Validation Transactions Requested	2,050	
Transcripts Evaluated for English and Math Prerequisites	6,965	
CSUGE Certifications	816	
IGETC Certifications	504	
Total Allied Health Evaluations	843	
<i>Allied Health Evaluations - ADN</i>		601
<i>Allied Health Evaluations - VN</i>		69
<i>Allied Health Evaluations - RT</i>		173
External General Education Evaluation Request Forms Received	2,563	
External General Education Evaluations Processed	3,113	
<i>External General Education Evaluation - AA/AS</i>		631
<i>External General Education Evaluation - CSUGE</i>		2,133
<i>External General Education Evaluation - IGETC</i>		349

<b>Counseling Pre-Pandemic Program Data July 1, 2019 to March 22, 2020</b>	
<b>Fontana Campus</b>	<b>Number of Student Contacts</b>
Abbreviated Ed Plan	90
Comprehensive Ed Plan	353
Counseling	633
Follow-Up	234
Walk-in	6
Probation Level ½ & Dismissal	32
Update Ed Plan	181
Total Student Contacts	1,529
<b>Rancho Campus</b>	<b>Number of Student Contacts</b>
Abbreviated Ed Plan	283
Comprehensive Ed Plan	3,573
Counseling	2,190
Follow-Up	1,473
Walk-in	2
Probation Level ½ & Dismissal	4
Update Ed Plan	702
Total Student Contacts	8,227
<b>VRC</b>	<b>Number of Student Contacts</b>
Abbreviated Ed Plan	145
Comprehensive Ed Plan	124
Counseling	178
Follow-Up	29
Walk-in	0
Update Ed Plan	41
Update Vet Check	49
Vet Check	110
Total Student Contacts	676

<b>Post Pandemic Program Data</b> <b>General Counseling/CTE/Veterans/STEM/Athletics</b>	
<b>March 23 - June 30, 2020</b>	
<b>Reason Code</b>	<b>Number of Contacts</b>
Abbreviated Educational Plan	678
Academic Renewal	82
Comprehensive Educational Plan	1,136
Counseling	2,837
CSU GE and IGETC Certification	38
Follow- Up	432
Graduation Check	246
Preliminary Graduation Check	32
Puente	8
Puente Walk-in	5
Transfer Counseling	540
Unit Overload	264
Update Educational Plan	574
Walk-In	956
<b>Total Contacts</b>	<b>7,828</b>

**GPS**

The Guiding Panthers to Success Centers (GPS) is an extension of the counseling department, assisting and supporting matriculation through completion services for students on a walk-in and appointment basis including orientation, registration assistance, progress on goals, referrals to programs and services, and educational plans for new, continuing and returning students. These steps help ensure students complete and reach their educational goals in a timely manner. The GPS Centers supports Institutional Goals 1, 2, 4, and 5 through the help of Counseling Faculty and Success Guides.

The GPS Centers work with new, continuing, and returning students to aid on a walk-in basis in increasing enrollment, retention, and time to completion

**Success Guides:**

- Welcome new and prospective students to campus
- Facilitate Orientations: Information on getting started
- Navigate Chaffey Portal & assistance with accessing Canvas
- Review and interpret placement scores
- Provide course suggestions using major requirements for certificate, AA/AS, AD-T's and transfer requirements
- Check progress on goal(s)



- Promote campus resources and provide department referrals when warranted to include referrals to student support programs and services including: Transfer Center, Career Center, DPS, EOP&S, CalWORKs, Financial Aid, Veterans, Admissions and Records, and four-year colleges and universities
- Share information regarding scholarship opportunities, upcoming events, important dates

**Registration assistance:**

- Guide and empower students to utilize Chaffey's digital tools
- Assist students to register for full-term, fast-track, 14-week, weekend, online, and hybrid classes

**Workshops:**

- 'Hope and Mindset'
- 'Academic Success Learning Group' Levels I and II for Opening Doors to Excellence (ODE)
- Classroom Presentations

**Facilitate Student Orientations for:**

- New and returning students
- Spanish speaking
- Student Veterans and their dependents
- High School Dual Enrollment
- International students

**Outreach/In-reach event(s) to promote:**

- Graduation and Commencement Awareness
- Progress on goal checks
- Registration Rallies
- Welcome Days
- Super Saturdays
- Follow-up campaign Fall and Spring
- Extended center hours before and during the first week of school Fall and Spring
- Tabling: promote upcoming events, information, distribute flyers/brochures

**Counselors:**

- Counseling forms
  - Unit Overload
  - Challenge forms
  - Academic renewals
  - Pre-requisite & Co-requisite Validation Forms
  - Course substitution / Waiver form
- Comprehensive Educational Plans (by appointment)
- Progress on goal checks
- Graduation checks
- Develop Success Guide trainings
- External course work equivalency (by appointment)
- Assist with Senior Early Transition (SET) at local high schools
- GPA calculations

- Advise students on dropping and/or adding classes
- Course suggestions for students with external transcripts

**CAMPAIGNS:**

- ✓ “Connect with Counseling,” a progress check campaign, was hosted by GPS to promote engagement between students and counseling faculty and staff. This event allowed students to meet with Counselors and Success Guides informally then follow up with an appointment to complete an educational plan with a counselor.
- ✓ GPS Centers hosted “Graduation Awareness Week” and “Graduation Awareness Month” for both fall and spring graduation application periods to encourage students to apply for certificates, degrees, graduation, and/or commencement. Each center tabled on their respected campuses bringing awareness about the process of applying and conducting progress checks. Students who applied for graduation during that week received refreshments.
- ✓ “Registration Rallies”- the GPS Centers partner with the public relations office in Marketing to table at all three campuses to encourage full-time standing by promoting open classes, full-term, Second Start, Fast-track and summer registration cycles. Success Guides also review schedules, catalogs, and pass out campus maps and snacks to students. Students have an opportunity to ask questions and learn more about Counseling and GPS services.
- ✓ Collaborated with Financial Aid office to offer workshops on financial aid and scholarships through GPS centers.
- ✓ “Super Saturdays”- The GPS Centers were open on specific dates on Saturdays in the fall/spring and summer to give students access to core services on a weekend to complete matriculation services on one day to include, but not limited to; new student orientations, completion of the placement process, educational planning with counseling and registration assistance.
- ✓ Collaborated with Athletics, DPS, and Veteran’s Resource Center to provide registration assistance to students participating in those programs.
- ✓ Promoted GPS and Counseling resources and services through participation in PAWS booth, Transfer Fair, Club Rush, Career Fair, Panther Welcome Days, Dress for Success, campus tours, and classroom presentations. Update and monitor GPS Center social media as a means of communicating important information about events, activities, and services of counseling and the GPS Center.

<b>Pre-Pandemic Data January 2, 2020 to March 17, 2020</b>			
	<b>Chino GPS</b>	<b>Fontana GPS</b>	<b>Rancho GPS</b>
<b>Walk-ins / Student Contacts</b>	<b>2,194</b>	<b>1,409</b>	<b>3,432</b>

## Puente

### The Puente Project's Ongoing Mission

The Puente Project's mission is aligned with Chaffey College's Vision of Success Goals for Counseling. The mission of the Puente Project is to guide and support historically underrepresented and educationally disadvantaged community college students in the transfer process and degree completion process. Its goal is to increase the number of students who transfer to four-year colleges and universities, earn higher educational degrees and return to the community as mentors and leaders to future generations. The program has an interdisciplinary approach, with writing, counseling and mentoring components. The 2019-2020 academic year was the second year the Puente Project was offered at the Fontana Campus.

### The Puente Project Year in Review: 2019-2020

In the spring, of 2019 Puente Program Faculty completed recruitment and informational sessions at local Fontana High Schools. The Puente Co-Coordinator Lizzete Garcia and Sean Connelly informed prospective students on the benefits of participating in the Puente Project and the support and encouragement it provides with transfer to the CSU and UC system. Establishing and strengthening a community network with local high schools such as Kaiser High and Fontana High has been an ongoing commitment, and it has helped the Puente Project provide a smooth transition from high school to Chaffey College.

During the fall 2019 semester, 23 Puente students initially enrolled into the program. Within the first month, three students withdrew from the program during the fall semester. Eighty-seven percent of the Puente student population successfully completed Guidance 2 and English 495. In Spring 2020, Puente enrollment for English 1A was negatively impacted by COVID-19, and many students struggled with the transition from face-to-face learning to Distance Education. Four students submitted COVID-related late administrative withdrawals in the month of April, one month prior to the semester ending. Five students are currently under Incomplete status for English 1A due to COVID-related hardships and are presently completing their academic work in order to obtain a letter grade. Due to these circumstances, a finalized completion rate is still pending. Eleven students successfully passed the course.

In the month of August, the Puente students were welcomed to the Fontana Campus and attended their program orientation. Students learned about the Puente Project's requirements and goals. They also attended an informative campus tour that provided them with detailed information on campus services.



On September 24<sup>th</sup>, the Puente students and their family members attended the Noche de Familia Event, with over 48 participants in attendance. Puentistas and their families received information on the UCSD Transfer Conference, the Spring Northern California university tours trip, EOPS, and Financial Aid. Attendees also met Puente student alumni and Puente mentors who shared their personal experiences with the Puente Project.

Students attended the Puente Transfer Motivational Conference at University of California San Diego on October 5, 2019. Students were welcomed by award winning novelist Reyna Grande, a former community college student who writes about her struggles navigating the educational pipeline as an immigrating first generation college student. Students met and spoke with Reyna and attended a resource fair with information on different UC campuses and program services. The conference also included 19 workshops geared towards UC admission and transfer, career and graduate studies, professional networking, money management, DACA and undocumented student support, STEM and campus resources. The field trip ended with a quick visit to UCSD marine biology beach area. Students were very excited to participate in the conference and to visit the UCSD campus. Puente students left the conference with increased confidence and motivation regarding transfer opportunities.



We were very fortunate to have many faculty members volunteer to be Puente Program Mentors. A game and pizza mentoring event was held in the month of February. During this time, the students had the opportunity to meet their mentors and participate in playing various board games with classmates and mentors. It was a valuable opportunity for students to connect with their mentors and discuss their academic goals and career pathways.

The Puente events that usually take place during the spring semester were negatively impacted by COVID-19. Our northern California trip was cancelled a week prior to the scheduled date due to student safety concerns. All in-person activities and events had to be cancelled by mid spring. COVID-19 had a severe impact on students' motivation with class participation, but the Puente Co-Coordinator kept students connected and engaged with their college participation, including weekly check-ins for students to connect via video chat with the Co-Coordinator. Students continued to meet regularly with the Puente Counselor Lizzete Garcia to discuss Summer and Fall course selection and transfer goals. Student also met twice weekly via Zoom for their English 1A course with Sean Connelly, and Puente mentors continued to stay connected with their mentees via phone conversations, email, and other media. The Puente Co-Coordinator Lizzete Garcia and Sean Connelly continued to help students feel supported in their academic and personal goals during this transition to Distance Education.

## UMOJA

### **Umoja Data:**

76 Chaffey Students Participation (Club and Program /Student leaders/ Umoja Student Club  
460 Community Members  
69 Umoja Students from other Community colleges  
60 Faculty Members  
29 Umoja Statewide Representation  
5 UC Representatives  
235 Umoja Student Applications  
1489 Overall Event Participation - Sign in sheets

### **List of Umoja Events and Activities:**

#### July 2019:

Umoja Summer Bridge (planning w/ students)

#### October 2019:

14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup>- Umoja Porch Talks  
14<sup>th</sup> and 21<sup>st</sup> -Umoja Conference Orientation  
14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup> – Study Vibe (Umoja)  
14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup> – Indaba (Umoja)  
17<sup>th</sup> – Umoja Women’s Empowerment  
19<sup>th</sup> – Umoja Maker’s Day  
21<sup>st</sup> – UC Santa Cruz Tap Workshop – Umoja  
27<sup>th</sup> - Chaffey College’s 11th Annual Trunk-or-Treat – Umoja Students booth  
31<sup>st</sup> -November 2<sup>nd</sup> – Umoja Conference (Oakland, CA)

#### November 2019:

4<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup> - Umoja Porch Talks  
4<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup> - Study Vibe (Umoja)  
4<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup> – Indaba (Umoja)  
7<sup>th</sup>, 21<sup>st</sup> – Umoja Women’s Empowerment (Rancho Campus)  
13<sup>th</sup> – Montclair High School Unity Day -Umoja Student Leaders  
15<sup>th</sup> - Umoja at UCLA Afrikan Diaspora Experience

#### December 2019:

2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup> – Umoja Porch Talks  
2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup> – Study Vibe (Umoja)  
2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup> – Indaba (Umoja)  
12<sup>th</sup> Kwanzaa Celebration (Umoja)  
12<sup>th</sup> Umoja Women’s Empowerment (Rancho Campus)

#### January 2020:

20<sup>th</sup>, 27<sup>th</sup> – Umoja Porch Talks  
20<sup>th</sup>, 27<sup>th</sup> – Study Vibe (Umoja)  
20<sup>th</sup>, 27<sup>th</sup> – Indaba (Umoja)

22<sup>nd</sup> – MTC Student Success Workshop  
23<sup>rd</sup> – Umoja UC Santa Barbara Trip  
28<sup>th</sup> – Umoja Women’s Empowerment (Chino Campus)  
16<sup>th</sup>, 30<sup>th</sup> – Umoja Women’s Empowerment (Rancho Campus)  
30<sup>th</sup> – Kindness Day

February 2020:

3<sup>rd</sup>, 10<sup>th</sup>, 24<sup>th</sup> - Umoja Porch Talks  
3<sup>rd</sup>, 10<sup>th</sup>, 24<sup>th</sup> – Study Vibe (Umoja)  
3<sup>rd</sup>, 10<sup>th</sup>, 24<sup>th</sup> – Indaba (Umoja)  
3<sup>rd</sup> – Queens Day  
4<sup>th</sup> – Kings Day  
5<sup>th</sup> – Jam Session  
6<sup>th</sup> – Black Wall Street  
11<sup>th</sup> Indaba/Talk Time  
13<sup>th</sup> – Umoja Women’s Empowerment (Rancho Campus)  
18<sup>th</sup> – Taste of Soul (Fontana Campus)  
20<sup>th</sup> Indaba Series: A Talk on Black Panther Leader Fred Hampton (Fontana Campus)  
24<sup>th</sup> – Courageous Conversations  
25<sup>th</sup> – February Umoja Women’s Empowerment (Chino Campus)  
26<sup>th</sup>- Mental Health Workshop  
27<sup>th</sup> – Taste of Soul  
28<sup>th</sup> – Hip Hop Summit (contributed)

March 2020:

2<sup>nd</sup>, 9<sup>th</sup> - Umoja Porch Talks  
2<sup>nd</sup>, 9<sup>th</sup> – Study Vibe (Umoja)  
2<sup>nd</sup>, 9<sup>th</sup> – Indaba (Umoja)  
12<sup>th</sup> – Umoja Women’s Empowerment (Rancho Campus)

## **Disability Programs and Services (DPS)**

### **Program History**

Student Programs and Services (DPS) was created when Assembly Bill 77 (Lanterman), was enacted in 1976 and codified in Education Code, Section 84850 and Title 5, California Code of Regulations (5 CCR) Sections 56000-56076. It funds support services and instructional programs for students with disabilities in the California Community Colleges. DPS assists colleges to provide services and accommodations for qualified students to support their student success and to meet the requirements of federal and State non-discrimination and civil rights laws, including Sections 504 and 508 of the federal Rehabilitation Act, the Americans with Disabilities Act (ADA); and California Government Code Sections 11135-11139.5.

### **Description**

The DPS program provides support services and educational accommodations to students with disabilities so that they can have full and equitable access to the community college experience. An Academic Accommodation Plan (AAP) is developed for each student served by DPS. The AAP defines the student's educational goals and outlines the support services and academic accommodations to be provided to address the student's specific disability-related educational Disabled needs.

Examples of services that may be provided by DPS that are over and above those regularly offered by the college would be test-proctoring, assessment for learning disabilities, specialized counseling, interpreter or captioning services for hearing-impaired or deaf students, mobility assistance, note-taker services, reader services, transcription services, specialized tutoring, access to adaptive equipment, job development/placement, registration assistance, special parking and specialized instruction.

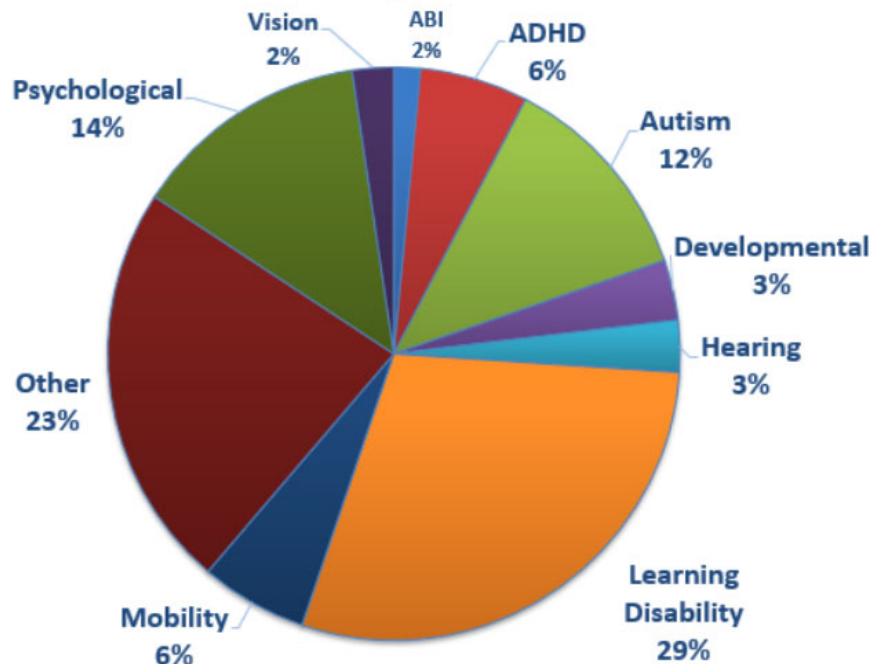
### **Eligibility Criteria**

To be served by DPS, the student must have a verified disability which results in an educational limitation that inhibits the student's ability to participate in the general educational program of the college without additional specialized services.

The DPS Department serves disabled students in accordance with Title 5 regulations and the Americans with Disabilities Act of 1990. We aim to give students served the same quality education as any other student. The Department also serves as a resource for faculty and staff who serve students with disabilities. Department faculty and staff pride themselves on the over and above support they provide to continue to bring awareness of the needs of students with disabilities and work together to ensure educational access for all students.

The DPS Department proudly served 1,521 students during the 19/20 academic year.

## 2019-2020 DPS Population Breakdown by Diagnosis



Below are a few accomplishments for the **Fall 2019 and Spring 2020 semesters**.

### Fall 2019

The DPS Department hosted the 10<sup>th</sup> Annual Disability Awareness Fairs at the Rancho, Chino and Fontana Campus. Disability Awareness events help to create or strengthen a commitment to social justice. In this context, it is critical to identify the “problems” as barriers created by our society and culture, rather than placing blame on individuals or the existence of a disability with a person.

Hundreds of students attend these events every year. Events that promote awareness and reduce stigma will ultimately help students be comfortable utilizing DPS support and help reduce equity gaps.

### Spring 2020

January – March

- January 10, 2020/Flex presentation to faculty- “Effective Collaboration with Disability Programs and Services” -Subject: Diversity Equity and Cultural Intelligence
- Facilitation of in-office test proctoring to ensure DPS student highest level of academic success. Examples of services provided: in-person accommodations at our testing locations, Rancho, Fontana and Chino, with special seating and/or furniture, alternate media accommodations, DHH interpreters, Reader and/or Scribe proctor.



March – May

- Professional Learning opportunities are pursued by both faculty and staff. Faculty and staff are always looking for ways to improve the student Experience.
- Faculty and Staff from the DPS Department continue to host flex training and professional learning opportunities for the entire campus community.
- All DPS Counseling faculty participated in a two-week professional learning opportunity to learn the online counseling tool: cranium café. All faculty were ready and prepared to seamlessly serve students virtually. Additionally, all DPS Counseling faculty completed canvas training.
- Weekly Counseling faculty and staff meetings continued in order to stay up to date with Institutional Updates as well as Department updates.
- DPS “Meet the Team” flyer was created and distributed to students, faculty and staff. The flyer included pictures of faculty and staff with a direct way to be able to contact one of the team members.
- The DPS Department hosted two Student/Parent Nights on campus before transitioning to fully online support.  
Parent Nights are amazing events where students/potential students and their family members can attend and get vital information about disability services at Chaffey College.
- The Department was in the middle of reaching out to students enrolled in our local feeder high schools who participated in Senior Early Transition to provide a smooth transition to Chaffey College when the stay-at-home orders were implemented. That did not stop our counseling faculty from reaching out to each student who demonstrated an interest in being served by the DPS department. Counseling faculty created communication materials that provided students with simplified steps to follow continue processing required documentation.
- Additionally, as a way to continue intensive in-reach and outreach, DPS Counseling faculty and staff partnered daily to host “Question and Answer” sessions for continuing students. Daily Q&A sessions have assisted students in staying connected to faculty and staff of the Department. DPS Faculty and staff fondly call it the “virtual department” for students. The informal zoom sessions allow for students to ask questions pertaining to the Department or any other questions they may have that we can assist them with. It has served as a great space to continue to sustain a strong community with our students.
- The DPS Department continues to host DPS Advisory meetings each semester. We would like to highlight the strong collaboration with the Department of Rehabilitation. We are continuing to see students use this community resource in conjunction with the support students receive via the Department.

<b>2019-2020 Services</b>			
	Chino	Fontana	Rancho
Test Proctoring	51	34	895
New DPS Intakes	42	35	362
Counseling Appointment	133	131	1525
Continuing Appointments	43	57	498
Returning Appointments	19	7	101

<b>ConexEd</b> <b>March 2020 – June 30, 2020</b>	
	Virtual Appointments
Counseling Appointments	483
Continuing/Returning Appointments	199

## Extended Opportunity Programs and Services (EOPS)

Extended Opportunity Programs and Services (EOPS) is a state funded categorical counseling program intended to make college a viable option for underrepresented, historically disadvantaged students, the majority of whom are the first in their family to attend college. Established in 1969 (Senator Alquist), through Senate Bill 164, EOPS is a direct result of the civil rights movement, grounded in the roots of social justice and equity. EOPS holistic and comprehensive counseling services are aimed at providing "over and above and in addition to" those offered by the college, empowering students whose educational and socioeconomic backgrounds might prevent them from successfully pursuing higher education. The mission and heart of the EOPS program is interconnected to the overall mission of the college, since the educational resources of EOPS are anchored in instilling hope, through educational awareness and opportunity.

### Snapshot of EOPS Academic Year

Total Served – 2,026

Unduplicated Count – 1,056

Summer 2019 – 269 - 19 (CARE) 61 (SRP)

Fall 2019 – 915 served

- Applications received – 1,574

Spring 2020 – 844 served

- Applications received – 759

### 19-20 Program Highlights

#### Celebrating 50 years of Service

In honor of the commemorative date in which EOPS was established, the program hosted a celebratory Open House, launching the start of year-celebration

- Open House  
Featured program related historical information (photo display) a scavenger hunt and food for students, faculty and staff
- Student Contest on Value of EOPS  
First, 2<sup>nd</sup> and 3<sup>rd</sup> place recognitions were presented – over 15 students participated in the contest
- Alumni Success Bio's  
EOPS launched a campaign to collect EOPS success stories from program alumni as part of the 50<sup>th</sup> anniversary campaign. The collected success stories were featured on campus through the semester.



**Chaffey College EOPS Alumni**



"Being part of this program [EOPS] helped me a lot to accomplish my goals. They helped me with my books, parking and had the best counselor, Maria. She always helped me with my classes and to plan my future." Michelle is the current Telemundo Weather Anchor in LA and currently attending the Meteorologist program in Mississippi State University.

**Degrees:** Bachelor's of Arts in Communication Studies/ Meteorology (IP)


**Universities Attended:** CSU, Fullerton/Mississippi State University




**Michelle Trujillo**  
Chaffey College  
Communication Studies/  
Broadcasting



*Celebrating 50 years of over and above advocacy and student success*

**Chaffey College Employee & EOPS Alumni**



"After being laid off, I searched for a job with no success for over two years, and ultimately ended up as a homeless single mom. I finally decided to go to college, and felt as if I had a new vision and hope for my family's future. I was lucky enough to stumble upon the EOPS office as soon as I walked on campus, and I signed up to participate. As a CARE student with two children, I worked with other CAREL students to form the CARE club for single parents, supporting one another with childcare and advice for school and parenting life. EOPS allowed me to see the process of getting through college in a systematic, common-sense way. When you are seen, valued, supported, and connected, you know that you matter. When you know that you matter, you make each choice matter, because you are connected to something bigger than yourself. Thanks to EOPS and the supportive faculty at Citrus, I graduated with two associates degrees in a year and a half, and transferred to Cal Poly Pomona."

**Community College Attended:** Citrus College  
**Degrees:** B.S. and M.S. in Psychology  
**University Attended:** Cal Poly Pomona & Claremont Graduate University

**Hannah Lucas**  
Chaffey College  
Assistant Professor  
of Psychology

*Celebrating 50 years of over and above advocacy and student success*

**EOPS Targeted Guidance 2**

As a fundamental component of their experience with program, all new EOPS students are required to complete Essentials for Student Success, Guidance-2, within their first term or first year of experience. As a class that is aimed at assisting with developing their self-efficacy and overall college knowledge and awareness, this course is instrumental in establishing a framework of success for students, most of whom, in EOPS, are first generation college students. "Cultural Capital" according to Stanton-Salazar & Dornbush (1995) is defined as "the value students gain from their parents that supports and assists them as they navigate the college experience and seek a higher social status and greater social mobility". Since first generation students do not have less exposure and access to the information and culture of higher education from their parents, they lack the same level of preparedness and knowledge helpful in navigating and ultimately succeeding through the rigors presented by higher education.

- Fall 2019
  - @ Rancho Friday 8:00-9:50
  - @ Rancho Tuesday 7:00-8:50
  - @ Fontana Wednesday 8:00-9:50
  - @ Chino Friday 12:00-1:50
  - Online (18 weeks)
- Spring 2020
  - @ Rancho Friday 8:00-9:50
  - @ Rancho *Fast Track* Tuesday/Thursday 4:30-6:45
  - @ Fontana Wednesday 3:00-4:50
  - @ Chino Friday 12:00-1:50
  - Online (18 weeks)

**Summer Readiness Program**

EOPS collaborated with Sociology Faculty in order to feature the Summer Readiness Program, intended to provide graduating high school seniors with the opportunity to enroll in two transferrable college courses aimed at supporting their transition into higher education. EOPS served our largest Summer Readiness class to date with 61 students successfully enrolling and completing the program.

## Cohort 1

### GUID 2: Essentials of Student Success

- TTh
- Instructor: Marlene Ramirez-Mooney

### SOC 33: Intro to Social Justice

- TTh
- Instructor: Guaracha/McCool

## Cohort 2

### GUID 2: Essentials of Student Success

- MW
- Instructor: Melissa Monge

### SOC 33: Intro to Social Justice - 11:30am to 2:50pm

- MW
- Instructor: Sergio Gomez

### The following high schools were targeted for recruitment:

1. *A.B. Miller High School*
2. *Alta Loma High School*
3. *Chaffey High School*
4. *Chino High School*
5. *Diamond Ranch High School*
6. *Etiwanda High School*
7. *Fontana High School*
8. *Jurupa High School*
9. *Kaiser High School*
10. *Ontario High School*
11. *Upland High School*
12. *Rialto Continuation High School*
13. *School of Extended Educational Options (SEEO)*
14. *Summit High School*
15. *Valley View High School*

### Workshops and Events

- *Priority Registration Workshop*
- *Learning Theory Workshop – Language Success Center*
- *UC Riverside field trip*
- *Holocaust Museum field trip*
- *SRP Graduation*

### Turning Point Counseling Support @ CIW

Continued to provide counseling support to CIW Turning Point program and assisted with educational planning efforts for associate degree cohort as well as initial CIM certificate educational planning.

Supported Graduation academic preparation of Business Administration General Cohort

### Regular Referrals to Success Centers

Throughout the course of the academic year, as part of the progress checks counseling appointments that all students complete at least three times each semester, counseling faculty verify/assess EOPS student use of the Success Centers.

All EOPS counseling progress check forms, which are utilized with all EOPS students during their appointments, include a specific question inquiring about the use of the Success Centers, specifically identifying if “tutoring” is recommended for any of the subject areas that students are enrolled in.

Nearly 98% of EOPS students participating in any term are referred to or verified in their use of the Success Centers (Rancho, Chino, Fontana)

Chaffey College  
Develop a tutoring plan & learn more about tutoring support at the Success Center

## FRIENDS WITH FORMULAS

Join us to learn:

- How to approach a tutoring session and how you should prepare to meet with a tutor
- Break down common myths attributed to seeking tutoring support
- Learn how to be comfortable with asking questions
- Learn what questions to ask when seeking tutoring
- Get to know the math tutors and their stories

WEDNESDAY, NOVEMBER 13, 2019  
12 PM - 1:30 PM IN ROOM BE-105

THURSDAY, NOVEMBER 21, 2019  
4PM - 5:30 PM IN ROOM MACC-208

Sign up for this workshop at: [https://chaffeycollege-totaj.formstack.com/forms/friends\\_with\\_formulas](https://chaffeycollege-totaj.formstack.com/forms/friends_with_formulas)

FOOD WILL BE PROVIDED  
TO RSVP CONTACT US AT: (951)822-6349  
In partnership with the Math Success Center

Featured collaborative workshops  
with Math Success Center in Fall  
2020

### Comprehensive Educational Plans

Per EOPS title 5 guidelines, all EOPS students complete comprehensive educational plans when entering the program and regularly update throughout the course of their experience in EOPS, which is often through goal completion. On average, EOPS students update their comprehensive educational plan at least 1 time each semester throughout the course of their experience with the program (EOPS students are eligible to continue with the program up to 70 units or 6 semesters, whichever is more beneficial to the students’ completion), clearly demonstrating the engagement and regularly informed/updated goal of students.

19-20 Counseling/Educational plan appointments completed (numbers below do not reflect additional walk-ins completed at each campus)

- At Rancho – 2717 (in SARS) (counseling, ed-plans, follow-ups) – through March 13
- Approximately 2400 Counseling Appointments completed on Cranium between March 13- June 30)
  - **Total = 5133**
- At Fontana - 538 (through March 13)
- At Chino - 590 (through March 13)



### Virtual Graduation Spring 2020

EOPS has steadily increased the number of graduates who have completed with both degree and certificates

#### EOPS Graduates

- 14-15 – 71
- 15-16 – 151
- 16-17 – 148
- 17-18 – 161
- 18-19 – 214
- 19-20 – 236 (56% increase from 17-18 - comprising largest graduating class to date)
- 7th Annual EOPS Over and Above Faculty of the Year Award provided to EOPS Counseling Faculty Myra Andrade – selected via vote by EOPS students (over 100 students voted via an online survey).
- 7th Annual Dr. Christine Flores Legacy Scholarship was awarded at the graduation luncheon to Julio Ceja (Mechanical Engineering) – University of California, Riverside
- 8th annual Tansen Ajmera Scholarship was awarded at the graduation luncheon to Marlene Zamudio (Criminal Justice) – California State University campus



### EOPS Cultural Activities

To build upon the civil rights and social justice foundation that EOPS is built upon, programming is developed in order to celebrate, appreciate and encourage students to enrich their cultural awareness and relativism.

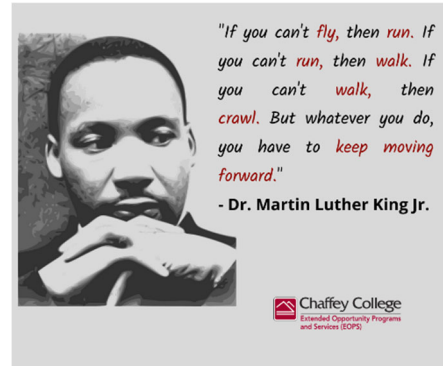
### Fall 2019

- September 15 – October 15, 2019 – Hispanic Heritage Month was celebrated with a slide presentation highlighting Latin Americans' contributions in elected office, the armed forces, human rights activists, sports, science and arts & humanities.
- October 30, 2020 – Dia de Los Muertos celebration in collaboration with Special Populations and Equity Programs, Wignall Museum, CCLFSA, and Chaffey College Student Government. EOPS contributed Pan de Muertos from a local bakery; other celebrations included a community altar, face painting, a papel picado workshop, and musical entertainment.
- November - Native American History Month – A slide presentation highlighted contributions of Native Americans in fields including the arts, armed forces, women in the arts, land and water rights activists, and the American Indian Movement (AIM.)
- November 12 – 14 – International Education Week celebration in collaboration with the International Students Center. Celebrations included an international flag parade and food at all three campus locations, plus cultural showcase tables, music, henna, and fashion show at the Rancho Cucamonga campus.



## Spring 2020

- January 20, 2020 – Martin Luther King’s Birthday was celebrated during the week of January 13th – January 20th with sharing of biographical reading material available for students from the Chaffey College library and social media posts highlighting the quote *If you can't fly, then run. If you can't run, then walk. If you can't walk, then crawl. But whatever you do, you have to keep moving forward.*
- February 2020 – Black History Month slide presentation celebrating 150<sup>th</sup> anniversary of the 15<sup>th</sup> Amendment. The accompanying narrative addressed the growing participation in the legislative process by African Americans as well as the issues that persisted during the Jim Crow era of voter suppression, the passage of the Voting Rights Act of 1965, and acknowledgement of continuing voter suppression in the United States. The presentation included a playlist of songs of the Civil Rights Movement and inspired from it. The documentary film *And Still I Rise* about Maya Angelou played in the EOPS program office at the Rancho Cucamonga campus.
- February 12, 2020 – Chinese New Year/Lunar New Year Celebration with International Student Center in the student quad area. EOPS participated in informational tabling and provided chocolate coins wrapped in gold foil.
- March 2020 – Women’s History Month slide presentation celebrating the 100-year anniversary of the passage of the 19<sup>th</sup> Amendment. Women who were instrumental in the suffragist movement and who also worked as abolitionists were highlighted. Also included were trailblazers who are notable in their fields (including the Arts, STEM, and Athletics.)



## EOPS Student Club

With the leadership and support of EOPS Counseling faculty Marlene Ramirez Mooney, the EOPS student led and chartered club has continued to thrive since its establishment in Spring 2016. Per the club’s mission statement, The EOPS club is comprised of “EOPS and Non EOPS students who value education, stand for social justice and seek to spread kindness on campus. Student exercise their principles by exemplifying educational excellence, educating the campus community about the many benefits and services that the EOPS program has to offer, as well as volunteering and fundraising for EOPS scholarships. The goal of the club is to help students develop leadership skills while networking with like-minded individuals.



**EOPS program sub populations include:**

**EOPS CARE (Cooperative Agencies Resources for Education):**

Single parents enrolled in full time status and receiving county cash aid. The program focused on promoting self-empowerment, personal awareness and educational motivation CARE students meet with designated counseling faculty as well as attend a total of three workshops throughout the course of the semester, one meeting consisting of a mandatory orientation over viewing the resources and services available through the CARE program.



**Students Served**

Summer 2018 – 19

Fall 2019 – 38

Spring 2020 – 31

Unduplicated Count – 51

**CARE Student Meetings**

Summer 2019:

1. **Planting the Seeds for College** – BBQ lunch was provided by the Chaffey Car Club. Provided parents with a workshop on how to encourage their children to attend college and explore careers with the children.
2. **Successful Self-Motivation** – Collaboration with CalWORKs, highlighted multiple ways to remain motivated while juggling being a parent, student, and working.

Fall 2019:

1. **CARE Kick Offs (Two Sessions – 1 for new students & 1 for continuing students)** – Participants included:
  - a. Presentations featured Guests from CalWORKs and Special Populations/Equity
2. **Mentor Mixer** – Invited former CARE students serving as CARE student Mentors to bring students and Mentors together to network and build strong college support systems.
3. **Building Successful Student Habits** – presented by CARE counseling faculty
4. **Resume/Cover Letter Writing presented by Career Center**
5. **Open Forum with San Bernardino County Employment Specialist** – Provided students an opportunity to speak and ask questions with an Employment Specialist who was on campus two days a week in the CalWORKs office.
6. **Women's Empowerment Event** – Speakers featured included campus administrators and counseling faculty (Dr. Yolanda Friday, Melissa Monge and Diana Sanchez) who focused on discussing their educational experiences, challenges they encountered as a student, and ways they overcame them while providing words of wisdom.
7. **Transforming Your Life with Gratitude** – Focused on the many benefits of a gratitude practice including improved mental and physical health. Students learned different ways to begin regularly referencing strategies grounded in gratitude.
8. **Holiday's Around the World** – Promoted the social and cultural diversity Chaffey has to offer new and returning students. This educational event was dedicated to celebrating Holiday traditions, old and new, emphasizing the importance of continued diversity and multicultural awareness.

9. **Self-Care Happy Hour (workshop series)** – Created a safe place for students to learn from each other, discuss challenges, provided an opportunity to be a student not mom. Read Miracle Morning for College Students by Hal Elrod.
10. **Yoga with Marlene (workshop series)** – Yoga and Meditation sessions aimed at helping students to destress while practicing self-care. Students were able to connect with each other while providing support for one another in a caring and positive environment.

Spring 2020:

1. **Spring Kick Offs** – Reviewed student responsibilities and program requirements
2. **Building a Positive Mindset** – presented by STAR training representative Angel Rogers in collaboration with CalWORKs
3. **Nursing Realities** – A panel of three former CARE students (Stephanie Gomez, Tiffany Mimms and Ellen Seanoa) currently working as Nurses and Biology Professors (Sonia Diaz and Nicole Derose) shared valuable knowledge, insight and tips related to the Nursing field.
4. **Open Forum with San Bernardino County Employment Specialist** – Presented by Employment specialist Melissa Holmquist. This session provided students the opportunity to ask questions regarding county benefits/processes.
5. **Self-Care Happy Hour (workshop series)** – Created a safe place for students to learn from each other, discuss challenges, provided an opportunity to be a student not mom. Read Miracle Morning for College Students by Hal Elrod.
6. **Yoga with Marlene (workshop series)** – Yoga and Meditation sessions aimed at helping students to destress while practicing self-care. Students were able to connect with each other while providing support for one another in a caring and positive environment.
7. **Connect and Distress with CARE via ZOOM** – A workshop intended to gather students together to help them process the shift to an online college experience.
8. **Self-Care at Home with Your Kids on ZOOM** – A workshop focused on presenting ideas/strategies to students that can assist them and their children with managing the challenges embedded with social distancing

### **EOPS Scholars (Foster Youth)**

EOPS Foster Youth enrolled in full time status (defined as current or former foster youth per court/county documentation verifying foster youth status). An EOPS counseling faculty member and full-time staff member are designated to work most closely with foster youth participating in program. All participating foster youth are encouraged to attend at least one workshop each semester in order to build upon educational/social support essential to student success

Summer 2019 – 17 Scholars

Fall 2019 – 49 Scholars (includes self-disclosed)

Spring 20 – 43 Scholars (includes self- disclosed)

## **EOPS NEXT UP**

New funding source available to EOPS qualified Foster youth starting Fall 18. Next Up is intended to provide additional counseling and financial support to qualified Foster Youth students (in foster care on or after 16<sup>th</sup> birthday and no older than age 25)



Number of NEXT UP Students served  
Summer 2019 – 12 (compared to SU18- 0)  
Fall 2019 – 26 (compared to FA18- 9)  
Spring 2020 – 20 (compared to SP19- 18)

Intakes completed for NEXT Up  
Summer 2019 – 12  
Fall 2019 – 26  
Spring 2019 – 20

Prospective students contacted (emailed/called)  
Summer 2019 – 200 (via Independent Scholars List, EOPS Interest List)  
Fall 2019 – 500 (via Independent Scholars List, IT, Financial Aid, EOPS Interest)  
Spring 2020 – 400 (via Independent Scholars List, IT, Financial Aid, EOPS Interest)

### **Summer 2019**

- **NEXT UP/Scholars Summer Luau – Tuesday July 30<sup>th</sup> – 12:00-2:00**  
Featured as an educational outreach/in reach event for prospective and current foster youth on campus. Provided students with opportunity to network with staff, faculty and other students to build community and social/educational support.
- **Outreach**
  - Wednesday, June 26, 2019 -Outreach- San Bernardino foster youth presentation- United Way
  - July 22, 2019 – July 26, 2019- Wellness Conference- Palm Desert

### **Fall 2019 – Foster Youth Events**

***EOPS Scholars- S.O.U.L (Students, Owning, Understanding, Limitless) Student Meetings***

#### **SOUL Workshops**

Friday, September 6, 2019  
Wednesday, September 11, 2019- Independent Scholars Orientation EOPS presentation  
Friday, October 4, 20219  
Friday, November 1, 2019  
Friday, November 22, 2019

#### **Outreach**

Saturday, September 28, 2019- Expanding Horizons- Redlands  
Saturday, October 5, 2019- Children & Family Services- Independent City Youth Conference- Crafton Hills College  
Tuesday, October 15, 2019- Scholar Day- Hosting high school foster youth from local districts to Chaffey College, motivational speakers, resource fair, and local University representatives.  
Monday, October 28, 2019- Blue Print Conference- Los Angeles

November 12, 2019- Chapparral High School College Fair  
Wednesday, December 2019- Winter Wonderland- Ontario

### ***EOPS Scholars/Independent Scholars Collaborative Workshops***

Tuesday, October 15, 2019- **Scholar Day**- Hosting high school foster youth from local districts to Chaffey College, motivational speakers, resource fair, and local University representatives.

Thursday, October 17, 2019- **CSUSB Tour**- College tour, lunch and presentation of student services.

November 1, 2019- November 3, 2019- **Silicon Valley & University tour- Cal Berkeley, Googleplex, Tech of Innovation Museum, The Intel Museum**

Thursday, November 14- **Chaffey Main Stage Production**- Live theatre performance

Tuesday, November 19- **Healthy Cooking**- Learn some tricks of the trade! How to implement healthy choices into our diets and busy days.

Thursday, December 5, 2019- **End of Year Celebration Dinner**- Johnny Carino's

### SPRING 2020

### ***EOPS Scholars - S.O.U.L (Students, Owning, Understanding, Limitless) Student Meetings***

Friday, January 17, 2020

Tuesday, April 14, 2020- Zoom

Tuesday, April 21, 2020- Zoom

### Community Outreach Events

Friday, March 6, 2020- EOPS Scholars/ NextUP/ Independent Scholars **Advisory Meeting**

### ***EOPS Scholars/Independent Scholars Collaborative Workshops***

February 18, 2020- **Financial Wellness Workshop**

Friday, April 17, 2020- **The Power of My Story Workshop**

### Next UP Meet-Ups

Friday, April 24, 2020- Online Classes 101

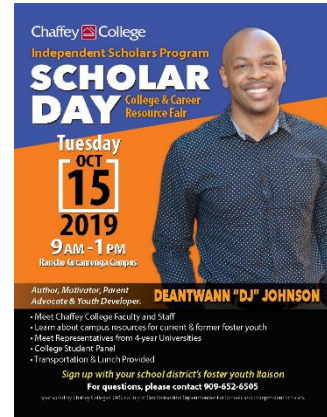
Friday, May 1, 2020- Time Management

Friday, May 8, 2020- Test Prep & Anxiety Management

Friday, May 15, 2020- Self- Care during time of Quarantine

### EOPS DREAMers

EOPS students who are undocumented and AB540 eligible. An EOPS full time faculty member alongside an EOPS DREAMer ambassador (short term office apprentice) work closely to provide specialized outreach, intervention and educational support to EOPS students who meet



DREAMer eligibility, building upon community and social support instrumental in student success. Qualified students are encouraged to attend coordinated workshops/activities.

### FALL 2019

- *Community Garden Volunteer Opportunity*
- *Transferring? Come and Learn the Process*
- *Visit to CSUSB Undocumented Student Center*
- *DREAMers Paint Night*



### SPRING 2020

- *Virtual Check-Ins via Zoom*
- *DREAM Project*
- With the leadership of Counseling Faculty Myra Andrade, in collaboration with the DREAMers club, English Faculty Coordinator Neil Watkins and Executive Director of Equity, Outreach and Communications, Alisha Rosas, EOPS is honored to promote a new opportunity for non DACA eligible students. The DREAM project aims to provide students with the opportunity gain professional experience on the Chaffey College campus. Participating students will be placed in a student service or instructional area to provide project-based support for approximately 5 hours a week for 16 weeks. Participating students must complete an interview, orientation and attend at least one designated workshop in the Career Center in addition to completing a DREAM project evaluation survey by the 15<sup>th</sup> week of the semester. Students who complete this service-learning project will be eligible for a \$1000 financial award. This project was launched on Monday February 10<sup>th</sup>.

### EOPS Success Guides

The objective of the EOPS Success Guide position is intended to develop paraprofessionals who can work closely with EOPS counseling faculty and staff in providing EOPS “over and above” leadership and support to students. EOPS Success Guides assist students with personal, academic, and career goals through individual appointments and workshop presentations. EOPS success guides also provide direct support to the various sub populations housed within the EOPS program.

- Support student follow
- Probation support
- Mentoring
- Program engagement
- Support with workshops

### Collaborative Efforts/New Features

- Math Success Center Workshops (Fall 2020)
- EOPS & NEXT UP Power Ups – Opportunities for students to connect with one another, staff and faculty while provided with warm food related items
- EOPS Kick Offs (Fall and Spring 2020)
- Mailed COVID-19 Supply Kits for Spring 2020
- EOPS Program COVID-19 Emergency Grants
- Loaner Dell Laptops – COVID-19
- EOPS Online Program Connect/Live Chat Sessions with Students

- Ocelot Bot Development
- EOPS & CalWORKs Program Canvas Shells



Spring Connect Sessions via Zoom  
Facilitated by EOPS Counselors and Staff



Do you have questions about the online transition or need help accessing online support? Use the following times on Zoom to connect online with real counselors and staff live from the EOPS & CalWORKs programs. We would love to hear your feedback about the online transition and how we can help

Log onto the zoom chats for EOPS at 3pm-4pm- <https://zoom.us/j/221938137>

Wednesday, April 1, 2020- EOPS focused

Wednesday, April 8, 2020- EOPS focused

Log on to the zoom chats for CalWORKs at 3pm-4pm- <https://zoom.us/j/6478645018>

Thursday, April 2, 2020- CalWORKs focused

Thursday, April 9, 2020- CalWORKs focused

For more EOPS information email [eops@chaffey.edu](mailto:eops@chaffey.edu)

For more CalWORKs information email [calworks@chaffey.edu](mailto:calworks@chaffey.edu)



UPDATED

## Spring 2020 EOPS LOCATION DATES & TIMES for EOPS Super Saturdays!

<p><b>Chino Campus</b> <b>8:00 AM to 2:00 PM:</b></p> <p>February 1st March 7th April 4th</p>	<p><b>Fontana Campus</b> <b>9:00 AM to 2:00 PM:</b></p> <p>February 1st April 4th</p>
<p><b>Rancho Cucamonga Campus</b> <b>8:00 AM to 2:00 PM:</b></p> <p>January 18th February 1st March 7th April 4th May 2nd</p>	

(909) 652-6349 or (909) 652-6358

EOPS@chaffey.edu

[chaffey.edu/eops/](http://chaffey.edu/eops/)

eopschaffeycollege

REV. 11-16-2020



## Financial Aid

The Financial Aid office supports institutional goals 1, 2 and 5 by providing students access to financial aid resources that will increase students' ability to take advantage of postsecondary opportunities and allow them to achieve their educational goals. Federal and State financial aid is vital to the academic persistence and success of our students. In accordance with Federal and State regulations and guidelines, the Financial Aid office is committed to promote equitable access in the delivery of Financial Aid resources to students and reduce financial barriers.

- Financial Aid received an unduplicated count of 29,454 2019-2020 FAFSA applications.
- The Financial Aid office received an unduplicated count of 1,140 2019-2020 Dream Act applications.
- Student contacts assisted by Financial Aid staff at the front service area 14,549 at the Rancho Campus, student contacts assisted by Financial Aid staff at the front service area 3,792 at the Fontana Campus, and student contacts assisted by Financial Aid staff at the front service area 2,655 at the Chino Campus.
- In December 2019, the Financial Aid office transitioned to QLess, a queuing management system to help reduce waiting times for students and since we launched to QLess the total student contacts were 10,814. The total student contacts in 2019-2020 was 31,810. The student contacts included various services including FAFSA or Dream Act appointments, general inquiries, financial aid status and submitting required documents.
- A Dreamers Resource Liaison was appointed to support and help current and prospective students by providing information sessions, individual appointments about financial aid, legal, residency status, other resources and general questions. The Dreamers Resource Liaison works out of the Culture Center for Social Justice and works closely with the Dreamers' Club, the Undocumented Advocates committee and the Chaffey experience program.
- We awarded 158 California Promise grants to students who were enrolled in Turning Point.

The Panther Chatbot is an AI text that has provided additional support to students 24/7 in answering general questions. In 2019-2020 there were 8,352 interactions using the Chatbot



In 2019-2020, 5,712 current and prospective students accessed FATV counseling videos on the Financial Aid website. This is an increase of 87%. Ocelot provides students information online and 24/7 on general financial aid information.

A total 4,497 BankMobile Activated users; 679 (15%) students elected to have their funds electronically deposited into a BankMobile account and 3,818 (85%) elected to have their funds transferred to their own bank account.

Beginning June 1<sup>st</sup>, the Financial Aid office went mobile by launching *Campus Logic* Student Forms. Campus Logic is a software solution with a comprehensive platform that helps streamline the Financial Aid process and improve students' experience when submitting required documents for financial aid. Campus Logic provides the Financial Aid office forms in electronic versions and mobile to students, with the goal of increasing communication, efficiency, accuracy and timely delivery of Financial Aid awards to students. This new easy, mobile, personalized process makes everything about navigating financial aid easier. Chaffey College students can complete the following online:

- Complete financial aid forms from any device they choose: On their phone, tablet, or computer.
- Securely upload documents from any device.
- E-sign documents—both students and their parents!
- Manage their financial aid tasks online
- Receive automated reminders (via email/texts) about outstanding tasks and next steps
- Close to 500 students have submitted required documents in the first week that we launched Campus Logic.

The Financial Aid office continued to host early FAFSA and Dream Act application workshops to encourage students to complete their financial aid application online as early as October 1<sup>st</sup> for the following award year. We provided workshops and presentations at our local High Schools, Options for Youth, Adult Education, Promise Scholars, Welcome Day and on campus and community, events to promote Financial Aid and assist students complete their financial aid application and learn about financial aid. We continue to offer workshops and presentations to Faculty, Montclair to College, EOPS, DPS, Senior Early Assessment, Dreamers and Independent Scholars program. We had approximately 1,373 attendants. We Participated in approximately 60 in reach and outreach events.

Financial Aid collaborated with the Transfer Center to assist students during CSU/UC application deadline in November to ensure they completed their FAFSA or Dream Act application.

Inter-program collaboration has provided Financial Aid awareness, knowledge and understanding of the Financial Aid process across the college campus community and students. Collaboration from instructional and student support services with Financial Aid has helped us reach out and connect with students.

A series of videos were developed with collaboration from Equity, Outreach and Communications office that can show students easy steps to apply for Financial Aid. In addition, we developed videos that included success stories with Chaffey College students who have applied for Financial Aid.



The Financial Aid office collaborated with EOPS and Special Populations office to meet with students one on one and assist them with their Financial Aid questions. These efforts helped create a welcoming and inclusive environment for students to ask questions that may be of sensitive nature. The Financial Aid office continues to work with EOPS so they can reach out to prospective students, by identifying Foster Youth and facilitate the process for students as they transition to college. The Financial Aid office is working in support of the Student-Centered Funding Formula to meet the needs of our students, reduce financial aid barriers as they pursue their educational goals.

The Financial Aid office submitted an enrollment file of 22,542, 22,039 regular GPA verifications electronically to the California Student Aid Commission (CSAC); 2,807 re-established GPA verifications were electronically submitted to the CSAC; and 862 Non-SSN files were sent to CSAC for the March 2<sup>nd</sup> deadline. CSAC will use these student records to determine eligibility for Cal Grant.

We Disbursed 77 Cal Grant awards to Dream Act eligible students for a total of \$102,503. The Financial Aid Office awarded 650 Board of Governor's Fee Waivers to Dream Act eligible students.

The FY2017 Cohort Default Rate is 5.3%

Ellucian and approximately 60 California Community Colleges that utilize Colleague system have participated in a consortium to provide technology enhancements to the Cal Grant and Dream Act application process. The purpose of the interface with Colleague and Webgrants is to streamline the Cal Grant program process for the Financial Aid staff, awarding for Cal grant recipients and Dream Act applicants. Chaffey College is part of this consortium that will begin utilizing this technology enhancement that will increase efficiency in processing, delivery of state Financial Aid, reduce the timelines to process, maximize awards and disburse Cal Grant funds to students including our Dreamer students.

### **Adjustments**

In March 2020 when the college closed due to COVID-19, the Financial Aid office made several adjustments to assist in the transition to virtual services that would provide assistance and support to students. QLess was converted to online services and *Zoom* meetings. Students check in and get to have a face-to-face experience about general financial aid questions with the financial aid team. During Spring break, the Financial Aid team received training to ensure they were ready to assist students virtually when classes resumed in spring 2020.

The Financial Aid office converted various forms into Formstack and accepted financial aid required forms in pdf via email to ensure students had access to Financial Aid.

The federal government recognized students were receiving Federal Work Study awards were not able to work during the college closure. The U.S. Department of Education allowed institutions to continue to use federal funds to pay students who had work-study jobs before the pandemic for their scheduled hours through the end of spring 2020. The Financial Aid office worked with Payroll department, and Career Center to coordinate students' earnings during these unprecedented times.

When students were required to submit documents to the Financial Aid office, students used two Financial Aid emails: a general email to communicate with the Financial Aid staff and

answer general inquiries, and the second email to upload required documents that were used to determine their Financial Aid eligibility.

The Financial Aid team began to use the *Google Voice app* as an additional platform to communicate with students.

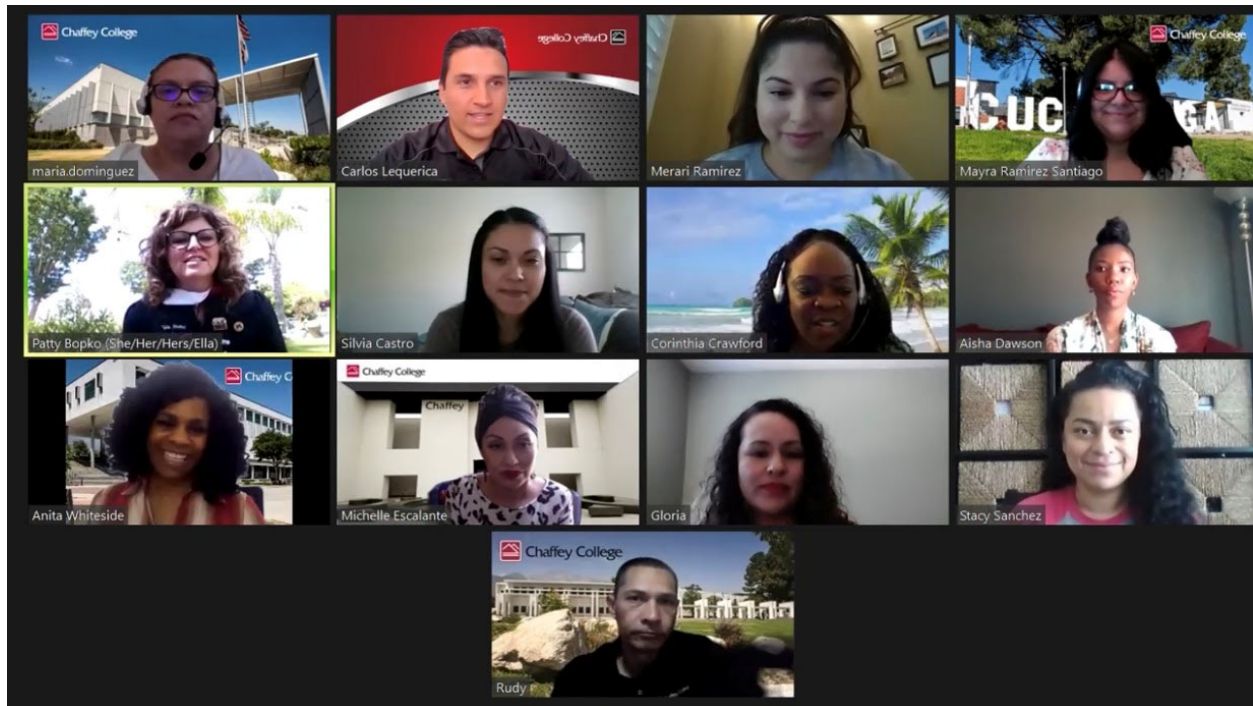
To meet the needs of all students and distribute CARES Act funds efficiently while also staying within federal guidelines set by the U.S. Department of Education, the Financial Aid office worked collaboratively with Business Services and the Information Technology Services to implement CARES Act disbursements through Bank Mobile. This allowed students to receive CARES Act funding through a Bank Mobile Vibe account or ACH.

The Financial Aid office introduced weekly virtual Financial Aid workshops via Zoom to assist students with completing the FAFSA or Dream Act application.

Using Ocelot, over 175 additional questions were developed on the AI Chatbot to assist students in answering general inquiries in response to COVID-19 changes in Financial Aid.

The Financial Aid team began to use additional online platforms such as *Cranium Café* to support and assist students through appointments, workshops to complete financial aid applications including FAFSA and Dream Act applications.

### **Financial Aid Team**



### **2020-2021 Goals**

- The reform of the student-centered funding formula, Guided Pathways and Vision for Success initiatives emphasize the need to reduce financial barriers to students and provide support to low income and students of color that will help them succeed. The Financial Aid office will continue to work with areas on campus to increase the number of

students who apply and receive Financial Aid by 5% each academic year by implementing effective and collaborative in reach/outreach efforts and communication.

- The impact of COVID-19 on our students has created additional barriers. While in compliance with Federal and State regulations governing Title IV (federal Financial Aid) programs, the Financial Aid office will continue to examine practices that promote student equity and success. Centering policy changes and practices that reduce financial aid process and verification barriers that can maximize their Financial Aid. This is an opportunity to provide equitable access and resources to students who need it most.
- The Financial Aid office will continue to improve the utilization of technology and streamline the Financial Aid process of reviewing and awarding Financial Aid to students that focus on innovation connected to many initiatives including the Student-Centered Funding Formula, Vision for Success and guided pathways.

The following chart is a summary of all grants, scholarships and loans that were awarded to Chaffey College students in 2019-2020:

**2019-2020 Financial Aid Summary of Recipients and Awards**

Award Types	Student Count	Aid Amount
		\$50,242,570
Board of Governors (BOG) Enrollment Fee Waiver Total	18,254	\$13,578,322
BOGW - Method A-1 based on TANF recipient status	9	\$3,197
BOGW - Method A-2 based on SSI recipient status	10	\$5,060
BOGW - Method A-4 based on general assistance recipient status	130	\$98,992
BOGW - Method B based on income standards	10,245	\$7,998,713
BOGW - Method C based on financial need	7,850	\$5,472,360
Grants Total		
Cal Grant B	1,917	\$3,295,406
Cal Grant C	158	\$215,418
Student Success Completion Grant	1,188	\$2,175,118
Panther promise	258	\$251,137
Chafee Grant	30	\$112,500
Pell Grant	8,777	\$28,601,793
Federal Supplemental Educational Opportunity Gran (FSEOG)	1,183	\$698,250
Loans Total		
Private loans: non-institutional source	31	\$304,176
Scholarship Total		
Scholarship: institutional source	504	\$332,789
Work Study Total		
Federal Work Study (FWS)	273	\$677,661

## Independent Scholars

Independent Scholar events promote continual commitment to serve our most disproportionately impacted student groups. It provides all students with a space for building awareness, hope, and ultimately promoting their personal and educational success. We processed \$250 book grants for our Independent Scholars in the fall 2019 and spring 2020 semesters. These book grants were used to aid students with any additional textbooks, or any additional supplies needed for the semester. The fall 2019 foster youth self-disclosed application list revealed that there are 127 students who were enrolled for fall 2019. Independent Scholars served 64 of those students. That is 50% of the foster youth population. Of the 127 foster youth students, 58 of those students were receiving financial aid which is a little less than 50%.

We are still processing student numbers for spring 2020 due to COVID-19. Independent Scholars hosted workshops, along with NEXTUP and EOPS, to help students adjust to online learning. Many students were facing food and housing insecurities. We were able to provide options to them to help the students gain assistance. The goal of Independent Scholars is to create a smaller gap between enrollment, financial aid, and the students served in the Independent Scholars program. In order to do this, we have trained the Independent Scholars team, and will continue to train them, to be consistently connected to our self-disclosed foster youth students and to promote the Independent Scholars' events and resources.



## **International Students**

The International Student Center welcomes high school, transfer and new/change of status international students from all over the globe and offers a broad range of support services to meet the unique needs of international students and personal assistance in adjusting to college life in the United States. The center functions as a first stop for both current and prospective international students. Many international students experience a wide variety of issues affecting their well-being and academic success, because these students are far away from their home, family, and friends. The International Student Center is viewed as home away from home to many students and they rely on the staff to help them with this new environment transition. International Student Center staff strives to fulfill Chaffey College institutional goals by helping international students successfully complete matriculation requirements, educational goals, pursue higher levels of education, and reach career opportunities while in the United States.

The International Student Center is also responsible for complying with Homeland Security regulations, which requires regular monitoring and prompt reporting of each student's enrollment status, academic progress and any changes in contact information to SEVIS. Students receive updates and information via personal meetings, monthly events, newsletters, flyers, phone, social media and email. Below are student services and personal support assistance offered to new and continuing international students during 2019-2020.

### **Student Accomplishments**

- 13 international students received CCSG scholarship
- International student, Omoeffe Adhere, was chosen out of 650 state applicants from the CCC Chancellor's Foundation to be Student Wellness Ambassadors at Chaffey College
- One student received a Fund-A-Dream Scholarship
- 28 students graduated with varying associate degrees, and 22 students, transferred to various 4-year universities
- 48 students made the "Dean's List" and Exemplary Achievement List

### **Personal Support Assistance**

- Offered first semester "follow-up" meetings to ensure students are becoming acquainted to the college
- Celebrated students' birthdays during monthly events and birthday email greetings
- Plan opportunities for international students to share their cultures and traditions
- Invited students, via social media and email, to participate at activities, workshops and services available on campus such as the Panther Pantry, Transfer fairs, Chaffey College's Student Dental Clinic and the Eye Clinic among others
- Invited university representatives to provide one-on-one counseling to potential International student transfers. The following universities visited/zoom meeting during fall and spring:
  - Cal Baptist
  - California State University San Bernardino
  - University of California, Riverside
  - University of Santa Cruz
  - West Cliff University

### **Program Accomplishments**

- Approximately 35 students attended new student orientation for fall 2019
- Approximately 25 new students attended new student orientation for spring 2020
- Collaborated with counseling to offer four new student orientations for both (spring/fall) semesters. During the orientations, the students successfully gained information on topics such as: “AOE” health care/medical insurance, transportation/travel, immigration, surrounding communities, host families, on-campus and off-campus employment, driver’s licenses, and social security requirements.
- Hosted Lunar New-year celebration, which is a campus wide event. Collaborated with Chaffey Chinese Club during Lunar New-year celebration.
- Hosted five monthly coffee and tea events and other informal activities to introduce international students to faculty, staff, and fellow students
- International Education Week, an annual event which was celebrated in Chino, Fontana and Rancho campuses and approximately 830 students attended the events. Approximately, 10 Chaffey College employees participated in the Fashion show.
- Offered first semester “follow-up” meetings to approximately 38 new students (spring 20) to measure student success, connectedness with campus community and culture.
- Continue the utilization of SARS Grid to keep track of services provided. The International Student Program also utilizes SARS Grid’s Notepad to electronically maintain a log of student’s activities, services provided and other relevant notes. This new accomplishment allows for a better and more efficient transition into paperless filing
- Invested in purchasing marketing tools to aide in the advertisement of the International program services both at local and abroad recruitment efforts
- Collaborated with various local rental companies to streamline housing for International students
- Broaden the college’s market by advertising online through the Study USA website, which specializes in targeting potential International Students by providing information about Chaffey’s International Student Program in various foreign languages

## Student Discipline & Grievance

The Office of Student Affairs - Discipline/Grievance the Behavioral Intervention Team (BIT) support the College's mission in several direct and indirect ways. The Dean directs the District's policy on student discipline and student grievance as the designee of Superintendent/ President. The Dean also continually provides leadership, coordination, collaboration, and guidance to the Behavior Intervention Team (BIT), the Threat Assessment Group (TAG), coordinates and interacts frequently with campus police. The Office of Student Affairs - Discipline/Grievance provides direction, guidance, and support in all these areas and focuses on "...maintaining an engaging environment of educational excellence."

The Office of Student Affairs - Discipline/Grievance supports Institutional Goals 1 and 2. The Office of Student Affairs - Discipline/Grievance improves, expands, and/or supports the operation of the college including, but not limited to the following: a) Provide leadership in the resolution of student grievances, student problems or complaints. b) Develop, supervise, and maintain procedures for evaluating the effectiveness of Discipline, BIT and the TAG committees. In addition, the department provides leadership, collaboration, and frequently coordinates and interacts with campus police, BIT and TAG.

In response to the growing number of mental health concerns reported, the District partnered with South Coast Community Services (a community-based mental health organization) in order to create a new program called "College Wrap." This free program is intended to support our students' emotional health and well-being and to help complete the connections started from a BIT referral. Once a student is identified through a BIT referral, College Wrap will be assigned the case, if appropriate, and they will then make every effort to reach out to and connect with the student in order to identify the best way to meet the student's current needs. College Wrap offers individual, family, and couples counseling as well as many on-going drop-in groups and specialized-topics groups. Lastly, College Wrap can work with students to link them to resources within the community that could benefit their physical, emotional, and mental health. Our partnership with College Wrap has been going strong as they've continued to provide individual and group therapy to our students on topics such as: "COVID-19 and How to Cope", "Positive Coping Skills", "Overcoming Depression & Anxiety", "Self-Care and Self-Compassion", and "Parenting". College Wrap has led several Healing Circles hosted by CCSJ for some of our special populations such as: Undocumented Students, African Americans, Formerly Incarcerated Students, LGBTQ+ and Independent Scholars. Additionally, College Wrap has presented to Chaffey College faculty and staff from several areas such as: EOPS, Independent Scholars, CalWORKs, DPS, and CARES.

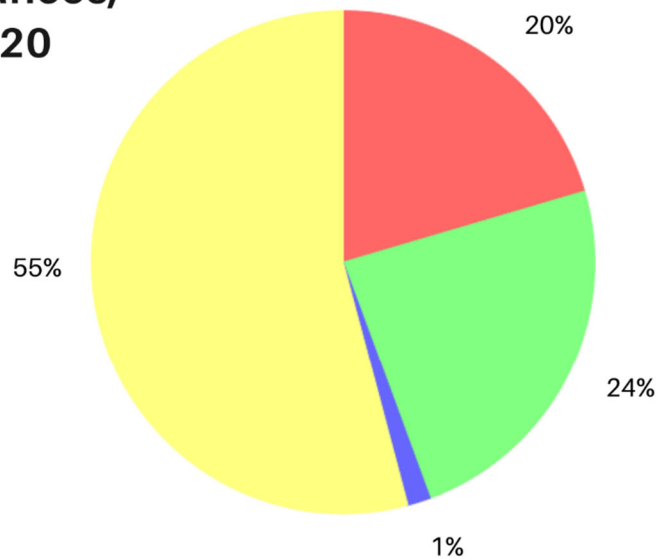
## Case Data

	2012/13 2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	
Academic	34	43	21	36	26	39	67	<b>111</b>
Behavior	96	117	87	84	92	110	112	<b>130</b>
Grievance	11	7	0	0	11	8	6	<b>8</b>
Student Issue	3	5	6	8	0	0	0	<b>0</b>
BIT	0	55	65	72	119	202	235	<b>294</b>
<b>Total Cases</b>	<b>144</b>	<b>227</b>	<b>179</b>	<b>200</b>	<b>248</b>	<b>359</b>	<b>420</b>	<b>543</b>
Suspension	8	6	6	4	4	1	1	<b>0</b>
Expulsion	2	2	3	2	2	1	3	<b>1</b>

## Discipline, Grade Grievances, and BIT Cases: 2019-2020

Office of Student Affairs

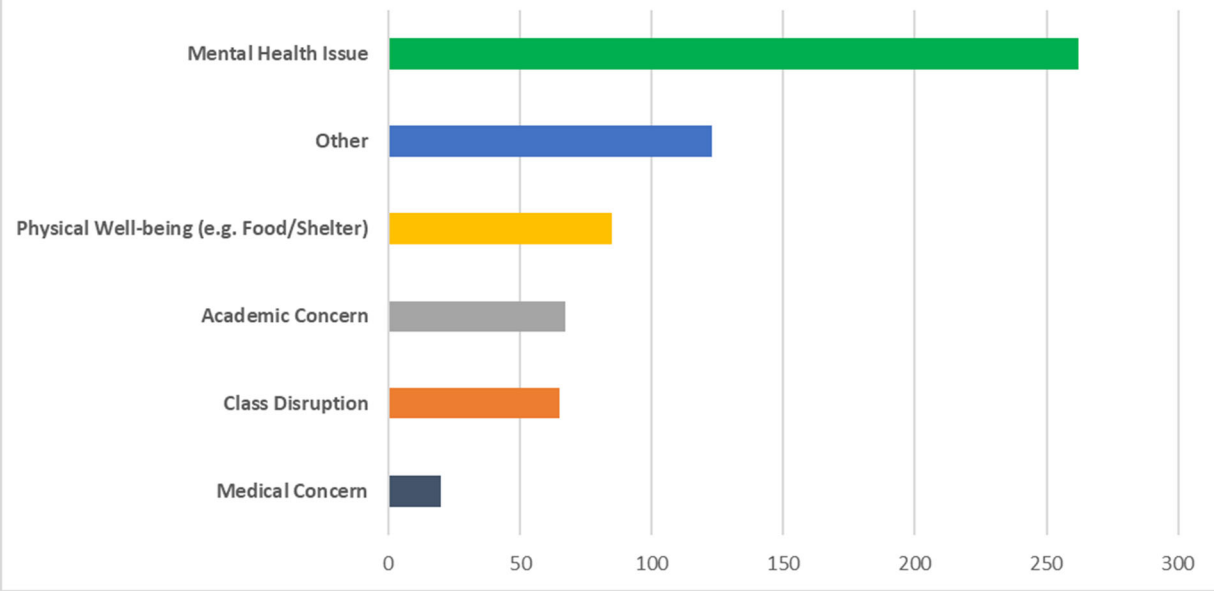
ACADEMIC INTEGRITY	111
STUDENT CONDUCT	130
GRADE GRIEVANCES	8
BIT	294
<hr/>	
Total Cases	543





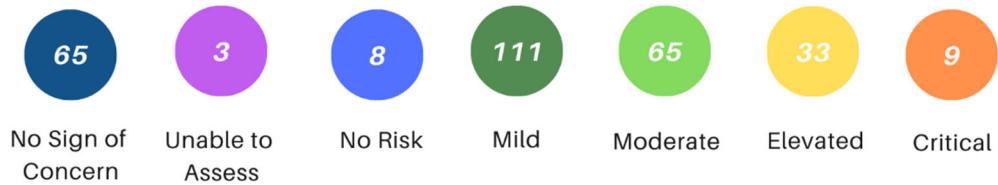
## Initial BIT Reported Concern Types: 2019-2020

Total Amount of BIT Cases Reported: 294



## OVERALL ASSESSMENT

BIT CASES: 2019-2020



## **Student Health Services**

### **Institutional Goals**

Student Health Services provides medical and psychological care for Chaffey students in a holistic manner, treating the whole student. We partner with local community agencies and increase the number of underrepresented students' participation in Chaffey programs by assisting the student with a better level of physical and/or psychological health. Student Health Services responds primarily to Institutional Goals 1, 4 and 5.

### **Student Health Services Mission**

Student Health Services is dedicated to assisting students in achieving and maintaining optimum physical, mental, and emotional health. The clinics are committed to providing quality healthcare. There is no office co-pay required for visits. Lab tests are offered at low cost when ordered by the Student Health Services clinicians. The clinic additionally offers free or low-cost physicals to students, including those entering Chaffey's Athletic programs, EMT, Child Development, Radiology Tech, CNA, VN, VN to RN Bridge, ADN, Pharmacy Tech, Gerontology, and Dental Assisting programs.

### **Student Health Vision for Success Alignment**

#### **Goal #1**

- SHS provides free or low-cost labs and physicals for entrance and to maintain the student's placement into Child Development, ADN, VN, VN to RN Bridge, CNA, Pharmacy Tech., Radiology, Gerontology, EMT, Dental Assisting, and PE Athletics. The SHS role provides ease of access to high quality medical and psychological care. SHS streamlines access and provides very low-cost labs, TB tests and immunizations. This assists our students in removing those barriers to Chaffey educational programs. Understand that today many insurance companies do not consider blood titers (Measles, Mumps, Rubella, Hepatitis B, Varicella) and urine drug screens as "necessary" so they refuse to pay even though the student has "insurance". The Chaffey programs clinical sites require the titers for patient safety. This causes the student to be a "cash pay patient". Many students have reported the cost of the titers for cash pay is \$400-\$600 preventing the student from even entering a program that the student has been accepted into due to the cost of the entrance physical requirement. Additionally, SBC Public Health charges \$20 for TB tests. Student Health charges \$7.00. Many Chaffey programs require 2 TB test (called the 2 Step) within a 21-day period to rule out Latent Tuberculosis exposure.
- The SHS Director mentors' students that are nursing majors through the Brother's Forum, EOPS, and EOPS Care Program. The SHS Director utilizes Guided Pathways/Hope and Mind Set philosophies.

#### **Goal #2**

- Student Health Services provides low-cost physicals, labs, blood titers (MMR, Hepatitis B, Varicella), TB testing, chest x-ray, and immunizations for statewide transfer to UC and CSUs. Additionally, services for private universities and out of state universities physicals are completed.

- The SHS Director mentors' RNs to BSNs with the Cal State Dominguez Hills program and students that are nursing majors.

### Goal #3

- SHS actively prevents Communicable Diseases and disease outbreaks on the Chaffey campuses. This potentially directly impacts student's attendance and performance at Chaffey. This is done through patient education, immunizations, TB tests, Chest x-rays, flu shots, SHS website, off school medical notes, MD, NP, and RN consults. SHS mental health counseling assists students in learning coping skills and resiliency to stress techniques. The goal is for the student not to have to repeat classes or drop due to poor performance caused by poor physical or mental health.
- Student Health Services Director is the liaison between San Bernardino County Public Health Department and also serves on the Chaffey Health and Safety Committee to alert the campus about potential communicable disease outbreaks. The Director notified the committee about the impending local spread and outbreak of COVID-19 at the February meeting and the need to start making plans at that time.
- COVID-19 issues problem solving. The SHS serves on the Safe Campus Reopening Taskforce.
- The SHS Director consults and collaborates with various Chaffey departments, employees, and students regarding signs/symptoms of COVID-19, free community testing resources, isolation and quarantines during the pandemic.

### Goal #4

- Student Health reduces the barriers to employment by providing low-cost employment physicals, immunizations, TB tests, Chest x-rays for employment and low-cost blood titers and urine drug screens when required.

### Goal #5

- Student Health Services reduces the equity gap by serving all currently enrolled students equally regardless of insurance, lack of insurance or documentation.
- Student Health Services provides high quality free or low-cost services. These services include medical issues and free short-term psychological counseling.
- Student Health Services partners with many outside community resources to act as a conduit for community care for issues beyond the scope of our practice. This connects the student with ongoing community care.
- The Student Health Services multicultural and multilingual staff provides culturally sensitive care promoting wellness through the various life stages of our students.
- Student Health Services provided Distance Only education students with 24/7 telemedicine medical and psychological appointments free of charge. This removed all the barrier to access serving the students no matter where they are located.
- When COVID-19 became a widespread community pandemic and closed all campus services Student Health made a quick pivot to expand the telemedicine contract to provide access to all currently enrolled Chaffey students thereby removing the equity gap to receive psychological and medical care from the safety of their homes. The services are available 24/7.
- The 24/7 telemedicine psychological and medical care continues throughout the pandemic ensuring all students receive the medical and psychological care they need.

Traditional and Distance Education Students also have access to:

- SHS offers free phone nurse advice line during operating hours of the Rancho SHS.
- SHS website provides on-line access to all students for community resources and support groups.
- Referral information for free or low-cost local mental health providers and psychological medication management.
- SHS website on-line access to sign up for health insurance through Covered California.
- SHS offers online access to the national acclaimed Campus Well university level magazine giving monthly empowerment, life skills, and resiliency strategies.
- All student access to the Chancellor's Office supported Wellness Central Your Space/ Your Pace. This is a 24/7 wellness platform with 28 modules in an interactive format featuring: Physical/Social/Emotional/Spiritual/Financial/Academic modules for self-help and knowledge.
- Health information on-line including Domestic Violence/ Assault/ Dating Violence Prevention

**Student Health Services Overview**

Student Health Services continued to run at maximum capacity for medical visits and psychological visits, crises intakes, walk-ins, program physicals, and campus health emergencies in accordance to our clinic sizes. SHS has continued to offer the increased amount of low-cost immunizations available to students including: Measles, Mumps, Rubella, Tdap, Hepatitis A, Hepatitis B, and flu shots. SHS also has increased the number of TB tests, 2 step TB tests, respiratory evaluations and chest x-rays for students in the Culinary Arts, Child Development, EMT, and all the Health Sciences programs.

Student Health again increased the number of health education outreach events on all three campuses, the number of class visits and health education displays. The Director of SHS continues partnerships with on-campus programs including: Brothers Forum, Special Populations/Equity, EOPS, Student Government, and the Lavender Coalition to assist students with decreasing both physical and mental health barriers to student success. We continued to service and refill the self-serve over the counter medication machines with 2 at Fontana, 3 at Chino and 3 at the Rancho campuses. The In-Tech Center has 1 unit along with health education outreach brochures. At these locations we also offer preventative medicine literature and self-care illnesses treatment, as well as community resources. Additionally, Student Health Services continued to provide free pregnancy testing, free reproductive health counseling, free over the counter medications and free prescription antibiotics to students diagnosed by the SHS medical doctors or nurse practitioners.

For on campus students and Distance Education students SHS continues a licensing agreement with the national acclaimed university quality *Campus Well* on-line magazine available monthly for the entire Chaffey campus population and Chaffey Distance Education learners. Monthly articles include self-help, stress reduction ideas, mental health issues, nutrition, exercise, wise time management tips, resources, life skills, self-care, and managing college, etc. This continues to be well received with the campus with many positive comments to assist our students in the pathways to success.

Student Health Services also offers the SHS nurse advice line to all students both distance and traditional students. Available during the operating hours of the Rancho SHS. Additionally, we provide a robust SHS website. Students can access Campus Well monthly magazine, local and

national resources, support groups, community agencies, health information, and apply for health insurance.

Student Health also features *Wellness Central - Your Space/ Your Pace*. Sponsored by the Chancellor's Office. It is a 24/7 wellness platform with 28 modules in an interactive format featuring Physical/Social/Emotional/Spiritual/Financial/Academic modules for self-help and knowledge.

Notation: In March 2020 COVID-19 became a worldwide pandemic seriously effecting Southern California forcing the closure of all Chaffey campus face to face services. This was done for the health and safety of all the Chaffey campuses. An expansion of the telemedicine contract with the Virtual Care Group (VCG) was done rapidly to ensure all students received equitable 24/7 medical and psychological care from the safety of their homes during this very difficult time in our history.

### **Additional Offerings at Student Health:**

#### **Medical and Psychological Services**

- Multi-cultural short-term mental health counseling
- Mental health community referrals
- Male and female clinicians are offered. Students may choose, if the student has a preference
- Multi-cultural clinicians speaking several languages
- Evaluation and treatment of short-term illnesses and injuries
- Consultation for health or psychological concerns
- Emergency care for injuries on campus
- PAP Smears
- X-ray referrals
- TB chest x-ray clearances
- Birth control counseling, reproductive health issues and prescriptions
- All types of physical examinations (for employment, sports, university transfer, Chaffey Health Sciences programs, Child Development, and Culinary Arts)
- Strep throat testing
- Mononucleosis testing
- Asthma treatment, Nebulizer treatment, and prescriptions
- During the COVID-19 closures we expanded our Virtual Care Group contract for 24/7 medical and psychological telemedicine provider VCG to not only care for the Distance Education students but to additionally care for all students from the safety of their homes thereby addressing the psychological and medical concerns in real time of our entire student population

#### **Nursing Services**

- Male and female RNs. Students can schedule appointments with whomever they may feel more comfortable with
- RN phone nurse advice line/consults during SHS Rancho operating hours
- RN in-person consults for medical questions
- 12 Multi-cultural Adjunct Faculty RNs speaking multiple languages, including Spanish, Vietnamese, Tagalog, Visaya, Hindi, and Malayalam

- Free urine pregnancy tests/ birth control options consults
- Finger stick glucose tests
- First Aid and Emergency Care
- Emergency on-campus transportation to Health Services
- Medical resource information
- Flu, Hepatitis A, Hepatitis B, Measles, Mumps, Rubella, and TDaP Immunizations
- Tb skin tests, 2 step TB, TB clearances, Chest x-rays for TB clearance
- Health Screening
- Vision/Hearing
- Blood Pressure
- Height/Weight
- Body Mass Index

### **Other Services**

- Virtual Care Group (VCG)24/7 telemedicine medical and psychological group expanded during COVID-19 pandemic to serve all students in the safety and comfort of their own homes
- *Wellness Central* online (sponsored by the Chancellor's Office)
- Community referrals and resources
- Robust Student Health web page with an abundance of community resources
- Free health literature
- On-line resources
- Peer Health Education Program
- Campus Well monthly on-line magazine
- Laboratory testing for urine and blood tests
- *Campus Well* on-line magazine

### **Student Health Services 2019-2020 Accomplishments**

#### In-Person Services

- **6,117** Received in person professional medical and psychological consults and referrals to outside community agencies that could further assist the student. Student Health is the conduit for community care and partnerships.\
- **1,411** Students made counseling appointments receiving: psychological/ crises counseling, mental health counseling/referrals/mental health education.
- **281** Students and employees had respiratory evaluations, TB tests, chest x-rays, and follow ups to potentially mitigate Active/Infectious Tuberculosis on the Chaffey campuses. Student Health has completely implemented the K-12 and Community College 1 visit TB Risk Assessment clearance evaluation.
- **210** Students had low-cost labs done at Student Health Services for personal health, as transfer requirements, and specific program requirements.
- **89** Students received vaccinations to fulfill transfer requirements to Universities or to fulfill Chaffey Child Development, EMT, Health Sciences programs requirements.
- **675** Students received Health Education at the Student Health Outreach booths, lectures, and workshops at Chino, Rancho, and Fontana campuses bringing potentially lifesaving information out to the campus population.
- **633** Students received personal health education.

COVID-19 Quick Pivot to telemedicine 24/7 safe coverage for all students during the pandemic for medical and mental health issues beginning March 22, 2020 – end of spring semester May 2020 (telemedicine is on-going for the students and will be reflected in the 2020-2021 future report)

Email campaigns sent to the entire student population weekly.

Total Telemedicine emails opened during this time period.....88,121

Student population that had an active account.....862 (student activated)

Telemedicine Mental Health Visits – 126 on-going cases unduplicated

Top issues treated:

- Anxiety Disorder
- Major Depressive Disorder
- Adjustment Disorder with Depressed Mood
- Family/ Relationship Issues
- Work/Life Stress

Telemedicine Medical Visits – 43 medical visits

Top issues treated:

- Asthma
- Upper respiratory infections
- Prescription/Medication refill
- Stomach/ GI issues
- Nausea
- Allergic Rhinitis
- Reproductive infections
- Reproductive issues
- Urinary tract infections
- Medical Questions

Student Health Services partners with healthcare and community providers.

Some of these partnerships include:

#### Physical Health Partnerships

- Three local MDs
- Virtual Care Group (VCG) 24/7 telemedicine mental health and medical health providers
- One local Nurse Practitioner
- Millennium Imaging
- Ultra-Sound Institute
- Western University Health Sciences
- Cal State Dominguez Hills
- San Bernardino County Public Health Department
- L.A County Public Health Department
- America's Best Eyeglass Centers
- SAC (Loma Linda University - Low-cost clinics: medical and dental)

- Real Occupational Testing Services
- Quest Diagnostics Labs
- American Cancer Society
- California Youth Advocacy (CYAN) Tobacco free/ smoking prevention
- California Dairy Council
- American Lung Association

### Behavioral Health Partnerships

- Crises Community Response Team (CCRT) SBC Department of Behavioral Health
- Telecare/Merrill Center (24/7 Crises facility) Fontana
- Virtual Care Group (VCG) 24/7 telemedicine mental health and medical health providers
- TAY (Transitional Age Youth) Mental Health Systems Services
- South Coast Community Mental Health Services
- Loma Linda University Psychological Services
- Whole Mind Wellness Mental Health Services
- Crises Text Line (offered by the Chancellor's Office)
- San Bernardino Department Mental Health Service
- Social Action Community Health Systems (SAC) program
- House of Ruth (Assisting Families Victimized by Domestic Violence)
- Project Sister (Sexual Assault Crises Intervention Services)
- National Parent Helpline

### Looking towards the future 2020-2021

As the COVID-19 pandemic inundates and ravages our San Bernardino County and our college population directly and indirectly, I remain hopeful for the future as this has changed education and how we all serve students. The takeaways for Student Health Services is the flexibility that has been achieved as Student Health Services continues to serve the Chaffey student's medical and psychological needs removing any barriers to equity by utilizing the licensed telemedicine providers and our community resources. The telemedicine is ready to serve and care for the students 24/7 at night, weekends, holidays, and in the privacy of their homes. No longer requiring a clinic visit for those issues that can be solved via the telemedicine licensed clinicians. The Student Health Services Director continues to coordinate these services, troubleshooting, and solving any issues. The SHS Director continues to serve on several campus committees, including the Safe Campus Reopening Taskforce. Additionally, the SHS Director is a general resource to students, faculty, and staff providing health information, COVID updates, and community resources. During the COVID-19 pandemic the Director remains available for phone consultation. The Director continues facilitating the employee TB clearance assessments for faculty and staff employees that are eligible thereby providing a great service to the District, mitigating active TB, and providing a stress-free process to all Chaffey employees.

As we look towards a slow, safe and sustainable reopening plan the SHS Director feels that the telemedicine option should remain as a standard for Student Health Services and the in-person clinic services will reflect those services that must be done face to face. This would include physical exams, labs, immunizations, TB tests, chest x-rays, etc.



## **Student Life**

### **Mission**

The office of student life is the place students go to get help and to get involved. We are committed to complementing the academic curriculum in the development of the whole student within a diverse campus community by offering opportunities and services to support, engage, and empower our students to get the most out of their time at Chaffey. We are always happy to help in any way we can.

### **Vision**

In addition to supporting Chaffey College's mission, the office of Student life promotes a lifetime of learning, growth and service through:

- Clear communications
- Positive interactions
- Celebrating diversity in all its forms
- Empowering student leadership and action

Student Life works to enhance the overall educational experience of students by valuing the rich diversity on our campuses, encouraging intellectual engagement, and preparing students to serve and lead their communities.

Student Life also balances serving and engaging students through district related experiences and as the liaison and working arm of the Chaffey College Student Government (CCSG). Student Life also regularly collaborates with various offices and departments on campus to sponsor and ensure a diverse offering of opportunities and activities for students throughout the academic year.

### **Highlights**

- Awarded 195 scholarships for a total of \$61,300
- Awarded 780 book grants for a total of \$39,000
- Chartered 40 student clubs/organizations, including 5 new clubs
- Assisted in the distribution of Grad bags for the first time ever Drive-thru graduate celebration for the class of 2020.
- Continued to expand the semi-annual Volunteer Fair in fall 2020 with over 30 local and national agencies and shared with students a contact list of each agency with the following information: name of representative, address of agency/organization, phone number, and website.

### **Sponsored Events**

The following is a list of events hosted by Student Life from 2019-20: Welcome Back (on all three campuses), Constitution Day, Club Rush (each semester), Hispanic Heritage Celebration, Voter Registration, Black History Month, and Volunteer Fair (fall 2019).

Throughout the year Student Life and CCSG co-sponsored several events by hosting, financing, or providing specific supplies. Here is a sample of some of these occasions:

- CCSG Valentine's Day Event
- Dia De Los Muertos Event

- Wignall Museum Events
- Winter Celebration
- Hijab Day!
- DE-Stress Events w/Therapy Animals
- Tailgate Party and Trunk or Treat
- Legal Week and Dreamers Events
- Coffee w/ CCSG Events
- "S" Word Documentary Viewing
- Black History Month Celebration

Additionally, they donated more than \$15,000 to support a variety of student club and/or departmental events.

In 2019-20, Chaffey student leaders continued to demonstrate their commitment to student advocacy by participating in Student Senate for California Community Colleges (SSCCC) General Assembly meetings and representing the college at all regional meetings.



## Transfer Center

The Transfer Center's work primarily supports Institutional Goals 1, 2 and 5. The primary mission of the Transfer Center is to assist Chaffey College students in successfully transferring from Chaffey College to a four-year university. Minimum program standards require each community college district to recognize transfer as one of its primary missions and to place an emphasis on the preparation and transfer of underrepresented students.

Through its work, the center has successfully served its students and completed the following:

### **Program Highlights:**

- 6,802 students were served in the Transfer Center, an increase of 17.3% from 18/19.
- Approximately 407 students met with a university representative for an individual appointment.
- The Transfer Center designated October as Transfer Awareness month, during that month, we hosted many workshops and provided application assistance for students at all three campuses.
- To assist students planning to transfer to California State Universities and University of California campuses meet the November 30 deadline, the Transfer Center ran extended hours the last two weeks of November and offered students application assistance. More than 100 students used the Center for assistance on Wednesday, November 27 and the Center opened on Saturday, November 30 to ensure students were assisted on the deadline day. Nearly 70 students utilized the service to meet the deadline.
- Contact made with approximately 238 students via in-class presentations.
- 10,739 emails were sent to students throughout the year.
- 49 university representatives tabled in the quad area.
- Approximately 113 counseling appointments were scheduled with the Transfer Counselor, Helen Leung for in-person meetings and 76 appointments via Cranium Cafe.
- Approximately 84 students participated in the campus tours from August through February.
- 87 students participated in University workshops.
- The Transfer Center presented on the available Transfer Center resources to 32 classes throughout the year.
- In fall 2019, the Transfer Center collaborated with UCR for a STEM-focused Tour, in which students were able to tour the labs and hear from Deans and faculty within the STEM majors. 21 students participated in this trip.
- Seven students participated in the Cal Poly Pomona STEM Tour. This was the first year in which it was held.
- In fall 2019, six students participated in the Cal Poly Pomona STEM tour.
- The Transfer Center collaborated with Azusa Pacific University to offer an On-the-Spot Admission at Chaffey College. Representatives from the Admissions Office, Financial Aid and Registrar came to meet with students. Twenty-three students participated.
- The Transfer Center collaborated with California Baptist University online and traditional programs to offer an On-the-Spot Admission at Chaffey College. Representatives from the Admissions Office, Financial Aid and Registrar came to meet with students. Twenty-seven students participated.
- The Transfer Center collaborated with University of La Verne traditional and CAPA programs to offer an On-the-Spot Admission at Chaffey College. Representatives from

the Admissions Office, Financial Aid and Registrar came to meet with students. Twenty-one students participated.

- The Transfer Center collaborated with our Admissions Office and the Admission' Offices at CSUSB, Cal Poly Pomona, and UCR in submitting complimentary official transcripts to UCR, Cal Poly Pomona and CSUSB on behalf of all accepted students for fall 2020 admission.
  - In February, official partial transcripts were submitted for conditionally accepted students for CSUSB and UCR.
  - 610 students submitted an SIR (statement of intent to register) for CSUSB. Chaffey's Admissions Office submitted official final transcripts in July.
  - 81 students submitted an SIR (Enrollment Deposit) for UCR. Chaffey's Admissions Office submitted official final transcripts in July.
  - 462 submitted an SIR (statement of intent to register for Cal Poly Pomona. Chaffey's Admissions Office submitted official final transcripts in July.
- In March, the Transfer Center Hub in Canvas was created for students to access transfer information, resources, and updated contact sheets for universities.
- The Transfer Center transitioned to 100% online. Students can communicate with staff members through Cranium Café, zoom, telephone or email.
- Since the campus closure in March, the Transfer Center has provided online workshops hosted by university representatives to ensure our students are still able to access transfer information and have all their questions answered.

Transfer Agreements

- One thousand four hundred and twenty-one students participated, completed and received an associate Degree for Transfer in the CCC/CSU AD-T partnership, which is an increase of 39% from the prior year.
- One hundred and sixty-six students completed a Transfer Admission Guarantee (TAG) agreement with the University of California for fall 2020, which is a 17.73% increase from the year prior.

33 workshops offered to students throughout the year:

<b>Transfer Center Workshops</b>	
<b>Fall 2019</b>	<b>Date</b>
UC TAP/TAG Workshop hosted by UCI	8/29/2019
UCSB General Admissions Workshop	9/3/2019
UC TAP/TAG Workshop hosted by UCSB	9/3/2019
UC Personal Insight Questions hosted by UCD	9/12/2019
UC TAP/TAG Workshop hosted by UCM	9/12/2019
UC TAP/TAG Workshop hosted by UCR	9/24/2019
How to Transfer to a Private School hosted by APU	9/26/2019
How to Apply to a UC Workshop hosted by UCI	9/26/2019

UCB General Admissions Workshop	10/1/2019
How to Apply to a UC Workshop hosted by UCB	10/1/2019
How to Apply to a CSU hosted by CPP	10/7/2019
UCR General Admissions Workshop	10/10/2019
Learn more about the Transfer Center	10/15/2019
Learn more about the Transfer Center	10/16/2019
Learn more about the Transfer Center	10/17/2019
Transferring? Strengthen your Expectations **	10/21/2019
How to Apply to a UC hosted by UCI	10/21/2019
UC Personal Insight Question Workshop hosted by UCI	10/22/2019
How to Apply to a UC hosted by UCR	10/22/2019
Transferring? Strengthen your Expectations **	10/22/2019
Transferring? Strengthen your Expectations **	10/23/2019
CPP General Admissions Workshop	10/24/2019
How to Apply to a UC	10/24/2019
UCLA General Admissions Workshop	10/29/2019
How to Apply to a CSU Workshop hosted by CSUSB	10/31/2019
Kinesiology Info Session hosted by CSU San Marcos	11/7/2019
CPP General Admissions Workshop	11/13/2019
ULV Info Session	11/19/2019
<b>Spring 2020</b>	
GCU Live Tour Presentation	1/23/2020
Next Steps Workshop hosted by the Transfer Center at Chino Campus	1/28/2020
WGU Info Session	3/9/2020
Next Steps Workshop hosted by CPP (virtual)	4/16/2020

\*\* In partnership with the Career Center and the Financial Aid Office.

### Fall Transfer Fair

- Approximately 55 schools (public and private) were present during the fall fair at the Rancho Campus and 255 students attended.

**University Campus Visits:**

- UC Riverside STEM Tour
- Cal Poly Pomona STEM Tour
- Cal Poly Pomona General Tour
- CSU Fullerton General Tour
- CSU Long Beach General Tour
- CSU San Bernardino General Tour
- ULV General Tour
- USC Transfer Tour
- CSU Northridge General Tour

**Transfer Recognition Ceremony**

Due to the closure of the campus, the Transfer Center did not have a celebration commemorating the students who will be transferring. Instead, the Center collaborated with Alumni Relations and made gift bags with transfer swag items to hand out at the drive thru graduation.

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

December 17, 2020  
Board Meeting Date

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TOPIC **APPROVAL OF MINUTES, NOVEMBER 19, 2020**

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Communication No. IV.E.1.a

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SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the minutes of the November 19, 2020, regular meeting.

BACKGROUND

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

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

Approval of the minutes of the November 19, 2020, regular Board meeting.

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

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

A regular meeting of the Chaffey Community College District Governing Board was held on Thursday, November 19, 2020, virtually via videoconference. Board President Ovitt called the meeting to order at 2:04 p.m.

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

Members absent: none

**CLOSED SESSION**

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

No comments were made.

The Board convened in closed session at 2:04 p.m. Closed session was adjourned at 3:15 p.m.

**STUDY SESSION**

Intersegmental Partnerships and Deliveries Report – Dr. Matthew Morin, director, intersegmental partnerships and deliveries, provided a report in which he discussed dual enrollment growth trends, adult education and high school partnerships digital form, real-time data tracking and visualization, an online marketplace of distance education courses, fiscally responsible staffing structure, FTES and apportionment revenue, demographic trends, equity-focused dual enrollment program, dual enrollment counselors, success team manager, population over 18 years that do not possess a high school degree, state and national policy work, SB 554: dual enrollment legislation, statewide model for Ability to Benefit (ATB) Pell eligibility. Dr. Morin also commended Candace Brock for her work to improve the dual enrollment program.

Sabbatical Report – Kevin Cameron, School of Social and Behavioral Sciences, reported on the possible connection between the philosophy of Arthur Schopenhauer and the ontology of politics.

Sabbatical Report – Carol Dickerson, School of Business and Applied Technologies, reported that she successfully earned a certificate in online teaching and design by completing six courses offered by @One Online Network of Educators, which is a partnership with the Chancellor's Office.



Sabbatical Report – Mary Jane Ross, Fontana Success Center, reported that she accomplished the following during her sabbatical: critically surveyed existing ESL grammar textbooks, read and annotated key texts on English grammar for ESL students, created an annotated bibliography to assist colleagues in evaluating available grammar texts; developed original ideas on a “Lego approach” to teaching grammar, breaking concepts into simple pieces and connecting them one at a time, and exploring color coding and pictures as tools for clarifying grammatical relationships and applying them to the creation of a grammar textbook to be used as an adjunct text for multiple levels of ESL.

Sabbatical Report – Cindy Walker, Faculty Success Center, reported that she researched and designed a faculty leadership development program for Chaffey College.

### REGULAR SESSION

The regular session reconvened at 3:24 p.m., and Board President Ovitt led the Pledge of Allegiance to the Flag.

### PUBLIC COMMENTS

There were no public comments.

### COMMUNITY LINKAGES GOVERNING BOARD

Student Trustee Lauren Sanders reported participating in the following activities: College Planning Council, Umoja Panel on “Demystifying the Ballot”, Colors Test in Student Government meeting, Student Government Activities Committee meeting, worked the election as a check-in poll worker in Fontana, Student Government Outreach Committee meeting, Student Governing Senate and Executive Board meetings, Chaffey College Club Rush, Student Senate Student Trustee Caucus, CCSG Townhall, Chaffey College Guided Pathways Committee, Chaffey College Curriculum Committee, CCSG Finance Committee, and the Chaffey College Governing Board meeting.

Trustee McLeod had no report.

Trustee McDougal reported attending the Dialogue with the Board meeting.

Trustee Brugger reported that she made her monthly donations to the College, purchased See’s candy through the fundraiser to benefit Panther Care, and attended the San Bernardino County Senior Disabled Fund meeting.

Board President Ovitt reported attending the following: Dialogue with the Board meeting in which many ongoing issues are being addressed pertaining to the COVID-19 lock-down, Children's Fund meetings, Parks and Recreation Commission meeting, and First 5 Committee meeting.

## LEGISLATIVE UPDATE

Dr. Janeth Rodriguez, director, alumni and community relations, provided a presentation which included updates on the immediate concerns for the Community College System, a plan for an equitable recovery, Propositions 15 and 16, and state and local election results.

## FOUNDATION

Dr. Lisa Nashua, executive director of the Foundation, provided a written report which included: Black Minds Matter Scholarship, Cardenas Markets Foundation Scholarships, Edison STEM Fund-a-Dream Scholarships, Chaffey College Foundation Completion Counts Scholarship, Journalism Program Scripps Howard Foundation application, the James Irvine Foundation Better Careers Initiative, Foundation for California Community Colleges, virtual fundraising events, and save the date for the 2021 Chaffey College Foundation Golf Tournament.

## REPORTS

### CLOSED SESSION ACTIONS

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

Employment or Ratification of:

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

Appointment of:

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

The Governing Board ratified the temporary increase in assignment for Jacqueline Romero, grant generalist, from .75 to 1.0 FTE for the period of October 15, 2020, through December 31, 2020.

## MONITORING

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

Budget Monitoring Report

Intersegmental Partnerships and Deliveries Monitoring Report

## Professional Development Monitoring Report

### Quarterly Investment Report and Annual Statements of Investment Guidelines

#### INFORMATIONAL

The Governing Board received board policies for first reading and discussion.

#### CONSENT AGENDA

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

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

Through this action, the following were approved (Approval of Minutes, October 22, 2020, through Student Worker Position Certification).

#### GOVERNANCE PROCESS

The minutes of the October 22, 2020, regular Board meeting were approved as presented.

#### ACADEMIC AFFAIRS

The Governing Board approved the 2021-2022 academic calendar.

The Governing Board approved the 2021 summer academic calendar.

The Governing Board approved the sabbatical leave report for Kevin Cameron, School of Social and Behavioral Sciences.

The Governing Board approved the sabbatical leave report for Carol Dickerson, School of Business and Applied Technologies.

The Governing Board approved the sabbatical leave report for Mary Jane Ross, Fontana Success Center.

The Governing Board approved the sabbatical leave report for Cindy Walker, Faculty Success Center.

## BUSINESS/FISCAL AFFAIRS

The Governing Board approved the budget increase of \$166,471 to the 2020-2021 restricted general fund budget to the Disaster Relief Emergency Student Financial Aid allocation. Also, to approve adjustments to the restricted Perkins and CTE allocations.

The Governing Board approved the Mental Health Service Program Grant from the California Community Colleges Chancellor's Office in the amount of \$350,000 for the period of May 1, 2020 through December 31, 2021.

The Governing Board approved the Memorandum of Understanding between Chaffey Joint Union High School District, Members of the West End Consortium and Chaffey Community College in the amount of \$306,877 for the period of October 15, 2020 through June 30, 2021.

The Governing Board approved the Memorandum of Understanding (MOU) between Foothill-De Anza Community College District and Chaffey Community College District in the amount of \$15,000 for the period of September 15, 2020 through January 31, 2021.

The Governing Board approved the Quarterly Financial Status Report for the period ending September 30, 2020.

## HUMAN RESOURCES

The Governing Board approved the short-term worker and apprentice position and salary schedule effective January 1, 2021.

The Governing Board ratified the temporary assignments for Raymond Cuellar, director, grant development and management and Title III, Perkins, and Strong Workforce oversight; and Ruth Ann Valencia, director, career and transfer center and interim director, admissions and records.

The Governing Board approved the memorandum of understanding between the Chaffey Community College District and Chaffey College Faculty Association (CCFA).

The Governing Board approved the memorandum of understanding between the Chaffey Community College District and Chaffey Child Development Center Faculty Association (CDCFA).

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

The Governing Board approved the student worker salary schedule effective January 1, 2021.

ACTION AGENDA

BUSINESS/FISCAL AFFAIRS

The Governing Board authorized the District to enter into four, five-year term, on-call professional services agreements with Knowland, Inc., of Rancho Palos Verdes, California; Sandy Pringle Associates, Inc of Torrance, California; TYR, Inc., of Costa Mesa, California; and Vital Inspection Services, Inc., of Anaheim, California, for Request for Qualifications (RFQ) No. 2021PW146 Inspection Services in the amount not to exceed \$3,000,000 for each firm, on the motion of Ms. McLeod, second of Mr. McDougal.

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

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

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

CEO/STAFF REPORTS

Dr. Henry Shannon, superintendent/president, presented the Board with copies of his monthly report. The report highlighted the Chaffey College Dialogue with Board Members meeting, plans for the drive-in commencement 2020 event and updates from Equity, Outreach and Communications, Instruction, and the Office of Student Services.

Faculty Senate President Nicole DeRose submitted a report which included accomplishments by Tracy Kocher, School of Business and Applied Technology; Sukena F. Taibjee, library; and Allison Tripp, School of Social and Behavioral Sciences. Ms. DeRose congratulated the sabbatical returnees for the fantastic job they did on their reports.

Classified Senate President Trisha Albertsen submitted a report highlighting the Classified Senate See's Candies fundraiser.

CSEA President Monica Han congratulated the faculty for their sabbatical reports and shared that CSEA Chief Union Steward Corinthia Crawford will be singing the National Anthem at the upcoming Commencement ceremony. Ms. Han congratulated all of the 2020 graduates.

CCFA President Jonathan Ausubel congratulated those who gave their sabbatical reports and wished everyone a happy Thanksgiving.

CDCFA had no report.

BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

None.

ADJOURNMENT

The meeting was adjourned at 4:50 p.m.

The next regular meeting of the Chaffey Community College District Governing Board is Thursday, December 17, 2020, and will be held via videoconference.

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President

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Clerk

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

December 17, 2020

Board Meeting Date

TOPIC **APPROVAL OF MINUTES, NOVEMBER 23, 2020 SPECIAL BOARD MEETING**

Communication No. IV.E.1.b

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SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the minutes of the November 23, 2020, Special Board 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 November 23, 2020, Special Board Meeting.

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

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

A special meeting of the Chaffey Community College District Governing Board was held on Monday, November 23, 2020. Board President Ovitt called the meeting to order at 6:30 p.m.

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

Members absent: None

**PUBLIC COMMENTS**

There were no public comments received.

**ACTION AGENDA**

Organization

President Ovitt read the instructions for the interview process.

Candidate Interviews:

Each candidate was asked to introduce themselves and to provide a brief overview of their background/qualifications.

The following questions were asked by the Governing Board members of all seven candidates:

- A. **President Ovitt:** What do you believe is the appropriate role of the Governing Board as it pertains to policy formation and as it pertains to the day-to-day operation of the District?
- B. **Vice President McDougal:** What personal qualities or strengths can you bring to the Governing Board?
- C. **Board Member Brugger:** What do you think are the characteristics of an effective Governing Board as a whole?
- D. **Board Member Negrete McLeod:** What do you see as the current challenges facing public education in our state?

The candidates were interviewed in the order their applications were received:

Deana Olivares-Lambert, Steven Flores, Tomeika Carter, Aron (Jim) Kelber, Julia Parra, Gino Fillipi, and Suzanne Taylor.



After the interviews were completed, each Board member announced their three candidate recommendations.

Trustee McDougal recommended candidates Olivares-Lambert, Carter and Taylor.

Trustee Brugger recommended candidates Olivares-Lambert, Flores and Kelber.

Trustee McLeod recommended candidates Olivares-Carter, Kelber and Parra.

Trustee Ovitt recommended candidates Olivares-Lambert, Flores and Carter.

A break was taken to confirm the tally.

President Ovitt announced that Candidates Carter and Olivares-Lambert both have three recommendations and explained the voting process as follows:

“Each candidate shall receive a vote by the Board on whether to select him or her as the Provisional Appointee to fill the vacancy in Trustee Area 2. Whichever Candidate receives 3 or more votes, will be the Provisional Appointee to fill the Trustee Area 2 vacancy. If neither receives three or more, then we will move forward with nominating the candidate with the next highest number of recommendations for a vote.”

President Ovitt called for a motion to nominate Candidate Carter to be selected as the Provisional Appointee.

Tomeika Carter was nominated on the motion of Mr. McDougal, second of Ms. Brugger.

Yeas:	Mr. McDougal, Ms. McLeod
Nays:	Ms. Brugger, Mr. Ovitt
Absent:	None

President Ovitt called for a motion to nominate Candidate Olivares-Lambert to be selected as the Provisional Appointee.

Deana Olivares-Lambert was nominated on the motion of Mr. McDougal, second of Ms. Brugger.

Yeas:	Ms. Brugger, Mr. Ovitt
Nays:	Ms. McLeod, Mr. McDougal
Absent:	None

The Board members provided the reasons for their selections. The vote was taken again and the outcome was the same.

The candidates were asked a final question by Trustee McDougal, “*Why should you be chosen over your opponent?*” and another vote was taken, in which the outcome was the same.

A break was taken to allow time for Ryan Church, District's general counsel, to consult with President Ovitt and Dr. Shannon.

President Ovitt announced that there will be another Special Meeting via Zoom in order to select the Provisional Appointee.

President Ovitt asked for nominations for any other candidates to proceed to the November 25 Special Meeting. Ms. McLeod nominated Ms. Taylor and Mr. McDougal seconded.

Yeas:	Ms. Brugger, Ms. McLeod, Mr. McDougal
Nays:	Mr. Ovitt
Absent:	None

President Ovitt announced that the Special Meeting will be held on Wednesday, November 25 at 5:30 p.m. via Zoom in order to select the Provisional Appointee. The three candidates moving on to the next level all stated that they were available to attend at that date/time.

Prior to concluding the meeting, the Board asked for nominations for the remaining candidates to determine if they should also move to the next round (i.e., the November 25 Special Meeting).

Trustee McDougal nominated Candidate Parra and Trustee McLeod seconded.

Yeas:	Ms. McLeod
Nays:	Ms. Brugger, Mr. McDougal, Mr. Ovitt
Absent:	None

Trustee McDougal nominated Candidate Flores and Trustee Brugger seconded.

Yeas:	Ms. Brugger, Mr. Ovitt
Nays:	Ms. McLeod, Mr. McDougal
Absent:	None

Trustee McDougal nominated Candidate Kelber and Trustee McLeod seconded.

Yeas:	Ms. Brugger, Ms. McLeod
Nays:	Mr. Ovitt, Mr. McDougal
Absent:	None

Trustee McDougal nominated Candidate Fillipi, and there was no second.

ADJOURNMENT

The meeting was adjourned at 9:22 p.m.

The next Special Board Meeting of the Chaffey Community College District Governing Board will be held November 25, 2020, at 5:30 p.m.

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President

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Clerk

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

December 17, 2020

Board Meeting Date

TOPIC **APPROVAL OF MINUTES, NOVEMBER 25, 2020 SPECIAL BOARD MEETING**

Communication No. IV.E.1.c

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SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the minutes of the November 25, 2020, Special Board 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 November 25, 2020, Special Board Meeting.

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

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

A special meeting of the Chaffey Community College District Governing Board was held on Monday, November 25, 2020. Board President Ovitt called the meeting to order at 5:30 p.m.

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

Members absent: None

PUBLIC COMMENTS

Julie Sanchez, executive assistant, superintendent/president's office, read a public comment submitted by Area 2 resident and parent of Chaffey College students, Thera Abbema, voicing concern over the selection of candidate Deana Olivares-Lambert due to the potential for a conflict of interest regarding Section 1090 of the California Governing Code.

Board Vice President McDougal asked Ryan Church to provide input and to provide a brief explanation of the conflict of interest code. Mr. Church gave a brief legal analysis.

Candidate Deana Olivares-Lambert was given the opportunity to respond to the public comment. Ms. Olivares-Lambert explained that she understands the meaning of conflict of interest. She stated that she would be very responsible regarding conflict of interest, and that she would be very transparent in her volunteer duties serving on the Chaffey College Governing Board.

PRESENTATIONS

1. Finalist (3) Presentations for Provisional Appointment to Fill Board Seat Vacancy in Trustee Area 2

The three finalists presented their responses to the following questions:

*“What Chaffey College initiative are you especially passionate about? How would you, as a Board member, advocate and support the College in this endeavor?”*

The finalists presented in the following order:

Deana Olivares-Lambert  
Tomeika Carter  
Suzanne Taylor

After the three finalists have presented, each Board member will rank each presentation in order of his or her preference:

- 1 = Best Presentation (7 points)
- 2 = Second Best Presentation (4 points)
- 3 = Third Best Presentation (1 point)

President Ovitt called a 3-minute break for the Board members to tally their scores.

The meeting reconvened and Mr. Ovitt explained that each Board member would read their rankings aloud. The District would then tally the points. The individual with the highest number of points would be selected as the Provisional Appointee. The Board will need to formalize the selection by nominating that individual for a vote to be selected as the Provisional Appointee.

If there is a tie in the tally of the rankings, then the Board would vote on each of the tied finalists. If the Board remains deadlocked, then each Board member would be able to speak in open session regarding their finalist choice. The Board would then vote again on the tied individuals. If there is not a winner, then the provisional appointment process ends and the District will report to the San Bernardino County Superintendent of Schools that it did not appoint someone to the Trustee Area 2 vacancy. Pursuant to California Education Code section 5091, the County Superintendent would order a special election.

The Governing Board announced their scores as follows:

McLeod	Olivares-Lambert 4 Carter 7 Taylor 1
Brugger	Olivares-Lambert 7 Carter 1 Taylor 4
McDougal	Taylor 7 Carter 4 Olivares-Lambert 1
Ovitt	Olivares-Lambert 7 Carter 4 Taylor 1
Totals	Olivares-Lambert 19 Carter 16 Taylor 13

ACTION AGENDA

1. Organization

a. Selection of Provisional Appointee to Fill Vacancy in Trustee Area 2

The Governing Board selected a Provisional Appointee Deana Olivares-Lambert to fill the Board vacancy in Trustee Area 2 on the motion of Mr. McDougal, second of Ms. Brugger.

Yeas: Ms. Brugger, Mr. McDougal, Ms. McLeod, Mr. Ovitt  
Nays: None  
Absent: None

b. Administer Oath of Office to Provisional Appointee

Superintendent/President Shannon administered the Oath of Office to Provisional Appointee Deana Olivares-Lambert.

ADJOURNMENT

The meeting was adjourned at 6:20 p.m.

The next regular meeting of the Chaffey Community College District Governing Board will be December 17, 2020.

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk

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

December 17, 2020

Board Meeting Date

TOPIC BOARD POLICIES FOR ADOPTION

Communication No. IV.E.1.d

SUPPORTS BOARD POLICY

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

PROPOSAL

To receive Board Policies for second action reading and adoption.

BACKGROUND

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

The District is continuing its work to review and update policies during the 2019–2020 academic year. As part of the update process, Board Policies from Chapter 3 (General Institution), Chapter 4 (Instruction), and Chapter 5 (Student Services) are being submitted for adoption. Board Policies were reviewed by Board Member Ovitt in his capacity as Governing Board Policy Liaison and the Governing Board received these policies for information at its November 19, 2020 Board meeting.

RECOMMENDATION

It is recommended that the Governing Board receive the board policies for second reading and adoption.

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





**Board Policies**  
**Presented to the Governing Board for Adoption**  
**December 17<sup>th</sup>, 2020**

**Chapter 3 – General Institution**

BP 3430	Prohibition of Harassment
BP 3440	Service Animals and Other Animals on District Property
BP 3500	Campus Safety
BP 3501	Campus Security and Access
BP 3505	Emergency Operations Plan
BP 3510	Workplace Violence
BP 3515	Reporting of Crimes
BP 3518	Child Abuse Reporting
BP 3520	Local Law Enforcement
BP 3530	Weapons on Campus
BP 3540	Dating Violence, Domestic Violence, Sexual Assault, and Stalking

**Chapter 4 – General Institution**

BP 4235	Credit for Prior Learning
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**Chapter 5 – Student Services**

BP 5020	Nonresident Tuition
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**AGENDA ITEM**  
**Chaffey Community College District**  
**GOVERNING BOARD**

December 17, 2020

Board Meeting Date

TOPIC     **CURRICULUM**    

Communication No.    IV.E.2.a

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SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the following changes to the *Chaffey College 2021-2022 Catalog*, as recommended by the Faculty Senate, the college Curriculum Committee, and the Associate Superintendent of Instruction and Institutional Effectiveness:

- 1 new course
- 123 course modifications
- 116 distance education courses
- 24 correspondence courses
- 5 course deactivations
- 3 program of study modifications

BACKGROUND

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

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board approve 1 new course, 123 course modifications, 116 distance education courses, 24 correspondence courses, 5 course deactivations, and 3 program of study modifications for the *Chaffey College 2021-2022 Catalog*.

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

## Curriculum 2020-2021

<b>COURSES – NEW COURSES</b>			
	<b>Discipline</b>	<b>Course ID</b>	<b>Title</b>
1.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-612	Intermediate Refrigeration
<b>COURSES – MODIFICATIONS</b>			
	<b>Discipline</b>	<b>Course ID</b>	<b>Title</b>
1.	Accounting Financial Services	ACCTGFS-30	Personal Finance
2.	Aviation Maintenance	AMT-26	Powerplant: Engine Instrumentation, Lubrication, Electrical
3.	Aviation Maintenance	AMT-35	Airframe Structures: Fabrication, Inspection and Repair
4.	Astronomy	ASTRON-27	Life in the Universe
5.	Biology	BIOL-23L	General Microbiology Laboratory
6.	Biology	BIOL-40	Introduction to Cell and Molecular Biology
7.	Biology	BIOL-424L	Anatomy and Physiology Laboratory
8.	Business	BUS-61	Introduction to Global Business
9.	Business: Legal Studies	BUSL-10	Introduction to Law and the Legal Process
10.	Business: Legal Studies	BUSL-28B	Business Law II
11.	Business: Legal Studies	BUSL-400	Introduction to Paralegal Studies
12.	Business Management	BUSMGT-45	Small Business Ownership and Management
13.	Business Management	BUSMGT-470	Essentials of Facilities Management
14.	Child Development Education	CDE-23	Introduction to Children with Special Needs
15.	Child Development Education	CDE-24	Introduction to Curriculum Theory
16.	Child Development Education	CDE-24W	Practicum I: Supervised Occupational Work Experience
17.	Child Development Education	CDE-25	Advanced Curriculum Theory
18.	Child Development Education	CDE-25W	Practicum II: Supervised Occupational Work Experience
19.	Child Development Education	CDE-3	Observation and Assessment
20.	Child Development Education	CDE-415	Dynamics of Play
21.	Child Development Education	CDE-416	Brain Research and the Implications for Classroom Teaching
22.	Child Development Education	CDE-6	Teaching in a Diverse Society
23.	Child Development Education	CDE-7	Curriculum Development: The Creative Arts
24.	Child Development Education	CDE-8	Curriculum Development: Math and Sciences
25.	Chemistry	CHEM-9	Health Science Chemistry
26.	Computer Information Systems: Networking	CISNTWK-12	Introduction to Network Security Administration

27.	Computer Science	COMPSCI-3	Computer Architecture and Organization
28.	Culinary	CUL-445	Cake Decorating and Pastry Art
29.	Dental	DENTAL-415L	Dental Chairside Skills I Lab
30.	Dental	DENTAL-425L	Dental Materials Lab
31.	Dental	DENTAL-435L	Infection Control in Dentistry Lab
32.	Dental	DENTAL-445L	Oral Radiology Lab
33.	Dental	DENTAL-455	Dental Office Procedures
34.	Dental	DENTAL-455L	Dental Office Procedures Lab
35.	Dental	DENTAL-460	Clinical Experience I
36.	Dental	DENTAL-465	Clinical Experience II
37.	Dental	DENTAL-465L	Clinical Experience II Lab
38.	Dental	DENTAL-475	Dental Specialty Skills
39.	Dental	DENTAL-475L	Dental Specialty Skills Lab
40.	Dental	DENTAL-480	Dental Chairside Skills II
41.	Dental	DENTAL-480L	Dental Chairside Skills II Lab
42.	Dental	DENTAL-490	Advanced Clinical Procedures
43.	Dental	DENTAL-490L	Advanced Clinical Procedures Lab
44.	Drafting	DRAFT-20	Computer-Aided Drafting and Design
45.	Drafting	DRAFT-21	Mechanical Design I
46.	Drafting	DRAFT-41	Mechanical Design and Drafting II
47.	Drafting	DRAFT-50	Architectural Design I
48.	Drafting	DRAFT-51	Architectural Design II
49.	Education	ED-10	Elementary Classroom Fieldwork
50.	Engineering Technology	EGTECH-10	Introduction to Engineering Design/Graphics
51.	Engineering Technology	EGTECH-30	Introduction to Additive Manufacturing - 3D Printing
52.	Emergency Medical Technician	EMT-11	Emergency Medical Technician
53.	Engineering	ENGIN-11	Introduction to Engineering
54.	Engineering	ENGIN-26	Engineering Graphics and CAD
55.	Engineering	ENGIN-50	Engineering Statics
56.	Fashion Design	FASHD-40	Beginning Clothing Construction
57.	Fashion Design	FASHD-428	Computer-Aided Design
58.	Fashion Design	FASHD-45	Design Fundamentals for Fashion and Interiors
59.	Fashion Design	FASHD-470	Apparel Production
60.	Fashion Design	FASHD-471	Advanced Patternmaking
61.	Fashion Design	FASHD-65	Fashion Illustration
62.	Fashion Merchandising	FASHM-10	Introduction to the Fashion Industry
63.	Fashion Merchandising	FASHM-11	Fashion Retail Merchandising and Management
64.	Fashion Merchandising	FASHM-482	Industry Internships: Fashion Merchandising
65.	Fashion Merchandising	FASHM-60	Textiles
66.	Geography	GEOG-5	Physical Geography Laboratory
67.	Gerontology	GERO-22	Dying and Death
68.	Gerontology	GERO-400	Principles of Caregiving: Older Adults and Their Care
69.	Gerontology	GERO-455	Resources and Services for Older Adults
70.	Gerontology	GERO-463	Social Work Designee/Assistant Training

71.	Gerontology	GERO-497ABCD	Gerontology Career Experience Internship
72.	Gerontology	GERO-600	Principles of Caregiving: Older Adults and Their Care
73.	Gerontology	GERO-655	Resources and Services for Older Adults
74.	Gerontology	GERO-663	Social Work Designee/Assistant Training
75.	Gerontology	GERO-98ABC	Independent Study: Gerontology
76.	Guidance	GUID-507	Opening Doors to Student Effectiveness
77.	History	HIST-21	The Sixties in American History
78.	History	HIST-40	Retrospective of World War II
79.	History	HIST-9	History of Asian Civilizations I
80.	Hospitality Management	HOTFS-482	Industry Internship: Hospitality Management
81.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-600	Introduction to Heating, Ventilation, and Air Conditioning
82.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-601	HVACR Piping Practices, Brazing, and HVACR tools
83.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-602	HVAC Electrical Systems
84.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-603	Environmental Protection Agency Certification
85.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-604	Refrigerants, Recovery, Vacuum, and Charging
86.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-605	HVAC Heat Pumps and Basic Troubleshooting
87.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-606	HVAC Air Distribution, Installation, Flues and Ducts
88.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-607	HVAC Gas Heat
89.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-608	HVAC Electric heat, Oil heat, and Hydronic heating.
90.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-609	Advanced Commercial HVAC Systems and Solar
91.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-610	HVAC DDC, Pneumatic, and Building Automation Controls
92.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-611	HVAC Management Topics
93.	Interior Design	ID-10	Introduction to Interior Design
94.	Interior Design	ID-16	Quick Sketching for Interior Designers
95.	Interior Design	ID-21	Space Planning
96.	Interior Design	ID-30	Interior Design Studio
97.	Interior Design	ID-482ABCD	Internships in Interior Design
98.	Industrial Electrical Technology	IET-484ABCD	Industrial Electricity Internship
99.	Mathematics	MATH-25	College Algebra
100.	Mathematics	MATH-4	Mathematical Concepts for Elementary School

			Teachers
101.	Nursing: Associate Degree	NURADN-404	Basic ECG and Dysrhythmia Interpretation
102.	Nursing: Associate Degree for Transfer	NURADN-6	Clinical Nursing Skills
103.	Nursing: Vocational	NURVN-414	Acute Care Nursing Assistant: Vocational Nursing Foundations
104.	Public Health	PH-10	Personal Health and Wellness
105.	Public Health	PH-20	Introduction to Public Health
106.	Public Health	PH-30	Health and Social Justice
107.	Public Health	PH-40	Drugs, Health, and Society
108.	Physics	PHYS-20A	Algebra/Trigonometry College Physics I
109.	Physics	PHYS-20B	Algebra/Trigonometry College Physics II
110.	Physics	PHYS-30A	Physics for the Medical and Life Sciences I
111.	Physics	PHYS-30B	Physics for the Medical and Life Sciences II
112.	Physics	PHYS-44	Introduction to Motion
113.	Physics	PHYS-45	Physics for Scientists and Engineers I
114.	Physics	PHYS-46	Physics for Scientists and Engineers II
115.	Physics	PHYS-47	Physics for Scientists and Engineers III
116.	Physics	PHYS-5	The Ideas of Physics
117.	Physics	PHYS-6	The Ideas of Physics Laboratory
118.	Political Science	PS-1	American Politics
119.	Sociology	SOC-26	Introduction to Latin American Societies
120.	Sociology	SOC-30	Introduction to LGBTQ Studies
121.	Statistics	STAT-10	Elementary Statistics
122.	Statistics	STAT-610	Skill Building for Stat 10
123.	Theatre	THEATRE-18	Acting for the Camera

**COURSES – DISTANCE EDUCATION**

	<b>Discipline</b>	<b>Course ID</b>	<b>Title</b>
1.	Biology	ACCTGFS-30	Personal Finance
2.	Aviation Maintenance	AMT-26	Powerplant: Engine Instrumentation, Lubrication, Electrical
3.	Aviation Maintenance	AMT-35	Airframe Structures: Fabrication, Inspection and Repair
4.	Astronomy	ASTRON-27	Life in the Universe
5.	Biology	BIOL-23L	General Microbiology Laboratory
6.	Child Development Education	BIOL-40	Introduction to Cell and Molecular Biology
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9.	Business: Legal Studies	BUSL-10	Introduction to Law and the Legal Process
10.	Business: Legal Studies	BUSL-28B	Business Law II
11.	Business: Legal Studies	BUSL-400	Introduction to Paralegal Studies
12.	Business Management	BUSMGT-45	Small Business Ownership and Management
13.	Business Management	BUSMGT-470	Essentials of Facilities Management
14.	Child Development Education	CDE-23	Introduction to Children with Special Needs

15.	Child Development Education	CDE-24	Introduction to Curriculum Theory
16.	Child Development Education	CDE-24W	Practicum I: Supervised Occupational Work Experience
17.	Chemistry	CDE-25	Advanced Curriculum Theory
18.	Child Development Education	CDE-25W	Practicum II: Supervised Occupational Work Experience
19.	Child Development Education	CDE-3	Observation and Assessment
20.	Child Development Education	CDE-415	Dynamics of Play
21.	Child Development Education	CDE-416	Brain Research and the Implications for Classroom Teaching
22.	Child Development Education	CDE-6	Teaching in a Diverse Society
23.	Child Development Education	CDE-7	Curriculum Development: The Creative Arts
24.	Child Development Education	CDE-8	Curriculum Development: Math and Sciences
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26.	Computer Information Systems: Networking	CISNTWK-12	Introduction to Network Security Administration
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30.	Dental	DENTAL-455	Dental Office Procedures
31.	Dental	DENTAL-455L	Dental Office Procedures Lab
32.	Dental	DENTAL-465	Clinical Experience II
33.	Dental	DENTAL-475	Dental Specialty Skills
34.	Dental	DENTAL-480	Dental Chairside Skills II
35.	Fashion Design	DENTAL-490	Advanced Clinical Procedures
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37.	Drafting	DRAFT-21	Mechanical Design I
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43.	Engineering Technology	EGTECH-30	Introduction to Additive Manufacturing - 3D Printing
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53.	Fashion Design	FASHD-65	Fashion Illustration

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55.	Fashion Merchandising	FASHM-11	Fashion Retail Merchandising and Management
56.	Gerontology	FASHM-482	Industry Internships: Fashion Merchandising
57.	Fashion Merchandising	FASHM-60	Textiles
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83.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-610	HVAC DDC, Pneumatic, and Building Automation Controls



84.	Interior Design	HVACR-611	HVAC Management Topics
85.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-612	Intermediate Refrigeration
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87.	Interior Design	ID-16	Quick Sketching for Interior Designers
88.	Interior Design	ID-21	Space Planning
89.	Nursing: Associate Degree for Transfer	ID-30	Interior Design Studio
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91.	Industrial Electrical Technology	IET-484ABCD	Industrial Electricity Internship
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98.	Public Health	PH-20	Introduction to Public Health
99.	Public Health	PH-30	Health and Social Justice
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102.	Physics	PHYS-20B	Algebra/Trigonometry College Physics II
103.	Physics	PHYS-30A	Physics for the Medical and Life Sciences I
104.	Physics	PHYS-30B	Physics for the Medical and Life Sciences II
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106.	Physics	PHYS-45	Physics for Scientists and Engineers I
107.	Physics	PHYS-46	Physics for Scientists and Engineers II
108.	Physics	PHYS-47	Physics for Scientists and Engineers III
109.	Physics	PHYS-5	The Ideas of Physics
110.	Physics	PHYS-6	The Ideas of Physics Laboratory
111.	Political Science	PS-1	American Politics
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113.	Sociology	SOC-30	Introduction to LGBTQ Studies
114.	Statistics	STAT-10	Elementary Statistics
115.	Statistics	STAT-610	Skill Building for Stat 10
116.	Theatre	THEATRE-18	Acting for the Camera
	<b>Discipline</b>	<b>Course ID</b>	<b>Title</b>
1.	Accounting Financial Services	ACCTGFS-30	Personal Finance
2.	Accounting Financial Services	ACCTGFS-465	Financial Accounting for the Non-Accounting Major
3.	Business	BUS-10	Introduction to Business
4.	Business	BUS-60	Business Ethics
5.	Business	BUS-88	Business Communication
6.	Business Management	BUSMGT-40	Introduction to Management
7.	Business Management	BUSMGT-45	Small Business Ownership and Management

8.	Business Marketing	BUSMKT-13	Professional Selling
9.	Business Marketing	BUSMKT-40	Marketing Principles
10.	Business Marketing	BUSMKT-55	Advertising
11.	Communication Studies	COMSTD-2	Fundamentals of Effective Speaking
12.	Communication Studies	COMSTD-4	Fundamentals of Interpersonal Communication
13.	English	ENGL-1A	Composition
14.	English	ENGL-1B	Advanced Composition and Critical Thinking
15.	English	ENGL-1C	Introduction to Literature
16.	English	ENGL-7E	Creative Writing: Nonfiction
17.	Earth Science	ESC-1	Earth Science
18.	Earth Science	ESC-1L	Earth Science Laboratory
19.	Geography	GEOG-6	Environmental Geography
20.	Guidance	GUID-3	Career Exploration and Life Planning
21.	Photo	PHOTO-1	Environmental Geography
22.	Psychology	PSYCH-1	Environmental Geography
23.	Psychology	PSYCH-65	Environmental Geography
24.	Sociology	SOC-16	Environmental Geography
	<b>Discipline</b>	<b>Course ID</b>	<b>Title</b>
1.	Gerontology	GERO-462	Activity Coordinator Training
2.	Gerontology	GERO-662	Activity Coordinator Training
3.	Nursing: Vocational	NURVN-601	Vocational Nursing Skills Development I
4.	Nursing: Vocational	NURVN-602	Vocational Nursing Skills Development II
5.	Nursing: Vocational	NURVN-603	Vocational Nursing Skills Development III
<b>PROGRAMS OF STUDY – PROGRAM MODIFICATIONS</b>			
	<b>Program of Study</b>	<b>AA/AS/C</b>	<b>Title</b>
1.	Heating, Ventilation, Air Conditioning, and Refrigeration	Certificate of Competency	Heating, Ventilation, Air Conditioning, and Refrigeration Level 1
2.	Heating, Ventilation, Air Conditioning, and Refrigeration	Certificate of Competency	Heating, Ventilation, Air Conditioning, and Refrigeration Level 2
3.	Political Science	AA-T	Political Science

December 17, 2020 Curriculum Board Report

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

December 17, 2020  
 Board Meeting Date

**TOPIC 2019-2020 CALIFORNIA STATE PRESCHOOL (CSPP-9418) AMENDMENT 04**

Communication No. IV.E.3.a

**SUPPORTS BOARD POLICY**

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

**PROPOSAL**

To approve Amendment 04 to increase the amount of the California Department of Education 2019-2020 California State Preschool program (CSPP-9418) by \$5,050.

**BACKGROUND**

This agreement with the State of California dated July 01, 2019 designated as number CSPP-9418 and Amendment #01 (Budget Act/Rate Change) and Amendment #02 (RFA #5 in the Amount of \$131,305 with Start-Up of \$18,533) and Amendment #03 (COVID 19 Start-Up Reduction) shall be amended in the following particulars but no others: The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to \$505,457.00 and inserting \$510,507.00 in place thereof. The CDE has amended the contract by increasing the maximum reimbursable amount by \$5,050, due to the minimum days of enrollment increasing from 10,140.0 to 10,241.0.

**BUDGET IMPLICATIONS**

*Funding Source* – California Department of Education, Child Development Division.

*Status of Funds* – The 2020-2021 restricted Child Development Center fund budget will be increased by \$5,050 as indicated below:

48xxx	Income	<u>\$5,050</u>
54xxx	Supplies	<u>\$5,050</u>
	Total	<u>\$5,050</u>

*Future Implications* – It is anticipated the Child Development Center will continue to receive funds from the California Department of Education (CDE), Child Development Division in the future.

**RECOMMENDATION**

It is recommended that the Governing Board approve Amendment 04 to increase the amount of the California Department of Education 2019-2020 California State Preschool program by \$5,050.

Prepared by:	Cory Schwartz, Dean, Child Development Center
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**

December 17, 2020  
Board Meeting Date

TOPIC      **APPROVAL TO DESIGNATE CERTAIN PRODUCTS, BRANDS AND SERVICES,  
PUBLIC CONTRACT CODE SECTION 3400**

Communication No.    IV.E.3.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

To adopt Resolution 121720, a resolution of the Governing Board of the district designating proprietary Siemens products, brands and/or services for low voltage systems, as described herein and in the attached resolution, pursuant to California Public Contract Code Section 3400.

BACKGROUND

Under California Public Contract Code Section 3400(b), the district may make a finding designating certain products, things, or services by specific brand or trade name for the purpose of matching other products in use on a particular public improvement either completed or in the course of completion.

The district has installed Siemens products throughout most newly constructed and renovated facilities. District staff has determined that the Siemens products have demonstrated reliability, durability and quality. District staff, in consultation with professional consultants, has undertaken considerable research into these products and brand. In order to facilitate the use of the most reliable, dependable, cost efficient and feasible products and services throughout the District, the District staff has determined that it needed to establish uniform, complete and compatible Fire Alarm and Security Systems (“Low Voltage Systems”) for the reasons in the attached resolution.

The Governing Board approved a similar resolution on December 13, 2018. District staff has determined that it is in the district’s best interest to continue to designate the Siemens Low Voltage Systems described in the resolution for use in future District projects so as to establish one complete uniform district-wide Low Voltage Systems, thereby avoiding incompatibility of products and replacement and maintenance problems. This resolution would be to designate proprietary Siemens products, brands and/or services for low voltage systems for another two years.

By the attached resolution, District staff requests Governing Board approval to require and specify the use of the certain products, things, or services on district projects as described in the resolution.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board adopt Resolution 121720, a resolution of the Governing Board of the District designating proprietary Siemens products, brands and/or services for low voltage systems, as described herein and in the attached resolution, pursuant to California Public Contract Code Section 3400.

Attachments:          Resolution 121720

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

**RESOLUTION NO. 121720**

**A RESOLUTION OF THE GOVERNING BOARD OF  
CHAFFEY COMMUNITY COLLEGE DISTRICT  
DESIGNATING CERTAIN PRODUCTS, BRANDS OR  
SERVICES PURSUANT TO PUBLIC CONTRACT CODE  
SECTION 3400**

**WHEREAS**, pursuant to Public Contract Code Section 3400(b) the Chaffey Community College District ("District") may make a finding(s) designating certain products, things, or services by specific brand or trade name for the statutorily enumerated purposes; and

**WHEREAS**, the District's Governing Board ("Board") has reviewed the District's current facilities, general contracts, plans, and specifications in order to evaluate the District's need to establish uniform, complete and compatible Fire Alarm and Security Systems ("Low Voltage Systems") District-wide in order to facilitate the use of the most reliable, dependable, cost efficient and feasible products throughout the District; and

**WHEREAS**, the Governing Board approved a similar resolution December 13, 2018 and this resolution would be to designate proprietary Siemens products, brands and/or services for low voltage systems for another two years; and

**WHEREAS**, the uniform Low Voltage Systems will allow the District to ensure that the Low Voltage Systems utilized on all future District facility projects match the Low Voltage Systems in use at other District facilities as permitted pursuant to Public Contract Code Section 3400(b)(2); and

**WHEREAS**, District staff will be trained in the maintenance, repair, and replacement of the Low Voltage Systems described in the Specification and will maintain a stock of the equipment needed for replacements and maintenance; and

**WHEREAS**, District staff have determined that proprietary Siemens security system products and services will permit centralized monitoring of security for all District facilities; and

**WHEREAS**, based on the Board's above described review and Public Contract Code Section 3400(b)(2), the Board has determined that District must require and specify the use of certain proprietary Siemens products, things, or services on District projects.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE CHAFFEY COMMUNITY COLLEGE DISTRICT AS FOLLOWS:**

Section 1. The above recitals are true and correct.

Section 2. The District, pursuant to Public Contract Code Section 3400, intends to establish uniform, complete and compatible Low Voltage Systems specifications District-wide in order to facilitate the use of the most reliable, dependable, cost efficient and feasible products throughout the District.

Section 3. The District has found compatibility, cost, ease of maintenance, and utility of Low Voltage Systems problematic and believes it necessary to establish a uniform District Low Voltage Systems Specifications in order to avoid incompatibility issues, as well as durability and reliability issues, and costs associated with experimenting and replacing incompatible and useless Low Voltage Systems and to avoid the waste of District funds associated with addressing incompatible components.

Section 4. The District and its consultants have undertaken considerable research into the products/brands of Low Voltage Systems described in the Specification. District staff will be trained in the maintenance, replacement, and repair of the Low Voltage Systems described in the Specification and the District will maintain a stock of the equipment needed for replacements and maintenance.

Section 5. District staff has determined that the Low Voltage Systems has demonstrated their reliability, durability, and quality.

Section 6. Pursuant to Public Contract Code Section 3400(b)(2), the District's Board hereby designates the certain products/brands of Low Voltage Systems for the District's use in future projects so as to establish one complete uniform District-wide Low Voltage Systems system, thus, avoiding incompatibility of products, as well as replacement and maintenance problems.

Section 7. The designation of certain proprietary Siemens security system products and services of Low Voltage Electronic products shall be effective for 24 months from the date of this Resolution.

Section 8. At the end of the 24-month period, District staff will review the products/brands and evaluate whether re-adoption or discontinued use of the designated proprietary Siemens security system products and services is appropriate including presenting a recommendation to the Superintendent/President or his/her designee. The Superintendent/President or his/her designee shall then consider District staff's recommendations and either re-approve or discontinue the designation of the products/brands contained herein and/or approve additional/replacement products/brands.

Section 9. The Superintendent/President or his/her designee shall present changes, if any, for its ratification.

**PASSED AND ADOPTED** by the Governing Board of the Chaffey Community College District at Rancho Cucamonga, California, this 17th day of December 2020, at a regular meeting by the following vote:

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

---

Kathleen Brugger  
Clerk, Governing Board

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

December 17, 2020

Board Meeting Date

TOPIC    **APPROVAL TO DESIGNATE ASSESSMENT TECHNOLOGY INSTITUTE AS A  
SOLE SOURCE PROCUREMENT**

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Communication No.    IV.E.3.c

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SUPPORTS BOARD POLICIES

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

PROPOSAL

It is recommended that the Governing Board authorize Chaffey Community College District to enter into a three year contract with Assessment Nursing Technology (ATI) Nursing Education of Leawood, Kansas for the ATI Nursing Essential Complete Package, which is an online learning platform designed to provide nursing students access to proctored exams, skills, curriculum, virtual clinical replacement and preparation for board exams, on a sole source basis for the services they exclusively provide as described herein, pursuant to California Public Contract Code, Section 3400, in the amount not to exceed \$263,722.00.

BACKGROUND

California Public Contract Code Section 20651 requires a competitive bidding process before the governing board of a community college district lets a contract of more than the bid limit (currently ninety five thousand two hundred dollars, \$95,200) for (1) the purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district (2) services, except construction services (3) repairs, including maintenance as defined in Section 20656, that are not a public project as defined in subdivision (c) of Section 22002.

However, California Public Contract Code Section 3400 provides relief from competitive bidding in subdivision (c)(3) "in order to obtain a necessary item that is only available from one source."

Section 3400 codifies court rulings holding that where going out to bid will yield no benefit or advantage, a public entity may declare a "sole source" and make a contract without the need for formal bidding.

Therefore, District staff believe that it is in the best interest of the District for the Board to, in this case, waive California Public Contract Code section 20651 and authorize a contract with ATI Nursing Education for the ATI Nursing Essentials Complete Package online platform, on a sole source basis for the services they exclusively provide, without going through a competitive bidding process.

Health Sciences has identified ATI Nursing Education as an online platform that provides nursing students to an online platform for virtual simulation and didactic instruction. The Board of Vocational Nursing and Psychiatric (Board) are currently allowing virtual simulation and didactic instruction for clinical replacement hours and ATI is recognized as a platform that meets their requirements. The ATI Nursing Essential Complete Package includes both clinical replacement resources as well as a Virtual National Council Exam preparation component, which provides individualized preparation based on a students' identified learning needs. The Package also provides access to ATI Real Life, which provides virtual, scenario-based clinical scenarios to replace certain medical/surgical hours.

Sole Source Justification: ATI is a sole source provider of these proprietary products. These services are only available on a site license subscription basis directly through ATI.

**APPROVAL TO DESIGNATE ASSESSMENT TECHNOLOGY INSTITUTE AS A  
SOLE SOURCE PROCUREMENT**

December 17, 2020

Page 2

BUDGET IMPLICATIONS

*Funding Source* – Restricted general fund, Strong Workforce Program and Perkins Funding.

*Current Status of Funds* – Funds of \$263,722 are included in the 2020-2021 restricted general fund budget.

*Future Implications* – N/A

RECOMMENDATION

District staff recommends the Governing Board authorize Chaffey Community College District to enter into a three year contract with Assessment Nursing Technology (ATI) Nursing Education of Leawood, Kansas for the ATI Nursing Essential Complete Package, which is an online learning platform designed to provide nursing students access to proctored exams, skills, curriculum, virtual clinical replacement and preparation for board exams, on a sole source basis for the services they exclusively provide as described herein, pursuant to California Public Contract Code, Section 3400, in the amount not to exceed \$263,722.00.

Attachment: Letter from Assessment Nursing Technology

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



December 7<sup>th</sup>, 2020

Dear Chaffey College,

Assessment Technologies Institute, LLC ("ATI") is the exclusive owner and sole source provider of its products and services distributed exclusively by ATI.

Assessment Technologies Institute (ATI) makes available, for the use of nursing programs nationwide, a Complete Program that includes the following materials:

Content Mastery Series® (two forms of each proctored assessments)

- PN Adult Medical-Surgical
- PN Nursing Care of Children
- PN Mental Health
- PN Community Health
- PN Maternal Newborn
- PN Fundamentals of Nursing
- PN Pharmacology
- PN Management

Content Area Review Modules (soft- cover books as well as available on-line)

- PN Fundamentals in Nursing
- PN Medical-Surgical
- PN Nursing Care of Children
- PN Management
- PN Maternal Newborn
- PN Mental Health
- PN Pharmacology

Content Mastery Series® (two forms of each online practice assessments)

- PN Fundamentals of Nursing
- PN Adult Medical-Surgical
- PN Nursing Care of Children
- PN Management
- PN Maternal Newborn
- PN Mental Health
- PN Pharmacology

Licensing Exam Preparation (two forms of each proctored and online practice assessment)

- PN Comprehensive Predictor®
- PN Online Practice Comprehensive Assessment

NurseLogic (four learning modules with post tests)

- Knowledge and Clinical Judgment
- Testing and Remediation
- Nursing Concepts
- Priority Setting Frameworks

Skill Tutorials (learning modules with post tests)

- Skills Modules (35 modules with pre and post tests)
- Dosage Calculation (9 modules with tests)
- Pharmacology Made Easy (13 modules with tests)

- Dosage Calculation Proctored Assessments (two forms of 9 tests)
- Achieve (5 modules)
- Active Stack Pharmacology Flashcards

#### Application Tutorials (learning modules with post tests)

- Civility Mentor (4 modules)
- The Leader (5 modules)
- The Communicator (20 modules)
- Video Case Studies (50 cases)
- HealthAssess (12 modules and 5 virtual challenges)
- EHR Tutor (electronic health record simulation program)
- Real Life Medical Surgical (5 real life based challenges)
- Learning System (24 practice tests in 9 contents)

#### Licensing Exam Preparation

- BoardVitals (adaptive quiz bank)
- Customized Live NCLEX Review (3 day in person/virtual review)
- Capstone (online classroom for class wide student tutoring)
- Virtual-ATI (online classroom for individual student tutoring)

#### Additional Tools for Instructors

- Jones and Bartlett Nurse's Drug Handbook
- Learning Strategies Book
- Anatomy and Physiology Package (2 practice tests and a proctored exam)

#### Institutional Products

- ATI Academy (instructor focused training bank)
- Educating Nurse's Subscription and Yearly Renewal
- Educator Consultation (1 day)

ATI is the producer, publisher and owner of the copyright of all products listed above.

For recording purposes, our Federal ID Number (FIN) is 32-0222868.

Sincerely,

Alice Reynolds  
Client Account Manager, ATI Nursing Education

11161 Overbrook Road Leawood, Kansas 66211  
p// 800-667-7531 f// 913-685-2381  
w//atitesting.com

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

December 17, 2020

Board Meeting Date

TOPIC APPROVAL TO PURCHASE MATERIALS THROUGH OTHER PUBLIC AGENCY CONTRACTS

Communication No. IV.E.3.d

SUPPORTS BOARD POLICIES

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

PROPOSAL

To determine that it is in the District's best interests to make procurements by means of existing public agency contracts pursuant to California Public Contract Code Sections 20118 and 20652 and to authorize the District to make such procurements under Sections 20118 and 20652 as needed in the District's best interests for the calendar year ending on December 31, 2021.

BACKGROUND

California Public Contract Code Sections 20118 and 20652 authorizes the Governing Board, without advertising for bids, to contract for the lease or purchase of materials, supplies, equipment, automobiles, tractors and other personal property for the District through contracts let by other public agencies (commonly referred to as "piggy-backing" contracts). San Bernardino County requires the Governing Board to take specific action to determine that it is the best interests of the District to utilize an existing bid or contract to make procurements pursuant to Sections 20118 and 20652, rather than receiving bids on its own behalf.

This action provides the District the option to make procurements using existing public agency contracts as the need arises and is in the best interest of the District pursuant to California Public Contract Code Sections 20118 and 20652.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board determine that it is in the District's best interest to make procurements by means of existing public agency contracts pursuant to California Public Contract Code Sections 20118 and 20652, and to authorize the District to make such procurements under Sections 20118 and 20652 as needed in the District's best interest for the calendar year ending on December 31, 2021.

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

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

December 17, 2020  
Board Meeting Date

TOPIC **AUTHORIZED SIGNATURE LIST**

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Communication No. IV.E.3.e

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**SUPPORTS BOARD POLICY**

**Board Policy 6150 Designation of Authorized Signatures** - The Governing Board, on recommendation of the Superintendent/President, approves a listing of designated employees whose signature is approved for essential District business for the fiscal year. Modified lists are submitted to the Governing Board as necessary.

**PROPOSAL**

To approve the revised District authorized signature list to be effective December 17, 2020. The change includes removing Laura Collins, accountant.

**BACKGROUND**

The signature list specifying persons authorized to sign official District documents is approved by the Governing Board. The signature list reflects the appropriate changes.

**BUDGET IMPLICATIONS**

*Funding Source – N/A*

*Status of Funds – N/A*

*Future Implications – N/A*

**RECOMMENDATION**

It is recommended the Governing Board approve the revised District authorized signature list to be effective December 17, 2020.

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

## DISTRICT AUTHORIZED SIGNATURE LIST

December 17, 2020

### DISTRICT OFFICIAL DOCUMENTS

Henry D. Shannon, Superintendent/President  
Laura Hope, Associate Superintendent, Instruction and Institutional Effectiveness  
Lisa Bailey, Associate Superintendent, Business Services & Economic Development  
Melanie Siddiqi, Associate Superintendent, Administrative Services

### CONTRACTS

Henry D. Shannon, Superintendent/President  
Lisa Bailey, Associate Superintendent, Business Services & Economic Development  
Melanie Siddiqi, Associate Superintendent, Administrative Services  
Kimberly Erickson, Executive Director, Business Services  
Susan Hardie, Executive Director, Human Resources

### PURCHASE ORDERS

Henry D. Shannon, Superintendent/President  
Lisa Bailey, Associate Superintendent, Business Services & Economic Development  
Kimberly Erickson, Executive Director, Business Services

### BOOKSTORE PURCHASE ORDERS

Henry D. Shannon, Superintendent/President  
Lisa Bailey, Associate Superintendent, Business Services & Economic Development  
Kimberly Erickson, Executive Director, Business Services  
Dawn Hatfield, Administrator, Campus Store

### AUDITOR-CONTROLLER SIGNATURE/FUND CUSTODIAN AUTHORIZATION

Lisa Bailey, Associate Superintendent, Business Services & Economic Development  
Kimberly Erickson, Executive Director, Business Services  
Trisha Albertsen, Accountant

### NOTICES OF EMPLOYMENT-PERSONNEL AGREEMENTS

Henry D. Shannon, Superintendent/President  
Laura Hope, Associate Superintendent, Instruction and Institutional Effectiveness  
Lisa Bailey, Associate Superintendent, Business Services & Economic Development  
Alisha Rosas, Acting Vice President, Student Services, Equity, Outreach & Communications  
Melanie Siddiqi, Associate Superintendent, Administrative Services  
Susan Hardie, Executive Director, Human Resources  
Ruth Ann Valencia, Director, Career and Transfer Centers (Student NOE)

### CHECKING ACCOUNTS

#### District

- Henry D. Shannon, Superintendent/President
- Lisa Bailey, Associate Superintendent, Business Services & Economic Development
- Kimberly Erickson, Executive Director, Business Services

#### Bookstore

- Henry D. Shannon, Superintendent/President
- Lisa Bailey, Associate Superintendent, Business Services & Economic Development
- Anita D. Undercoffer, Executive Director, Budgeting and Fiscal Services
- Kimberly Erickson, Executive Director, Business Services

## CHECKING ACCOUNTS *continued*

### Cafeteria

- Henry D. Shannon, Superintendent/President
- Lisa Bailey, Associate Superintendent, Business Services & Economic Development
- Anita D. Undercoffer, Executive Director, Budgeting and Fiscal Services
- Kimberly Erickson, Executive Director, Business Services

### Associated Student Body (CCSG)

- Henry D. Shannon, Superintendent/President
- Lisa Bailey, Associate Superintendent, Business Services & Economic Development
- Anita D. Undercoffer, Executive Director, Budgeting and Fiscal Services
- Kimberly Erickson, Executive Director, Business Services

### Auxiliary Services

- Henry D. Shannon, Superintendent/President
- Lisa Bailey, Associate Superintendent, Business Services & Economic Development
- Anita D. Undercoffer, Executive Director, Budgeting and Fiscal Services
- Kimberly Erickson, Executive Director, Business Services

### Chaffey College Chino Community Center

- Henry D. Shannon, Superintendent/President
- Lisa Bailey, Associate Superintendent, Business Services & Economic Development
- Anita D. Undercoffer, Executive Director, Budgeting and Fiscal Services
- Kimberly Erickson, Executive Director, Business Services

### Chaffey College Revolving Cash Fund

- Henry D. Shannon, Superintendent/President
- Lisa Bailey, Associate Superintendent, Business Services & Economic Development
- Anita D. Undercoffer, Executive Director, Budgeting and Fiscal Services
- Kimberly Erickson, Executive Director, Business Services

### Clearing Account, Federal Student Grant Program

- Henry D. Shannon, Superintendent/President
- Lisa Bailey, Associate Superintendent, Business Services & Economic Development
- Anita D. Undercoffer, Executive Director, Budgeting and Fiscal Services
- Kimberly Erickson, Executive Director, Business Services

### State of California Cal Grant, Chaffey College Federal Grant, Federal Grant Program-Pell Second Chance and Full-time Student Success Grant Programs

- Henry D. Shannon, Superintendent/President
- Lisa Bailey, Associate Superintendent, Business Services & Economic Development
- Anita D. Undercoffer, Executive Director, Budgeting and Fiscal Services
- Kimberly Erickson, Executive Director, Business Services
- Trisha Albertsen, Accountant

### Student Representation Fee

- Henry D. Shannon, Superintendent/President
- Lisa Bailey, Associate Superintendent, Business Services & Economic Development
- Anita D. Undercoffer, Executive Director, Budgeting and Fiscal Services
- Kimberly Erickson, Executive Director, Business Services

PAYDEN & RYGEL

Henry D. Shannon, Superintendent/President

Lisa Bailey, Associate Superintendent, Business Services & Economic Development

Anita D. Undercoffer, Executive Director, Budgeting and Fiscal Services

Kimberly Erickson, Executive Director, Business Services

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

December 17, 2020

Board Meeting Date

TOPIC **CENTER OF EXCELLENCE FOR LABOR MARKET RESEARCH (COE) GRANTS FOR THE CALIFORNIA COMMUNITY COLLEGES CHANCELLORS OFFICE GRANT AGREEMENT 20-405-005, REQUEST FOR RENEWAL FOR THE PERIOD OF JULY 1, 2020 – SEPTEMBER 30, 2021**

Communication No. IV.E.3.f

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the Center of Excellence for Labor Market Research Region F (Inland Empire/Desert Region) Grant Agreement 20-405-005 between California Community College Chancellor's Office and Chaffey Community College District as Technical Assistance Providers for the Economic Workforce Development Project/Key Talent Administration in the amount of \$275,000. The performance period is July 01, 2020 through September 30, 2021.

BACKGROUND

Integral to the Economic and Workforce Development program and the Strong Workforce initiative, the mission of the Centers of Excellence for Labor Market Research is to provides quality labor market data and information to help the California Community Colleges respond to local workforce needs. The Centers of Excellence supports the colleges by producing labor market reports for new and existing programs of study; provides on-call data support for investments funded through statewide programs (such as Strong Workforce); facilitates workshops on the uses of labor market information; collaborates on the development of data tools and dashboards; and serves as a research advisor to regional educational institutions, workforce agencies, or other community partners. The Centers of Excellence, hosted at Chaffey Community College District is receiving a grant award of \$275,000 to host the Centers of Excellence initiative serving the community colleges in Region F.

BUDGET IMPLICATIONS

*Funding Source* – California Community College Chancellor's Office

*Status of Funds* – Funds of \$275,000 for this grant are included in the 2020-2021 restricted general fund adopted budget.

*Future Implications* – None

RECOMMENDATION

It is recommended that the Governing Board approve the award to the Center of Excellence for Labor Market Research Grant Agreement 20-405-005 between California Community College Chancellor's Office and Chaffey Community College District, in the amount of \$275,000. The performance period shall be July 1, 2020 through June 30, 2021.

Prepared by:	Michael Goss, Director Center of Excellence for Labor Market Research
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**

December 17, 2020

Board Meeting Date

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

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Communication No.    IV.E.3.g

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**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 121720A, 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 121720A 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 121720A, 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 121720A

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. 121720A**

**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 17th day of December 2020, at a regular meeting by the following vote:

Ayes:  
Noes:  
Abstentions:  
Absent:

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

---

Kathleen Brugger  
Clerk, Governing Board

**EXHIBIT A**

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

**BOARD MEETING DATE: DECEMBER 17, 2020**

<b><u>Quantity</u></b>	<b><u>Description (Make, Model, Color, Dimensions, Etc.)</u></b>	<b><u>Serial #s (Asset #'s)</u></b>
2	Hill-Rom Central Electric Bed	85041Y91 (127377), C267AB3297 (N/A)

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

December 17, 2020  
Board Meeting Date

TOPIC SOLE SOURCE PURCHASE OF EQUIPMENT: APPLE PRODUCTS

Communication No. IV.E.3.h

SUPPORTS BOARD POLICIES

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

PROPOSAL

To authorize the District to let sole source purchase orders to Apple, Inc., without formal, public advertising and receiving of bids, for fiscal year 2020-2021 as needed, to buy Apple manufactured products for instructional and administrative use, for the reasons set forth below.

BACKGROUND

California Public Contract Code Section 20651 requires the district to advertise publicly for bids for the purchase of goods involving an expenditure of \$95,200.00 or more. As a limited exception, San Bernardino County Counsel has determined that, where no practical value exists to the District in publicly advertising for bids and where only one source is available, the Governing Board may make a finding that it is in the district's best interests to let purchase order contracts without formal, public advertising and receiving of bids.

The District has determined that there is no practical value in advertising for and receiving of bids for the purchase of Apple products because: (1) Apple is the sole source of Apple and Macintosh branded hardware products for the district; (2) authorized Apple resellers are not authorized to sell standard Apple hardware products to public and private nonprofit educational institutions in the United States; and (3) the sale of Apple products by other than Apple, Inc. generally cannot occur unless an Apple reseller has breached its contract with Apple, Inc. The District's Purchasing Services Department concludes that the foregoing reasons are sufficient to support a finding by the Governing Board that it is in the District's best interests to authorize the letting of sole source purchase orders and/or contracts, for fiscal year 2020-2021 as needed, to Apple, Inc.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board authorize the district to let sole source purchase orders to Apple, Inc., without formal, public advertising and receiving of bids, for fiscal year 2020-2021 as needed, to buy Apple products for instructional and administrative use, for the reasons set forth above.

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

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

December 17, 2020

Board Meeting Date

TOPIC MEMORANDA OF UNDERSTANDING – CHAFFEY COLLEGE FACULTY ASSOCIATION

Communication No. IV.E.4.a

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SUPPORTS BOARD POLICY

**Board Policy 7140, Collective Bargaining** – The superintendent/president shall:

- Conduct collective bargaining in a manner that is fair, applies principles of interest-based bargaining, and complies with Governing Board-established parameters.
- Approve collective bargaining contracts.

PROPOSAL

It is recommended that the Governing Board approve the attached five memoranda of understandings between the Chaffey Community College District and the Chaffey College Faculty Association (CCFA).

BACKGROUND

Article 7.6.2 of the 2020-2023 collective bargaining agreement between the district and CCFA is amended to reflect the agreed upon changes in the attached memorandum of understanding.

Article 18.5.5 of the 2020-2023 collective bargaining agreement between the district and CCFA is amended to reflect the agreed upon changes in the attached memorandum of understanding.

Articles 21.2.4 and 21.2.5 of the 2020-2023 collective bargaining agreement between the district and CCFA are amended to clarify the agreed upon changes in the attached memoranda of understandings.

Article 21.2.7 of the 2020-2023 collective bargaining agreement between the district and CCFA is amended to reflect the agreed upon changes in the attached memorandum of understanding.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended the Governing Board approve the attached five memoranda of understandings between the Chaffey Community College District and the Chaffey College Faculty Association (CCFA).

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

CHAFFEY COMMUNITY COLLEGE DISTRICT  
MEMORANDUM OF UNDERSTANDING  
REGARDING

Association Business  
Section 7.6.2 of the 2020-2023 CBA

This Memorandum of Understanding is made by and between the Chaffey Community College District ("District") and the Chaffey College Faculty Association ("CCFA") regarding changes to section 7.6.2 of the 2020-2023 Collective Bargaining Agreement ("CBA").

The District and CCFA agreed to the changes in section 7.6.2.

Association Business

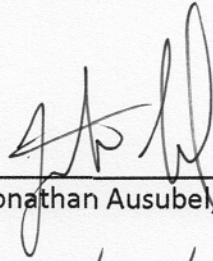
In order to avoid potential conflicts of interest, the CCFA President and three (3) designated grievance officers shall be recused from evaluation service (Article 20).

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding this 24<sup>th</sup> day of November 2020.

Chaffey Community College District

Chaffey College Faculty Association

\_\_\_\_\_  
Laura Hope, Associate Superintendent

  
\_\_\_\_\_  
Jonathan Ausubel, CCFA President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

11/24/2020

CHAFFEY COMMUNITY COLLEGE DISTRICT  
MEMORANDUM OF UNDERSTANDING  
REGARDING

Faculty Senate and Curriculum  
Chairperson  
Section 18.5.5 of the 2020-2023 CBA

This Memorandum of Understanding is made by and between the Chaffey Community College District ("District") and the Chaffey College Faculty Association ("CCFA") regarding changes to section 18.5.5 of the 2020-2023 Collective Bargaining Agreement ("CBA").

The District and CCFA agreed to the change to the deadline date in section 18.5.5.

Faculty Senate and Curriculum Chairperson

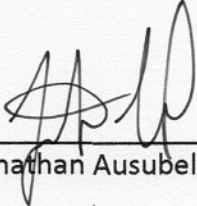
The Faculty Senate Officers shall receive 90% reassigned time per academic year. These hours shall be distributed among the following officers: President, Vice President, and Secretary. The Senate shall inform the District of the officers and their commensurate reassignment by April 15 of the preceding academic year. The Curriculum Chair shall receive 50% reassigned time during his or her tenure in the position. The Faculty Senate President and the Curriculum Chair will receive one additional month's pay to compensate for a month's service (20 days) beyond the specified contracted service days.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding this 24<sup>th</sup> day of November 2020.

Chaffey Community College District

Chaffey College Faculty Association

\_\_\_\_\_  
Laura Hope, Associate Superintendent

  
\_\_\_\_\_  
Jonathan Ausubel, CCFA President

\_\_\_\_\_  
Date

11/24/2020  
\_\_\_\_\_  
Date

CHAFFEY COMMUNITY COLLEGE DISTRICT  
MEMORANDUM OF UNDERSTANDING  
REGARDING

Cooperative Work Experience Education  
Rate Schedule

Section 21.2.4 of the 2020-2023 CBA

This Memorandum of Understanding is made by and between the Chaffey Community College District ("District") and the Chaffey College Faculty Association ("CCFA") regarding Insertion of a new Section 21.2.4 of the 2020-2023 Collective Bargaining Agreement ("CBA").

The District and CCFA agree that the Cooperative Work Experience Education Rate Schedule formula and rate should be updated to reflect current hourly rates in section 21.2.4.

Cooperative Work Experience Education Rate Schedule<sup>2</sup>

Part-time and overload compensation for Cooperative Work Experience is determined by a formula based on Lab and Instructional Support Rate schedules.

Part-time or overload compensation shall be at the Cooperative Work Experience Education rate of \$223 per student (as of census headcount).

<sup>2</sup>Computation of Cooperative Work Experience/Independent Study Service

Computation of percent of parity for the Lab and Instructional Support Rate schedules shall use the hourly rates at Step 2.

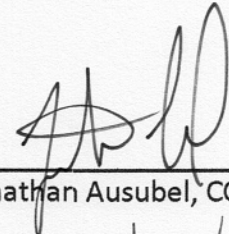
1. Average the annual pay for teaching a full load at step two of the hourly rate for lab ( $\$69 \times 35 \text{wk} \times 15 \text{hr} / 0.8 = \$45,281$ ) with the same for instructional support ( $\$59 \times 35 \text{wk} \times 32 \text{hr} = \$66,080$ ) to get \$55,681.
2. Divide the average (\$55,681) by 250 students, yielding  $\$222.72$  per student. Round to the nearest dollar:  $\$222.72 = \$223$  per student

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding this 24<sup>th</sup> day of November 2020.

Chaffey Community College District

Chaffey College Faculty Association

\_\_\_\_\_  
Laura Hope, Associate Superintendent

  
\_\_\_\_\_  
Jonathan Ausubel, CCFA President

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date



CHAFFEY COMMUNITY COLLEGE DISTRICT  
MEMORANDUM OF UNDERSTANDING  
REGARDING

Association Business  
Section 21.2.5 of the 2020-2023 CBA

This Memorandum of Understanding is made by and between the Chaffey Community College District ("District") and the Chaffey College Faculty Association ("CCFA") regarding changes to section 21.2.5 of the 2020-2023 Collective Bargaining Agreement ("CBA").

The District and CCFA agreed to the changes in section 21.2.5.

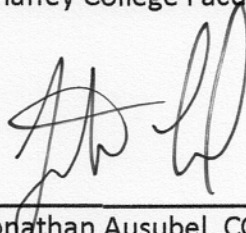
Independent Study Rate Schedule. Compensation for Independent Study shall be \$223 per student. Faculty may take no more than two (2) Independent Study students per semester, except by mutual agreement between the faculty member and the first-level manager.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding this 24<sup>th</sup> day of November 2020.

Chaffey Community College District

Chaffey College Faculty Association

\_\_\_\_\_  
Laura Hope, Associate Superintendent

  
\_\_\_\_\_  
Jonathan Ausubel, CCFA President

\_\_\_\_\_  
Date

11/24/2020  
\_\_\_\_\_  
Date

CHAFFEY COMMUNITY COLLEGE DISTRICT  
MEMORANDUM OF UNDERSTANDING  
REGARDING

Step Advancement  
Section 21.2.7 of the 2020-2023 CBA

This Memorandum of Understanding is made by and between the Chaffey Community College District ("District") and the Chaffey College Faculty Association ("CCFA") regarding changes to section 21.2.7 of the 2020-2023 Collective Bargaining Agreement ("CBA").

The District and CCFA agreed to the addition of the missing step 4 language in section 21.2.7. Therefore, the following language should be inserted after step 3 in 21.2.7.

Step Advancement

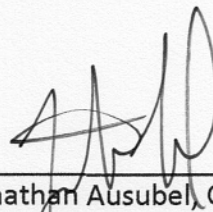
**Step 4** Placement after completion of a minimum of four (4) academic terms, at step 3 (summer and substitution excluded). If a break in service exceeds three (3) years, placement is at step 1.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding this 24<sup>th</sup> day of November 2020.

Chaffey Community College District

Chaffey College Faculty Association

\_\_\_\_\_  
Laura Hope, Associate Superintendent

  
\_\_\_\_\_  
Jonathan Ausubel, CCFA President

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date

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

December 17, 2020  
Board Meeting Date

TOPIC CONTRACT, PURCHASE ORDER, AND WARRANT LISTS

Communication No. IV.F.1.a

SUPPORTS BOARD POLICY

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

PROPOSAL

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

BACKGROUND

The attached reports represent all contracts, purchase orders, and district warrants for the month of November 2020.

BUDGET IMPLICATIONS

*Funding Source* – All Funds

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

*Future Implications* – None

RECOMMENDATION

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

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

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

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2021CS197	1099 Pro	Calabasas, CA	For a not-to-exceed amount, annual software agreement for the use of 1099 Pro to generate 1098-T for the 2020-2021 fiscal year, as approved by Budgeting and Fiscal Services.	\$22,069.00	Unrestricted General Fund
2021CS204	3Play Media	Boston, MA	Year 1 of 3-Yr agreement, for media captioning and transcription services, for the period of November 17, 2020 through November 17, 2023, as approved by Marketing and Public Relations Department.	10,000.00	Unrestricted General Fund
2021CS182	Alexander James	South Gate, CA	For a not-to-exceed amount, to provide a presentation entitled "Slam Poetry: with Honest Poet Alexander James. How men of color use poetry to express themselves in this turbulent world," on November 30, 2020, as approved by Special Populations and Equity Programs. <sup>2</sup>	750.00	Restricted General Fund
2021CS162	Anaheim Studios, LLC.	Hawthorne, CA	For a not-to-exceed amount, to provide video production services, editorial postproduction, and photography services for Equity, Outreach, and Communications, for the period of July 1, 2020 through June 30, 2021, as approved by Marketing and Public Relations.	25,000.00	Unrestricted General Fund
2021CS174	Aqua Backflow and Chlorination, Inc.	Riverside, CA	For a not-to-exceed amount, to provide as-needed mandated testing of water backflow devices at the Rancho, Chino, Fontana, and off-campus centers for the period of July 1, 2020 through June 30, 2021, as approved by Facilities and Physical Plant.	7,000.00	Unrestricted General Fund
2021CS213	Arly Productions, Inc.	Riverside, CA	For a not-to-exceed amount, to provide sound system, microphones, stage, skirting, LED walls, cameras, video and generator and technical crew for Chaffey College Commencement 2020 at the Rancho Campus on December 4, 2020, as approved by Student Services.	24,950.00	Unrestricted General Fund
2021CS181	Avalon Care Center Merced Hy-lond, LLC	Merced, CA	For a not-to-exceed amount, in partnership with Chaffey College, to provide training at their place of business or approved sites to employees using Employment Training Panel funds for the period of October 1, 2020 through June 30, 2021, as approved by Economic Development Department.	50,960.00	Unrestricted General Fund
2021CS192	B-San Diego LLC	San Diego, CA	For a not-to-exceed amount, in partnership with Chaffey College, to provide training at their place of business or approved sites to employees using Employment Training Panel funds for the period of October 1, 2020 through June 30, 2021, as approved by Economic Development Department.	18,640.00	Unrestricted General Fund

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

<sup>2</sup> Funded by Student Equity budget.

2021PW138	Bayview Environmental Services, Inc.	Santa Fe Springs, CA	For a not-to-exceed amount, to provide labor and materials for the demolition and haul away of the three residential structures along with all trash, debris, vegetation, and adjacent outbuildings at the Fontana parcel site located at Sierra Avenue and Underwood Drive in the City of Fontana. Scope of work includes: demolition of the structures, full hazardous abatement work, and the removal of the existing fence for the period of November 12, 2020 through December 26, 2020, as approved by Measure P Construction Program.	\$147,649.00	Measure P Bond Fund
2021CS172	Brightview Landscape Services, Inc.	Pasadena, CA	For a not-to-exceed amount, provide weed abatement services, which includes; spraying weeded areas, removal of weeds and large debris from the Rancho, Chino and Fontana campuses for the period of October 19, 2020 through November 30, 2020, as approved by Operations.	45,354.69	Unrestricted General Fund
2021PW191	Cal Dreamscape Landscape Co.	Grand Terrace, CA	For a not-to-exceed amount, to provide weed abatement of the five parcels located at Sierra Avenue and Underwood Drive in the City of Fontana for the period of November 13, 2020 through April 30, 2022, as approved by Measure P Construction Program.	22,900.00	Measure P Bond Fund
2021CS205	Chem Pro Laboratory, Inc.	Gardena, CA	For a not-to-exceed amount, to provide monthly service inspection, furnish a written field report, apply water treatment chemicals, maintain water treatment feeders and control equipment for the cooling tower at the Administration building located on the Rancho campus, for the period of July 1, 2020 through June 30, 2021, as approved by Facilities and Physical Plant.	1,920.00	Unrestricted General Fund
2021CS206	Chem Pro Laboratory, Inc.	Gardena, CA	For a not-to-exceed amount, to provide monthly service to furnish and apply water treatment chemicals to the boilers and chillers at the Central Plant located at the Rancho campus for the period of July 1, 2020 through June 30, 2021, as approved by Facilities and Physical Plant.	13,368.00	Scheduled Maintenance Fund
2021CS208	Clifton Larson Allen LLP	Glendora, CA	For the not-to-exceed amount, to provide consulting services to provide compliance review for the Chaffey Auxiliary services and Chaffey Foundation for the period of November 1, 2020 through June 30, 2021, as approved by Business Services.	10,800.00	Unrestricted General Fund
2021CS196	Concentric Sky, Inc.	Eugene, OR	Year 1 of 3-Yr agreement for subscription services, Canvas LMS. BADGR Pro providing: access up to 10,000 users, priority support, implementation, and training services for the period of September 1, 2020 through August 31, 2023, as approved by Strong Workforce Program. <sup>3</sup>	76,295.00	Restricted General Fund
2021PW160	Carpet Service Bert the Dutchman	Orange, CA	Amendment #1 – to increase the not-to-exceed amount for installing flooring and the removal and disposal of existing carpet, as approved by Special Populations and Equity Program. <sup>4</sup>	2,691.13	Restricted General Fund

<sup>3</sup> Funded by Strong Workforce budget.

<sup>4</sup> Funded by Student Equity budget.

2021CS38	El Clasificado, Inc.	Norwalk, CA	Amendment #1 – to increase the not-to-exceed amount for creating five additional business videos and digital marketing content for the Chaffey In-Tech Center, as approved by Economic Development Department. <sup>5</sup>	\$6,500.00	Unrestricted General Fund
2021CS207	Ellucian	Reston, VA	For a not-to-exceed amount, to provide consulting hours to set up fiscal year 2021-2022 Colleague financial aid processing for the period of November 18, 2020 through June 30, 2021, as approved by Financial Aid. <sup>6</sup>	11,000.00	Restricted General Fund
2021PW188	JB Bostick Company, Inc.	Anaheim, CA	For a not-to-exceed amount, apply Dust-off magnesium chloride for dust control on Parking Lots 14 and 17 located on the Rancho Campus for the period of November 23, 2020 through December 1, 2020, as approved by Facilities Department.	46,510.00	Capital Projects Fund
2021CS171	Jelco Glass and Door, Inc.	Norco, CA	For a not-to-exceed amount, to provide as-needed glass replacement services at the Rancho, Fontana, Chino and Off-Campus Centers for the period of July 1, 2020 through June 30, 2021, as approved by Facilities and Physical Plant Department.	8,000.00	Unrestricted General Fund
2021CS121	J Harris Industrial Water Treatment, Inc.	Oxnard, CA	Amendment #1 – to increase the not-to-exceed amount for the monthly rental and preventative maintenance of New Chemistry UHP DI System, as approved by Math and Science Department.	1,178.00	Unrestricted General Fund
2021CS186	Jon Wollenhaupt	Sacramento, CA	For a not-to-exceed amount, to develop marketing collateral, articles, graphics and promotional materials that assists Chaffey College In-Tech Center for the period of October 1, 2020 through June 30, 2021, as approved by Economic Development Department. <sup>7</sup>	5,000.00	Unrestricted General Fund
2021CS183	Jonathan P. Higgins	Ontario, CA	For a not-to-exceed amount, to provide a virtual workshop facilitation on December 9, 2020 creating a LGBTQ and Survival Guide for the holidays, as approved by Special Populations and Equity Programs. <sup>8</sup>	750.00	Restricted General Fund
2021CS64	John Hammersla	San Diego, CA	Amendment #1 – to increase the not-to-exceed amount to provide additional services, as approved by Health Science Department. <sup>9</sup>	1,800.00	Restricted General Fund
2020CS607	Karin Ann Odell	St Paul, MN	Amendment #2 – to extend the ending date of this agreement from May 1, 2020 to June 30, 2021, as approved by Center of Excellence. <sup>10</sup>	No Cost Impact	Restricted General Fund
2021CS199	Lamar Transit LLC.	Baton Rouge, LA	For a not-to-exceed amount, to provide bus transit advertising displays in San Bernardino for the period of October 27, 2020 through June 30, 2021, as approved by Marketing and Public Relations Department.	1,459.00	Unrestricted General Fund

<sup>5</sup> Funded by Contract Education program.

<sup>6</sup> Funded by Board Financial Assistance Program (BFAP) Financial Aid budget.

<sup>7</sup> Funded by Contract Education program.

<sup>8</sup> Funded by Student Equity budget.

<sup>9</sup> Funded by Strong Workforce budget.

<sup>10</sup> Funded by Center of Excellence grant funds.

2021CS200	Lamar Texas Limited Partnership	San Bernardino, CA	For a not-to-exceed amount, to provide vinyl advertising flight bulletins for the period of October 27, 2020 through June 30, 2021, as approved by Marketing and Public Relations Department.	\$10,300.00	Unrestricted General Fund
2021CS10	Mark L. Hedges	Riverside, CA	Amendment #1 – to increase the not-to-exceed amount for online training and additional training services, as approved by Economic Development Department. <sup>11</sup>	25,000.00	Restricted General Fund
2021CS69	Mary Aileen Lawson	Rancho Cucamonga, CA	Amendment #2 – to decrease the not-to-exceed amount on the contract agreement, as approved by Health Sciences Department. <sup>12</sup>	3,708.00	Restricted General Fund
2021CS214	Neil F. Finch	Oak Hills, CA	For a not-to-exceed amount, to provide training and industry consulting services, but not limited to: continuous improvement, business skills, manufacturing skills, commercial skills, health care, literacy skills, computer skills, management and safety skills for the period of November 1, 2020 through June 30, 2021, as approved by Economic Development Department. <sup>13</sup>	4,800.00	Restricted General Fund
2021CS203	Pacific Parking Systems, Inc.	Irvine, CA	Year 1 of 2-Yr agreement, to inspect and maintain parking pay stations at the Rancho, Chino and Fontana campuses for the period of January 31, 2021 through January 30, 2022, as approved by Campus Police. <sup>14</sup>	11,000.00	Restricted General Fund
2021CS4	Paulette D. Evanuska	Fullerton, CA	Amendment #1 – to decrease the not-to-exceed amount on the contract agreement as approved by Health Sciences Department. <sup>15</sup>	48,810.00	Restricted General Fund
2021CS52	Rise Interpreting, Inc.	Riverside, CA	Amendment #1 – to decrease the not-to-exceed amount on the contract as approved by Human Resources Department.	18,000.00	Unrestricted General Fund
2021CS211	Scott Hamilton	Shingletown, CA	For a not-to-exceed amount, provide a three-hour training session in legal and regulatory issues related to students with disabilities in postsecondary education for the period of October 1, 2020 through October 23, 2020, as approved by Disability Programs and Services Department. <sup>16</sup>	500.00	Restricted General Fund
2020CS610	Socal Compliance Services	Rancho Cucamonga, CA	For a not-to-exceed amount, to remove and replace the aging hybrid fuel management system at the maintenance yard fuel facility located on the Rancho campus, for the period of May 18, 2020 through July 31, 2020, as approved by Facilities and Physical Plant.	34,861.00	Unrestricted General Fund
2021CS177	Southland Industries	Garden Grove, CA	For a not-to-exceed amount, to identify the source of underground water piping leak at the south Chemistry Building located on the Rancho Campus for the period of October 1, 2020 through June 30, 2021, as approved by Facilities and Physical Plant.	15,500.00	Capital Projects Fund

<sup>11</sup> Funded by Economic Development grant funds and Community Education program.

<sup>12</sup> Funded by Strong Workforce budget.

<sup>13</sup> Funded by Economic Development grant funds.

<sup>14</sup> Funded by restricted Parking budget.

<sup>15</sup> Funded by Strong Workforce budget.

<sup>16</sup> Funded by Disability Programs and Services (DPS) budget.

2021CS216	Stephanie Serrano	West Covina, CA	For a not-to-exceed amount, facilitate a virtual flower making workshop for Dia de Muertos on November 5, 2020, as approved by Special Populations and Equity Program. <sup>17</sup>	\$300.00	Restricted General Fund
2021CS187	Tamara Dunning	Sacramento, CA	For a not-to-exceed amount, to provide parliamentary training services for Student Government for the period of August 17, 2020 through December 20, 2020, as approved by Student Services.	2,750.00	Unrestricted General Fund
2021CS109	Tiffany Mims	Upland, CA	For a not-to-exceed amount, to participate as a panelist at a workshop titled "Nursing Realities" for CARE students on March 6, 2020, as approved by Counseling and Student Success and Support Programs. <sup>18</sup>	100.00	Restricted General Fund
2021CS189	Trinity Construction, Inc.	Upland, CA	For a not-to-exceed amount, to complete interior improvements in the Campus Center East building located on the Rancho Campus. Scope of work includes: installation of an electrical wall, framing a new dividing office wall, priming and painting all new construction and surrounding walls for the period of October 10, 2020 through December 1, 2020, as approved by Facilities Department.	7,356.00	Unrestricted General Fund
2021PW102	Valued Engineering, Inc.	Upland, CA	Amendment #1 – to increase the not-to-exceed amount to perform civil engineering services to consolidate five Fontana parcels into one, and extend the ending date of this agreement from October 31, 2020 to December 31, 2020, as approved by Measure P Construction Program.	8,000.00	Measure P Bond Fund
2021CS185	Veronica Arrowood	Highland, CA	For a not-to-exceed amount, to assist with developing and implementing an eValue software program within the Inland Empire Desert Region Strong Workforce Program for the period of October 1, 2020 through June 30, 2021, as approved by Health Sciences Department. <sup>19</sup>	40,000.00	Restricted General Fund
2021CS193	West Cost Arborists, Inc.	Anaheim, CA	For a not-to-exceed amount, to remove specified trees and stumps located at the Rancho campus for the period of October 1, 2020 through June 30, 2021, as approved by Facilities Department.	11,580.00	Unrestricted General Fund

**List reflects contracts entered into and change orders to existing contracts through November 30, 2020<sup>20</sup>**

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

<sup>18</sup> Funded by Cooperative Agencies Resources for Education (CARE) budget.

<sup>19</sup> Funded by Strong Workforce budget.

<sup>20</sup> Funding for all contracts and change orders on this list are included in the 2020-2021 adopted district budgets.



# CHAFFEY COMMUNITY COLLEGE

## WARRANT REGISTER REPORT

FOR THE MONTH OF NOVEMBER 2020

### GENERAL FUNDS ( 10 )

PAYROLL	7,769,304.26	
COMMERCIAL	4,739,278.69	
<b>TOTAL FUND ( 10 )</b>		12,508,582.95

**SCHEDULED MAINTENANCE FUND ( 42 )** 4,456.00

**BUILDING FUND (40 and 43)** 259,774.42

**EARLY RETIREMENT FUND ( 61 )** 110,879.69

**VACATION LIABILITY (69)** -

**CAPITAL OUTLAY PROJECT FUND ( 41 )** 355,128.75

### CHILD DEVELOPMENT FUND ( 33 )

PAYROLL	4,628.33	
COMMERCIAL	0.00	
<b>TOTAL FUND ( 33 )</b>		4,628.33

**TOTAL ALL FUNDS** **\$ 13,243,450.14**

### PAYROLL WARRANT/ADVICE NUMBERS

127310-127362                      442104-443722

### COMMERCIAL WARRANT NUMBERS

1015894-1016026                      1739309-1739711

### PURCHASE ORDER NUMBERS

BPO's	14863-14877	\$	27,605.00	(VOID 14865)
PO's	55011-55071	\$	453,874.49	

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

December 17, 2020  
Board Meeting Date

TOPIC **RESOLUTION AUTHORIZING THE ISSUANCE OF TAX AND REVENUE ANTICIPATION NOTES (TRANS)**

Communication No. IV.F.1.b

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SUPPORTS BOARD ENDS STATEMENT/POLICY

Ends Policy 8.4. – Provide appropriate fiscal strategies to address growth, facilities, technology, changing economic conditions, and other external environmental factors.

PROPOSAL

To adopt Resolution 121720B authorizing short-term borrowing by the district to address potential spring 2021 cash-flow short falls through the issuance of tax and revenue anticipation notes (TRANS) through the California School Finance Authority State Intercept Notes Program (CSFA) in an amount not to exceed \$19,000,000 and to approve the draft forms of the Note Purchase Agreement, Indenture and Preliminary Official Statement.

BACKGROUND

California Community Colleges receive a large percentage of their income from state monthly apportionments from the Chancellor's Office. In order to offset the fiscal impact of COVID-19, the State's 2020-21 Adopted budget deferred approximately \$1.45 billion in aid to community colleges expected to be paid in 2020-21 to 2021-22. For Chaffey College, approximately \$19 million of the District's monthly apportionment payments from February 2021 through June 2021 will not be received until fiscal year 2021-22. Participation in the TRANS financing program insures the district will be able to meet its financial obligations during this time. Local agencies are authorized by Section 53850 to 53858 of the Government Code to borrow money by the issuance of temporary notes, such as a TRANS.

Form of Indenture - Under the CSFA Program, each participating District issues a series of Notes which is sold to the CSFA. CSFA pools each District's Notes with Notes of other districts, and sells one or more series of Authority Notes, pursuant to an Indenture between CSFA and U.S. Bank National Association, as Trustee. The Authority Notes would be purchased by joint senior managers RBC Capital Markets and Citigroup Global Markets Inc., each acting on behalf of itself and other Underwriters to be appointed by the State Treasurer at a later date, who would in turn sell the Authority Notes to the investing public. Proceeds of the District Notes and the funds used to repay such Notes will be invested by the District in the County Treasury, or by the Trustee on the District's behalf in another type of permitted investment under the Indenture, respectively. District Note Proceeds will be deposited in the general fund of the District and used to finance projected cash flow deficits.

Form of Note Purchase Agreement - The Resolution approves the form of a District Note Purchase Agreement (the "Purchase Agreement") by and between the District and the Authority. Pursuant to the Purchase Agreement, the Authority will agree to buy the District's Note. The conditions of closing the transaction are set forth in this document, including the documentation to be provided at the closing by various parties. Upon the pricing and sale of the TRANS, the final execution copy of the Purchase Agreement will be prepared following this form and the District's Authorized Officer will sign the Confirmation of Pricing.

**RESOLUTION AUTHORIZING THE ISSUANCE OF TAX AND REVENUE ANTICIPATION NOTES**

December 17, 2020

Page 2

Preliminary Official Statement – In the event the District is deemed to be a non-State Credit Issuer, the Governing Board authorizes the District’s Authorized Officer to provide information for a Preliminary Official Statement (“POS”). The POS is the offering document describing the CSFA State Aid Intercept Notes which will be distributed to prospective purchasers of the Authority Notes. The POS discloses information with respect to, among other things, (i) the proposed uses of proceeds of the Authority Notes, (ii) the terms of the TRANs (interest rate, yield, etc.), (iii) the security for repayment of the TRANs (pledged revenues), (iv) may include District cash flows, financial and operating data, and (v) disclosure of litigation and other miscellaneous matters expected to be of interest to prospective purchasers of the TRANs. Following the pricing of the TRANs, a final Official Statement for the TRANs will be prepared, substantially in the form of the POS.

BUDGET IMPLICATIONS

*Funding Source* – Pursuant to the Resolution, the District will pledge a portion of the revenues expected to be received by the District during, or attributed to the District for fiscal year 2020-21 to the repayment of the TRANs in an amount equal to the principal and interest due on the TRANs. However, the TRANs will be a general obligation of the District payable from its General Fund and to the extent pledged revenues are not available, the TRANs will be paid from other legally available moneys attributable to fiscal year 2020-21.

*Status of Funds* – The cash flow projections indicate the eligibility and need for an issuance not to exceed \$19,000,000. Funds from the proceeds of the Mid-Year TRANs will be available to the District in March-May 2021 and the TRANs will be repaid through the CSFA state intercept program in fall, 2021-22.

*Future Implications* – Participation in pooled TRANs programs to maximize cash flow will be reviewed annually.

RECOMMENDATION

It is recommended the Governing Board adopt Resolution 121720B authorizing short-term borrowing by the district to address potential spring 2021 cash-flow short falls through the issuance of tax and revenue anticipation notes (TRANs) through the California School Finance Authority State Intercept Notes Program (CSFA) in an amount not to exceed \$19,000,000 and to approve the draft forms of the Note Purchase Agreement, Indenture and Preliminary Official Statement.

Attachment: Resolution 121720B

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  
RESOLUTION NO. 121720B**

**RESOLUTION OF THE GOVERNING BOARD AUTHORIZING DISTRICT PARTICIPATION IN THE CALIFORNIA SCHOOL FINANCE AUTHORITY STATE AID INTERCEPT NOTES (FISCAL YEAR 2020-21 SCHOOL AND COMMUNITY COLLEGE DISTRICT DEFERRALS) THROUGH THE ISSUANCE AND SALE OF ONE OR MORE SERIES OF FISCAL YEAR 2020-21 TAX AND REVENUE ANTICIPATION NOTES AND REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY TO WAIVE/DECLINE SUCH ISSUANCE BY THE COUNTY OR TO ISSUE AND SELL SAID SERIES OF NOTES**

**WHEREAS**, in order to offset the fiscal impact of COVID-19, the State's fiscal year 2020-21 Adopted Budget deferred approximately \$12.9 billion in aid to school districts, community college districts and county offices of education expected to be paid in 2020-21 to 2021-22; and

**WHEREAS**, the Chaffey Community College District (the "**District**") will require cash flow assistance from the deferral by the State of principal apportionments due to the District in the months of February, 2021 through and including June, 2021 (the "**Deferral Months**") to the months of July, 2021 through November, 2021 (the "**Deferral Amounts**").

**WHEREAS**, Section 53850 through and including Section 53858 of the California Government Code (the "**Act**") (comprising Article 7.6, Chapter 4, Part 1, Division 2, Title 5 of the Act) authorizes school districts, community college districts and county boards of education (each, an "**Issuer**") to borrow money on a temporary basis through the issuance of short-term notes, including tax and revenue anticipation notes ("**TRANS**"); and

**WHEREAS**, the California School Finance Authority (the "**Authority**"), a public instrumentality of the State of California (the "**State**") has established a Statewide pooled TRANS program including, but not limited to the State Aid Intercept Notes (Fiscal Year 2020-21 School and Community College District Deferrals) (the "**CSFA Program**") under the powers granted to the Authority pursuant to its enabling legislation, being Section 17170 *et seq.* of the Education Code of the State (the "**CSFA Act**"), for the purpose of providing working capital loans to school districts, community college districts and county offices of education; and

**WHEREAS**, the terms of the CSFA Program are highly favorable to the District and the Board has determined it to be in the best interests of the District to participate in the CSFA Program, along with other Issuers; and

**WHEREAS**, the governing board (the "**Board**") of the District located in the above-referenced County (the "**County**") has determined that, in order to satisfy certain financial obligations and working capital requirements, it is desirable that an aggregate principal amount of not-to-exceed \$19,000,000 (the "**Principal Amount**"), should be borrowed by the District for such purposes during the fiscal year ending June 30, 2021 ("**Fiscal Year 2020-21**") by the issuance of 2020-21 Tax and Revenue Anticipation Notes by the District; and

**WHEREAS**, if the Authorized Officer (as defined herein) determines, that it is necessary for the District to effect a temporary borrowing for cash flow purposes in excess of the Deferral Amounts, the Board hereby determines to issue a series of District Notes to be secured by both the Deferral Amounts along with other Unrestricted Revenues (as defined herein) attributable to Fiscal Year 2020-21; and

**WHEREAS**, the Authorized Officer (as defined herein) may determine that the Principal Amount shall be divided into two or more portions, as evidenced by multiple series of District Notes (as defined below) issued simultaneously under one Note Purchase Agreement (as defined herein) and/or

subsequently during the Fiscal Year 2020-21 under separate Note Purchase Agreements during Fiscal Year 2020-21, such Principal Amount to be confirmed, along with the interest rate, price and other terms of the sale or sales of the series of District Notes set forth in the applicable Confirmation of Pricing(s) (the **"Confirmation of Pricing"**) applicable to such series of District Notes; provided that "Series of District Notes" shall be deemed to refer to the District Note issued hereunder in one series by the County or the District, as applicable, or each individual Series of District Notes if issued in two or more series by the County or the District, as applicable; and

**WHEREAS**, the initial series of District Notes shall be referred to herein as the **"Series A District Notes"** and any subsequent series of which shall be referred to as the **"Additional District Notes,"** and collectively with the Series A District Notes, shall be referred to as the **"District Notes"** or the **"Notes"**), and an Additional District Notes may be issued in one or more series (each a **"Series"**) simultaneously with the Series A District Notes and/or subsequently to the issuance of the Series A District Notes;

**WHEREAS**, each Series of District Notes shall be issued in anticipation of the receipt by or accrual to the District during Fiscal Year 2020-21 of taxes, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts and other moneys provided for such fiscal year for the general fund, including Deferral Amounts, and, if so indicated in a Confirmation of Pricing, such other funds of the District specified therein; provided that pursuant to Section 53854 of the Government Code of the State, such Series of District Notes may be made payable during Fiscal Year 2021-22, but in no event later than 15 months after the date of issue, when such note or Series of Notes is payable only from revenue received or accrued during the fiscal year in which issued, it being anticipated that certain Deferral Amounts will be attributable to Fiscal Year 2020-21 but received by the District in Fiscal Year 2021-22; and

**WHEREAS**, for the purposes set forth above, this Board has determined that it is in the best interests of the District to issue District Notes in one or more Series, and that because the District has fiscal accountability status pursuant to Section 1080, Section 42647, Section 42650 or Section 85266 of the California Education Code, the District may issue the District Notes on its own behalf through participation in the CSFA Program, as permitted under Section 53853(a) of the Act; and

**WHEREAS**, certain taxes, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts and other moneys which will be received by or accrue to the District during Fiscal Year 2020-21, including Deferral Amounts, are, pursuant to Section 53856 of the Act, authorized to be pledged for the payment of the principal of the District Notes and the interest thereon as provided herein; and

**WHEREAS**, no money has been borrowed by or on behalf of the District through the issuance of tax anticipation notes or temporary notes in anticipation of the receipt of, or payable from or secured by, taxes, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts and other moneys provided for Fiscal Year 2020-21 which will be received by or will accrue to the District during Fiscal Year 2020-21 for the general fund indicated in a Confirmation of Pricing, or any other fund of the District named in such Confirmation of Pricing; and

**WHEREAS**, this Board hereby determines that the Principal Amount plus the interest payable thereon does not exceed eighty-five percent (85%) of the estimated amount of the uncollected taxes, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts and other moneys provided for Fiscal Year 2020-21 which will be received by or which will accrue to the District during Fiscal Year 2020-21 for the general fund (taking into account certain Deferral Amounts), and, if so indicated in a Confirmation of Pricing, other specified funds of the District and which will be available for the payment of the principal of the District Notes and the interest thereon as provided herein; and

**WHEREAS**, the municipal advisor for the CSFA Program, being Montague DeRose and Associates (the **"Municipal Advisor"**), and the Underwriters for the CSFA Program, being RBC Capital Markets LLC and Citigroup Global Markets Inc., as joint senior managers (the **"Underwriters"**) have structured the CSFA Program so that the notes of the Authority (the **"Authority Notes"**) in one or more series (**"Series of**

**Authority Notes**") will be issued through the Authority and under the terms of an Indenture and/or a supplement thereto (the original indenture and each supplement thereto applicable to a Series of Authority Notes to which a District Note shall be assigned is herein collectively referred to as the "**Indenture**") by and between the Authority and U.S. Bank National Association, as Trustee (the "**Trustee**"), substantially in the form presented to this meeting of the Board; and

**WHEREAS**, each Issuer participating in any particular Series of Authority Notes under the CSFA Program will be required to sell each Series of its District Notes to the Authority pursuant to a note purchase agreement (the District's note purchase agreement, in substantially the form presented to this meeting, with such changes, insertions and omissions as are made pursuant to this Resolution, being referred to herein as the "**Note Purchase Agreement**"), between the District and the Authority, and dated as of the date of the Confirmation of Pricing, applicable to the sale of one or more series of the District's Notes of such Series to be sold simultaneously, a form of which has been submitted to the Board; and

**WHEREAS**, the Authority will form one or more pools of notes (the "**Pooled Authority Notes**") of each participating Issuer pursuant to the advice of the Underwriters and the Municipal Advisor, and assign each respective series of notes to a particular pool (the "**Pool**") and sell a Series of Authority Notes secured by each Pool pursuant to the Indenture, each Series of Pooled Authority Notes distinguished by (i) whether or what type of credit secures such series of Pooled Authority Notes, (ii) the principal amounts or portions of principal amounts of the notes of such respective series assigned to the Pool, or (iii) other factors, and the District hereby acknowledges and approves the discretion of the Authority, acting upon the advice of the Underwriters and the Municipal Advisor, to assign the District Notes of such respective Series to such Pool and such Indenture as the Authority may determine; and

**WHEREAS**, at the time of execution of the Confirmation of Pricing applicable to the sale of the District Notes of each Series issued simultaneously, the District will (in such Confirmation of Pricing) request the Authority to issue a Series of Pooled Authority Notes pursuant to an Indenture to which such Series of District Notes identified in such Confirmation of Pricing will be assigned by the Authority in its discretion, acting upon the advice of the Underwriters, which series of Pooled Authority Notes will be payable from payments of all or a portion of principal of and interest on such Series of District Notes and the other respective series of notes of other participating Issuers assigned to the same Pool and assigned to the same Indenture to which the Series of District Notes is assigned; and

**WHEREAS**, each Issuer, whose series of notes is assigned to a Pool as security for a Series of Pooled Authority Notes, will be responsible for its share of the fees of the costs of issuing the applicable Series of Pooled Authority Notes; and

**WHEREAS**, each participating Issuer is required to approve the forms of Indenture and Note Purchase Agreement in substantially the forms presented to the Board, with such final terms and details to be determined in the Confirmation of Pricing applicable to the sale of the District Notes of such Series to be sold by the respective Issuer, including the District; and

**WHEREAS**, the Underwriters will submit an offer to the Authority to purchase the Series of Pooled Authority Notes which will be secured by the Indenture to which such Pool will be assigned; and

**WHEREAS**, all or any portions of the net proceeds of each Series of District Notes issued by the District may be invested in one or more Permitted Investments (as defined in the Indenture), including one or more investment agreements with one or more investment providers (if any), the initial investment of which is to be determined in the Confirmation of Pricing related to such Series of District Notes; and

**WHEREAS**, it is necessary to engage the services of certain professionals to assist the District in its participation in the CSFA Program;

**NOW, THEREFORE**, this Board hereby finds, determines, declares and resolves as follows:

Section 1. Recitals. All the above recitals are true and correct and this Board so finds and determines.

Section 2. TRANS Issuance.

(A) Initial Series of TRANS. The Board hereby determines to borrow, in anticipation of the receipt by or accrual to the District during Fiscal Year 2020-21 of taxes, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts and other moneys provided for such fiscal year for the general fund, including Deferral Amounts, and, if so indicated in the applicable Confirmation of Pricing, any other fund indicated in such Confirmation of Pricing, and not pursuant to any common plan of financing of the District, by the issuance under the Act, of Notes, designated generally as the District's "Tax and Revenue Anticipation Notes, 2020-21 Series \_\_\_" in one or more Series, on a tax-exempt or taxable basis. The issuance of such Notes shall be in order of priority of payment described in the "**Series A District Notes**" being the initial Series of Notes issued under this Resolution, together with one or more series of Additional District Notes which may be issued simultaneously with, or subsequent to, upon a separate sale date, the issuance of the Series A District Notes, in accordance with the provisions hereof. The Additional District Notes may be tax-exempt or taxable, and payable on a parity or subordinate basis with the Series A District Notes. References herein to a Confirmation of Pricing shall be deemed to refer to the Confirmation of Pricing relating to and describing the particular Series of Notes and the applicable Series of Authority Notes secured by such Series of Notes.

The aggregate principal amount of all Series of Notes issued hereunder shall not exceed the lesser of (1) 85% of the amount of Unrestricted Revenues of the District for the remainder of or attributed to Fiscal Year 2020-21, or (2) the maximum accumulated cash flow deficit of the District, in the case of all Series of Tax-Exempt Notes. Additionally, if the District is a State-Credit Issuer (as defined herein), the principal amount of the Series A District Notes and any Additional District Notes secured solely by Deferral Amounts may not exceed the aggregate of the Deferral Amounts.

The Series of Notes are being issued to provide cash flow relief from the deferral by the State of principal apportionments due to the District in the months of February, 2021 through and including June, 2021 to the months of July, 2021 through and including November, 2021. The Series A District Notes will enjoy the benefit of the intercept procedure (the "**Intercept**") administered by the State Controller (the "**Controller**"), by which all or a portion of each Deferral Amount will be intercepted by the Controller and deposited into the District's Payment Account with the Trustee. Due to the timing of the calculation for the actual Deferral Amount for the month of June, 2021 (the "**Final June Deferral Amount**"), based on the second principal apportionment (P-2) information, proceeds of the Series A District Notes attributable to the estimated June Deferral Amount based on the first principal apportionment (P-1) (the "**Estimated June Deferral Amount**") will be deposited in escrow with the Trustee (the "**Escrow Account**") until the June Deferral Amount is provided to the Authority, following which time, (i) if the Final June Deferral Amount is equal to or greater than the Estimated June Deferral Amount, the amount in escrow equal to the Estimated June Deferral Amount, taking into consideration investment earnings thereon, will be released to the District for deposit into its general fund; or (ii) if the Final June Deferral Amount is less than the Estimated June Deferral Amount, an amount equal to the difference between the Final June Deferral Amount and the Estimated June Deferral Amount will be transferred to the Payment Account of the District, taking into consideration investment earnings thereon, and the remainder will be released to the District for deposit into its general fund. The District will be a "**State-Credit Issuer**" if repayment of its Series A District Notes are made solely from the Deferral Amounts and the Intercept by the Controller as described herein.

(B) Terms of Series of Notes. The Notes of each Series shall be issued in the form of one registered note in the principal amount thereof as set forth in the Confirmation of Pricing and all such principal amounts aggregating to the principal amount set forth in the Confirmation of Pricings, in each case, to bear a Series designation, to be dated the date of its delivery to the initial purchaser thereof, to mature (without option of prior redemption) not more than thirteen (13) months thereafter on a date indicated on the face thereof and determined in the Confirmation of Pricing applicable to such Series (the "**Maturity Date**"), and to bear interest, payable at maturity (and, if the maturity is longer than twelve

(12) months, an additional interest payment shall be payable within twelve (12) months of the issue date, as determined in the Confirmation of Pricing) and computed upon the basis of a 360-day year consisting of twelve 30-day months, at a rate not to exceed twelve percent (12%) per annum as determined in the Confirmation of Pricing applicable to the Notes of such Series and indicated on the face of such Notes (collectively, the “**Note Rate**”).

If Notes of a Series or the Pooled Authority Notes issued in connection therewith are not fully paid at their Maturity Date, the unpaid portion thereof shall be deemed outstanding and shall continue to bear interest thereafter at the Default Rate (as defined in the Indenture) until paid. In such case, the obligation of the District with respect to such Defaulted Note or unpaid Notes of a Series shall not be a debt or liability of the District prohibited by Article XVI, Section 18 of the California Constitution, and the District shall not be liable thereon except to the extent of the income and revenue provided for Fiscal Year 2020-21 within the meaning of Article XVI, Section 18 of the California Constitution, as provided in the section herein entitled “Source of Payment.”

Both the principal of and interest on the Notes of each Series shall be payable in lawful money of the United States of America, but only upon surrender thereof, at the corporate trust office of the Trustee in San Francisco, California, or as otherwise indicated in the Indenture. The aggregate Principal Amount may, prior to the issuance of any Series, be reduced from the aggregate Principal Amount specified above, at the discretion of the Underwriters upon consultation with the Authorized Officer or, if and to the extent necessary to obtain an approving legal opinion of Norton Rose Fulbright US LLP (“**Bond Counsel**”) as to the legality thereof or, if applicable, the exclusion from gross income for federal tax purposes of interest thereon.

In the event the Board of Supervisors of the County authorizes the issuance of the Notes by the District on its own behalf, as provided in Section 53853(b) of the Act, following receipt of this Resolution, this Board hereby authorizes issuance of such Notes, in the District’s name, in one or more Series, pursuant to the terms stated in this Resolution. The Notes shall then be issued in conjunction with one or more series of notes of one or more other Issuers as part of the CSFA Program and within the meaning of Section 53853(b) of the Act.

**Section 3. Form of Notes.** The Notes of each Series shall be issued in fully registered form without coupons and shall be substantially in the form set forth in Exhibit A attached hereto and by reference incorporated herein, the blanks in said form to be filled in with appropriate words and figures.

**Section 4. Sale of Notes; Delegation.** Any one of the President or Chairperson, Secretary or Clerk of the Governing Board, the Superintendent, Superintendent/President, Chancellor, the Assistant Superintendent of Business, the Assistant Superintendent, Vice President of Business and Administration, Vice Chancellor of Administrative Services, the business manager, director of business or fiscal services or chief financial/business officer of the District, as the case may be, or the equivalent, or, in the absence of said officer, his or her duly appointed designee (each an “**Authorized Officer**”), is hereby authorized and directed to confirm, with the Authority and the California State Treasurer, as the Agent for Sale (the “State Treasurer”), an interest rate or rates on the Notes of each Series to the stated maturity or maturities thereof, which shall not, in any individual case, exceed twelve percent (12%) per annum (per Series of Notes), and the purchase price to be paid by the Authority for the Notes of each Series, which purchase price shall be at a discount which when added to the District’s share of the costs of issuance shall not be more than the greater of (a) one percent (1%) of (i) the principal amount of the Note, if only one Series of Notes is issued or (ii) the sum of the principal amounts of each individual Series of Notes, if more than one series is issued, or (b) five thousand dollars (\$5,000). If such interest rate and price and other terms of the sale of the Notes of a Series set forth in the Confirmation of Pricing are acceptable to said Authorized Officer, said Authorized Officer is hereby further authorized and directed to execute and deliver the Confirmation of Pricing supplement to be delivered by the Authority to the District on a date within five (5) days, or such longer period of time as may be agreed upon by the Authority, of said negotiation of interest rates and purchase price during the period from the date of adoption of this Resolution through June 15, 2021, substantially in the form presented to this meeting as Schedule I to the Note Purchase Agreement, with such changes



therein as said Authorized Officer shall require or approve, and such other documents or certificates required to be executed and delivered thereunder or to consummate the transactions contemplated hereby or thereby, for and in the name and on behalf of the District, such approval by this Board and such officer to be conclusively evidenced by such execution and delivery. A Note Purchase Agreement may reference more than one Series of Notes if such Series of Notes are issued simultaneously. In the event more than one Series of Notes is issued, a separate Confirmation of Pricing shall be executed and delivered corresponding to each Series of Notes. Any Authorized Officer is hereby further authorized to execute and deliver, prior to the execution and delivery of the Confirmation of Pricing, the Note Purchase Agreement, substantially in the form presented to this meeting, which form is hereby approved, with such changes therein as said officer shall require or approve, such approval to be conclusively evidenced by such execution and delivery; provided, however, that any such Note Purchase Agreement shall not be effective and binding on the District until the execution and delivery of the corresponding Confirmation of Pricing. Delivery of a Confirmation of Pricing by telecopy, or electronic transmission of an executed copy shall be deemed effective execution and delivery for all purposes. If requested by said Authorized Officer at his or her option, any duly authorized deputy or assistant of such Authorized Officer may approve said interest rate or rates and price by execution of the Note Purchase Agreement and/or the Confirmation of Pricing.

**Section 5. Issuance of Additional District Notes.** The District may at any time issue pursuant to this Resolution, one or more Additional District Notes, subject in each case to the following specific conditions, which are hereby made conditions precedent to the issuance of any such Additional District Notes:

(A) The District shall not have issued any TRANs relating to the Fiscal Year 2020-21 except (i) in connection with the CSFA Program under this Resolution, or (ii) notes secured by a pledge of its Unrestricted Revenues (as defined herein) that are subordinate in all respects to the pledge of its Unrestricted Revenues hereunder; and (iii) the District shall be in compliance with all agreements and covenants contained herein; and (iv) no Event of Default shall have occurred and be continuing with respect to any such outstanding previously issued notes or Series of Notes.

(B) The aggregate Principal Amount of Notes issued and at any time outstanding hereunder shall not exceed any limit imposed by law, by this Resolution or by any resolution of the Board amending or supplementing this Resolution (each a "**Supplemental Resolution**"). Additional District Notes issued hereunder shall only be issued for the purpose of participating in the CSFA Program through another Series of Notes.

(C) If the Additional District Notes are secured by the Deferral Amounts, such Additional District Notes shall be limited to the remaining Deferral Amounts.

(D) Whenever the District shall determine to issue, execute and deliver any Additional District Notes pursuant to this Section, the Note principal amount of which, when added to the Note principal amounts of all Series of Notes previously issued by the District, would exceed the not-to-exceed Principal Amount authorized by this Resolution, the District shall adopt a Supplemental Resolution amending this Resolution to increase the not-to-exceed Principal Amount as appropriate. The Supplemental Resolution may contain any other provision authorized or not prohibited by this Resolution relating to such Additional District Notes.

(E) Prior to the issuance of such Additional Series Notes, the District shall file or cause to be filed the following documents with the Trustee: (i) an Opinion of Counsel to the District to the effect that (a) such Additional District Notes constitute the valid and binding obligations of the District, (b) such Additional District Notes are special obligations of the District and are payable from the moneys pledged to the payment thereof in this Resolution, and (c) the applicable Supplemental Resolution, if any, has been duly adopted by the District; (ii) a certificate of the District certifying as to the incumbency of its officers and stating that the requirements of this Section have been met; (iii) a certified copy of this Resolution and any applicable Supplemental Resolution; (iv) if this Resolution was amended by a Supplemental Resolution to increase the maximum Principal Amount; (v) an executed counterpart or duly authenticated copy of the

applicable Note Purchase Agreement; (vi) a Confirmation of Pricing relating to the Additional District Notes duly executed by an Authorized Officer (as defined herein); (vii) the Additional District Notes duly executed by the applicable representatives of the District, as provided herein, either in connection with the initial issuance of the Series A District Notes or in connection with any Supplemental Resolution increasing the maximum Principal Amount; and (viii) if the Additional District Notes are to be payable on parity with the District's outstanding Notes, evidence or confirmation that no rating then in effect with respect to any outstanding Notes, series of notes or series of bonds, as applicable, from a Rating Agency will be withdrawn, reduced, or suspended solely as a result of the issuance of such Additional District Notes.

Section 6. Program Approval. The District hereby delegates to the Authority the authority to determine the structure and parameters of the CSFA Program, with the Authorized Officer of the District accepting and approving such determinations by execution of the Confirmation of Pricing.

(A) Pooled Structure. The Confirmation of Pricing for a Series of Notes may, but shall not be required to, specify the Series of Pooled Authority Notes to which such Series of Notes will be assigned (but need not include information about other series of notes assigned to the same pool or their Issuers). The District hereby delegates to the Authority the authority to select the Credit Instrument(s), Credit Provider(s) and Credit Agreement(s), if any, to which each Series of Notes issued by the District will be assigned, all of which shall be identified in, and approved by the Authorized Officer of the District executing, the Confirmation of Pricing for such Series of Notes and the Credit Agreement(s) (if any), for and in the name and on behalf of the District, such approval of such officer to be conclusively evidenced by the execution of the Confirmation of Pricing and the Credit Agreement(s) (if any).

The form of Indenture presented to this meeting is hereby acknowledged and approved, and it is acknowledged that the Authority will execute and deliver the Indenture and one or more Supplemental Indentures, which shall be identified in the Confirmation of Pricing applicable to the Series of Notes to be issued, in substantially one or more of said forms with such changes therein as the Authorized Officer who executes such Confirmation of Pricing shall require or approval (substantially final forms of the Indenture and the Supplemental Indenture (if applicable) to be delivered to the Authorized Officer concurrently with the Confirmation of Pricing applicable to the Series of Notes to be issued), such approval of such Authorized Officer and this Board to be conclusively evidenced by the execution of the Confirmation of Pricing applicable to such Series of Notes. It is acknowledged that the Authority is authorized and requested to issue one or more Series of Pooled Authority Notes pursuant to and as provided in the Indenture as finally executed and, if applicable, each Supplemental Indenture as finally executed.

Each Authorized Officer is hereby authorized and directed to provide the Underwriter with such information relating to the District as the Underwriter shall reasonably request for inclusion in the Preliminary Official Statement(s) and Official Statement(s) of the Authority relating to a Series of Pooled Authority Notes. If, at any time prior to the execution of a Confirmation of Pricing, any event occurs as a result of which the information contained in the corresponding Preliminary Official Statement or other offering document relating to the District might include an untrue statement of a material fact or omit to state any material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading, the District shall promptly notify the Underwriter.

Subject to the Section 11 hereof, the District hereby agrees that if a Series of Notes shall become a Defaulted Note, the unpaid portion thereof shall be deemed outstanding and shall not be deemed to be paid until the holders of such Series of Notes or the Series of the Pooled Authority Notes issued in connection with such Series of Notes are paid the full principal amount represented by the unsecured portion of such Series of Notes plus interest accrued thereon (calculated at the Default Rate) to the date of deposit of such aggregate required amount with the Trustee. Holders of such Series of Pooled Authority Notes will be deemed to have received such principal amount and such accrued interest upon deposit of such moneys with the Trustee.

The District agrees to pay or cause to be paid, in addition to the amounts payable under each Series of Notes, any fees or expenses of the Trustee and, to the extent permitted by law, if such Series of

Notes is secured in whole or in part by a Credit Instrument (by virtue of the fact that the corresponding Series of Pooled Authority Notes is secured by a Credit Instrument), any Predefault Obligations and Reimbursement Obligations (to the extent not payable under such Series of Notes), (i) arising out of an "Event of Default" hereunder or (ii) arising out of any other event (other than an event arising solely as a result of or otherwise attributable to a default by any other Issuer). In the case described in (ii) above with respect to Predefault Obligations, the District shall owe only the percentage of such fees, expenses and Predefault Obligations equal to the ratio of the Principal Amount (or Series Principal Amount as applicable) of its Series of Notes over the aggregate Principal Amounts (or Series Principal Amounts, as applicable) of all series of notes, including such Series of Notes, assigned to the Series of Pooled Authority Notes issued in connection with such Series of Notes, at the time of original issuance of such Series of Pooled Authority Notes. Such additional amounts will be paid by the District within twenty-five (25) days of receipt by the District of a bill therefor from the Trustee.

[THE FOLLOWING PRELIMINARY OFFICIAL STATEMENT SECTION SHALL APPLY TO TRADITIONAL TRANS (NON STATE-CREDIT ISSUERS) and ISSUERS WITH DISTRICT SENIOR EXISTING INDEBTEDNESS, AS APPLICABLE]

(B) Preliminary Official Statement. Each Authorized Officer is authorized to provide the Authority and the Underwriters with a compilation of District information including, but not limited to the information listed in Exhibit C hereto, to be included in the Preliminary Official Statement, and the Underwriters are hereby authorized to distribute the Preliminary Official Statement in connection with the offering and sale of each series of notes associated with the CSFA Program. Each Authorized Officer is hereby authorized and directed to provide the Authority and the Underwriters with such information relating to the District as the Authority and Underwriters shall reasonably request for inclusion in the Preliminary Official Statement. Upon inclusion of the information relating to the District therein, the Preliminary Official Statement for the applicable Series of notes associated with the CSFA Program, as applicable, shall be, except for certain omissions permitted by Rule 15c2-12 of the Securities Exchange Act of 1934, as amended (the "Rule"), deemed final within the meaning of the Rule; provided that no representation is made as to the information contained in a Preliminary Official Statement relating to the other Issuers and the Authority is hereby authorized to certify on behalf of the District that the Preliminary Official Statement is, as of its date, deemed final within the meaning of the Rule. If, at any time prior to the execution of a Confirmation of Pricing, any event occurs as a result of which the information contained in the Preliminary Official Statement relating to the District might include an untrue statement of a material fact or omit to state any material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading, the District shall promptly notify the Underwriters. The Authority is hereby authorized and directed, at or after the time of the sale of the Authority Notes, for and in the name and on behalf of the District, to execute or approve a final Official Statement, with such additions thereto or changes therein as the Authority may approve, such approval to be conclusively evidenced by the execution and delivery thereof.

(C) Reserved.

(D) Appointment of Professionals. In connection with the CSFA Program, Montague DeRose and Associates, LLC, is hereby appointed and approved as Municipal Advisor, the law firm of Norton Rose Fulbright US LLP is hereby appointed and approved as Bond Counsel, Nixon Peabody LLP is hereby appointed and approved as Disclosure Counsel, and joint senior managers RBC Capital Markets LLC and Citigroup Global Markets Inc., each acting on behalf of itself and other underwriters to be appointed by the State Treasurer at a later date, are hereby appointed and approved as Underwriters for the CSFA Program. U.S. Bank National Association is hereby appointed and approved as Trustee for the CSFA Program. In addition, the District may appoint and approve a law firm to act as special counsel to the District in connection with the CSFA Program.

Section 7. No Joint Obligation. Each Series of Notes will be issued in conjunction with a series of notes of one or more other Issuers and will be assigned to a Pool in order to secure a corresponding Series of Pooled Authority Notes. In all cases, the obligation of the District to make payments

on or in respect to each Series of its Notes is a several and not a joint obligation and is strictly limited to the District's repayment obligation under this Resolution, the resolution of the county providing for the issuance of the District Note, if applicable, and such Series of Notes.

Section 8. Debt Management Policy With Respect to Notes. Notwithstanding any other debt management policy of the District heretofore or hereafter adopted, the debt management policy of the District pertaining to each Series of Notes shall be consistent with, and the Board hereby approves, the following: (i) the proceeds of each Series of Notes may be used and expended by the District for any purpose for which the District is authorized to use and expend moneys, including but not limited to current expenses, capital expenditures, investment and reinvestment, and the discharge of any obligation or indebtedness of the District, as provided by Section 53852 of the Act; (ii) the debt that may be issued pursuant to this debt management policy is limited to each Series of Notes authorized under this Resolution; (iii) each Series of Notes shall be issued to manage the cash flow requirements of the District based on the District's budgetary needs and consistent with the limitations provided for in this Resolution; (iv) the objective of this debt management policy is to implement cost effective cash flow borrowing under the CSFA Program for Fiscal Year 2020-21, whereby participating school districts, community college districts and county boards of education throughout the State of California will simultaneously issue district notes; and (v) to ensure the proceeds of each Series of Notes will be directed to their intended use, moneys allocable to each Series of Notes from the sale of the corresponding Series of Authority Notes, net of the District's share of the costs of issuance, shall be deposited in the District's Proceeds Account (as hereinafter defined) attributed to such Series of Notes and held and invested by the Trustee under the Indenture for the District, or transferred in the name of the District's General Fund to the Treasurer of the County, or as otherwise provided under the Indenture, and said moneys may be used and expended by the District for such use upon requisition from such Proceeds Account as specified in the Indenture, as applicable. Any debt management policy adopted by the Board hereafter in contravention of the foregoing shall be deemed to modify the authorization contained herein only if it shall specifically reference this Resolution and Section. With the passage of this Resolution, the Board hereby certifies that the District has adopted local debt policies with respect to each Series of Notes issued pursuant to this Resolution that comply with California Government Code Section 8855(i), and that the District Notes authorized to be issued pursuant to this Resolution are consistent with such policies, and instructs Bond Counsel (as herein defined) to check on behalf of the District the "Yes" box relating thereto in the Report of Proposed Debt Issuance filed pursuant to California Government Code Section 8855 with respect to each Series of Notes issued pursuant to this Resolution.

Section 9. Disposition of Proceeds of Notes. A portion of the proceeds of the District Notes, allocable to the District's share of the Authority's costs of issuance, shall be retained by the Authority and used to pay Costs of Issuance with respect to the Authority Notes, as provided in the Indenture. Subject to Section 2 herein, the remaining proceeds of the District Notes will be deposited in its Proceeds Account and transferred by the Trustee in the name of the District's General Fund to the County Treasurer where the District is located, which shall be invested by the District, as reasonably practicable, with such Treasurer of the County.

The District hereby covenants that, to the extent its District Notes will be allocated by the Authority to a Tax-Exempt Series of Authority Notes, it will comply with the terms of the District Tax Certificate to be executed by the District with respect to the District Notes (the "District Tax Certificate") and any other instructions requested by or otherwise provided by Bond Counsel.

Section 10. Payment Account.

(A) The Trustee shall transfer to each Payment Account (hereinafter defined) relating to a Series of Notes Pledged Revenues from amounts intercepted on behalf of the District as described in Section 11 below or, if applicable, for non-State Credit Issuers, deposited by or on behalf of the District, by the tenth Business Day of each Repayment Period (as defined hereinafter) (or such other day of each Repayment Period designated in the Confirmation of Pricing), amounts which, taking into consideration anticipated earnings thereon to be received by the Maturity Date (as set forth in a Certificate from the

Municipal Advisor to the Trustee), are equal to the percentages of the principal and interest due with respect to such District Notes for the corresponding Repayment Period set forth in such Confirmation of Pricing; provided, however, if as described in Section 2 herein, the District's Final June Deferral Amount is less than the Estimated June Deferral Amount, the Trustee shall transfer from the District's Escrow Account an amount equal to the difference between the Final June Deferral Amount and the Estimated June Deferral Amount to the Payment Account of the District, and the remainder will be released to the District for deposit into its General Fund, as provided in the Indenture.

(B) For District Notes issued in calendar year 2021 and allocated by the Authority to a series of Authority Notes, the interest on which is intended to be Tax-Exempt (a "**Tax-Exempt Series of Authority Notes**"), in the event that either (A) the Note Principal Amount of the District Notes, together with the aggregate amount of all tax-exempt obligations (including any tax-exempt leases, but excluding private activity bonds), issued and reasonably expected to be issued by the District (and all subordinate entities of the District) during calendar year 2021, will, at the time of the issuance of such District Notes (as represented by the District in the District Tax Certificate) exceed \$15,000,000, or (B) the Note Principal Amount of such District Notes, together with the aggregate amount of all tax-exempt obligations not used to finance school construction (including any tax-exempt leases, but excluding private activity bonds), issued and reasonably expected to be issued by the District (and all subordinate entities of the District) during calendar year 2021, will, at the time of the issuance of such District Notes (as represented by the District in the District Tax Certificate), exceed \$5,000,000, paragraph (D) below shall apply. In such case, the District shall be deemed a "**Large Issuer**" with respect to such District Notes.

(C) For District Notes issued in calendar year 2021 and allocated by the Authority to a Tax-Exempt Series of Authority Notes, in the event that both (A) the Note Principal Amount of the District Notes, together with the aggregate amount of all tax-exempt obligations (including any tax-exempt leases, but excluding private activity bonds), issued and reasonably expected to be issued by the District (and all subordinate entities of the District) during calendar year 2021, will not, at the time of the issuance of such District Notes (as represented by the District in the District Tax Certificate) exceed \$15,000,000, and (B) the Note Principal Amount of such District Notes, together with the aggregate amount of all tax-exempt obligations not used to finance school construction (including any tax-exempt leases, but excluding private activity bonds), issued and reasonably expected to be issued by the District (and all subordinate entities of the District) during calendar year 2021, will not, at the time of the issuance of such District Notes (as represented by the District in the District Tax Certificate), exceed \$5,000,000, paragraph (D) below shall not apply. In such case, the District shall be deemed a "**Small Issuer**" with respect to such District Notes.

(D) For District Notes allocated by the Authority to a Tax-Exempt Series of Authority Notes, as set forth in greater detail in the District Tax Certificate, the District will certify as to its reasonably expected "maximum anticipated cumulative cash-flow deficit." To the extent, as set forth in the District Tax Certificate, less than 100% of the proceeds of the District Notes are treated as "spent" for purposes of Section 148 of the Internal Revenue Code of 1986 (the "**Code**") and the Treasury Regulations thereunder (the "**Arbitrage Regulations**"), the District shall be subject to the arbitrage rebate requirements (the "**Rebate Requirement**") of Section 148 of the Code. In such event, the District shall promptly notify the Authority in writing using a form of notification appended to the District Tax Certificate, that the District Notes do not qualify for an exception to arbitrage rebate and, therefore, proceeds of the District Note must be taken into account by the Authority's arbitrage rebate consultant in calculating the Authority's rebate liability, if any, with respect to the issue of Authority Notes to which the District Notes are allocable. The District agrees to pay to the Authority the District's share of the Authority's rebate liability, if any, as determined by the Authority's arbitrage rebate consultant.

(E) The term "**Tax-Exempt**" shall mean, with respect to a Series of Authority Notes, that the interest to be paid on such Series of Authority Notes is intended to be excluded from the gross income of the holders thereof for federal income tax purposes.

#### Section 11. Source of Payment.

(A) Pledge. The term “**Unrestricted Revenues**” shall mean the taxes, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts and other moneys provided for Fiscal Year 2020-21 which will be received by or will accrue to the District during such fiscal year for the general fund, including the Deferral Amounts, and, if so indicated in a Confirmation of Pricing, capital fund and/or special revenue fund (or similarly named fund or funds as indicated in such Confirmation of Pricing) of the District and which are lawfully available for the payment of current expenses and other obligations of the District. As security for the payment of the principal of and interest on all Series of Notes issued hereunder, subject to the payment priority provisions set forth herein and this Section, the District hereby pledges the revenues described below to be received by the District in the periods specified in each Confirmation of Pricing as Repayment Periods (each individual period a “**Repayment Period**” and collectively the “**Repayment Periods**”), in an amount equal to the percentages of the principal and interest due with respect to each Series of Notes at maturity for the corresponding Repayment Period specified in such Confirmation of Pricing (the “**Pledged Revenues**”):

(1) As a State-Credit Issuer, the District hereby pledges its Deferral Amounts.

(2) If an Authorized Officer of the District later determines that the District is not a State-Credit Issuer, as indicated in its Confirmation of Pricing, the District hereby pledges the first Unrestricted Revenues to be received by the District.

(B) General Obligation. As provided in Section 53857 of the Act, notwithstanding the provisions of Section 53856 of the Act and of subsection (C) below of this Section, all Series of Notes issued hereunder shall be general obligations of the District and, in the event that on the tenth Business Day (as defined in the Indenture) of each such Repayment Period (or such other day of each Repayment Period designated in the Confirmation of Pricing) the District has not received sufficient Deferral Amounts, or Unrestricted Revenues, as applicable, to permit the deposit into each Payment Account of the full amount of Pledged Revenues to be deposited therein from said Deferral Amounts or Unrestricted Revenues, respectively, in such Repayment Period, then the amount of any deficiency shall be satisfied and made up from any other moneys of the District lawfully available for the payment of the principal of all Series of Notes and the interest thereon, as and when such other moneys are received or are otherwise legally available, in the following order of priority: first, to satisfy pro-rata any deficiencies attributable to any Series of Senior Notes; second, to satisfy pro-rata any deficiencies attributable to any Series of Subordinate Notes (except for any Series of Subordinate Notes described in the next clause); and thereafter, to satisfy any deficiencies attributable to any other Series of Subordinate Notes that shall have been further subordinated to previously issued Series of Subordinate Notes in the applicable Confirmation of Pricing, in such order of priority. “Senior Notes” means the District’s Series A District Notes and any Additional Series of Senior Notes.

(C) Lien and Charge. As provided in Section 53856 of the Act, all Series of Notes issued hereunder and the interest thereon, subject to the payment priority provisions hereof, shall be a first lien and charge against, and shall be payable from the first moneys received by the District from, the Pledged Revenues.

(D) Payment Accounts. In order to effect, in part, the pledge provided for in subsection (A) of this Section, the District agrees to the establishment and maintenance as a special fund of the District of a separate Payment Account for each Series of District Notes issued hereunder (each a “**Payment Account**”) held by the Trustee under the Indenture, and the Trustee is hereby appointed as the responsible agent to maintain such fund until the payment of the principal of the corresponding Series of Notes and the interest thereon, and the District hereby covenants and agrees to cause to be deposited directly in each Payment Account the Funds Subject to Intercept (as defined in Section 11(E) below) and may, at the District’s option, deposit Unrestricted Revenues during any Repayment Period, a pro-rata share (as provided below) of the first Unrestricted Revenues received in each Repayment Period specified in the applicable Confirmation of Pricing and any Unrestricted Revenues received thereafter until the amount on deposit in each Payment Account, taking into consideration anticipated investment earnings thereon to be received by the Maturity Date applicable to the respective Series of Notes (as set forth in a certificate from the Municipal Advisor to the Trustee), is equal in the respective Repayment Periods identified in the Confirmation of Pricing

applicable to such Series of Notes to the percentages of the principal of and interest on such Series of Notes at maturity specified in the Confirmation of Pricing applicable to such Series of Notes; provided that such deposits shall be made in the following order of priority: first, pro-rata to the Payment Account(s) attributable to any applicable Series of Senior Notes; second, pro-rata to the Payment Account(s) attributable to any applicable Series of Subordinate Notes (except for any Series of Subordinate Notes described in the next clause); and thereafter, to the Payment Account(s) attributable to any other applicable Series of Subordinate Notes that shall have been further subordinated to previously issued Series of Subordinate Notes in the applicable Confirmation of Pricing, in such order of priority.

Subject to the payment priority provisions of Section 20 hereof and this Section, any moneys placed in the Payment Account attributed to a Series of Notes shall be for the benefit of (i) the holders of the Series of Pooled Authority Notes issued in connection with the Pool of which such Series of District Notes is a part and (ii) (to the extent provided in the Indenture) the Credit Provider(s), if any. Subject to the payment priority provisions of Section 20 hereof and this Section, the moneys in the Payment Account attributed to the Series of Notes shall be applied only for the purposes for which the Payment Account is created until the principal of such Series of Notes and all interest thereon are paid or until provision has been made for the payment of the principal of such Series of Notes at maturity of such Series of Notes with interest to maturity (in accordance with the requirements for defeasance of the related Series of Pooled Authority Notes, as set forth in the Indenture).

(E) Intercept Procedures. This Board hereby determines and elects to participate in the funding of debt service payments, amounts pledged, fees and charges, and other costs necessary or incidental in connection with the District Notes and payments on Authority Notes attributed to the District, as permitted under California Education Code section 17199.4. In accordance with the requirements set forth in Section 17199.4 of the Education Code and to effect the pledge contained in this resolution, the District shall and does hereby authorize and instruct the State Controller to intercept Pledged Revenues from moneys designated for apportionment to the District for fiscal year 2020-21 (“**Funds Subject to Intercept**”), and to transfer such amounts to the Trustee for deposit into the Payment Account with a designation to the Trustee of the amounts to be credited for the District. Upon such deposit, such funds will not be available to the District. The District shall provide, or cause to be provided on its behalf, a notice to the State Controller accompanied by a schedule setting forth the dates and amounts of intercepts, together with instructions to whom such funds shall be wired, substantially in the form attached hereto as Exhibit B, and by reference incorporated herein, the blanks in said form to be filled in with appropriate words and figures (the “**Intercept Schedule**”). In circumstances where, despite having received a proper Intercept Schedule on behalf of the District, the Funds Subject to Intercept are inadvertently sent to the District during a Repayment Period, the District is obligated to remit the Funds Subject to Intercept to the Trustee forthwith. If the District receives any Pledged Revenues necessary for repayment of the District Notes during a Repayment Period, it will immediately deposit such amounts with the Trustee for deposit into the Payment Account.

Should the Legislature of the State take action following the date of issuance of the District Notes (a “**Change in State Law**”) to advance or further defer the dates upon which the Deferral Amounts are to be paid, or to otherwise alter the Deferral Amounts, the Authority on the District’s behalf shall adjust the Intercept Schedule and Notice to the State Controller, so that sufficient funds are available for repayment of the District Notes. If the effect of the Change in State Law is to reduce any Deferral Amounts due to be paid to the District, so that a greater percentage of the apportionments payable in due course to the District during any of the Deferral Months is in fact paid during the Deferral Months (each, a “Restored Apportionment”), the District has authorized the Authority, on the District’s behalf, to provide the Controller with a revised Intercept Schedule or schedules that (a) reduce the Funds Subject to Intercept during the months of July through and including November 2021 by an amount equal to the Restored Apportionment and (b) subject all of the Restored Apportionment to the Intercept Notice and Schedule in the Repayment Periods and in the amounts established pursuant to the Change in State Law.

If the effect of the Change in State Law is to delay one or more dates upon which the Deferral Amounts were, as of the date of issuance of the District Notes, expected to be paid to the District, the District has authorized the Authority, on its behalf, to provide the Controller with a revised Intercept

Schedule that reduces or increases, as appropriate, the Deferral Amounts as and when scheduled to be received under the terms of the Change in State Law during revised Repayment Periods.

(F) Determination of Repayment Periods. With respect to each Series of District Notes, the length of any individual Repayment Period shall not exceed the greater of three (3) consecutive calendar months or ninety (90) days, and the number of Repayment Periods determined in the related Confirmation of Pricing shall not exceed nine (9), or as otherwise determined in the related Confirmation of Pricing; provided, however, that (1) the first Repayment Period of any Series of Subordinate Notes shall not occur prior to the end of the last Repayment Period of any outstanding Series of Notes of a higher priority; and (2) if the first Repayment Period of any Series of Subordinate Notes overlaps the last Repayment Period of any outstanding Series of Notes of a higher priority, no deposits shall be made in the Payment Account of such Subordinate Notes until all required amounts shall have been deposited into the Payment Accounts of all outstanding Series of Notes of a higher priority. Any Authorized Officer is hereby authorized to approve the determination of the Repayment Periods and percentages of the principal and interest due with respect to each Series of District Notes at maturity required to be on deposit in the related Payment Account in each Repayment Period, all as specified in the Confirmation of Pricing, by executing and delivering the Confirmation of Pricing, such execution and delivery to be conclusive evidence of approval by this Board and such Authorized Officer.

(G) Application of Moneys in Payment Accounts. On any interest payment date (if different from the Maturity Date) and on the Maturity Date of a Series of Notes, the moneys in the Payment Account attributed to such Series of Notes shall be transferred by the Trustee, to the extent necessary, to pay, in the case of an interest payment date, the interest, and in the case of the Maturity Date, the principal of and interest with respect to such Series of Notes, subject to the payment priority provisions of Section 20 hereof and this Section, in the event that moneys in the Payment Account attributed to any Series of Notes are insufficient to pay the principal of and/or interest with respect to such Series of Notes in full on an interest payment date and/or the Maturity Date, moneys in such Payment Account together with moneys in the Payment Accounts of all other outstanding Series of Notes issued by the District shall be applied in the following priority:

- (1) with respect to all Series of Senior Notes:
  - a. first, to pay interest with respect to all Series of Senior Notes pro-rata; and
  - b. second, (if on the Maturity Date) to pay principal of all Series of Senior Notes pro-rata;
- (2) then, with respect to all Series of Subordinate Notes (except for any Series of Subordinate Notes described in paragraph (3) below), to make the pro-rata payments corresponding to each such Series of Subordinate Notes equivalent to the payments described above in paragraphs (1)(a) through (e), in such order;
- (3) then, with respect to all other Series of Subordinate Notes that have been further subordinated to previously issued Series of Subordinate Notes in the applicable Confirmation of Pricing, to make the pro-rata payments corresponding to each such Series of Subordinate Notes equivalent to the payments described above in paragraphs (1)(a) through (e), in such order; and
- (4) lastly, to pay any other Costs of Issuance not previously disbursed.

Any moneys remaining in or accruing to the Payment Account attributed to each such Series of Notes after the principal of all the Series of Notes and the interest thereon and obligation, if any, to pay any rebate amounts in accordance with the provisions of the Indenture have been paid, or provision for such payment has been made, if any, shall be transferred by the Trustee to the District, subject to any other disposition



required by the Indenture. Nothing herein shall be deemed to relieve the District from its obligation to pay its Note of any Series in full on the applicable Maturity Date.

(H) Investment of Moneys in Proceeds Account and Payment Accounts. Moneys in the Proceeds Account attributed to each Series of Notes and the Payment Account attributed to such Series of Notes shall be invested by the Trustee pursuant to the Indenture, in an investment agreement or agreements and/or other Permitted Investments as described in and under the terms of the Indenture, and as designated in the Confirmation of Pricing applicable to such Series of Notes.

Section 12. Execution of Note. Any one of the President or Chairperson of the governing board of the District or any other member of such board shall be authorized to execute the Note by manual, electronic or facsimile signature and the Secretary or Clerk of the governing board of the District, the Superintendent or Chancellor of the District, the Assistant Superintendent for Business, the Assistant Superintendent for Administrative Services, the business manager, director of business or fiscal services or chief financial/business officer of the District, as the case may be, or any duly appointed designee thereto, shall be authorized to countersign each such Note by manual, electronic or facsimile signature. Said officers of the District are hereby authorized to cause the blank spaces of each such Note to be filled in as may be appropriate pursuant to the applicable Confirmation of Pricing. Said officers are hereby authorized and directed to cause the Trustee, as registrar and authenticating agent, to authenticate and accept delivery of each such Note pursuant to the terms and conditions of the corresponding Note Purchase Agreement, as applicable, this Resolution and the Indenture. In case any officer whose signature shall appear on any Series of Notes shall cease to be such officer before the delivery of such Series of Notes, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery. Each Series of the Notes shall have thereon a certificate of authentication substantially in the form hereinafter set forth duly executed by the Trustee and showing the date of authentication. Each Series of the Notes shall not be valid or obligatory for any purpose or be entitled to any security or benefit under this Resolution unless and until such certificate of authentication shall have been duly executed by the Trustee by manual signature, and such certificate of authentication upon any such Series of Notes shall be conclusive evidence that such has been authenticated and delivered under this Resolution. The certificate of authentication on a Series of Notes shall be deemed to have been executed by the Trustee if signed by an authorized officer of the Trustee. The Notes need not bear the seal of the District, if any.

Section 13. Note Registration and Transfer. As long as any Series of the Notes remains outstanding, the District shall maintain and keep, at the principal corporate trust office of the Trustee, books for the registration and transfer of each Series of the Notes. Each Series of the Notes shall initially be registered in the name of the Trustee under the Indenture to which such Series of the Notes is assigned. Upon surrender of a Note of a Series for transfer at the office of the Trustee with a written instrument of transfer satisfactory to the Trustee, duly executed by the registered owner or its duly authorized attorney, and upon payment of any tax, fee or other governmental charge required to be paid with respect to such transfer, the County or the District, as applicable, shall execute and the Trustee shall authenticate and deliver, in the name of the designated transferee, a fully registered Note of the same Series. For every transfer of a Note of a Series, the District, the County or the Trustee may make a charge sufficient to reimburse it for any tax, fee or other governmental charge required to be paid with respect to the transfer, which sum or sums shall be paid by the person requesting such transfer as a condition precedent to the exercise of the privilege of making such transfer.

In the event that the Authorized Officer shall elect to issue the District's Notes within the CSFA Program, such Notes shall be deposited with the Trustee and maintained in trust until their scheduled maturity and payment in full. The District Notes shall not be transferable or assignable by the Trustee while the associated Pooled Authority Notes are outstanding. Notwithstanding the foregoing, in the event that the District Notes should be lost, stolen, destroyed or mutilated prior to their stated maturity, the District shall cause to be issued a new District Note or Notes of the same tenor, term and maturity as the original to replace the same upon such reasonable terms and conditions, including the payment of costs and the posting of a surety bond, as may from time to time be determined and prescribed by the Authorized Officer in consultation with the Authority.

(A) Subject to Section 7 hereof, the District, the Trustee and their respective successors may deem and treat the person in whose name a Note of a Series is registered as the absolute owner thereof for all purposes, and the District and the Trustee and their respective successors shall not be affected by any notice to the contrary, and payment of or on account of the principal of such Note shall be made only to or upon the order of the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

(B) Any Note of a Series may, in accordance with its terms, be transferred upon the books required to be kept by the Trustee, pursuant to the provisions hereof by the person in whose name it is registered, in person or by his duly authorized attorney, upon surrender of such Note for cancellation, accompanied by delivery of a written instrument of transfer, duly executed in form approved by the Trustee.

(C) The Trustee or the Authorized Officer of the District, acting separately or together, are authorized to sign any letter or letters of representations which may be required in connection with the delivery of any Series of Pooled Authority Notes to which such Series of District Notes is assigned, if such Series of Pooled Authority Notes are delivered in book-entry form.

(D) The Trustee will keep or cause to be kept, at its principal corporate trust office, sufficient books for the registration and transfer of each Note of a Series issued, which shall be open to inspection by the County and the District during regular business hours. Upon presentation for such purpose, the Trustee shall, under such reasonable regulations as it may prescribe, register or transfer or cause to be registered or transferred, on such books, the Notes of a Series presented as hereinbefore provided.

(E) If any Note of a Series shall become mutilated, the District, at the expense of the registered owner of such Note of a Series, shall execute, and the Trustee shall thereupon authenticate and deliver a new Note of like tenor, series and number in exchange and substitution for the Note so mutilated, but only upon surrender to the Trustee of the Note so mutilated. Every mutilated Note so surrendered to the Trustee shall be cancelled by it and delivered to, or upon the order of, the District. If any Note of a Series shall be lost, destroyed or stolen, evidence of such loss, destruction or theft may be submitted to the District and the Trustee and, if such evidence be satisfactory to them and indemnity satisfactory to them shall be given, the District, at the expense of the registered owner, shall execute, and the Trustee shall thereupon authenticate and deliver a new Note of like tenor, series and number in lieu of and in substitution for the Note so lost, destroyed or stolen (or if any such Note of a Series shall have matured (as of the latest maturity date indicated on the face thereof) or shall be about to mature (as of the latest maturity date indicated on the face thereof), instead of issuing a substitute Note, the Trustee may pay the same without surrender thereof). The Trustee may require payment of a sum not exceeding the actual cost of preparing each new Note issued pursuant to this paragraph and of the expenses which may be incurred by the District and the Trustee in such preparation. Any Note of a Series issued under these provisions in lieu of any Note of a Series alleged to be lost, destroyed or stolen shall constitute an original additional contractual obligation on the part of the District, whether or not the Note of a Series so alleged to be lost, destroyed or stolen be at any time enforceable by anyone, and shall be entitled to the benefits of this Resolution with all other Notes of the same Series secured by this Resolution.

Section 14. Covenants Regarding Transfer of Funds. It is hereby covenanted and warranted by the District that it will not request the County Treasurer to make temporary transfers of funds in the custody of the County Treasurer to meet any obligations of the District during Fiscal Year 2020-21 pursuant to Article XVI, Section 6 of the Constitution of the State of California and California Education Code 42620; provided, however, that the District may request the County Treasurer to make such temporary transfers of funds if all amounts required to be deposited into the Payment Accounts of all outstanding Series of Notes (regardless of when due and payable) shall have been deposited into such Payment Accounts.

Section 15. Representations and Covenants.

(A) The District is a community college, duly organized and existing under and by virtue of the laws of the State of California and has all necessary power and authority to (i) adopt this Resolution and any supplement hereto, and approve and perform its obligations under the Note Purchase Agreement(s) and the Indenture(s), and (ii) authorize the issuance of one or more Series of Notes.

(B) (i) Upon the issuance of each Series of Notes, the District will have taken all action required to be taken by it to authorize the issuance and delivery of such Series of Notes and the performance of its obligations hereunder and (ii) the District has full legal right, power and authority to issue and deliver each Series of Notes and to perform its obligations as provided herein.

(C) The issuance of each Series of Notes, the adoption of this Resolution and the execution and delivery of the Note Purchase Agreement(s) and the Indenture(s) and compliance with the provisions hereof and thereof do not and will not conflict with, breach or violate any law, administrative regulation, court decree, resolution, charter, by-laws or other agreement to which the District is subject or by which it is bound.

(D) Except as may be required under blue sky or other securities law of any state or Section 3(a)(2) of the Securities Act of 1933, there is no consent, approval, authorization or other order of, or filing with, or certification by, any regulatory authority having jurisdiction over the District required for the issuance and sale of each Series of Notes or the consummation by the District of the other transactions contemplated by this Resolution except those the District shall obtain or perform prior to or upon the issuance of each Series of Notes.

(E) The District has (or will have prior to the issuance of the first Series of Notes) duly and properly adopted a budget for Fiscal Year 2020-21 setting forth expected revenues and expenditures and has (or will have prior to the issuance of the first Series of Notes) complied with all statutory and regulatory requirements with respect to the adoption of such budget. The District hereby covenants that it will (i) duly and properly prepare and adopt its revised or final budget for Fiscal Year 2020-21, (ii) provide to the Authority, the Trustee, the Underwriters and the Municipal Advisor, promptly upon adoption, copies of such revised or final budget and of any subsequent revisions, modifications or amendments thereto and (iii) comply with all applicable law pertaining to its budget.

(F) [FOR TRADITIONAL TRANS NON-STATE CREDIT ISSUERS][The County has experienced an *ad valorem* property tax collection rate of not less than eighty-five percent (85%) of the average aggregate amount of *ad valorem* property taxes levied within the District in each of the five fiscal years from Fiscal Year 2014-15 through Fiscal Year 2018-19, and the District, as of the date of adoption of this Resolution and on the date of issuance of each Series of Notes, reasonably expects the County to have collected and to collect at least eighty-five percent (85%) of such amount for Fiscal Years 2019-20 and 2020-21, respectively.]

(G) The District (i) is not currently in default on any debt obligation, (ii) to the best knowledge of the District, has never defaulted on any debt obligation, and (iii) has never filed, or had filed on its behalf, a petition in bankruptcy.

(H) The District's most recent audited financial statements fairly present the financial condition of the District as of the date thereof and the results of operation for the period covered thereby. Except as has been disclosed to the Underwriters, there has been no change in the financial condition of the District since the date of such audited financial statements that will in the reasonable opinion of the District materially impair its ability to perform its obligations under this Resolution and each Series of Notes. The District agrees to furnish to the Authority, Underwriters, and the Municipal Advisor, promptly, from time to time, such information regarding the operations, financial condition and property of the District as such party may reasonably request.

(I) There is no action, suit, proceeding, inquiry or investigation, at law or in equity, before or by any court, arbitrator, governmental or other board, body or official, pending or, to the best knowledge of the District, threatened against or affecting the District questioning the validity of any proceeding taken or to be taken by the District in connection with each Series of Notes, the Note Purchase Agreement(s), the Indenture or this Resolution, or seeking to prohibit, restrain or enjoin the execution, delivery or performance by the District of any of the foregoing, or wherein an unfavorable decision, ruling or finding would have a materially adverse effect on the District's financial condition or results of operations or on the ability of the District to conduct its activities as presently conducted or as proposed or contemplated to be conducted, or would materially adversely affect the validity or enforceability of, or the authority or ability of the District to perform its obligations under, each Series of Notes, the Note Purchase Agreement(s), the Indenture or this Resolution.

(J) The District will not directly or indirectly amend, supplement, repeal, or waive any portion of this Resolution (i) without the consents of the Authority, the Credit Provider(s), if any, or (ii) in any way that would materially adversely affect the interests of any holder or owner of any Series of the Notes or Pooled Authority Notes, as applicable, issued or executed and delivered in connection with any Series of the Notes; provided, however that, if the CSFA Program is implemented, the District may adopt one or more Supplemental Resolutions without any such consents in order to increase the not-to-exceed Principal Amount in connection with the issuance of one or more Series of Additional Series of District Notes as provided for herein.

(K) Upon issuance of a Series of Notes, such Series of Notes, and this Resolution will constitute the legal, valid and binding agreements of the District, enforceable in accordance with their respective terms, except as such enforceability may be limited by bankruptcy or other laws affecting creditors' rights generally (as applicable), the application of equitable principles, if equitable remedies are sought, the exercise of judicial discretion in appropriate cases and the limitations on legal remedies against school districts, community college districts and county boards of education, as applicable, in the State of California.

(1) The District acknowledges that pursuant to Senate Bill 820, codified as California Education Code Section 17199.15, notwithstanding any other law, if any bonds or notes that were issued for purposes of borrowing pursuant to paragraph (3) of subdivision (a) of California Education Code Section 17199.1 to fund several financings of working capital for several participating parties under a single resolution remain outstanding, each participating party for which those bonds were issued is ineligible to be a debtor in a case under Chapter 9 of the United States Bankruptcy Code (Chapter 9 (commencing with Section 901) of Title 11 of the United States Code), as that chapter may be amended from time to time, and no governmental officer or organization is or may be empowered to authorize a participating party to be a debtor under that chapter.

(L) It is hereby covenanted and warranted by the District that all representations and recitals contained in this Resolution are true and correct, and that the District and its appropriate officials have duly taken, or will take, all proceedings necessary to be taken by them, if any, for the levy, receipt, collection and enforcement of the Pledged Revenues in accordance with law for carrying out the provisions of this Resolution and each Series of Notes.

(M) The District shall not incur any indebtedness that is not issued in connection with the CSFA Program under this Resolution and that is secured by a pledge of its Unrestricted Revenues for fiscal year 2020-21.

(N) So long as any Series of Pooled Authority Notes executed or issued in connection with a Series of District Notes are Outstanding, the District will not create or suffer to be created any pledge of or lien on such Series of District Notes other than the pledge and lien of the Indenture.

(O) The District will maintain a positive general fund balance in Fiscal Year 2020-21.

(P) The District will maintain an investment policy consistent with the policy set forth above.

(Q) The District covenants that it will immediately deliver a written notice to the Authority, the Underwriters, the Municipal Advisor and Bond Counsel upon the occurrence of any event which constitutes an Event of Default hereunder or would constitute an Event of Default but for the requirement that notice be given, or time elapse, or both.

#### Section 16. Tax Covenants.

(A) The District will not take any action or fail to take any action if such action or failure to take such action would adversely affect the federal income tax exclusion from gross income of the interest payable on each Series of Authority Notes that make up the "issue" (as defined in Section 1.150-1(c) of the Treasury Regulations) of Authority Notes that purport to be Tax-Exempt (hereinafter, a "Tax-Exempt Issue"). Without limiting the generality of the foregoing, the District will not make any use of the proceeds of any District Notes or any other funds of the District that would cause any Tax-Exempt Issue to be an "arbitrage bond" within the meaning of Section 148 of the Code, a "private activity bond" within the meaning of Section 141(a) of the Code, or an obligation the interest on which is subject to federal income taxation because it is "federally guaranteed" as provided in Section 149(b) of the Code.

(B) In the event the District is deemed a Large Issuer (as defined above) with respect to a Tax-Exempt Series of Authority Notes, this subsection (B) shall apply. The District covenants that it shall determine, pursuant to the District Tax Certificate, whether all of the proceeds of the District Notes are treated as "spent" for purposes of the Arbitrage Regulations, and shall, to the extent advised by the Authority following calculations performed by the Authority's arbitrage rebate consultant, segregate and set aside from lawfully available sources the amount such calculations may indicate may be required to be paid to the United States Treasury, and shall otherwise at all times do and perform all acts and things necessary and within its power and authority, including complying with the instructions of Bond Counsel referred to herein to assure Authority compliance with the Rebate Requirements.

(C) Notwithstanding any other provision of this Resolution to the contrary, upon the District's failure to observe, or refusal to comply with, the covenants contained in this Section, no one other than the holders or former holders of each Tax-Exempt Series of Notes (or any Tax-Exempt Series of Pooled Authority Notes related thereto), the Authority Note owners, as applicable, the Credit Provider(s), if any, or the Trustee on their behalf shall be entitled to exercise any right or remedy under this Resolution on the basis of the District's failure to observe, or refusal to comply with, such covenants. The District further recognizes that its noncompliance with the covenants contained in this Section could cause interest on an entire Series of Authority Notes only a portion of which is allocable to the District Notes, or on an entire "issue" (as defined in Section 1.150-1(c) of the Treasury Regulations) of Authority Notes only a portion of which is allocable to the District Notes, to become included in the gross income for federal income tax purposes of the owners of such Series of Authority Notes or such "issue" (as so defined) of Authority Notes.

(D) With adequate lead time, the District shall provide to the Municipal Advisor and Bond Counsel the monthly cash-flows for its 2019-20 fiscal year, for its 2020-21 fiscal year (using estimates for months as to which the District's "books" have not yet been closed) and, to the extent possible, and particularly where the District reasonably expects its "maximum anticipated cumulative cash flow deficit" ("MACCFD") to occur after the close of its 2020-21 fiscal year, monthly cash-flows for the 2021-22 fiscal year, the last of which month ends after the expected date of the District's MACCFD. The District shall cooperate with the Municipal Advisor and Bond Counsel in their review of the District's MACCFD, in order to promote efficiency and accuracy given the anticipated number of participants in the CSFA Notes.

(E) The District shall certify, in the District Tax Certificate (or other similar document) the District is requested by CSFA and Bond Counsel to sign prior to the issuance of the CSFA Notes, its MACCFD, which shall be based on the District's reasonably expected cash-flows for the remaining months of the 2020-21 fiscal year and, as applicable, several months of the 2021-22 fiscal year. The District shall

represent in the District Tax Certificate that it understands the basic methodology under which the MACCFD is calculated, including the rules governing when proceeds the District derives from the issuance of its District Note are treated as “spent” for federal income tax purposes.

(F) The District shall report to CSFA, not more than 45 days after the District expected to reach its MACCFD, whether in fact, absent proceeds the District derives from the issuance of its District Note, it has reached its MACCFD. Such reporting shall be done through a form that will be an exhibit to the District Tax Certificate. In the event the District has not reached its MACCFD, the District shall cooperate with CSFA, CSFA’s arbitrage rebate consultant and Bond Counsel (as needed) in such consultant’s calculation of the amount of arbitrage rebate liability, if any, owed by CSFA to the U.S. Department of the Treasury. The District understands that CSFA, based on such calculations, may allocate a portion of CSFA’s arbitrage rebate liability to the District based on the District’s cash-flows. The District agrees to pay or reimburse CSFA for such allocable share of CSFA’s arbitrage rebate liability and CSFA’s expense associated with the calculation of arbitrage rebate liability.

(G) The covenants contained in this Section shall survive the payment of all Series of the Notes.

#### Section 17. Events of Default and Remedies.

If any of the following events occurs, it is hereby defined as and declared to be and to constitute an “**Event of Default:**”

(A) Failure by the District to make or cause to be made the deposits to any Payment Account required to be made hereunder on or before the fifteenth (15th) day after the date on which such deposit is due and payable, or failure by the District to make or cause to be made any other payment required to be paid hereunder on or before the date on which such payment is due and payable;

(B) Failure by the District to observe and perform any covenant, condition or agreement on its part to be observed or performed under this Resolution, for a period of fifteen (15) days after written notice, specifying such failure and requesting that it be remedied, is given to the District by the Trustee, unless the Trustee shall agree in writing to an extension of such time prior to its expiration;

(C) Any warranty, representation or other statement by or on behalf of the District contained in this Resolution or the Note Purchase Agreement(s) (including the Confirmation(s) of Pricing), or in any requisition delivered by the District or in any instrument furnished in compliance with or in reference to this Resolution or the Note Purchase Agreement(s), or in connection with any Series of the Notes, is false or misleading in any material respect;

(D) Any event of default constituting a payment default occurs in connection with any other bonds, notes or other outstanding debt of the District; and

(E) An “Event of Default” under the terms of the resolution, if any, of the County providing for the issuance of the Notes (and any Series thereof).

Whenever any Event of Default referred to in this Section shall have happened and be continuing, subject to the provisions of Section 20 hereof, the Trustee shall, in addition to any other remedies provided herein or by law or under the Indenture have the right, at its option without any further demand or notice, to take one or any combination of the following remedial steps:

(1) Without declaring any Series of Notes to be immediately due and payable, require the District to pay to the Trustee, for deposit into the applicable Payment Account(s) of the District under the Indenture an amount equal to all of the principal of all Series of Notes and interest thereon to the respective final maturity(ies) of such Series of Notes, plus all other amounts due hereunder,

and upon notice to the District the same shall become immediately due and payable by the District without further notice or demand; and

(2) Take whatever other action at law or in equity (except for acceleration of payment on any Series of Notes) which may appear necessary or desirable to collect the amounts then due and thereafter to become due hereunder or to enforce any other of its rights hereunder.

Section 18. Trustee. The Trustee is hereby appointed as paying agent, registrar and authenticating agent for any and all Series of Notes. The District hereby directs and authorizes the payment by the Trustee of the interest on and principal of any and all Series of Notes when such become due and payable from the corresponding Payment Account held by the Trustee in the name of the District in the manner set forth herein. The District hereby covenants to deposit funds in each such Payment Account at the times and in the amounts specified herein to provide sufficient moneys to pay the principal of and interest on any and all Series of Notes on the day or days on which each such Series matures. Payment of any and all Series of Notes shall be in accordance with the terms of the applicable Series of Notes and this Resolution and any applicable Supplemental Resolution.

The District hereby agrees to maintain the Trustee as paying agent, registrar and authenticating agent of any and all Series of Notes.

The District further agrees to indemnify, to the extent permitted by law and without making any representation as to the enforceability of this covenant, and save the Trustee, its directors, officers, employees and agents harmless against any liabilities which it may incur in the exercise and performance of its powers and duties under the Indenture including but not limited to costs and expenses incurred in defending against any claim or liability, which are not due to its negligence or default.

Section 19. Sale of Notes. Each Series of District Notes shall be sold to the Authority in accordance with the terms of the Note Purchase Agreement applicable to such Series of District Notes, in each case as hereinbefore approved.

Section 20. Subordination. (a) Anything in this Resolution to the contrary notwithstanding, the indebtedness evidenced by each Series of Subordinate Notes shall be subordinated and junior in right of payment, to the extent and in the manner hereinafter set forth, to all principal of, premium, if any, and interest on each Series of Senior Notes and any refinancings, refundings, deferrals, renewals, modifications or extensions thereof.

In the event of (1) any insolvency, bankruptcy, receivership, liquidation, reorganization, readjustment, composition or other similar proceeding relating to the District or its property, (2) any proceeding for the liquidation, dissolution or other winding-up of the District, voluntary or involuntary, and whether or not involving insolvency or bankruptcy proceedings, (3) any assignment for the benefit of creditors, or (4) any distribution, division, marshalling or application of any of the properties or assets of the District or the proceeds thereof to creditors, voluntary or involuntary, and whether or not involving legal proceedings, then and in any such event, payment shall be made to the parties and in the priority set forth in Section 11(G) hereof, and each party of a higher priority shall first be paid in full before any payment or distribution of any character, whether in cash, securities or other property shall be made in respect of any party of a lower priority.

Notwithstanding any other provision of this Resolution, the terms of this Section shall continue to be effective or be reinstated, as the case may be, if at any time any payment of any Series of Senior Notes is rescinded, annulled or must otherwise be returned by any holder of Series of Senior Notes or such holder's representative, upon the insolvency, bankruptcy or reorganization of the District or otherwise, all as though such payment has not been made.

The terms of this Section, the subordination effected hereby and the rights of the holders of the Series of Senior Notes shall not be affected by (a) any amendment of or addition or supplement to any

Series of Senior Notes or any instrument or agreement relating thereto, including without limitation, this Resolution, (b) any exercise or non-exercise of any right, power or remedy under or in respect of any Series of Senior Notes or any instrument or agreement relating thereto, or (c) any waiver, consent, release, indulgence, extension, renewal, modification, delay or other action, inaction or omission, in respect of any Series of Senior Notes or any instrument or agreement relating thereto or any security therefor or guaranty thereof, whether or not any holder of any Series of Subordinate Notes shall have had notice or knowledge of any of the foregoing.

In the event that a Series of Additional Subordinate Notes is further subordinated in the applicable Confirmation of Pricing, at the time of issuance thereof, to all previously issued Series of Subordinate Notes of the District, the provisions of this Section relating to Series of Senior Notes shall be applicable to such previously issued Series of Subordinate Notes and the provisions of this Section relating to Series of Subordinate Notes shall be applicable to such Series of Additional Subordinate Notes.

Section 21. Continuing Disclosure Undertaking. [THIS CONTINUING DISCLOSURE SECTION SHALL APPLY TO NON STATE-CREDIT ISSUERS, AS APPLICABLE]

(A) The District covenants to report to the Authority and the State Treasurer, as dissemination agent to the Authority (the “**Dissemination Agent**”), the occurrences of the events described in paragraphs (A)(1)j. and (A)(2)h. below, within five business days of such occurrence in order to assist the Authority with its continuing disclosure obligations set forth below with respect to the Authority Notes and the related Series of District Notes. The District shall promptly provide the Authority and the Dissemination Agent with a notice of such occurrence which the Dissemination Agent agrees to file with the Municipal Securities Rulemaking Board. The Authority shall, for the sole benefit of the owners of each Series of Authority Notes and the related Series of District Notes (and, to the extent specified in this Section, the beneficial owners thereof):

(1) Provide in a timely manner not later than ten business days after the occurrence of the event, through the Dissemination Agent, to the Municipal Securities Rulemaking Board, notice of any of the following events with respect to an outstanding Series of Notes of the District:

- a. Principal and interest payment delinquencies on such Series of Notes and the related Series of Authority Notes;
- b. Unscheduled draws on debt service reserves reflecting financial difficulties;
- c. Unscheduled draws on credit enhancements reflecting financial difficulties;
- d. Substitution of credit or liquidity providers, or their failure to perform;
- e. Adverse tax opinions or issuance by the Internal Revenue Service of proposed or final determination of taxability or of a Notice of Proposed Issue (IRS Form 5701 TEB);
- f. Tender offers;
- g. Defeasances;
- h. Rating changes; or



- i. Bankruptcy, insolvency, receivership or similar event of the obligated person.

For the purposes of the event identified in subsection i., the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for the District in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the District, or if such jurisdiction has been assumed by leaving the existing governmental body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the District.

- j. Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a Financial Obligation (as defined herein) of the District, any of which reflect financial difficulties.

(2) Provide in a timely manner not later than ten business days after the occurrence of the event, through the Dissemination Agent, to the Municipal Securities Rulemaking Board, notice of any of the following events with respect to an outstanding Series of Notes of the District, if material:

- a. Unless described in subsection (A)(1)e., other material notices or determinations by the Internal Revenue Service with respect to the tax status of such Series of Notes and the related Series of Authority Notes or other material events affecting the tax status of such Series of Notes and the related Series of Authority Notes;
- b. Modifications to rights of owners and beneficial owners of the Series of Authority Notes which evidence and represent such Series of Notes;
- c. Optional, contingent or unscheduled bond calls;
- d. Release, substitution or sale of property securing repayment of such Series of Notes;
- e. Non-payment related defaults;
- f. The consummation of a merger, consolidation, or acquisition involving the District or the sale of all or substantially all of the assets of the District, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms;
- g. Appointment of a successor or additional Trustee or the change of name of a Trustee; or
- h. Incurrence of a Financial Obligation of the District (as defined herein), or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the District, any of which affect security holders.

For the purposes of the events listed as (1)j. and (2)h., the term “Financial Obligation” means a (i) debt obligation; (ii) derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) guarantee of (i) or (ii). The term financial obligation shall not include municipal securities as to which a final official statement has been provided to the Municipal Securities Rulemaking Board consistent with the Rule.

Whenever the District obtains knowledge of the occurrence of an event described in subsection (A)(2)h. of this Section, the District shall determine if such event would be material under applicable federal securities laws. The Authority and the Dissemination Agent shall have no responsibility for such determination and shall be entitled to conclusively rely upon the District’s determination.

If the District learns of the occurrence of an event described in subsection (A)(1)j. of this Section, or determines that the occurrence of an event described in subsection (A)(2)h. of this Section would be material under applicable federal securities laws, the District shall promptly within five business days provide the Authority and the Dissemination Agent with a notice of such occurrence which the Dissemination Agent agrees to file with the Municipal Securities Rulemaking Board.

All documents provided to the Municipal Securities Rulemaking Board shall be provided in an electronic format, as prescribed by the Municipal Securities Rulemaking Board, and shall be accompanied by identifying information, as prescribed by the Municipal Securities Rulemaking Board.

(B) In the event of a failure of the District to comply with any provision of this Section, any owner or beneficial owner of the related Series of Authority Notes may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the District to comply with its obligations under this Section. A default under this Section shall not be deemed an Event of Default under Section 17 hereof, and the sole remedy under this Section in the event of any failure of the District to comply with this Section shall be an action to compel performance.

(C) For the purposes of this Section, a “beneficial owner” shall mean any person which has the power, directly or indirectly, to make investment decisions concerning ownership of any Authority Notes of the Series related to such Series of District Notes (including persons holding Authority Notes through nominees, depositories or other intermediaries).

(D) The District’s obligations under this Section shall terminate upon the legal defeasance, prior redemption or payment in full of its Note. If such termination occurs prior to the final maturity of the related Series of Authority Notes, the District shall give notice of such termination in the same manner as for a listed event under subsection (A)(1) of this Section.

(E) The Dissemination Agent shall not be responsible in any manner for the content of any notice or report prepared by the District pursuant to this Section. In no event shall the Dissemination Agent be responsible for preparing any notice or report or for filing any notice or report which it has not received in a timely manner and in a format suitable for reporting. Nothing in this Section shall be deemed to prevent the District from disseminating any other information, using the means of dissemination set forth in this Section or any other means of communication, or including any other notice of occurrence of a listed event under subsection (A)(1) or (A)(2) of this Section (each, a “**Listed Event**”), in addition to that which is required by this Section. If the District chooses to include any information in any notice of occurrence of a Listed Event in addition to that which is specifically required by this Section, the District shall have no obligation under this Section to update such information or include it in any future notice of occurrence of a Listed Event.

(F) Notwithstanding any other provision of this Resolution, the District with the consent of the Dissemination Agent and notice to the Authority may amend this Section, and any provision of this Section may be waived, provided that the following conditions are satisfied:

(1) If the amendment or waiver relates to the provisions of subsection (A) of this Section, it may only be made in connection with a change in circumstances that arises from a change in legal requirements, change in law, or change in the identity, nature or status of an obligated person with respect to the applicable Series of Notes and the related Series of Authority Notes, or the type of business conducted;

(2) The undertaking, as amended or taking into account such waiver, would in the opinion of nationally recognized bond counsel, have complied with the requirements of the Rule at the time of the original issuance of the applicable Series of Notes and the related Series of Authority Notes, after taking into account any amendments or interpretations of the Rule, as well as any change in circumstances; and

(3) The amendment or waiver does not, in the opinion of nationally recognized bond counsel, materially impair the interests of the owners or beneficial owners of the related Authority Notes. In the event of any amendment or waiver of a provision of this Section, notice of such change shall be given in the same manner as for an event listed under subsection (A)(1) of this Section, and shall include, as applicable, a narrative explanation of the reason for the amendment or waiver; provided, however, the District shall be responsible for preparing such narrative explanation.

(G) The Dissemination Agent shall have only such duties as are specifically set forth in this Section. The Dissemination Agent shall not be liable for the exercise of any of its rights hereunder or for the performance of any of its obligations hereunder or for anything whatsoever hereunder, except only for its own willful misconduct or gross negligence. Absent gross negligence or willful misconduct, the Dissemination Agent shall not be liable for an error of judgment. No provision hereof shall require the Dissemination Agent to expend or risk its own funds or otherwise incur any financial or other liability or risk in the performance of any of its obligations hereunder, or in the exercise of any of its rights hereunder, if such funds or adequate indemnity against such risk or liability is not reasonably assured to it. The District hereby agrees to compensate the Dissemination Agent for its reasonable fees in connection with its services hereunder, but only from the District's share of the costs of issuance deposited in the Costs of Issuance Fund held and invested by the Trustee under the Indenture.

(H) This Section shall inure solely to the benefit of the District, the Dissemination Agent, the Underwriters, and owners and beneficial owners from time to time of the Authority Notes, and shall create no rights in any other person or entity.

**Section 22. Approval of Actions.** The aforementioned officers of the District are hereby authorized and directed to execute each Series of Notes and to cause the Trustee to authenticate and accept delivery of each Series of Notes pursuant to the terms and conditions of the applicable Note Purchase Agreement and Indenture. All actions heretofore taken by the officers and agents of the District or this Board with respect to the sale and issuance of the Notes and participation in the CSFA Program are hereby approved, confirmed and ratified and the officers and agents of the District are hereby authorized and directed, for and in the name and on behalf of the District, to do any and all things and take any and all actions and execute any and all certificates, requisitions, agreements, notices, consents, and other documents, including tax certificates, letters of representations to the securities depository, investment contracts (or side letters or agreements thereto), other or additional municipal insurance policies or credit enhancements or credit agreements (including mutual insurance agreements) or insurance commitment letters, if any, and closing certificates, which they, or any of them, may deem necessary or advisable in order to consummate the lawful issuance and delivery of each Series of Notes, execution or issuance and delivery of the corresponding Series of Authority Notes, and investment of the proceeds thereof, in accordance with, and related transactions contemplated by, this Resolution. The officers of the District referred to above in Section 4 hereof, are hereby designated as "Authorized District Representatives" under the Indenture.

(A) If the name of the District indicated on page 1 hereof is not the correct legal name of the District that adopted this Resolution, then it shall nevertheless be deemed to refer to the District that adopted this Resolution, and the name of the District indicated on page 1 hereof shall be treated as the correct legal name of said District for all purposes in connection with the CSFA Program.

(B) This Board hereby approves the execution and delivery of any and all agreements, documents, certificates and instruments referred to herein with electronic signatures under the California Uniform Electronic Transactions Act and digital signatures under Section 16.5 of the Government Code.

Section 23. Proceedings Constitute Contract. The provisions of each Series of Notes and of this Resolution shall constitute a contract between the District and the registered owner of such Series of Notes, the registered owners of the Series of Authority Notes to which such Series of Notes is related and such provisions shall be enforceable by mandamus or any other appropriate suit, action or proceeding at law or in equity in any court of competent jurisdiction, and shall be irrevocable.

Section 24. Limited Liability. Notwithstanding anything to the contrary contained herein or in any Series of Notes or in any other document mentioned herein or related to any Series of Notes or to any Series of Authority Notes to which such Series of Notes may be related, the District shall not have any liability hereunder or by reason hereof or in connection with the transactions contemplated hereby except to the extent payable from moneys available therefor as set forth in Section 11 hereof, District officers shall not be personally liable for the payment of any Note or any other obligation of the District hereunder and the County is not liable for payment of any Note or any other obligation of the District hereunder.

Section 25. Severability. In the event any provision of this Resolution shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

[Remainder of page intentionally left blank.]

ADOPTED, SIGNED AND APPROVED this 17th day of December, 2020, by the governing board of the Chaffey Community College District District at a regularly scheduled meeting held in Rancho Cucamonga, California, at a location freely accessible to the public, or held remotely pursuant to Executive Order of the Governor, and in order to adhere as closely as possible to the orders of the health officials on behalf of the County, with remote access available to the public, by the following roll-call vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**CHAFFEY COMMUNITY COLLEGE DISTRICT**

By: \_\_\_\_\_  
President of the Governing Board

Attest:

By: \_\_\_\_\_  
Secretary of the Governing Board

EXHIBIT A  
FORM OF NOTE

R-1

\$ \_\_\_\_\_

CHAFFEY COMMUNITY COLLEGE DISTRICT

COUNTY OF SAN BERNARDINO, CALIFORNIA

2020-2021 TAX AND REVENUE ANTICIPATION NOTE SERIES \_\_\_\_

Date of  
Original Issue

REGISTERED OWNER: U.S. BANK NATIONAL ASSOCIATION, AS TRUSTEE

SERIES PRINCIPAL AMOUNT: \_\_\_\_\_ DOLLARS

Interest Rate		Maturity Date		
____%		____, 2021		
First Repayment Period	Second Repayment Period	Third Repayment Period	Fourth Repayment Period	Fifth Repayment Period
[__% of total] [\$_____]	[__% of total] [\$_____]	[__% of total] [\$_____]	[__% of total] [\$_____]	[__% of total] [\$_____]
[principal][interest]	[principal][interest]	[principal][interest]	[principal][interest]	[principal][interest]
[principal and interest] due at maturity	[principal and interest] due at maturity	[principal and interest] due at maturity	[principal and interest] due at maturity	[principal and interest] due at maturity

FOR VALUE RECEIVED, the District/County Office of Education designated above (the "District"), located in the County designated above (the "County"), acknowledges itself indebted to and promises to pay on the maturity date specified above to the registered owner identified above, or registered assigns, the principal amount specified above, together with interest thereon from the date hereof until the principal amount shall have been paid, payable [on \_\_\_\_\_ 1, 20 and] on the maturity date specified above in lawful money of the United States of America, at the rate of interest specified above (the "Note Rate"). Principal of and interest on this Note are payable in such currency of the United States as at the time of payment is legal tender for payment of private and public debts, such principal and interest to be paid upon surrender hereof at the principal corporate trust office of U.S. Bank National Association in San Francisco, California, or its successor in trust (the "Trustee"). Interest shall be calculated on the basis of a 360-day year, consisting of twelve 30-day months, in like lawful money from the date hereof until the maturity date specified above and, if funds are not provided for payment at the maturity, thereafter on the basis of a 360-day year for actual days elapsed until payment in full of said principal sum. Both the principal of and interest on this Note shall be payable only to the registered owner hereof upon surrender of this Note as the same shall fall due; provided, however, no interest shall be payable for any period after maturity during which the holder hereof fails to properly present this Note for payment. If the District fails to pay interest on this Note on any interest payment date or to pay the principal of or interest on this Note on the maturity date to pay all or a portion of the principal of and interest on this Note on the date of such payment, this Note shall become a Defaulted Note (as defined and with the consequences set forth in the Resolution).

It is hereby certified, recited and declared that this Note (the "Note") represents an authorized issue of the Note in the aggregate principal amount authorized, executed and delivered pursuant to and by

authority of a resolution of the governing board of the District duly passed and adopted heretofore, under and by authority of Article 7.6 (commencing with Section 53850) of Chapter 4, Part 1, Division 2, Title 5 of the California Government Code (the "Resolution"), to all of the provisions and limitations of which the owner of this Note, by acceptance hereof, assents and agrees. Pursuant to and as more particularly provided in the Resolution, Additional Series of District Notes may be issued by the District secured by a lien on a parity with the lien securing this Note.

The term "Unrestricted Revenues" means the taxes, income, revenue, cash receipts and other moneys provided for Fiscal Year 2020-21 which will be received by or will accrue to the District during such fiscal year for the general fund, including Deferral Amounts (as defined in the Resolution) of the District and which are lawfully available for the payment of current expenses and other obligations of the District. As security for the payment of the principal of and interest on the Note, subject to the payment priority provisions contained in the Resolution, the District has pledged [Deferral Amounts from Funds Subject to Appropriation, and at its option,] the first Unrestricted Revenues of the District received in the Repayment Periods set forth on the face hereof in an amount equal to the corresponding percentages of principal of, and [in the final Repayment Period,] interest due on, the Note at maturity set forth on the face hereof (such pledged amounts being hereinafter called the "Pledged Revenues"). As provided in Section 53856 of the California Government Code, subject to the payment priority provisions contained in the Resolution, the Note and the interest thereon shall be a first lien and charge against, and shall be payable from the first moneys received by the District from, the Pledged Revenues[, on a parity with the lien and charge securing the District Parity Existing Indebtedness]. As provided in Section 53857 of the California Government Code, notwithstanding the provisions of Section 53856 of the California Government Code and the foregoing, the Note shall be a general obligation of the District and, in the event that on [the tenth business day of each such Repayment Period], the District has not received sufficient Unrestricted Revenues to permit the deposit into the payment account established for the Note of the full amount of Pledged Revenues to be deposited therein from said Unrestricted Revenues in such Repayment Period as provided in the Resolution, then the amount of any deficiency shall be satisfied and made up from any other moneys of the District lawfully available for the payment of the principal of the Note and the interest thereon, as and when such other moneys are received or are otherwise legally available, as set forth in the Resolution and subject to the payment priority provisions contained therein. The full faith and credit of the District is not pledged to the payment of the principal of or interest on this Note. The County is not liable for payment of this Note.

This Note is transferable, as provided by the Resolution, only upon the books of the District kept at the office of the Trustee, by the registered owner hereof in person or by its duly authorized attorney, upon surrender of this Note for transfer at the office of the Trustee, duly endorsed or accompanied by a written instrument of transfer in form satisfactory to the Trustee duly executed by the registered owner hereof or its duly authorized attorney, and upon payment of any tax, fee or other governmental charge required to be paid with respect to such transfer, a fully registered Note will be issued to the designated transferee or transferees.

The District and the Trustee may deem and treat the registered owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes, and the District and the Trustee shall not be affected by any notice to the contrary.

This Note shall not be valid or become obligatory for any purpose until the Certificate of Authentication and Registration hereon shall have been signed by the Trustee.

It is hereby certified that all of the conditions, things and acts required to exist, to have happened and to have been performed precedent to and in the issuance of this Note do exist, have happened and have been performed in due time, form and manner as required by the Constitution and statutes of the State of California and that the amount of this Note, together with all other indebtedness of the District, does not exceed any limit prescribed by the Constitution or statutes of the State of California.

[Remainder of page intentionally left blank.]



EXHIBIT B  
FORM OF INTERCEPT NOTICE

**Notice to the State Controller Pursuant to Education Code Section 17199.4**

\_\_\_\_\_, 2021

Re: California School Finance Authority State Aid Intercept Notes (Fiscal Year 2020-21 School and Community College District Deferrals), 2021 Series A (the "Notes")

WHEREAS, Chaffey Community College District, a California community college district (the "Participant"), has issued its Tax and Revenue Anticipation Notes, 2021 Series A (the "District Note"), pursuant to a resolution (the "Resolution"), adopted by its governing board on [December 17, 2020].

WHEREAS, the Participant has elected to have amounts due to be paid under its District Notes pledged to the repayment of the Notes, pursuant to the terms of that certain Indenture, dated as of March 1, 2021 (the "Indenture"), by and between the California School Finance Authority (the "Authority") and U.S. Bank National Association, as trustee (the "Trustee"); and

WHEREAS, the Authority has issued the Notes to fund its purchase of the District Notes and the 2020-21 tax and revenue anticipation notes of certain other California school and community college districts and county offices of education;

NOW THEREFORE, NOTICE IS HEREBY GIVEN PURSUANT TO SECTION 17199.4(c)(2) OF THE EDUCATION CODE OF THE STATE OF CALIFORNIA TO THE STATE CONTROLLER OF THE STATE OF CALIFORNIA (the "CONTROLLER"), that:

1. The governing board of the Participant has elected, pursuant to a resolution adopted on [December 17, 2020] and Section 17199.4(c)(1) of the Education Code of the State of California (the "Education Code"), to participate under Section 17199.4 of the Education Code, as described therein, and to direct the Controller to make transfers during the "Repayment Periods" and in the amounts (or such lesser amounts as are available to transfer) in the "Total Intercept" column set forth on Schedule I attached hereto, directly to the Trustee indicated in Section 3 hereto. If the amount available to the Controller to be transferred on any transfer date is less than the amount in the "Total Intercept" column set forth on Schedule I attached hereto, then the amount of such deficiency (each, a "Shortfall") shall be carried forward to the following Repayment Period, during which the amount set forth in the Total Intercept column shall be increased by the amount of the Shortfall and transferred to the Trustee. If in such subsequent Repayment Period, these actions result in an additional Shortfall for the next succeeding Repayment Period, such Shortfall shall be added to subsequent transfers until no Shortfall remains.

2. The Participant hereby authorizes the Authority to provide a revised Schedule I to the Controller in the event of any Change in State Law, as defined in the Memorandum of Understanding (the "MOU"), by and among the Authority, the Controller and the California Department of Education, dated as of March 1, 2021, that causes a change in the timing of receipt or amount of the Participant's Deferral Amounts (as defined in the MOU) during any Repayment Period.

3. The Participant hereby represents and certifies that all of the payments described in Schedule I hereto, summarized as the Total Intercept, are being made in support of the Participant's working capital loan from the Authority, evidenced by its District Notes, in accordance with Section 17199.4(a) of the Education Code, that the amount stated as the Total Intercept is not in excess of the actual payment obligations due under the District Notes, and that it is not submitting this notice for the purpose of accelerating the Participant's receipt of apportionments under Section 42238.02 of the Education Code, as required under Section 17199.4(d) of the Education Code. These representations and

certifications extend to the terms of any revised Schedule I provided to the Controller under Section 2 hereof.

4. Transfers pursuant to Section 1 above shall be paid by wire transfer of immediately available funds to:

Bank: U.S. Bank, N.A.  
ABA#: 091000022  
FBO: U.S. Bank Trust National Association  
Account #: 180121167365  
Reference: CSFA 2020-2021 TRANS

[Remainder of page intentionally left blank]

District: Chaffey Community College District

Address: 5885 Haven Avenue  
Rancho Cucamonga, CA 91737

County: San Bernardino

Executed and entered into on the Date set forth on Page 1 of the District's "NOTICE TO THE STATE CONTROLLER PURSUANT TO EDUCATION CODE SECTION 17199.4" attached hereto and incorporated herein.

Chaffey Community College District

By \_\_\_\_\_  
Name: Lisa Bailey  
Title: Associate Superintendent, Business  
Services and Economic Development

[Signature Page to Intercept Notice]

[Notice to the State Controller Pursuant to Education Code Section 17199.4]

**Schedule I**

**Intercept Payment Amounts and Repayment Periods**

<b><u>Repayment Periods</u></b>	<b><u>Payment Amounts</u></b>
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**Total**

EXHIBIT B  
(Continued)  
EFT FORM

STATE OF CALIFORNIA  
**STATE CONTROLLER'S OFFICE**  
 ELECTRONIC FUNDS TRANSFER AUTHORIZATION  
 FAM 34 (Rev. 11/19)

**SECTION A**

1. TYPE OF ENROLLMENT ACTION 1. <input type="checkbox"/> NEW 2. <input type="checkbox"/> CHANGE 3. <input type="checkbox"/> CERTIFICATION 4. <input type="checkbox"/> CANCEL	2. ENTITY NAME
--	----------------

**SECTION B**

1. TYPE OF ACCOUNT <input type="checkbox"/> C (Checking) <input type="checkbox"/> S (Savings)	
2. ROUTING NUMBER <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	3. DEPOSITOR ACCOUNT NUMBER
4. FINANCIAL INSTITUTION NAME	
5. BRANCH NUMBER OR NAME	Telephone Number
6. FINANCIAL INSTITUTION ADDRESS Number and Street	City      State      Zip

**SECTION C**

1. CHECK APPROPRIATE BOX  <input type="checkbox"/> Authorize direct deposit of payments due the entity named in Section A into the designated account.  <input type="checkbox"/> Cancel direct deposit for the entity named in Section A.	
2. CERTIFICATION <input type="checkbox"/> I certify that the entire amounts authorized to be received by this account <b>are not</b> subject to be transferred to a foreign bank account. If this box is not checked, the State Controller's Office will issue all payments by <u>warrant only</u> .	
AUTHORIZED SIGNATURE FOR THE ENTITY NAMED IN SECTION A	PRINT OR TYPE NAME
TELEPHONE NUMBER	DATE

**GENERAL INSTRUCTIONS**

- To enroll for direct deposit of payments by the State Controller's Office, complete Sections A, B, and C of this form.
- To change, certify, or cancel your existing direct deposit information, complete Sections A, B, and C of this form.
- Contact your financial institution for your routing number and depositor account number.
- Your direct deposit will continue to be deposited into your designated account at your financial institution until the State Controller's Office is notified that you wish to redesignate your account and/or your financial institution. To redesignate, complete and submit a new form with the new information. **DO NOT CLOSE YOUR OLD ACCOUNT UNTIL YOUR FIRST PAYMENT IS DEPOSITED INTO YOUR NEWLY DESIGNATED ACCOUNT AND/OR FINANCIAL INSTITUTION.**
- This authorization remains in full force and effect until the State Controller's Office receives written notification from the entity of its termination, or until the State Controller's Office terminates the agreement.

Return this completed form to:

State Controller's Office  
 Attn: Local Reimbursements Section  
 Local Government Programs and Services Division  
 3301 C Street, Suite 700  
 Sacramento, CA 95816  
 TEL (916) 322-8733, FAX (916) 323-6527

EXHIBIT C

DISTRICT INFORMATION TO BE PROVIDED FOR  
PRELIMINARY OFFICIAL STATEMENT

\*In the event the District is determined to be a **Non State-Credit Issuer**, or if the District has **District Senior Existing Indebtedness**, the District may be asked to provide the following information for inclusion with the form of Preliminary Official Statement:

- Name of District
- Location by city or cities and county
- Number and type of schools operated
- Current approximate ADA/FTES
- Chart of Second Period ADA or FTES during the current (estimated) and past four years
- Statement as to Positive, Qualified or Negative Certificate from County Office of Education (K-12s only)
- Names and numbers of members of each bargaining unit and status regarding term of current contract or negotiations
- General Fund balance sheets, with audited numbers for Fiscal Years 2018-19, unaudited (or audited, if available) for 2019-20 and budgeted numbers for Fiscal Year 2020-21
- Other Post-Employment Benefits (OPEB): describe premiums paid for retirees, eligibility for retirement among employee groups, and total number of retirees currently receiving OPEB.
- Chart of outstanding long-term debt as of June 30, 2020 (or most current available)
- Sources of alternate liquidity
- Cash Flows for 2019-20 and projections for 2020-21