



AGENDA
MEETINGS OF THE GOVERNING BOARD
CHAFFEY COMMUNITY COLLEGE DISTRICT
Thursday, February 25, 2021

Pursuant to Governor Newsom's Executive Order N-29-20, dated March 17, 2020, members of the Governing Board of the Chaffey Community College District, staff, and the public will participate in the February 25, 2021 meeting via videoconference. To avoid exposure to COVID-19, this meeting will be held via videoconference and can be accessed at the following link: <https://www.chaffey.edu/leadership/governingboard.php>

Public comments for this meeting will only be accessible via email and should be sent to presidents.office@chaffey.edu. 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 February 25, 2021*. Please indicate in your email if you are addressing a specific agenda item or if you are making a comment regarding an item not on the agenda. Please identify if your comment is for the open session agenda or the closed session agenda. All submissions received will be considered a public record under the Public Records Act and are therefore subject to public disclosure. Submissions will be read into the record at the Board meeting and must comply with the three-minute time limit.

- I. **REGULAR SESSION**
 - A. CALL TO ORDER (2:05 p.m.)
- II. **CLOSED SESSION**
 - A. PUBLIC COMMENTS ON CLOSED SESSION AGENDA
 - B. RECESS TO CLOSED SESSION
- III. **STUDY SESSION**
 - A. CONVENE IN OPEN SESSION
 - B. AGENDA
 1. AB 705 Update
- 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. Quarterly Investment Report

E. PUBLIC HEARINGS

1. Human Resources
 - a. Public Hearing Joint Proposal/Preliminary Agreement of the California School Employees Association (CSEA), Chapter 431, and Chaffey Community College District
 - b. Joint Proposal/Preliminary Agreement of the California School Employees Association (CSEA), Chapter 431, and Chaffey Community College District

F. CONSENT AGENDA

1. Governance Process
 - a. 2021-2022 Board Meeting Dates
 - b. Approval of Minutes, January 21, 2021 Special Board Meeting
 - c. Approval of Minutes, January 22, 2021 Special Board Meeting
 - d. Approval of Minutes, January 28, 2021
2. Academic Affairs
 - a. Curriculum
3. Business/Fiscal Affairs
 - a. 2021-2022 Nonresident Tuition and Capital Outlay Fee
 - b. Disposal of District Property: Electronic Equipment and Miscellaneous Materials
 - c. Individual Training Account (ITA) Budget Increase
 - d. Masonry Industry Training Association (MITA)
 - e. Strong Workforce Program Participation Agreement 2017/20-20-B (P43 R5, P44 R5, P45 R5, and P47 R5)
 - f. Student Engagement Innovation Grant
 - g. Umoja Community Education Foundation Award

G. ACTION AGENDA

1. Business/Fiscal Affairs
 - a. Approval to Authorize Agreement for Parking Lot and Roadway Maintenance Services with KYA Services, Inc.
 - b. Contract, Purchase Order, and Warrant Lists

H. CEO/STAFF REPORTS

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

I. BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

V. **ADJOURNMENT**

The next regular meeting of the Governing Board will be Thursday, March 25, 2021.

Complete agenda may be viewed at www.chaffey.edu/leadership/governingboard.php

REPORTS

MONITORING

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

February 25, 2021

Board Meeting Date

TOPIC QUARTERLY INVESTMENT REPORT

Communication No. IV.D.2.a

SUPPORTS BOARD POLICY

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

PROPOSAL

To present the quarterly investment report for the quarter ended December 31, 2020, for information only.

BACKGROUND

As recommended in Government Code 53646, the district investment reports may be presented to the board quarterly. The quarterly investment report for the period ended December 31, 2020 is attached.

BUDGET IMPLICATIONS

Funding Source – All funds

Status of Funds – N/A

Future Implications – N/A

RECOMMENDATION

To review the quarterly investment report for the quarter ended December 31, 2020 as presented.

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

Chaffey Community College District Investment Report



Governing Board

Gary C. Ovitt, President
Lee C. McDougal, Vice President
Kathleen R. Brugger, Clerk
Deana Olivares-Lambert, Member
Gloria Negrete McLeod, Immediate Past President

Lauren Sanders, Student Trustee

Dr. Henry D. Shannon, Superintendent/President

December 31, 2020

Chaffey Community College District

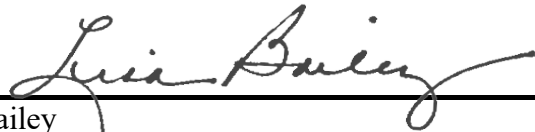
Investment Report

Summary

For The Period Ended December 31, 2020

General Portfolio	Fund Value	Market Value
General Portfolio		
District Funds Investment Pool	\$ 329,617,697	\$ 333,504,691
Other Investments	70	70
Irrevocable Trusts	14,720,190	18,588,195
Chaffey District Funds with Financial Institutions - Bank Deposits	2,207,702	2,207,702
Total General Portfolio	<u>\$ 346,545,659</u>	<u>\$ 354,300,658</u>

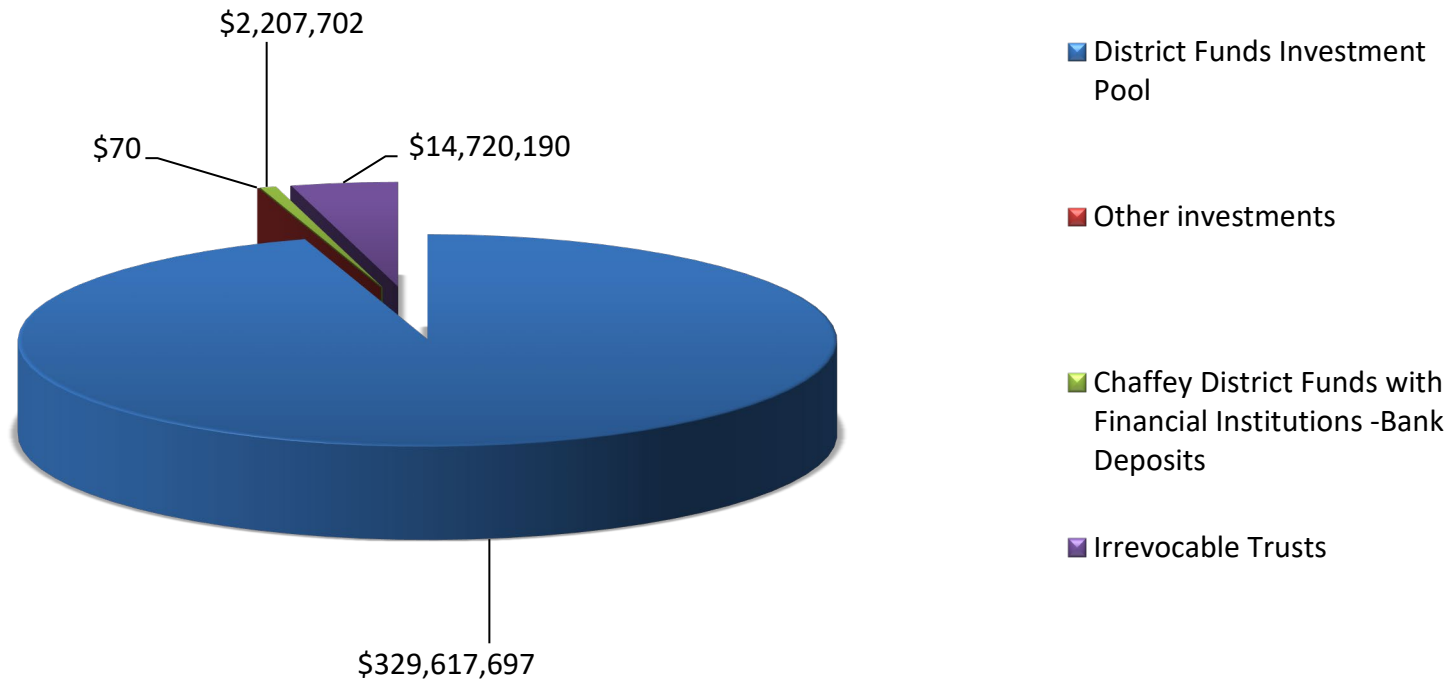
1. I hereby certify that the investments are in compliance with the investment guidelines statement adopted by the Governing Board.
2. The District has the ability to meet its budgeted expenditures for the next six months.
3. The market values for funds held in checking accounts and money market funds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



 Lisa Bailey
 Associate Superintendent, Business Services & Economic Development

Chaffey Community College District
Investment Report

Summary
For The Period Ended December 31, 2020



Chaffey Community College District

Investment Report

Chaffey District Funds in San Bernardino County Investment Pool

For The Period Ended December 31, 2020

Funds/Accounts in County Investment Pool	Fund Number	Account Number	Fund Total	
General Fund	10	9110	\$ 74,273,031	
Bond Debt Service Fund	21	9110	42,252,147	
Children's Center	33	9110	2,571,504	
Bond Fund - Measure L	40	9110	8,954,918	
Capital Projects	41	9110	13,450,246	
Scheduled Maintenance	42	9110	204,402	
Bond Fund - Measure P	43	9110	170,853,570	
Bond Fund - Measure L: Series D	45	9110	3,806	
Bond Fund - Measure L: Series E	46	9110	6,411	
Bond Fund - Measure P: Taxable	47	9110	15,076,797	
Self-Insurance Fund	61	9110	1,452,546	
Vacation Liability	69	9110	518,319	
Total Funds in County Investment Pool			\$ 329,617,697	\$ 333,504,691
Annualized Yield for Quarter Ended	9/30/2020	1.14%		
Annualized Yield for Quarter Ended	12/31/2020	0.96%		
Other Investments			Fund Total	Market Value
US Bank/Payden & Rygel - Series E			70	70
Total Other Investments			\$ 70	\$ 70
Irrevocable Trusts			Fund Total	Market Value
Benefit Trust Company - Other Post Employment Benefits (OPEB)			10,487,558	13,875,640
Benefit Trust Company - Pension Stabilization Trust (PST)			4,232,632	4,712,555
Total Irrevocable Trusts			\$ 14,720,190	\$ 18,588,195

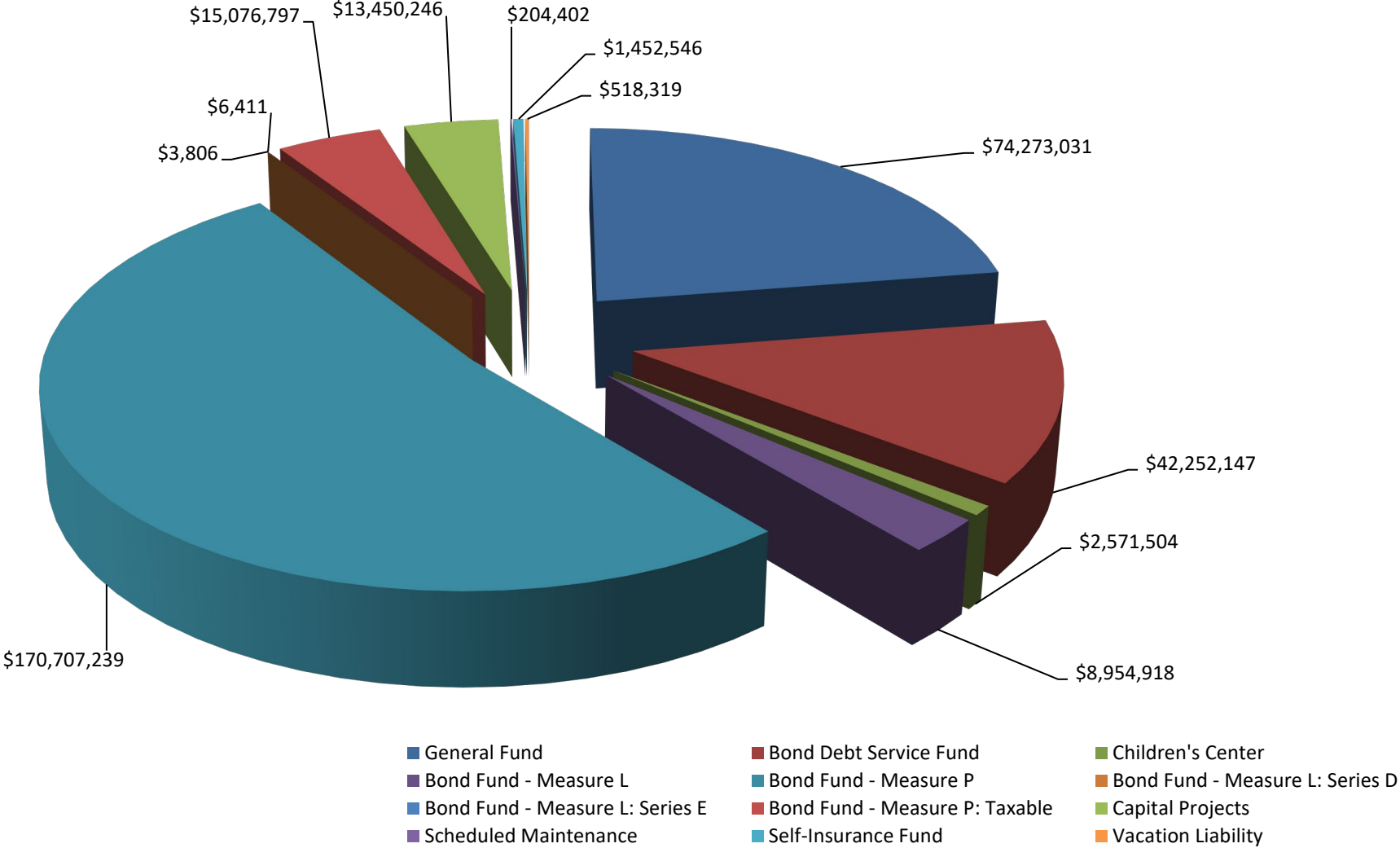
*Note 1: Market value share equates to the District's pro-rata share of the market value of the entire County Pool.

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

Chaffey Community College

Investment Report

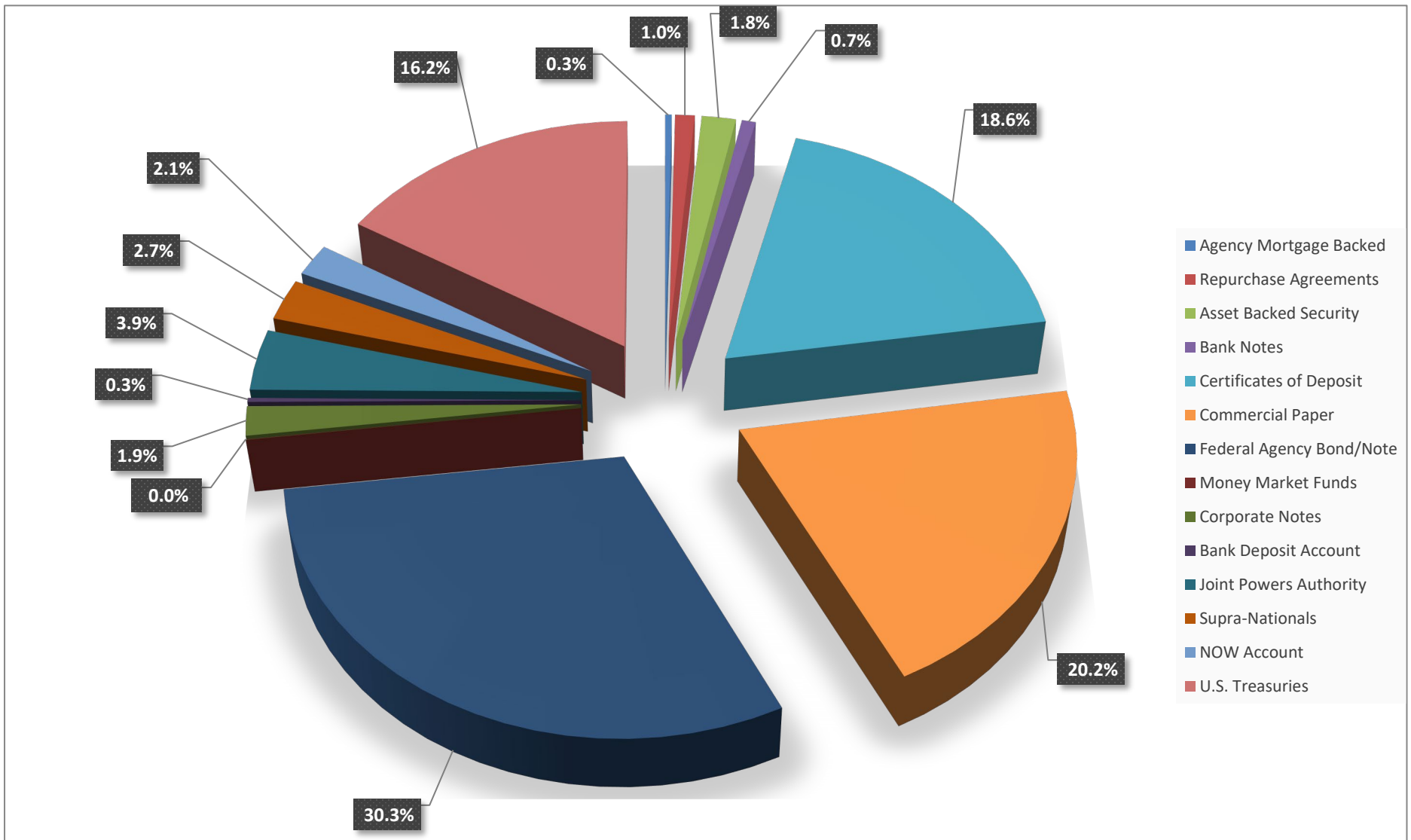
Chaffey District Funds in San Bernardino County Investment Pool For The Period Ended December 31, 2020



Chaffey Community College District
Investment Report
San Bernardino County Pool Summary
For The Period Ended December 31, 2020

Security Type	Par(\$)	Amortized Cost	Market Value	Yield to Maturity
Asset Backed Security	\$ 171,133,057	\$ 171,283,448	\$ 173,779,500	1.98%
Agency Mortgage-Backed	\$ 30,789,415	\$ 33,403,554	\$ 33,296,537	0.55%
Bank Notes	70,000,000	69,992,965	70,880,172	2.54%
Certificates of Deposit	1,785,000,000	1,785,038,393	1,784,908,035	0.36%
Commercial Paper	1,938,000,000	1,937,069,621	1,937,031,233	0.19%
Corporate Notes	176,540,000	176,422,487	178,626,218	2.03%
Federal Agencies	2,853,235,000	2,855,506,621	2,904,084,100	1.21%
Supre - National	250,000,000	250,165,002	254,751,715	2.18%
Money Market Funds	2,000,000	2,000,000	2,000,000	0.01%
Repurchase Agreements	100,000,000	100,000,000	99,999,556	0.06%
Bank Deposit Account	25,000,000	25,000,000	25,000,000	0.03%
Joint Powers Authority	375,000,000	375,000,000	375,000,000	0.12%
NOW Account	200,000,000	200,000,000	200,000,000	0.15%
U.S. Treasuries	1,500,000,000	1,497,780,238	1,554,375,027	2.02%
Total Securities	<u>\$ 9,476,697,472</u>	<u>\$ 9,478,662,329</u>	<u>\$ 9,593,732,093</u>	<u>0.96%</u>
Cash Balances	<u>\$ 258,146,316</u>	<u>\$ 258,146,316</u>	<u>\$ 258,146,316</u>	
Total Investments	<u>\$ 9,734,843,788</u>	<u>\$ 9,736,808,645</u>	<u>\$ 9,851,878,409</u>	
Accrued Interest		21,124,301	21,124,301	
Total Portfolio	<u>\$ 9,734,843,788</u>	<u>\$ 9,757,932,946</u>	<u>\$ 9,873,002,710</u>	

Chaffey Community College District
Investment Report
San Bernardino County Pool Summary Distribution
For The Period Ended December 31, 2020



Chaffey Community College District
Investment Report

Chaffey District Funds with Financial Institutions - Bank Deposits
For The Period Ended December 31, 2020

Institution	Account Name	Collateralized Deposits	Total Deposits	Interest Rate	Maturity Date
Citizen's Business Bank	Associated Student Body Bus. Analyzed Public Funds Acct.	555,360	555,360	*	N/A
Citizen's Business Bank	Associated Student Body Insured Money Market Public Acct.	150,467	150,467	0.15%	N/A
Citizen's Business Bank	Revolving Cash Fund Bus. Analyzed Public Funds Acct.	23,206	23,206	*	N/A
Citizen's Business Bank	Clearing Account Bus. Analyzed Public Funds Acct.	1,478,668	1,478,668	*	N/A
Total All Banking Institutions		<u>\$ 2,207,702</u>	<u>\$ 2,207,702</u>		

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

All funds are collateralized and fully insured.

PUBLIC HEARING

HUMAN RESOURCES

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

February 25, 2021
Board Meeting Date

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

Communication No. IV.E.1.a

SUPPORTS BOARD POLICY

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

PROPOSAL

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

BACKGROUND

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

BUDGET IMPLICATIONS

Funding Source – Unrestricted fund or restricted funds, as appropriate

Status of Funds – Funds of \$856,133 for the current year estimated one-time compensation are included in the 2020-21 unrestricted or restricted budgets, as appropriate.

Future Implications – Costs for 2021-22 will include COLA, if granted. Estimated costs for 2022-23 will be \$284,073, in addition to COLA, if granted. All costs will be included in future year budgets.

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

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

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

February 25, 2021
Board Meeting Date

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

Communication No. IV.E.1.b

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PROPOSAL

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

BACKGROUND

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BUDGET IMPLICATIONS

Funding Source – Unrestricted fund or restricted funds, as appropriate

Status of Funds – Funds of \$856,133 for the current year estimated one-time compensation are included in the 2020-21 unrestricted or restricted budgets, as appropriate.

Future Implications – Costs for 2021-22 will include COLA, if granted. Estimated costs for 2022-23 will be \$284,073, in addition to COLA, if granted. All costs will be included in future year budgets.

RECOMMENDATION

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

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

CONSENT AGENDA

GOVERNANCE PROCESS

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

February 25, 2021

Board Meeting Date

TOPIC 2021–2022 BOARD MEETING DATES

Communication No. IV.F.1.a

SUPPORTS BOARD POLICY

Board Policy 2310 Regular Meetings of the Governing Board – The Governing Board shall adopt an annual calendar of governing board meetings.

PROPOSAL

To approve the following list of regular meeting dates of the Governing Board for the 2021–2022 academic year:

July 22, 2021
August 26, 2021
September 23, 2021
October 21, 2021
November 17, 2021
December 16, 2021
January 27, 2022
February 24, 2022
March 24, 2022
April 14, 2022
May 26, 2022
June 23, 2022

BACKGROUND

The Governing Board will meet on the above dates at 2 p.m. The listed dates are the fourth Thursday of the month with the following exceptions:

- November 17, the third Wednesday – changed because the fourth Thursday is Thanksgiving Day and to avoid a conflict with the Community College League of California’s annual convention.
- December 16, the third Thursday – changed because of winter break.
- April 14, the third Thursday – changed because of annual organizational meeting requirements.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the board approve the above list of regular meeting dates of the Governing Board for the 2021–2022 academic year.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

February 25, 2021
Board Meeting Date

TOPIC **APPROVAL OF MINUTES, JANUARY 21, 2021 SPECIAL BOARD MEETING**

Communication No. IV.F.1.b

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the minutes of the January 21, 2021, special 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 January 21, 2021, 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 Thursday, January 21, 2021, virtually via videoconference. Board President Ovitt called the meeting to order at 9:00 a.m.

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

Members absent: none

PUBLIC COMMENTS

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

No comments were made.

STUDY SESSION PRESENTATIONS

Board President Ovitt led the Pledge of Allegiance to the Flag.

Jenny Denny, associate at Liebert, Cassidy Whitmore, provided training entitled *Preventing Harassment, Discrimination and Retaliation in the Academic setting/Environment and Ethics* to the Governing Board.

ADJOURNMENT

The meeting was adjourned at 12:02 p.m.

The next regular meeting of the Chaffey Community College District Governing Board is Thursday, February 25, 2021, and will be held via videoconference.

President

Clerk

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

February 25, 2021
Board Meeting Date

TOPIC **APPROVAL OF MINUTES, JANUARY 22, 2021 SPECIAL BOARD MEETING**

Communication No. IV.F.1.c

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the minutes of the January 22, 2021, special 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 January 22, 2021, special Board meeting.

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

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

A special meeting of the Chaffey Community College District Governing Board was held on Friday, January 22, 2021, virtually via videoconference. Board President Ovitt called the meeting to order at 8:11 a.m.

Members present: Ms. Brugger, Mr. McDougal, Ms. Negrete-McLeod, Mr. Ovitt, Ms. Olivares-Lambert

Members absent: none

PUBLIC COMMENTS

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

There were no public comments.

STUDY SESSION

Board President Ovitt led the Pledge of Allegiance to the Flag.

The following topics were presented during study session:

- Best Practices of Effective Community College Governing Boards
- Board Self-Assessment
- Board Goals for 2021
- Digital Board Agendas
- Budget Update and CARES Funding
- Safe Campus Reopening/COVID Responses/Temperature Screening
- Accreditation/Enrollment
- Athletics
- Measure P

PUBLIC COMMENTS

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

There were no public comments.

CLOSED SESSION

The Board convened in closed session at 1:00 p.m. Closed session adjourned at 1:30 p.m.

ADJOURNMENT

The meeting was adjourned at 1:32 p.m.

The next regular meeting of the Chaffey Community College District Governing Board is Thursday, February 25, 2021, and will be held via videoconference.

President

Clerk

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

February 25, 2021
Board Meeting Date

TOPIC **APPROVAL OF MINUTES, JANUARY 28, 2021**

Communication No. IV.F.1.d

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the minutes of the January 28, 2021, regular meeting.

BACKGROUND

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

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

Approval of the minutes of the January 28, 2021, regular Board meeting.

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

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

A regular meeting of the Chaffey Community College District Governing Board was held on Thursday, January 28, 2021, virtually via videoconference. Board President Ovitt called the meeting to order at 2:11 p.m. (minor delay due to technical difficulties).

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

Members absent: none

CLOSED SESSION

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

No comments were made.

The Board convened in closed session at 2:13 p.m. Closed session was adjourned at 3:31 p.m.

STUDY SESSION

Career Technical Education Report – Laura Hope, associate superintendent of instruction and institutional development introduced Dr. Yolanda Friday, interim dean, business and applied technology, who presented on the following: Career Technical Education (CTE) program success, top CTE programs, data overview, student success and retention rates, Career Transitions Program, 2019-2020 overall core indicator performance, success stories, and programs in development.

Economic Development and Contract Education Report – Lisa Bailey, associate superintendent of business services and economic development, introduced Sandra Sisco, director of economic development, who presented the following: Chaffey College InTech Center; Kamala Harris visit; Julie Su, deputy secretary US Department of Labor visit; Julie Chavez Rodriguez senior director of public engagement visit; mask ear protector production for healthcare workers; collaboration with High Desert Regional Training Center/InTech Model; economic development 2019-2020 funding; 2019-2020 grant and contract awards; InTech training programs; contract education and AB 1457; and student testimonials.

REGULAR SESSION

The regular session reconvened at 4:03 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 submitted a written report including the following activities which she attended: Black Caucus conference planning meeting; Nonprofit Board meeting; Chaffey DPS supply event; Chaffey Curriculum Committee meeting; Panther Pantry; San Bernardino Valley College pantry; watched historical presidential/vice-presidential inauguration; Chaffey College Student Government (CCSG) Finance Committee meeting; Governing Board legal training; Student Trustee Caucus meeting; Governing Board retreat; Black Caucus regular meeting; CCSG executive, senate and delegations committee meetings; College Council meeting; and CCSG senator positions interviews. She requested the College's support in sponsoring students to attend the Black Caucus virtual leadership conference February 26-28 at a cost of \$30 per student. President Sanders shared resolutions that the Student Trustee Caucus and the Black Caucus of the California Community Colleges co-sponsored.

Trustee McLeod had no report.

Trustee McDougal reported attending both the Board legal training and the retreat and study session. The agenda was quite comprehensive.

Trustee Brugger reported that she made her monthly donations to the College, and attended via Zoom the San Bernardino County Senior Disabled Fund meeting, and the Board legal training and retreat. She thanked everyone who coordinated and presented at the retreat.

Trustee Olivares-Lambert reported that she attended the legal training and retreat, participated in the Community College League of California (CCLC) new trustee workshop, the webinar on Justice and Reconciliation on Campuses and in the Nation, National Day of Racial Healing hosted by the City of Rancho Cucamonga, CCLC effective trusteeship virtual workshop, CCLC legislative conference, women's caucus and Association of Latino trustees, will attend the national legislative summit, and will be continuing the ongoing excellence in trusteeship training throughout the year.

Board President Ovitt reported that he attended the First 5 Commission meetings, flex day speech by Dr. Shannon, legal training and retreat, Promise Scholars Board meeting, Children's Fund, Parks and Recreation, and YMCA Association Board meeting.

LEGISLATIVE UPDATE

Dr. Janeth Rodriguez, director, alumni and community relations, provided a written presentation which included updates on the reintroduction of bills AB 102 and 103 and SB 45; legislative education committees for 2021 – Assembly Education Committee and Senate Education Committee; and Higher Education Omnibus Legislation – simplification of FAFSA form and repeal of criminal justice restriction for federal aid.

FOUNDATION

Dr. Lisa Nashua, executive director of the Foundation, provided a written report which included: online spring scholarship cycle closing January 31; AAUW scholarship open for applications; Kaiser Permanente scholarships for radiologic technology; Completion Counts scholarships - \$12,000 awarded to 30 students; Wells Fargo funds for emergency aid to Panther Care; the James Irvine Foundation Better Careers Initiative in support of the InTech Center; Foundation for California Community Colleges – Pritzker Finish Line Scholars Program; Chaffey College Foundation Virtual Event featuring scholarship recipient testimonials and the Chaffey College Choir; and the Foundation Golf Tournament save the date – May 24, 2021. Dr. Nashua announced that Dr. Shannon's challenge to donate to the Black Minds Matter Scholarship was successful and in excess of \$18,000 was raised.

REPORTS

CLOSED SESSION ACTIONS

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

Employment or Ratification of:

- Hourly personnel including adjunct faculty, contract faculty overload, and short-term workers.
- Joy Haerens to the temporary, unclassified, professional expert position of management development expert, effective February 1, 2021, through April 30, 2021, under the terms and conditions of the employment agreement.
- Artie Allen to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.
- Christopher Araya to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Patrick Beemer to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Angela Calderon to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Jacob Calderon to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Benjamin Cooper to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Graziella Cooper to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Michael Cordero to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Kristin Crowell to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Jacob Davies to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Julia Erickson to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Jose Flores to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Daniel Fox to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Brianna Gonzales-Harwell to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Robert Hadaway to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Prentice Harris to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Kyle Kianpour to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Laura Kocsis to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Laura Kocsis to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

David Lamour to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Robert Lander to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Jenel Lopez to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Vijay Mani to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Kayle Morris to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Kayle Morris to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Lori Oaks to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Brooke Padilla to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Christopher Paterson to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Sydney Rasmussen to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Joseph Sanchez to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Andrew Smith to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Jerry Tivey to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Eric Zamudio to the temporary, unclassified, professional expert position of out-of-season/all sports, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Appointment of:

The Governing Board approved the assignment of contract employee Paula Firth, administrative assistant II, to work during a non-contract month.

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

MONITORING

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

Budget Monitoring Report

Career Technical Education Monitoring Report

Economic Development and Contract Education Monitoring Report

INFORMATIONAL

The 2021-2022 Budget Development Calendar was submitted to the Governing Board for their information.

CONSENT AGENDA

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

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

Through this action, the following were approved (Approval of Minutes, December 17, 2020, through Statewide Director – Energy, Construction and Utilities.)

GOVERNANCE PROCESS

The minutes of the December 17, 2020, regular Board meeting were approved as presented.

ACADEMIC AFFAIRS

The Governing Board approved 19 new courses, 97 course modifications, 100 distance education courses, 31 course deactivations, one new program of study, 37 program of study modifications, and 10 program of study deactivations for the *Chaffey College 2021-2022 Catalog*.

BUSINESS/FISCAL AFFAIRS

The Governing Board approved the budget increase of \$69,902 to the 2020-2021 restricted general fund budget for the Dream Resource Liaison Support Allocation.

The Governing Board adopted Resolution 12821, 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 (this resolution has been made a part of the meeting minutes.)

The Governing Board approved the in-demand, fee-based short-term intensive training, industry-recognized credentials and professional development classes to meet the workforce development needs of individuals and industry and, prepare individuals for credit and noncredit guided pathways. The program will have a not-to-exceed budget of \$25,000 for the 2020-21 fiscal year.

The Governing Board approved the Budget Transfer Board Report for the period of October 1, 2020 through December 31, 2020.

The Governing Board approved the Quarterly Financial Status Report for the period ending December 31, 2020.

The Governing Board approved the Statewide Director, Advanced Manufacturing Grant from the California Community Colleges Chancellor's Office in the amount of \$300,000 for the period of July 1, 2020 to September 30, 2021.

The Governing Board approved the Statewide Director, Energy, Construction and Utilities Grant from the California Community Colleges Chancellor's Office in the amount of \$300,000 for the period of July 1, 2020 to September 30, 2021.

ACTION AGENDA

BUSINESS/FISCAL AFFAIRS

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

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

CEO/STAFF REPORTS

Dr. Henry Shannon, superintendent/president, presented the Board with copies of his monthly report. The report highlighted the Growing Inland Achievement (GIA) Board meeting; Congresswoman Norma Torres's Listening Session; as well as updates from equity, outreach and communications; the office of the associate superintendent, instruction and institutional effectiveness; and the office of the interim vice president of student services. Dr. Shannon thanked the Governing Board for their time and commitment to the College by their participation in the legal training and retreat/study session.

Faculty Senate President Nicole DeRose submitted a report which included accomplishments by Abel Chen, business and legal studies; David Karp, business and legal studies; and Marc Meyer, anthropology.

Classified Senate President Trisha Albertsen submitted a report highlighting the See's candy Easter fundraiser; Classified Senator Leticia Mowrey, EOPS; and Trisha Albertsen, budgeting and fiscal services.

Noah Snyder, labor relations representative for CSEA District F, read a statement from Chaffey Community College District campus police officers, CSEA Chapter No. 431, regarding Chaffey College Campus Police.

Bruce Osburn, automotive technology, made a statement regarding diversity, equity and inclusion (DEI) on behalf of CCFA President Jonathan Ausubel.

CDCFA had no report.

BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

Trustee McDougal announced that Dr. Shannon has been named Educator of the Year by the Inland Empire Economic Partnership (IEEP).

CCSG President Lauren Sanders inquired about student internships and the return to campus in the fall of 2021. Dr. Shannon responded that the District is following state and federal guidelines for the pandemic, which will determine when the College can reopen. She congratulated Dr. Shannon on his award.

ADJOURNMENT

The meeting was adjourned at 4:59 p.m. in memory of Maximiano Burruel, father of Misty Burruel; Jaime Ramirez, father of Eva Ramirez; and Dean Hilleman, retired audiovisual technician.

The next regular meeting of the Chaffey Community College District Governing Board is Thursday, February 25, 2021, and will be held via videoconference.

President

Clerk

ACADEMIC AFFAIRS

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

February 25, 2021

Board Meeting Date

TOPIC **CURRICULUM**

Communication No. IV.F.2.a

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve 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:

- 16 new courses
- 31 course modifications
- 39 distance education courses
- 34 course deactivations
- 24 program of study modifications
- 8 program of study deactivations

BACKGROUND

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

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board approve 16 new courses, 31 course modifications, 39 distance education courses, 34 course deactivations, 24 program of study modifications, and 8 program of study deactivations for the *Chaffey College 2021-2022 Catalog*.

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

Curriculum 2020-2021

COURSES – NEW COURSES			
	Discipline	Course ID	Title
1.	Aviation Maintenance Technology	AMT-15A	Introduction to Aviation Maintenance for Airframe and Powerplant I
2.	Aviation Maintenance Technology	AMT-15B	Introduction to Aviation Maintenance for Airframe and Powerplant Laboratory
3.	Aviation Maintenance Technology	AMT-25A	Powerplant: Aircraft Reciprocating Engines I
4.	Aviation Maintenance Technology	AMT-25B	Powerplant: Aircraft Reciprocating Engines Laboratory
5.	Aviation Maintenance Technology	AMT-26A	Powerplant: Engine Instrumentation, Lubrication, Electrical I
6.	Aviation Maintenance Technology	AMT-26B	Powerplant: Engine Instrumentation, Lubrication, Electrical Laboratory
7.	Aviation Maintenance Technology	AMT-27A	Powerplant: Reciprocating Engine Fuel & Auxiliary Systems I
8.	Aviation Maintenance Technology	AMT-27B	Powerplant: Reciprocating Engine Fuel & Auxiliary Systems Laboratory
9.	Aviation Maintenance Technology	AMT-35A	Airframe Structures: Fabrication, Inspection and Repair I
10.	Aviation Maintenance Technology	AMT-35B	Airframe Structures: Fabrication, Inspection and Repair Laboratory
11.	Aviation Maintenance Technology	AMT-36A	Airframe Primary Systems I
12.	Aviation Maintenance Technology	AMT-36B	Airframe Primary Systems Laboratory
13.	Aviation Maintenance Technology	AMT-37A	Airframe Secondary Systems I
14.	Aviation Maintenance Technology	AMT-37B	Airframe Secondary Systems Laboratory
15.	Radiologic Technology	RADTEC-601	Radiology Skills Directed Study
16.	Theatre	THEATRE-31	Introduction to Design
COURSES – MODIFICATIONS			
	Discipline	Course ID	Title
1.	Art	ART-474	Identity System Design
2.	Art	ART-89	Student Invitational Exhibition
3.	Business	BUS-10	Introduction to Business
4.	Business	BUS-49	Business Decisions Using Basic Quantitative Tools
5.	Business	BUS-88	Business Communication
6.	Business: Legal Studies	BUSL-401	Legal Research and Writing
7.	Business: Legal Studies	BUSL-402	Civil Litigation
8.	Business: Legal Studies	BUSL-406	Advanced Legal Research and Writing
9.	Business: Legal Studies	BUSL-408	Bankruptcy and Debtor/Creditor Relations
10.	Business: Legal Studies	BUSL-435	The Law of Marketing and Business Competition
11.	Business Management	BUSMGT-466	Introduction to Project Management
12.	Business Management	BUSMGT-48	Quality Management Principles
13.	Business Management	BUSMGT-480	Principles of Supervision
14.	Business Marketing	BUSMKT-13	Professional Selling
15.	Business Marketing	BUSMKT-405	International Marketing
16.	Computer Information Systems: Networking	CISNTWK-435	Introduction to the Linux Operating System
17.	Drafting	DRAFT-78	Advanced Mechanical Design Applications

18.	Engineering Technology	EGTECH-16	Computer Integrated Manufacturing - CNC Material Removal
19.	English	ENGL-1B	Advanced Composition and Critical Thinking
20.	Music	MUSIC-58	Applied Music
21.	Nutrition and Food	NF-427L	Dietetic Service Supervisor II: Supervised Clinical Laboratory
22.	Nutrition and Food	NF-471	Dietetic Service Supervisor I
23.	Nutrition and Food	NF-471L	Dietetic Service Supervisor: Supervised Clinical Laboratory I
24.	Nutrition and Food	NF-472	Dietetic Service Supervisor II
25.	Photography	PHOTO-11	Intermediate Photography
26.	Photography	PHOTO-12	Studio Lighting
27.	Photography	PHOTO-430	Fine Art Photography Portfolio
28.	Photography	PHOTO-436	Studio Lighting Portfolio
29.	Photography	PHOTO-438	Photography for Media Portfolio
30.	Photography	PHOTO-439	Wedding, Quinceañera, and Event Photography
31.	Theatre	THEATRE-37	Musical Theatre Performance II

COURSES – DISTANCE EDUCATION

	Discipline	Course ID	Title
1.	Aviation Maintenance Technology	AMT-15A	Introduction to Aviation Maintenance for Airframe and Powerplant I
2.	Aviation Maintenance Technology	AMT-25A	Powerplant: Aircraft Reciprocating Engines I
3.	Aviation Maintenance Technology	AMT-26A	Powerplant: Engine Instrumentation, Lubrication, Electrical I
4.	Aviation Maintenance Technology	AMT-27A	Powerplant: Reciprocating Engine Fuel & Auxiliary Systems I
5.	Aviation Maintenance Technology	AMT-35A	Airframe Structures: Fabrication, Inspection and Repair I
6.	Aviation Maintenance Technology	AMT-36A	Airframe Primary Systems I
7.	Aviation Maintenance Technology	AMT-37A	Airframe Secondary Systems I
8.	Art	ART-474	Identity System Design
9.	Art	ART-89	Student Invitational Exhibition
10.	Business	BUS-10	Introduction to Business
11.	Business	BUS-49	Business Decisions Using Basic Quantitative Tools
12.	Business	BUS-88	Business Communication
13.	Business: Legal Studies	BUSL-401	Legal Research and Writing
14.	Business: Legal Studies	BUSL-402	Civil Litigation
15.	Business: Legal Studies	BUSL-406	Advanced Legal Research and Writing
16.	Business: Legal Studies	BUSL-408	Bankruptcy and Debtor/Creditor Relations
17.	Business: Legal Studies	BUSL-435	The Law of Marketing and Business Competition
18.	Business Management	BUSMGT-466	Introduction to Project Management
19.	Business Management	BUSMGT-48	Quality Management Principles
20.	Business Management	BUSMGT-480	Principles of Supervision
21.	Business Marketing	BUSMKT-13	Professional Selling
22.	Business Marketing	BUSMKT-405	International Marketing
23.	Computer Information Systems: Networking	CISNTWK-435	Introduction to the Linux Operating System
24.	Drafting	DRAFT-78	Advanced Mechanical Design Applications
25.	Engineering Technology	EGTECH-16	Computer Integrated Manufacturing - CNC Material Removal

26.	English	ENGL-1B	Advanced Composition and Critical Thinking
27.	Music	MUSIC-58	Applied Music
28.	Nutrition and Food	NF-427L	Dietetic Service Supervisor II: Supervised Clinical Laboratory
29.	Nutrition and Food	NF-471	Dietetic Service Supervisor I
30.	Nutrition and Food	NF-471L	Dietetic Service Supervisor: Supervised Clinical Laboratory I
31.	Nutrition and Food	NF-472	Dietetic Service Supervisor II
32.	Photography	PHOTO-11	Intermediate Photography
33.	Photography	PHOTO-12	Studio Lighting
34.	Photography	PHOTO-430	Fine Art Photography Portfolio
35.	Photography	PHOTO-436	Studio Lighting Portfolio
36.	Photography	PHOTO-438	Photography for Media Portfolio
37.	Photography	PHOTO-439	Wedding, Quinceañera, and Event Photography
38.	Theatre	THEATRE-31	Introduction to Design
39.	Theatre	THEATRE-37	Musical Theatre Performance II

COURSES – DEACTIVATIONS

	Discipline	Course ID	Title
1.	Business Technology: Medical Coding and Billing	BUSTECM-408	Coding of Body Systems for Medical Billing and Coding
2.	Business Technology: Medical Coding and Billing	BUSTECM-410	CPT Current Procedural Terminology
3.	Business Technology: Medical Coding and Billing	BUSTECM-420	Basic ICD-10-CM Coding
4.	Business Technology: Medical Coding and Billing	BUSTECM-430	Intermediate Level ICD-10-CM, ICD-10-PCS Coding
5.	Business Technology: Medical Coding and Billing	BUSTECM-440	Medical Billing, Reimbursement, and Compliance
6.	Business Technology: Medical Coding and Billing	BUSTECM-475	Med Office Procedures
7.	Dental	DENTAL-600	Activity Coordinator Training
8.	Dental	DENTAL-605	Activity Coordinator Training
9.	Disability Programs and Services	DPS-523	Beginning Job Readiness Skills
10.	Disability Programs and Services	DPS-524	Intermediate Job Readiness Skills
11.	Disability Programs and Services	DPS-525	Advanced Job Readiness Skills
12.	Disability Programs and Services	DPS-526	Mastery of Job Readiness Skills
13.	Disability Programs and Services	DPS-530	Basic Computer Skills for Students with Disabilities
14.	Disability Programs and Services	DPS-576	Beginning Job Skills Practicum Lab
15.	Disability Programs and Services	DPS-577	Intermediate Job Skills Practicum Lab
16.	Disability Programs and Services	DPS-578	Advanced Job Skills Practicum Lab
17.	Disability Programs and Services	DPS-579	Mastery of Job Skills Practicum Lab
18.	Disability Programs and Services	DPS-651	Job Placement Practicum for Students with Disabilities
19.	Life Management	LIFE-670	Transition Skills and Well-Being
20.	Pharmacy Technician	PHARMT-401	Pharmacology of the Body Systems I
21.	Pharmacy Technician	PHARMT-402	Pharmacology of the Body Systems II
22.	Pharmacy Technician	PHARMT-403	Principles of Community Pharmacy Practice
23.	Pharmacy Technician	PHARMT-404	Principles of Institutional Pharmacy Practice
24.	Pharmacy Technician	PHARMT-405	Sterile Products
25.	Pharmacy Technician	PHARMT-410	Over-The-Counter Products

26.	Pharmacy Technician	PHARMT-415	Pharmaceutical Calculations
27.	Pharmacy Technician	PHARMT-421	Community Pharmacy Operations
28.	Pharmacy Technician	PHARMT-421L	Community Pharmacy Operations Laboratory
29.	Pharmacy Technician	PHARMT-431	Institutional Pharmacy Operations
30.	Pharmacy Technician	PHARMT-431L	Institutional Pharmacy Operations Laboratory
31.	Pharmacy Technician	PHARMT-481	Clinical Externship Seminar
32.	Pharmacy Technician	PHARMT-481L	Clinical Externship
33.	Photography	PHOTO-677	Workforce Preparation in Photography
34.	Theatre	THEATRE-20	Directing for the Stage

PROGRAMS OF STUDY – PROGRAM MODIFICATIONS

	Program of Study	AA/AS/C	Title
1.	Accounting	A.S.	Accounting
2.	Accounting	Certificate of Achievement	Accounting
3.	Aviation Maintenance Technology	Certificate of Achievement	Aircraft Electrical and Avionics Technician
4.	Music	AA-T	Associate of Arts in Music for Transfer
5.	Aviation Maintenance Technology	Certificate of Achievement	Aviation Maintenance
6.	Aviation Maintenance Technology	A.S.	Aviation Maintenance Technology: Airframe
7.	Aviation Maintenance Technology	Certificate of Achievement	Aviation Maintenance Technology: Airframe
8.	Aviation Maintenance Technology	A.S.	Aviation Maintenance Technology: Powerplant
9.	Aviation Maintenance Technology	Certificate of Achievement	Aviation Maintenance Technology: Powerplant
10.	Business Technology	Certificate of Achievement	Business Information Worker Stage Two
11.	Computer Information Systems	Certificate of Achievement	Cyber Security Analyst
12.	Computer Information Systems	Certificate of Achievement	Cyber Security Defender
13.	Computer Information Systems	A.S.	Cyber Security Professional
14.	Dental	A.S.	Dental Assisting
15.	Dental	Certificate of Achievement	Dental Assisting
16.	Fashion Merchandising	A.S.	Fashion Merchandising
17.	Fashion Merchandising	Certificate of Achievement	Fashion Merchandising
18.	Journalism	AA-T	Journalism
19.	Business Technology	Certificate of Achievement	Microsoft Excel
20.	Business Technology	Certificate of Achievement	Microsoft Office
21.	Business Technology	Certificate of Achievement	Microsoft Word
22.	Theatre	Certificate of Achievement	Technical Theatre
23.	Theatre	AA-T	Theatre Arts
24.	Theatre	A.A.	Theatre Performance

PROGRAMS OF STUDY – PROGRAM DEACTIVATIONS			
	Program of Study	AA/AS/C	Title
1.	Dental	Certificate of Competency	Dental Assisting Skills
2.	Business Technology: Medical Coding and Billing	Certificate of Achievement	Electronic Health Records Specialist
3.	Business Technology: Medical Coding and Billing	Certificate of Achievement	Inpatient Medical Coder Specialist
4.	Business Technology: Medical Coding and Billing	Certificate of Achievement	Medical Biller Specialist
5.	Business Technology: Medical Coding and Billing	Certificate of Achievement	Medical Insurance Billing Specialist
6.	Business Technology: Medical Coding and Billing	Certificate of Achievement	Outpatient Medical Coder Specialist
7.	Pharmacy Technician	A.S.	Pharmacy Technician
8.	Pharmacy Technician	Certificate of Achievement	Pharmacy Technician

February 25, 2021 Curriculum Board Report

BUSINESS/FISCAL AFFAIRS

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

February 25, 2021
Board Meeting Date

TOPIC 2021-2022 NONRESIDENT TUITION AND CAPITAL OUTLAY FEE

Communication No. IV.F.3.a

SUPPORTS BOARD POLICY

Board Policy 5020 Nonresident Tuition – The Superintendent/President shall bring to the Governing Board for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

The Superintendent/President shall establish procedures regarding collection, waiver, and refunds of nonresident tuition.

PROPOSAL

To adopt the non-resident tuition fee of \$307 per semester unit with a capital outlay fee of \$17 per semester unit for the 2021-2022 fiscal year, effective fall semester.

BACKGROUND

Education Code Section 76140 requires each community college district to establish a nonresident tuition fee to be effective on July 1 of the succeeding fiscal year (effective fall semester). The District's rate is determined using the statewide average, or Chaffey's calculated rate, and/or comparison to contiguous districts. In addition to the non-resident rate, Education Code also allows an additional fee for capital outlay for nonresident students. This fee is determined using a formula provided by the Chancellor's Office. The current year fees are \$290 per unit with a capital outlay fee of \$16.

BUDGET IMPLICATIONS

Funding Source – Nonresident students' tuition payments.

Status of Funds – Income from these fees will be deposited in the unrestricted general fund. The actual non-resident income received in 2019-2020 was \$1,581,418. This income is not included in the District's state apportionment formula.

Future Implications – This is ongoing income for the District, based on the number of nonresident students enrolled.

RECOMMENDATION

It is recommended the Governing Board approve the nonresident tuition fee of \$307 per semester unit with a capital outlay fee of \$17.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

February 25, 2021

Board Meeting Date

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

Communication No. IV.F.3.b

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 22521, which delegates authority to the superintendent/president or his designee to sell or otherwise dispose of the equipment, 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 equipment, 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 22521 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 22521, which delegates authority to the superintendent/president or his designee to sell or otherwise dispose of the equipment, 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 22521

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. 22521

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

WHEREAS, the Chaffey Community College District ("District") is owner of the equipment, 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 equipment, 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 25th day of February 2021, at a regular meeting by the following vote:

Ayes:
Noes:
Abstentions:
Absent:

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

Kathleen Brugger
Clerk, Governing Board

EXHIBIT A

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

BOARD MEETING DATE: FEBRUARY 25, 2021

<u>Quantity</u>	<u>Description (Make, Model, Color, Dimensions, Etc.)</u>	<u>Serial #s (Asset #'s)</u>
1	Snap-On Battery Charger Plus	NA (132231)
1	Hunger Engineering Company – Alignment Accessories	LM8376 (130816)
1	ATech Starting System Powertrain Control Module	NA (135912)
1	Coats Direct Drive Computer Balancer	NA (126412)
1	KleenTec Spray Master	960259 (123059)
1	Sun Machine 450	NA (122893)
1	Acu 8922 Lathe	NA (122300)
1	Thor Heavy-Duty Grinder. Blue. Model #54967595	116095 (NA)
1	#55 2008 Chevrolet Van 12 Passenger	1GAGG25K81191834 (129115)
1	Blackhawk Mobile Crane. Model #67574	NA (121764)
1	2006 Chevy Tahoe, Police Unit. Black & White. Unit # CCP 3	1GNEK13Z96R140995 (125400)
1	2008 White Chevy Colorado #61	1GCCS19E488219164 (129379)
1	2004 Chevrolet 2500 Pickup Regular Cab, 2WD 8Cylinder 8' Bed, White	1GCH24U74E372866 (123738)
1	2007 Chevrolet Silverado Mini Pickup, White	1GCEC19V77Z119106 (125594)
1	1999 Dodge Ram Wagon 2500 #31	2B4JB25Y9XK553129 (20110077)
1	2000 White GMC Safari #53	1GKDM19W7YB542493 (20110083)
1	1997 Yellow and Black F800 Dump Truck #101	1FDPF80C6VVA18885 (20207776)
1	2004 Jacobsen Mower 1900D Triking Mower, Orange #133	6704304070 (123729)
1	2001 Club Car, 48V System, Golf Cart #188	AA0124-027132 (123346)

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

February 25, 2021
 Board Meeting Date

TOPIC INDIVIDUAL TRAINING ACCOUNT (ITA) BUDGET INCREASE

Communication No. IV.F.3.c

SUPPORTS BOARD POLICY

Board Policy 4104 Contract Education-Contract education is defined as those situations in which a community college district contracts with a public or private entity for the purposes of providing instruction or services or both by the community college. The District may provide educational, training, and related services to public and private organizations or individuals by means of contract education in those circumstances where the District is prohibited from using public funds to provide the requested training or services, or where public funds are not available to provide the training or services. All contract education activities shall produce sufficient revenue to cover all costs associated with the training or services provided. All contract education activities provided by the District are within the definition and scope of contract education provided in Title 5, Section 55170 and Education Code Sections 78020- 78023.

PROPOSAL

To approve the increase of the Individual Training Account (ITA) budget by \$271,000 for the 2020-2021 fiscal year.

BACKGROUND

As a response to the COVID 19 recovery efforts, Economic Development is experiencing a substantial increase in ITA referrals from Los Angeles, San Bernardino, and Riverside Counties. The Workforce Development Board (WDD) has a long history of partnership with Chaffey College to provide residents of San Bernardino, Riverside and Los Angeles Counties with high quality vocational training with industry recognized certifications, preparing the workforce for well-paying jobs. The WDD will utilize Individual Training Accounts (ITA's).

To accommodate the increase in referrals, the current ITA budget will be increased from \$235,000 to \$506,000.

BUDGET IMPLICATIONS

Funding Source – San Bernardino, Riverside and Los Angeles County Workforce Development Departments (WDD)

Status of Funds – The 2020-2021 restricted general fund budget will be increased by \$271,000 as indicated below:

48xxx	Income	<u>\$271,000</u>
52xxx	Classified Salaries	\$52,000
53xxx	Benefits	16,409
54xxx	Supplies	30,000
55xxx	Other Services	<u>172,591</u>
	Total	<u>\$271,000</u>

Future Implications – None

INDIVIDUAL TRAINING ACCOUNT (ITA) BUDGET INCREASE

February 25, 2021

Page 2

RECOMMENDATION

It is recommended that the Governing Board approve increase of the Individual Training Account (ITA) budget by \$271,000 for the 2020-2021 fiscal year.

Submitted by:	Sandra Sisco, Director, Economic Development
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

February 25, 2021
Board Meeting Date

TOPIC **MASONRY INDUSTRY TRAINING ASSOCIATION (MITA)**

Communication No. IV.F.3.d

SUPPORTS BOARD POLICY

Board Policy 4104 Contract Education-Contract education is defined as those situations in which a community college district contracts with a public or private entity for the purposes of providing instruction or services or both by the community college. The District may provide educational, training, and related services to public and private organizations or individuals by means of contract education in those circumstances where the District is prohibited from using public funds to provide the requested training or services, or where public funds are not available to provide the training or services. All contract education activities shall produce sufficient revenue to cover all costs associated with the training or services provided. All contract education activities provided by the District are within the definition and scope of contract education provided in Title 5, Section 55170 and Education Code Sections 78020-78023.

PROPOSAL

To approve the Memorandum of Understanding between Masonry Industry Training Association (MITA) and Chaffey College InTech Economic Development Department to deliver a pilot Masonry/Construction Trades bootcamp training in the amount not-to-exceed Thirty Thousand Dollars (\$30,000).

BACKGROUND

In response to the MITA, the purpose of this bootcamp is to deliver an accelerated pilot masonry/construction trades program for high school students who are interested in the craft-trades. The program will consist of 120-hours of training.

BUDGET IMPLICATIONS

Funding Source – Masonry Industry Training Association

Status of Funds – Funds of \$30,000 for this contract education program will be included in the 2020-21 unrestricted general fund tentative budget as indicated below:

48xxx	Income	<u>\$30,000</u>
52xxx	Salaries	\$10,500
53xxx	Benefits	7,000
54xxx	Supplies	1,500
55xxx	Other Services	<u>11,000</u>
	Total	<u>\$30,000</u>

Future Implications – None

RECOMMENDATION

It is recommended that the Governing Board approve the Memorandum of Understanding between Masonry Industry Training Association (MITA) and Chaffey College InTech Economic Development Department to deliver a pilot Masonry/Construction Trades bootcamp training in the amount not-to-exceed Thirty Thousand Dollars (\$30,000).

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

February 25, 2021
 Board Meeting Date

TOPIC **STRONG WORKFORCE PROGRAM PARTICIPATION AGREEMENT 2017/20-20-B**
(P43 R5, P44 R5, P45 R5, and P47 R5)

Communication No. IV.F.3.e

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 Participation Agreement No. 2017/20-20-B, (P43 R5, P44 R5, P45 R5 and P47 R5) Strong Workforce Program between Riverside Community College District and Chaffey Community College in the amount of \$554,951 for the period of January 1, 2021 through June 30, 2022.

BACKGROUND

Under Master Agreement No. 2017/20-20-B – Strong Workforce Program, Riverside Community College has been designated as the Fiscal Agent for the Strong Workforce Program for the Inland Empire/Desert region and is responsible for distributing funds to each community college district within the region. Collaboration will include attending regular meetings and communication among the project partners and periodic written updates and presentations to the Inland Empire Desert Regional Consortium.

This Participation Agreement, is incorporated into the Master Agreement No. 2017/20-20-B (Inland Empire Desert Regional Consortium – P43 R5, P44 R5, P45 R5, and P47 R5) and outlines deliverables specific to Chaffey College, as it relates to the following projects No. 2017/20-20-B: P43 R5-Health, P44 R5-ICT – Cyber Hubs and Cloud Based Technology, P45 R5-Transportation and Logistics, and P47 R5-Work Based Learning and Transition to Work.

BUDGET IMPLICATIONS

Funding Source – California Community Colleges Chancellor’s Office through Riverside Community College District.

Status of Funds – The 2020-2021 restricted general fund budget will be increased by \$554,951, as follows:

48xxx	Income	<u>\$554,951</u>
51xxx	Academic Salaries	\$115,096
52xxx	Classified Salaries	67,500
53xxx	Benefits	74,461
54xxx	Supplies	78,517
55xxx	Other Services	122,428
56xxx	Capital Outlay	96,949
Total		<u>\$554,951</u>

Future Implications – None

RECOMMENDATION

It is recommended that the Governing Board approve Participation Agreement No. 2017/20-20-B (P43 R5, P44 R5, P45 R5, and P47 R5) Strong Workforce Program between Riverside Community College District and Chaffey Community College in the amount of \$554,951 for the period of January 1, 2021 through June 30, 2022.

Prepared by:	Yolanda Friday, Dean, Business and Applied Technology <u>Ray Cuellar, Director, Grants Development and Management</u>
Submitted by:	<u>Jim Fillpot, Dean, Institutional Research, Policy and Grants</u>
Reviewed by:	<u>Lisa Bailey, Associate Superintendent, Business Services and Economic Development</u>
Recommended by:	<u>Henry D. Shannon, Superintendent/President</u>

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

February 25, 2021
Board Meeting Date

TOPIC STUDENT ENGAGEMENT INNOVATION GRANT

Communication No. IV.F.3.f

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the Student Engagement Innovation Grant Agreement between Chaffey College and the Foundation for California Community Colleges in the amount of \$5,000 for the period of January 1, 2021 through June 1, 2021.

BACKGROUND

The purpose of this grant funding is to engage students in Guided Pathways efforts that complement the Vision for Success. Chaffey College will use these funds to conduct virtual and/or in-person outreach to create a student survey instrument that would provide student feedback on Guided Pathways implementation efforts. This project would undoubtedly enhance Chaffey College’s Guided Pathways work and would provide an opportunity for other colleges to more formally assess the direct impact on the student experience.

The Chaffey College Guided Pathways “Scale of Adoption Assessment” (SOAA) now serves as the cornerstone assessment vehicle for Guided Pathways implementation around the country. Paralleling the current SOAA, the student survey input would allow the college to assess the accuracy of its self-reporting about progress as well as disaggregate the data to ensure that institutional improvements were equally elevating all student demographics. In order to increase student engagement, feedback from the student survey will allow the college to provide an intentional response to students to ensure they are connected to appropriate services and resources in a strategic and timely manner. Feedback from the student survey will also amplify the student voice across campus and provide the most essential perspective in designing and implementing institutional improvements.

BUDGET IMPLICATIONS

Funding Source – Foundation for California Community Colleges

Status of Funds – The 2020–2021 restricted general fund budget will be increased as indicated below for the duration of this six-month agreement:

48xxx	Income	<u>\$5,000</u>
57xxx	Student Aid	<u>\$5,000</u>

Future Implications – None

RECOMMENDATION

It is recommended that the Governing Board approve the Student Engagement Innovation Grant between Chaffey College and the Foundation for California Community Colleges in the amount of \$5,000 for the period of January 1, 2021 through June 1, 2021.

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

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

February 25, 2021
Board Meeting Date

TOPIC **UMOJA COMMUNITY EDUCATION FOUNDATION AWARD**

Communication No. IV.F.3.g

SUPPORTS BOARD POLICY

Board Policy 6340 (Contracts) – No member of the Governing Board, officer, or employee of the District may make or enter into any contract on behalf of the District unless specific authorization is given by the Governing Board. Only those individuals who are authorized according to the District's Signatory List may contractually bind the District.

The Governing Board delegates to the Superintendent/President the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Governing Board.
- Contracts for work to be done, services to be performed or for goods, equipment, or supplies to be furnished or sold to the District that exceed the amounts specified per applicable statutes, codes, and regulations shall require prior approval by the Governing Board.
- When bids are required according to applicable statutes, codes, and regulations, the Governing Board shall award each such contract to the lowest responsible bidder who best meets the specifications published by the District and who shall give such security as the Governing Board requires, or reject all bids.

If the best interests of the District will be served by a contract, lease, requisition, or purchase order through any other public corporation or agency in accordance with Public Contract Code Section 20652, the Superintendent/President is authorized to proceed with a contract.

PROPOSAL

To approve the UMOJA Community Education Foundation Award in the amount of \$36,000, for services rendered by the Chaffey College UMOJA Program ending on June 30, 2021.

BACKGROUND

The Umoja/AMAN/AWOMAN program met with a focus group to address the equity gap on the Chaffey College campuses in order to develop a work plan to address the needs of the students. As a result of meeting, goals and an actionable plan were established to provide environments and study resources to support students to realize their academic potential.

BUDGET IMPLICATIONS

Funding Source – UMOJA Community Education Foundation

Status of Funds – The 2020-2021 unrestricted general fund budget will be increased by \$36,000 for this program.

48xxx	Income	<u>\$36,000</u>
55xxx	Other Services	<u>36,000</u>
	Total	<u>\$36,000</u>

Future Implications – None

RECOMMENDATION

It is recommended that the Governing Board approve the UMOJA Community Education Foundation Award in the amount of \$36,000, for services rendered by the Chaffey College UMOJA Program ending on June 30, 2021.

Prepared by:	Alisha Rosas, Interim Vice President of Student Services/Executive Director of Equity, Outreach and Communications
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

ACTION AGENDA

BUSINESS/FISCAL AFFAIRS

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

February 25, 2021
Board Meeting Date

TOPIC **APPROVAL TO AUTHORIZE AGREEMENT FOR PARKING LOT AND ROADWAY
MAINTENANCE SERVICES WITH KYA SERVICES, INC.**

Communication No. IV.G.1.a

SUPPORTS BOARD POLICIES

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

PROPOSAL

To authorize the District to waive the competitive bid process and enter into a contract with KYA Services, Inc. of Santa Ana, California for a total not-to-exceed amount of \$1,542,050 for parking lot and roadway maintenance services at the Rancho, Chino and Fontana campuses. This procurement is made by means of an existing public agency contract with the Foundation for California Community Colleges; contract number FCCC CB-3570.

BACKGROUND

On December 17, 2020, the Governing Board determined 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. The Governing Board also authorized the District to make such procurements as needed in the District's best interests for the calendar year ending on December 31, 2021.

College provides approximately 2.5 million square feet of parking areas and roadways for use by students, staff, faculty, and visitors. In December of 2014, a consultant conducted a survey of all existing asphalt pavement conditions and determined the vast majority of parking lots and roadways were in good condition with only a few requiring significant rehabilitation. The survey also provided guidance for pavement maintenance lifecycles, and recommended that by 2019 all District lots and roadways have crack seal repairs and seal coating for the preservation of existing asphalt services commonly associated with climate conditions and traffic wear patterns. In order to take advantage of the current on-line education platform with no students and very few staff on campus, District staff contacted KYA Services, Inc. to obtain a quote through their existing contract with the Foundation for California Community Colleges (FCCC) contract. All parking lots on the Rancho, Fontana and Chino campuses were inspected and KYA Services, Inc. submitted a proposal. The scope of work includes seal coating and restriping all campus parking lots and roadways; fill all cracks to ¾" or hot mix asphalt overlay followed with two seal coats; concrete removal and replacement at the main Rancho Campus entry; full grind and asphalt removal of the Rancho campus lot 8 and other additional maintenance services. Upon completion of the due diligence review process, KYA Services Inc. was determined by staff to provide a fair and competitive proposal under the existing FCCC contract, and it is recommended that the District enter into an agreement for a not to exceed amount of \$1,542,050.

BUDGET IMPLICATIONS

Funding Source – Restricted Parking funds and Capital Project funds.

Status of Funds – Funds of \$1,542,050 are included in the 2020-2021 adopted Restricted Parking and Capital Project budgets, which also includes a transfer of \$191,000 from Capital Projects, Rancho Cucamonga RDA reserves into the current 2020-2021 fiscal budget.

Future Implications – N/A

RECOMMENDATION

It is recommended that the Governing Board authorize the District to waive the competitive bid process and enter into a contract with KYA Services, Inc. of Santa Ana, California for a total not-to-exceed amount of \$1,542,050 for parking lot and roadway maintenance services at the Rancho, Chino and Fontana campuses utilizing the existing public agency contract with the Foundation for California Community Colleges; contract number FCCC CB-3570.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

February 25, 2021
Board Meeting Date

TOPIC CONTRACT, PURCHASE ORDER, AND WARRANT LISTS

Communication No. IV.G.1.b

SUPPORTS BOARD POLICY

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

PROPOSAL

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

BACKGROUND

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

BUDGET IMPLICATIONS

Funding Source – All Funds

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

Future Implications – None

RECOMMENDATION

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

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

CONTRACT AND CHANGE ORDER LIST¹

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2021CS248	3PlayMedia	Boston, MA	Year 1 of 2-Yr agreement - to provide outputs for transcripts, closed captions, audio description and interactive tools and applications for the period of January 4, 2021 through January 3, 2023, as approved by Visual and Performing Arts Department.	\$4,349.00	Unrestricted General Fund
2021CS247	Ai-Media, Inc.	Youngstown, OH	For a not-to-exceed amount, to provide as-needed live captioning services for the period of January 4, 2021 through June 30, 2021, as approved by Visual and Performing Arts Department.	1,580.00	Unrestricted General Fund
2020CS636	Angela J. Reddock	Los Angeles, CA	Amendment #1 – to increase the not-to-exceed amount for additional workplace investigations services, as approved by Human Resources Department.	27,000.00	Unrestricted General Fund
2021CS276	Arts Connection	San Bernardino, CA	For a not-to-exceed amount, to provide a virtual lecture for the Wignall Museum Spring 2021 “Home Edition” series from January 11, 2021 through May 1, 2021, as approved by Visual and Performing Arts Department.	200.00	Unrestricted General Fund
2021CS253	Association of Community Colleges Trustees	Washington, DC	For a not-to-exceed amount, facilitate a virtual Governing Board retreat on January 22, 2021, as approved by Board of Trustees.	4,000.00	Unrestricted General Fund
2021CS258	Chris Christion	Sacramento, CA	For a not-to-exceed amount, provide lecture recordings to discuss the topic of Biomythography for the period of December 9, 2020 through January 31, 2021, as approved by Visual and Performing Arts Department.	500.00	Unrestricted General Fund
2021CS281	Claudia Alvarez	New York, NY	For a not-to-exceed amount, to provide a virtual lecture for the Wignall Museum Spring 2021 “Home Edition” series from January 11, 2021 through May 1, 2021, as approved by Visual and Performing Arts Department.	200.00	Unrestricted General Fund
2021CS266	Cole M. James	Inglewood, CA	For a not-to-exceed amount, to provide a virtual lecture for the Wignall Museum Spring 2021 “Home Edition” series from January 11, 2021 through May 1, 2021, as approved by Visual and Performing Arts Department.	200.00	Unrestricted General Fund
2021CS275	Diamond Kinetics	Pittsburg, PA	Year 1 of 3-Yr agreement - to provide a Baseball tracking online subscription service, Swing Hitter and Premium Hitter, as approved by Kinesiology, Nutrition and Athletics Department.	1,990.00	Unrestricted General Fund
2021CS264	Firebelly Design	Chicago, IL	For a not-to-exceed amount, to provide a virtual lecture for the Wignall Museum Spring 2021 “Home Edition” series from January 11, 2021 through May 1, 2021, as approved by Visual and Performing Arts Department.	200.00	Unrestricted General Fund

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

2020CS648	First Stop Health, LLC.	Chicago, IL	Amendment #1 – to extend the end date of this agreement to June 30, 2022 and reduce the quarterly fee to \$49,000 beginning January 1, 2021; as approved by Student Health Services. ²	\$196,000.00	Restricted General Fund
2021CS289	Gina Duran	Rancho Cucamonga, CA	For a not-to-exceed amount, conduct a paint activity for the NextUp Paint Outreach on December 14, 2020, as approved by Counseling and Student Success and Support Programs. ³	120.00	Restricted General Fund
2021CS259	Isabel Avila	Pasadena, CA	For a not-to-exceed amount, to provide a virtual lecture for the Wignall Museum Spring 2021 “Home Edition” series from January 11, 2021 through May 1, 2021, as approved by Visual and Performing Arts Department.	200.00	Unrestricted General Fund
2021CS121	J Harris Industrial Water Treatment, Inc.	Oxnard, CA	Amendment #2 – to revise the contract term to July 1, 2020 through June 30, 2021, as approved by Math & Science Department.	No Cost Impact	Unrestricted General Fund
2021CS279	Jaspen Boothe	Winchester, VA	For a not-to-exceed amount, facilitate a virtual workshop “Power or Pity” for the student veterans on January 25, 2021, as approved by Special Populations and Equity Programs. ⁴	1,750.00	Restricted General Fund
2021CS252	Jennifer Foxworthy	Lusby, MD	For a not-to-exceed amount, to facilitate a virtual workshop “Beauty Scars of Survival” on March 03, 2021 for student veterans, as approved by Special Populations and Equity Programs. ⁵	1,750.00	Restricted General Fund
2021CS255	Jillian Patricia Strong	Redlands, CA	For a not-to-exceed amount, provide a virtual presentation on “Let’s Talk Accessibility” on January 19, 2021, as approved by Special Populations and Equity Program. ⁶	200.00	Restricted General Fund
2021CS262	Jodie Cavalier	Portland, OR	For a not-to-exceed amount, to provide a virtual lecture for the Wignall Museum Spring 2021 “Home Edition” series from January 11, 2021 through May 1, 2021, as approved by Visual and Performing Arts Department.	200.00	Unrestricted General Fund
2021CS265	Jonah Elijah Jackson	Glendora, CA	For a not-to-exceed amount, to provide a virtual lecture for the Wignall Museum Spring 2021 “Home Edition” series from January 11, 2021 through May 1, 2021, as approved by Visual and Performing Arts Department.	200.00	Unrestricted General Fund
2021C274	Konica Minolta Business Solutions	San Bernardino, CA	For a not-to-exceed amount, to provide District wide services for printers which includes: service calls, supplies & consumables, auto-toner delivery, and on-site repairs for the period of July 1, 2020 through June 30, 2020, as approved by Business Services.	14,000.00	Unrestricted General Fund

² Funded by restricted Student Health Services budget.

³ Funded by NextUp Cooperating Agencies Foster Youth Educational Support (CAFYES Next Up) budget.

⁴ Funded by Veteran's Resource Center budget.

⁵ Funded by Veteran's Resource Center budget.

⁶ Funded by Student Equity budget.

2021CS292	Lorbel, Inc.	Rancho Cucamonga, CA	For a not-to-exceed amount, to replace Toshiba batteries, provide visual inspection of battery cabinet, measuring and recording DC bus ripple voltage, and battery float voltage on new batteries on the Rancho campus for the period of January 28, 2021 through March 31, 2021, as approved by Information Technology Department.	\$4,729.89	Unrestricted General Fund
2021CS242	Love Educational Services, LLC.	Atlanta, GA	For a not-to-exceed amount, to provide services as a Keynote Speaker for the Hip Hop Summit on February 28, 2021, as approved by Special Populations and Equity Program. ⁷	4,500.00	Restricted General Fund
2021CS272	Macha Suzuki	Pasadena, CA	For a not-to-exceed amount, to provide a virtual lecture for the Wignall Museum Spring 2021 "Home Edition" series from January 11, 2021 through May 01, 2021, as approved by Visual and Performing Arts Department.	200.00	Unrestricted General Fund
2021CS10	Mark L. Hedges	Riverside, CA	Amendment #2 – to increase the not-to-exceed amount for additional training services, as approved by Economic Development Department. ⁸	20,020.00	Restricted General Fund
2021CS64	Monica Thurston	Carson, CA	Amendment #1 – extend the end date from September 30, 2020 to December 31, 2020, as approved by Health Sciences Department. ⁹	No Cost Impact	Restricted General Fund
2021CS271	Nicole Rademacher	Los Angeles, CA	For a not-to-exceed amount, to provide a virtual lecture for the Wignall Museum Spring 2021 "Home Edition" series from January 11, 2021 through May 1, 2021, as approved by Visual and Performing Arts Department.	200.00	Unrestricted General Fund
2021CS17	Otha D. Liggins	Rancho Cucamonga, CA	Amendment #2 – to increase the not-to-exceed amount for additional training, as approved by Economic Development Department. ¹⁰	5,780.00	Restricted General Fund
2020CS479	Professional Personnel Leasing, Inc.	South Lake Tahoe, CA	Amendment #5 – to revise the start date of the monthly fixed fee amount to December 1, 2020, as approved by Business Services.	No Cost Impact	Unrestricted General Fund
2021CS285	R&R Roofing & Waterproofing, Inc.	Lake Elsinore, CA	For a not-to-exceed amount, to install a temporary waterproof roofing system at the Campus Police building on the Rancho Campus, for the period of January 21, 2021 through February 28, 2021, as approved by Human Resources Department.	10,000.00	Unrestricted General Fund
2021CS249	Risher Sutherland, Inc.	San Bernardino, CA	For a not-to-exceed amount, to replace 50LF of coping at the CCA building on the Rancho campus for the period of December 28, 2020 through April 1, 2021, as approved by Human Resources Department.	3,250.00	Unrestricted General Fund
2021CS269	Robert L. Newmann III	New York, NY	For a not-to-exceed amount, to provide a virtual lecture for the Wignall Museum Spring 2021 "Home Edition" series from January 11, 2021 through May 1, 2021, as approved by Visual and Performing Arts Department.	200.00	Unrestricted General Fund

⁷ Funded by Student Equity budget.

⁸ Funded by Economic Development grant funds and by Contract Education program.

⁹ Funded by Strong Workforce budget.

¹⁰ Funded by Economic Development grant funds and by Contract Education program.

2021CS282	Sasha Jones	Los Angeles, CA	For a not-to-exceed amount, to provide a virtual workshop on ethical non-monogamy, polyamory, open relationships, and healthy sexual health practices on February 12, 2021, as approved by Special Populations and Equity Program. ¹¹	200.00	Restricted General Fund
2021CS286	Southland Industries	Garden Grove, CA	For a not-to-exceed amount, to locate and determine the source of a utility leak at the North West area of the Berz Excellence Building (BEB) on the Rancho Campus for the period of January 1, 2021 through June 30, 2021, as approved by Facilities and Physical Plant Department.	\$15,500.00	Capital Projects Fund
2021CS251	Stephanie Serrano	West Covina, CA	For a not-to-exceed amount, to facilitate a virtual flower making workshop for Dia de Los Muertos on November 5, 2020, as approved by Special Populations and Equity Program. ¹²	200.00	Restricted General Fund
2021CS44	Stephen Nagy	Victorville, CA	Amendment #1 – to increase the not-to-exceed amount to provide additional training and consulting services, as approved by Economic Development Department. ¹³	5,340.00	Restricted General Fund
20201CS273	Tierra del Sol Foundation	Upland, CA	For a not-to-exceed amount, to provide virtual lectures as part of the Wignall Museum Spring 2021 virtual series, “Home Edition” for the period of January 11, 2021 through May 1, 2021, as approved by Visual and Performing Arts Department.	600.00	Unrestricted General Fund
2021CS283	Thinknetic Medical Corporation	San Bernardino, CA	For a not-to-exceed amount, to provide as-needed health testing services for the period of January 15, 2021 through June 30, 2021, as approved by Human Resources Department. ¹⁴	2,000.00	Restricted General Fund
2021CS277	Thomas Hamdani	Rancho Cucamonga, CA	For a not-to-exceed amount, to provide virtual lectures as part of the Wignall Museum Spring 2021 virtual series, “Home Edition” for the period of January 11, 2021 through May 1, 2021, as approved by Visual and Performing Arts Department.	200.00	Unrestricted General Fund
2021CS295	Touma, Inc.	San Jose, CA	Year 1 of 2-Yr subscription services to BarCloud Stock Lite (inventory management) for the period of January 28, 2021 through January 28, 2023, as approved by Health Sciences Department.	2,198.00	Unrestricted General Fund
2021CS261	William Camargo	Anaheim, CA	For a not-to-exceed amount, to provide virtual lectures as part of Wignall Museum Spring 2021 virtual series, “Home Edition” for the period of January 11, 2021 through May 1, 2021, as approved by Visual and Performing Arts Department.	200.00	Unrestricted General Fund
2021CS14	William Napoli	Alta Loma, CA	Amendment #1 – to increase the not-to-exceed amount to provide additional training and consulting services, as approved by Economic Development Department. ¹⁵	2,200.00	Restricted General Fund

List reflects contracts entered into and change orders to existing contracts through January 31, 2021¹⁶

¹¹ Funded by Student Equity budget.

¹² Funded by Student Equity budget.

¹³ Funded by Economic Development grant funds and by Contract Education program.

¹⁴ Funded by CARES Institutional grant funds.

¹⁵ Funded by Economic Development grant funds.

¹⁶ 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 JANUARY 2021

GENERAL FUNDS (10)

PAYROLL	6,834,892.50	
COMMERCIAL	3,928,179.26	
TOTAL FUND (10)		10,763,071.76

SCHEDULED MAINTENANCE FUND (42) 1,114.00

BUILDING FUND (40 and 43) 285,248.82

EARLY RETIREMENT FUND (61) 5,652.29

VACATION LIABILITY (69) -

CAPITAL OUTLAY PROJECT FUND (41) 24,477.92

CHILD DEVELOPMENT FUND (33)

PAYROLL	4,585.58	
COMMERCIAL	-	
TOTAL FUND (33)		4,585.58

TOTAL ALL FUNDS **\$ 11,084,150.37**

PAYROLL WARRANT/ADVICE NUMBERS

127412-127461 445285-446827

COMMERCIAL WARRANT NUMBERS

1016188-1016317 1741117-1741532

PURCHASE ORDER NUMBERS

BPO's	14893-14899	\$	22,100.00
PO's	55169-55228	\$	284,496.27