



AGENDA  
**MEETINGS OF THE GOVERNING BOARD**  
**CHAFFEY COMMUNITY COLLEGE DISTRICT**  
Monday, July 16, 2018  
Board Room, Marie Kane  
Center for Student Services/Administration

- I. **REGULAR SESSION**
  - A. CALL TO ORDER (2:05 p.m.)
  
- II. **CLOSED SESSION**
  - A. PUBLIC COMMENTS ON CLOSED SESSION AGENDA
  - B. RECESS TO CLOSED SESSION
  
- III. **STUDY SESSION**
  - A. CONVENE IN OPEN SESSION
  - B. AGENDA
    1. Alumni Partnership Report
  
- IV. **REGULAR SESSION**
  - A. RECONVENE IN REGULAR SESSION
    1. Pledge of Allegiance
  - B. PUBLIC COMMENTS
  - C. COMMUNITY LINKAGES
    1. Governing Board
    2. Legislative Update
    3. Presentations
    4. Foundation
  - D. REPORTS
    1. Closed Session Actions
    2. Monitoring
      - a. Facilities Master Plan Addendum
  - E. PUBLIC HEARINGS
    1. Academic Affairs
      - a. Public Hearing College and Career Access Pathways Partnership Agreement for Dual Enrollment – Baldy View Regional Occupational Program
      - b. College and Career Access Pathways Partnership Agreement for Dual Enrollment – Baldy View Regional Occupational Program
      - c. Public Hearing College and Career Access Pathways Partnership Agreement for Dual Enrollment – Chino Valley Unified School District
      - d. College and Career Access Pathways Partnership Agreement for Dual Enrollment – Chino Valley Unified School District

F. CONSENT AGENDA

1. Governance Process
  - a. Approval of Minutes, July 9, 2018
  - b. Approval of Minutes, June 28, 2018
  - c. Board Meeting Date Change
  
2. Business/Fiscal Affairs
  - a. 2017-2018 California State Preschool (CSPP – 7418) Amendment 02
  - b. 2018-2019 Enrollment Growth Associate Degree Nursing Retention Grant
  - c. Agreement between the San Bernardino County Workforce Development Department and Chaffey College District – Individual Training Accounts (ITA)
  - d. Authorized Signature List
  - e. Business Writing and Communication Skills Inland Empire Health Plan (IEHP) Agreement
  - f. Designation of Newspaper for Publication Notice of the 2018-2019 Budget Public Hearing
  - g. Disposal of District Property: Electronic Equipment and Miscellaneous Materials
  - h. Five-Year Construction Plan
  - i. Measure L Citizens' Oversight Committee Membership
  - j. Quarterly Budget Transfer Report
  - k. Rental Agreement: Ontario High School
  - l. Sector Navigator – Energy (Efficiency) and Utilities Grant

G. ACTION AGENDA

1. Business/Fiscal Affairs
  - a. 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, August 23, 2018.*

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

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

July 16, 2018

Board Meeting Date

TOPIC FACILITIES MASTER PLAN ADDENDUM

Communication No. IV.D.2.a

SUPPORTS BOARD POLICY

**Board Policy 6600 Capital Construction** – The District will improve the physical learning environment and access by upgrading and renovating current facilities and adding additional facilities as appropriate, within limits of District resources.

PROPOSAL

To approve the Chaffey College “Vision 2025” Facilities Master Plan Addendum.

BACKGROUND

Over the past several months, a Facilities Master Plan Addendum Workgroup consisting of faculty, classified employees, managers and students worked collectively and collaboratively with HMC Architects on the development of a strategic Facilities Master Plan Addendum for the college.

As part of the shared governance process, a draft of the addendum was presented to the Facilities Master Plan Addendum Workgroup, President’s Cabinet, and the Faculty and Classified Senates for their review and feedback. The Vision 2025 Facilities Master Plan Addendum is a culmination of the work, input, and feedback from the entities listed above.

A presentation regarding the plan was provided to the Governing Board at the June 28, 2018, study session, and the addendum, itself, was presented to the Governing Board for its information at that same meeting. The Addendum was also made available for public review and posted on the Governing Board page of the college’s website at <http://www.chaffey.edu/governingboard/index.shtml>

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board approve the Chaffey College “Vision 2025” Facilities Master Plan Addendum.

Submitted by:	Melanie Siddiqi, Vice President, Administrative Affairs
Recommended by:	Henry D. Shannon, Superintendent/President

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

July 16, 2018  
Board Meeting Date

TOPIC      **PUBLIC HEARING: COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP AGREEMENT FOR DUAL ENROLLMENT – BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM**

Communication No.    IV.E.1.a

SUPPORTS BOARD POLICY

**BP 1250 Board Goals for Student Success** - Chaffey College values, supports, and assesses student success and achievement.

PROPOSAL

To approve a College and Career Access Pathways Partnership (CCAP) Agreement for Dual Enrollment between Chaffey Community College District and Baldy View Regional Occupational Program.

BACKGROUND

Chaffey College and Baldy View Regional Occupational Program are interested in entering into a CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities for high school students who may not already be college-bound, or who are underrepresented in higher education. Students who complete college credit while enrolled in high school are more likely to earn high school diplomas, enroll in community and four-year colleges, attend post-secondary education on a full-time basis, and complete degrees than students without these experiences.

The goals of the proposed agreement include developing seamless pathways from high school to community college for career technical education or transfer preparation; improving high school graduation rates; assisting high school pupils to achieve college and career readiness; and serving underachieving students from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.

The proposed agreement was brought to the Governing Board for review and consideration at the regularly scheduled June 28, 2018, meeting.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that a public hearing be held on the proposed CCAP Agreement for Dual Enrollment between Chaffey Community College District and Baldy View Regional Occupational Program.

The agreement is Communication No. IV.E.1.b on this agenda.

Prepared by:	Matthew Morin, Director, Adult Education and High School Partnerships
Submitted by:	Meridith Randall, Associate Superintendent, Instruction and Institutional Effectiveness
Recommended by:	Henry D. Shannon, Superintendent/President

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

July 16, 2018  
Board Meeting Date

TOPIC      **COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP AGREEMENT FOR DUAL ENROLLMENT – BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM**

Communication No.    IV.E.1.b

SUPPORTS BOARD POLICY

**BP 1250 Board Goals for Student Success** - Chaffey College values, supports, and assesses student success and achievement.

PROPOSAL

To approve a College and Career Access Pathways Partnership (CCAP) Agreement for Dual Enrollment between Chaffey Community College District and Baldy View Regional Occupational Program.

BACKGROUND

Chaffey College and Baldy View Regional Occupational Program are interested in entering into a CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities for high school students who may not already be college-bound, or who are underrepresented in higher education. Students who complete college credit while enrolled in high school are more likely to earn high school diplomas, enroll in community and four-year colleges, attend post-secondary education on a full-time basis, and complete degrees than students without these experiences.

The goals of the proposed agreement include developing seamless pathways from high school to community college for career technical education or transfer preparation; improving high school graduation rates; assisting high school pupils to achieve college and career readiness; and serving underachieving students from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.

The proposed agreement was brought to the Governing Board for review and consideration at the regularly scheduled June 28, 2018, meeting.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended the Governing Board take action to approve the proposed CCAP Agreement for Dual Enrollment between Chaffey Community College District and Baldy View Regional Occupational Program.

Prepared by:	Matthew Morin, Director, Adult Education and High School Partnerships
Submitted by:	Meridith Randall, Associate Superintendent, Instruction and Institutional Effectiveness
Recommended by:	Henry D. Shannon, Superintendent/President

## **COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP AGREEMENT FOR DUAL ENROLLMENT**

This College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between Chaffey Community College District (“CHAFFEY COLLEGE), a public community college district organized and existing under the laws of the State of California with its principal place of business at 5885 Haven Avenue, Rancho Cucamonga, CA 91737, and the Baldy View Regional Occupational Program (“BVROP”), a Regional Occupational Center with its principal place of business at 2890 Inland Empire Blvd., Suite 100, Ontario, CA 91764.

WHEREAS, the mission of CHAFFEY COLLEGE includes providing educational programs and services that are responsive to the needs of the students and communities within the Chaffey Community College District; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, BVROP is a public school district serving grades 9-12 located in within the regional service area of CHAFFEY COLLEGE, unless otherwise specified and agreed to as specified in Sec. 2 (e); and

WHEREAS, CHAFFEY COLLEGE desires to offer or expand dual enrollment opportunities for students served by BVROP; and

WHEREAS, CHAFFEY COLLEGE and BVROP are entering into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288 (Education Code § 76004), for high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor’s Office, and CHAFFEY COLLEGE;

NOW THEREFORE, CHAFFEY COLLEGE and BVROP agree as follows:

### **1. TERM OF AGREEMENT**

- 1.1 The term of this of this CCAP Agreement shall be for one year beginning on July 1, 2018 and ending on June 30, 2019, and requires annual renewal each year by

July 1, 2019 unless otherwise terminated in accordance with section 19 of this Agreement.

- 1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by CHAFFEY COLLEGE for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall also establish protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses. Sec. 2 (c)(1)
- 1.3 The CCAP Agreement Appendix shall identify a point of contact for the CHAFFEY COLLEGE and for BVROP. Sec. 2 (c)(2)
- 1.4 A copy of the CHAFFEY COLLEGE and BVROP CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the California Department of Education before the start of the CCAP partnership. Sec. 2 (c)(3)

## **2. DEFINITIONS**

- 2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the BVROP have been approved in accordance with the policies and guidelines of CHAFFEY COLLEGE and applicable law. Sec. 2 (a)
- 2.2 Consistent with AB 288, this CCAP Agreement may include “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 2.3 Pupil or Student - A resident or nonresident student attending high school in California. Effective January 1, 2014, Pursuant to SB 150, the concurrent enrollment in secondary school and community college nonresident tuition exemption: concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for the SB 150 waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high school in California.

**3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY**

- 3.1 Student Eligibility - Students are eligible who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to CHAFFEY COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by CHAFFEY COLLEGE and shall be in compliance with applicable law and CHAFFEY COLLEGE standards and policies.
- 3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by CHAFFEY COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and CHAFFEY COLLEGE policy.
- 3.4 Student Records – It is the responsibility of the student to follow the CHAFFEY COLLEGE process when requesting an official CHAFFEY COLLEGE transcript for grade submission to the BVROP unless otherwise specified in the Appendix.
- 3.5 Priority Enrollment – CHAFFEY COLLEGE, as participant in this CCAP Agreement, may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil’s CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)
- 3.6 As part of this CCAP Agreement, CHAFFEY COLLEGE shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)
- 3.7 Students participating in a CCAP partnership program may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the



Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.

- 3.8 Minimum School Day - BVROP shall certify that students participating as part of a CCAP agreement will receive no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

#### **4. COLLEGE APPLICATION PROCEDURE**

- 4.1 CHAFFEY COLLEGE will be responsible for processing student applications.
- 4.2 CHAFFEY COLLEGE will provide the necessary admission and registration forms and procedures and both CHAFFEY COLLEGE and BVROP will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.
- 4.3 BVROP agrees to assist CHAFFEY COLLEGE in the admission and registration of BVROP students as may be necessary and requested by CHAFFEY COLLEGE.
- 4.4 BVROP and CHAFFEY COLLEGE understand and agree that timely and complete student admission and registration is essential for a successful CCAP Agreement dual enrollment program.
- 4.5 CHAFFEY COLLEGE admission and registration requires that each participating student has completed the CHAFFEY COLLEGE enrollment application process.
- 4.6 Participating students enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by California Education Code Sections 49011, 76060.5, 76140, 76223, 76300, 76350, and 79121. Sec. 2 (f)(q)

#### **5. PARTICIPATING STUDENTS**

- 5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011. See also Sec. 2 (f)(q). The governing board of CHAFFEY COLLEGE shall exempt special part-time students under this CCAP Agreement as described in subdivision (p) from the fee requirements in Sections 76060.5, 76140, 76223, 76300, 76350, and 79121.
- 5.2 The total cost of books and instructional materials for BVROP students who enroll in a CHAFFEY COLLEGE course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement. Costs will be borne by BVROP.
- 5.3 Participating students must meet all CHAFFEY COLLEGE prerequisite requirements as stated in the college catalog before enrolling in a course offered as part of this CCAP Agreement.

- 5.4 Grades earned by students enrolled in courses offered as part of this CCAP Agreement will be posted on the official CHAFFEY COLLEGE transcript. Students may submit a request for Pass/No Pass if the course is designated as such in the CHAFFEY COLLEGE catalog.
- 5.5 Students enrolled in courses offered as part of this CCAP Agreement will be directed to the official catalog of the CHAFFEY COLLEGE for information regarding applicable policies and procedures.
- 5.6 Students enrolled in CHAFFEY COLLEGE courses offered as part of this CCAP Agreement will be eligible for student support services, which shall be available to them at CHAFFEY COLLEGE or through the BVROP. CHAFFEY COLLEGE shall ensure that student support services, including counseling and guidance, assistance with assessment and placement, and tutoring are available to participating students at CHAFFEY COLLEGE. BVROP shall ensure that support services, including counseling and guidance, and assistance with assessment and placement are available to students.
- 5.7 Students who withdraw from courses offered as part of this CCAP Agreement will not receive college credit. Students must comply with, and submit appropriate information/paperwork, by all published deadlines. Transcripts will be annotated according to college policy.
- 5.8 A course dropped within the CHAFFEY COLLEGE drop “without a W” deadline will not appear on the BVROP or CHAFFEY COLLEGE transcript.

**6. CCAP AGREEMENT COURSES**

- 6.1 CHAFFEY COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP Agreement. Sec. 2 (o)(1)
- 6.2 Courses offered as part of this CCAP Agreement at CHAFFEY COLLEGE may not limit enrollment in the course. Sec. 2 (o)(1)
- 6.3 CHAFFEY COLLEGE is responsible for all courses and educational programs offered as part of CCAP Agreement regardless of whether the course and educational program is offered on site at the BVROP or at CHAFFEY COLLEGE.
- 6.4 The scope, nature, time, location, and listing of courses offered by COLLEGE with the approval of CHAFFEY COLLEGE and the Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c)(1)
- 6.5 Courses offered as part of this CCAP Agreement either at CHAFFEY COLLEGE or BVROP shall be jointly reviewed and approved.

- 6.6 Courses offered as part of this CCAP Agreement at the BVROP shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with CHAFFEY COLLEGE academic standards.
- 6.7 Courses offered as part of this CCAP Agreement at the BVROP shall be listed in the CHAFFEY COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.
- 6.8 Courses offered as part of this CCAP Agreement at the BVROP shall adhere to the official course outline of record and the student learning outcomes established by the associated CHAFFEY COLLEGE academic department.
- 6.9 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to CHAFFEY COLLEGE as well as any corresponding policies, practices, and requirements of the BVROP. In the event of a conflict between CHAFFEY COLLEGE course related regulations, policies, procedures, prerequisites and standards and BVROP policies, practices and requirements, the CHAFFEY COLLEGE regulations, policies, procedures, prerequisites, and standards, shall prevail.
- 6.10 Site visits and instructor evaluations by one or more representatives of CHAFFEY COLLEGE shall be permitted by the BVROP to ensure that courses offered as part of this CCAP Agreement in the BVROP are the same as the courses offered on the CHAFFEY COLLEGE campus and in compliance with CHAFFEY COLLEGE academic standards.
- 6.11 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with CHAFFEY COLLEGE guidelines, policies, pertinent statutes and regulations.
- 6.12 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with CHAFFEY COLLEGE guidelines, policies, pertinent statutes, and regulations.
- 6.13 CHAFFEY COLLEGE has the sole right to control and direct the instructional activities of all instructors, including those who are BVROP employees.
- 6.14 CHAFFEY COLLEGE and BVROP certify that any remedial course taught by CHAFFEY COLLEGE faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering BVROP, and shall involve collaborative effort between the BVROP and CHAFFEY COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)

## 7. INSTRUCTOR(S)

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended, and be hired by the CHAFFEY COLLEGE.
- 7.3 This CCAP Agreement specifies the BVROP will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. Sec. 2 (m)(2)
- 7.4 Instructors who teach CHAFFEY COLLEGE courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity.
- 7.5 Instructors who teach CHAFFEY COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended, and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a BVROP site.
- 7.6 Prior to teaching, faculty provided by the BVROP shall receive discipline-specific training and orientation from CHAFFEY COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training shall be approved by and provided by CHAFFEY COLLEGE.
- 7.7 Faculty provided by the BVROP will participate in professional development activities sponsored by the CHAFFEY COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited address course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 7.8 Faculty performance shall be evaluated by CHAFFEY COLLEGE using the adopted evaluation process and standards for faculty of CHAFFEY COLLEGE, subject to the approval of CHAFFEY COLLEGE.
- 7.9 CHAFFEY COLLEGE may select instructors from BVROP personnel. BVROP personnel selected to be instructors remain employees of the BVROP, subject to the authority of the BVROP, but will also be subject to the authority of CHAFFEY COLLEGE specifically with regard to their duties as instructors.
- 7.10 CHAFFEY COLLEGE shall determine the number of instructors, the ratio of instructors to students, and the subject areas of instruction, subject to approval by CHAFFEY COLLEGE.

## **8. ASSESSMENT OF LEARNING AND CONDUCT**

- 8.1 Students enrolled in CHAFFEY COLLEGE courses offered as part of this CCAP Agreement at the BVROP shall be held to the same standards of achievement as students in courses taught on CHAFFEY COLLEGE campus.
- 8.2 Students enrolled in CHAFFEY COLLEGE courses offered as part of this CCAP Agreement at the BVROP shall be held to the same grading standards as those expected of students in courses taught on CHAFFEY COLLEGE campus.
- 8.3 Students enrolled in CHAFFEY COLLEGE courses offered as part of this CCAP Agreement at the BVROP shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on CHAFFEY COLLEGE campus.
- 8.4 Students enrolled in CHAFFEY COLLEGE courses offered as part of this CCAP Agreement at the BVROP shall be held to the same behavioral standards as those expected of students in courses taught on CHAFFEY COLLEGE campus.

## **9. LIAISON AND COORDINATION OF RESPONSIBILITIES**

- 9.1 CHAFFEY COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact for COLLEGE and BVROP to facilitate and coordinate as to this agreement in conformity with CHAFFEY COLLEGE policies and standards.
- 9.2 CHAFFEY COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between CHAFFEY COLLEGE and BVROP in conformity with CHAFFEY COLLEGE policies and standards. Sec. 2 (c)(2)
- 9.3 BVROP shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between BVROP and CHAFFEY COLLEGE in conformity with BVROP policies and standards. Sec. 2 (c)(2)
- 9.4 CHAFFEY COLLEGE will provide BVROP personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this CCAP Agreement, including conducting appropriate student assessments, outreach/recruitment activities and compliance with CHAFFEY COLLEGE policy and COLLEGE procedures and academic standards.
- 9.5 The BVROP shall provide personnel to perform clerical services and services associated with student outreach and recruitment activities, student assessment and college applications, the enrollment of eligible students and other related services as deemed necessary.

- 9.6 The BVROP's personnel will perform services specified in 9.4 as part of their regular assignment. BVROP personnel performing these services will be employees of BVROP, subject to the authority and policies of BVROP, but will also be subject to the direction of CHAFFEY COLLEGE, specifically with regard to their duties pertaining to CHAFFEY COLLEGE courses.
- 9.7 This CCAP Agreement requires completion and submission of an annual report, as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by CHAFFEY COLLEGE and BVROP on all the following information: Sec. 2 (t)(1)(A-D)
- The total number of high school students by school site enrolled in this CCAP Agreement partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)
  - The total number of community college courses by course category and type and by school site enrolled in by CCAP Agreement partnership participants. Sec. 2 (t)(1)(B)
  - The total number and percentage of successful course completions, by course category and type and by school site, of CCAP Agreement partnership participants. Sec. 2 (t)(C)
  - The total number of full-time equivalent students generated for CHAFFEY COLLEGE by CCAP Agreement partnership participants. Sec. 2 (t)(1)(D)

## 10. APPORTIONMENT

- 10.1 CHAFFEY COLLEGE shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.
- 10.2 For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. Sec. 2 (o)(2)
- 10.3 CHAFFEY COLLEGE shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. Sec. 2 (r)
- 10.4 The attendance of a high school pupil at CHAFFEY COLLEGE as a special part-time or full-time student pursuant to this section is authorized attendance for which CHAFFEY COLLEGE shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Sec. 2 (s)

## 11. CERTIFICATIONS

- 11.1 CHAFFEY COLLEGE certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.
- 11.2 BVROP agrees and acknowledges that CHAFFEY COLLEGE will claim apportionment for the BVROP students enrolled in community college course(s) under this CCAP Agreement.
- 11.3 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a BVROP campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)
- 11.4 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. Sec. 2 (i)

This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing CHAFFEY COLLEGE faculty member teaching the same course at CHAFFEY COLLEGE campus. Sec. 2 (j)

- 11.5 COLLEGE certifies that:
- A community college course offered for college credit at the participating BVROP does not reduce access to the same course offered at the partnering CHAFFEY COLLEGE. Sec. 2 (k)(1)
  - A community college course that is oversubscribed or has a waiting list shall not be offered or included in this Agreement. Sec. 2 (k)(2)
  - The Agreement is consistent with the core mission of CHAFFEY COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead to displacement of otherwise eligible adults at CHAFFEY COLLEGE. Sec. 2 (k)(3)
- 11.6 This Agreement certifies that CHAFFEY COLLEGE and BVROP comply with local applicable collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)

## 12. PROGRAM IMPROVEMENT

- 12.1 CHAFFEY COLLEGE and BVROP may annually conduct surveys of participating BVROP pupils, instructors, principals, and guidance counselors for

the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

### **13. RECORDS**

- 13.1 Permanent records of student attendance, grades and achievement will be maintained by BVROP for BVROP students who enroll in any course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades and achievement for CHAFFEY COLLEGE students shall be maintained by CHAFFEY COLLEGE.
- 13.2 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

### **14. REIMBURSEMENT**

- 14.1 The financial arrangements implied herein may be adjusted annually by a duly adopted written Appendix to this CCAP Agreement.

### **15. FACILITIES**

- 15.1 BVROP will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to CHAFFEY COLLEGE or students. BVROP agrees to clean, maintain, and safeguard BVROP's premises. BVROP warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.
- 15.2 BVROP will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all BVROP students. The parties understand that such equipment and materials are BVROP's sole property. The instructor and BVROP shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. BVROP understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.
- 15.3 CHAFFEY COLLEGE facilities may be used subject to mutually agreement by the parties as expressed in the Appendix to this Agreement.

### **16. INDEMNIFICATION**

- 16.1 BVROP agrees to and shall indemnify, save and hold harmless CHAFFEY COLLEGE and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of BVROP's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses



that arise from the negligence of the BVROP, its officers, employees, independent contractors, subcontractors, agents and other representatives.

- 16.2 CHAFFEY COLLEGE agrees to and shall indemnify, save and hold harmless the BVROP and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of CHAFFEY COLLEGE's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of CHAFFEY COLLEGE and its officers, employees, independent contractors, subcontractors, agents and other representatives.

## **17. INSURANCE**

- 17.1 BVROP, in order to protect CHAFFEY COLLEGE, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this CCAP Agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name CHAFFEY COLLEGE, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including such endorsement shall be furnished to CHAFFEY COLLEGE.
- 17.2 For the purpose of Workers' Compensation, BVROP shall be the "primary employer" for all its personnel who perform services as instructors and support staff. BVROP shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective BVROP personnel made in connection with performing services and receiving instruction under this Agreement. BVROP agrees to hold harmless, indemnify, and defend CHAFFEY COLLEGE, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by BVROP personnel connected with providing services under this CCAP Agreement. BVROP is not responsible for non-School District personnel who may serve as instructors or students who are not affiliated with the BVROP.

## **18. NON-DISCRIMINATION**

- 18.1 Neither BVROP nor CHAFFEY COLLEGE shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual

orientation, religion, or any other protected class under California State or federal law.

**19. TERMINATION**

19.1 Either party may terminate this CCAP Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by July 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this CCAP Agreement shall be addressed to the responsible person listed in Section 20 below.

**20. NOTICES**

20.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

CHAFFEY COLLEGE  
Chaffey Community College District  
5885 Haven Avenue,  
Rancho Cucamonga, CA 91737  
Attn: Assoc. Superintendent of Instruction and Institutional Effectiveness  
Services

BVROP  
Baldy View Regional Occupational Program  
2890 Inland Empire BLVD., Suite 100  
Ontario, CA 91764  
Attn: Dr. Shelley Adams, Superintendent

**21. INTEGRATION**

21.1 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

**22. MODIFICATION AND AMENDMENT**

22.1 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

**23. GOVERNING LAWS**

23.1 This agreement shall be interpreted according to the laws of the State of California.

**24. COMMUNITY COLLEGE DISTRICT BOUNDARIES**

24.1 For locations outside the geographical service area boundaries of the Chaffey Community College Service District, CHAFFEY COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

**25. SEVERABILITY**

25.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

**26. COUNTERPARTS**

26.1 This CCAP Agreement may be executed by the parties in separate counterparts, but all such counterparts shall together constitute one and the same instrument.

**BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM:**

Representative: Shelley Adams  
Superintendent  
  
Tel: 909-980-6490  
Email: shelley\_adams@bvrop.org

**CHAFFEY COMMUNITY COLLEGE DISTRICT:**

Representative: Meridith Randall  
Associate Superintendent of Instruction and Institutional Effectiveness  
Tel: 909-652-6163  
Email: [meridith.randall@chaffey.edu](mailto:meridith.randall@chaffey.edu)

IN WITNESS WHEREOF, the parties execute this MOU effective on the date first written above:

BVROP:

CHAFFEY COLLEGE:

By: \_\_\_\_\_  
*Signature*

By: \_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Printed Name*

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\

## APPENDIX

### COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP AGREEMENT FOR DUAL ENROLLMENT

WHEREAS, the College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between Chaffey Community College District (“CHAFFEY COLLEGE”), a public community college district organized and existing under the laws of the State of California with its principal place of business at 5885 Haven Avenue, Rancho Cucamonga, CA 91737, and the Baldy View Regional Occupational Program (“BVROP”), a Regional Occupational Center with its principal place of business at 2890 Inland Empire Blvd., Suite 100, Ontario, CA 91764.

WHEREAS, CHAFFEY COLLEGE and BVROP agree to record specific components of the CCAP Agreement using this Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college; Sec. 2 (k)(3)

NOW THEREFORE, CHAFFEY COLLEGE and BVROP agree as follows:

#### 1. CCAP AGREEMENT

- a. CHAFFEY COLLEGE and BVROP shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2 (b)
- b. CHAFFEY COLLEGE shall file this CCAP Agreement with the office of the Chancellor of the California community colleges prior to the start of the partnership. Sec. 2 (c)(2) Confirmation of the filing shall be provided to BVROP.
- c. CHAFFEY COLLEGE and BVROP shall review and establish new or amended CCAP Agreements annually on or before July 1, 2019 and follow the protocols set forth in (a) and (b) of this section.
- d. CHAFFEY COLLEGE and BVROP point of contact: Sec. 2 (c)(2)

LOCATION	NAME AND TITLE	TELEPHONE	EMAIL
CHAFFEY COLLEGE	MATTHEW MORIN, DIR. OF ADULT ED AND HS PARTNERSHIPS	909-652-6103	matthew.morin@chaffey.edu
BALDY VIEW, ROP	FOREST DERENZO, ASST. SUPERINTENDENT OF ED. SERVICES	909-980-6490	forest_derenzo@bvrop.org

## 2. STUDENT SELECTION

- a. Minimum School Day - BVROP shall certify that students participating as part of a CCAP agreement will receive no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.
- b. BVROP shall select students consistent with the intent of AB 288 to include: high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” *Sec. 2 (a)* and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” *Sec. 1 (d)*
- c. CHAFFEY COLLEGE and BVROP certify that participating students will have a signed parental consent form on file with CHAFFEY COLLEGE. *Preamble and Sec. 2 (c)(1)*
- d. CHAFFEY COLLEGE and BVROP certify that participating students may enroll in up to a maximum of 15 unit load per term, the units may not constitute more than four courses per term, the units are part of an academic (educational) program identified as part of this CCAP Agreement and the units are part of an academic (educational) program designed to award students both a high school diploma and an associate degree or a certificate or credential. *Sec. 2 (p)(1-3)*

## 3. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

- a. CHAFFEY COLLEGE is responsible for all educational program(s) and course(s) offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the BVROP or CHAFFEY COLLEGE.

**4. CCAP AGREEMENT WITH CHAFFEY COLLEGE AND BVROP-**

CHAFFEY COLLEGE and BVROP have identified the following: program year, educational program(s), and courses to be offered at the date, time, and location; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR: 2018

EDUCATIONAL PROGRAM(S): FIREFIGHTING TECHNOLOGY; EMERGENCY MEDICAL RESPONDER

LOCATION: BVROP CAREER TRAINING CENTER, 1501 BON VIEW AVE, ONTARIO, CA 91761

COURSE NAME	COURSE #	TERM	TIME	DAYS/HOURS	INSTRUCTOR	FTES/STUDENTS SERVED	EMPLOYER OF RECORD	LOCATION
EMERGENCY MEDICAL RESPONDER	EMT 405	FALL '18	M/W 3:30-8:30pm	M/W 3:30-6:30 BVROP M/W 6:30-8:30 Chaffey	Corey Lynch	5.5/40	CC	ROP
FIREFIGHTING TECHNOLOGY	FIRETEC 1	FALL '18	T/Thurs. 3-6pm Saturday 8-2pm	Tues. 3:30-6:30 BVROP Thurs. 3:30-6:30 Chaffey Sat. 8:00-2:00 BVROP	Steve Hall	4.1/40	CC	ROP

**Required:** Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (sec. 2 (c)(1):

EMR students are assessed using multiple measures up to and including tests, quizzes, projects, hands on performance in addition to successfully earning the American Heart Association BLS Provider/Heart saver First Aid certification.

Fire Tech students are assessed using multiple measures up to and including tests, quizzes, project, hands on performance and physical agility in addition to successfully earning the American Heart Association BLS Provider/Heart saver First Aid certification

**5. BOOKS AND INSTRUCTIONAL MATERIALS-** The total cost of books and instructional materials for school district students participating as part of this CCAP agreement will be borne by BVROP.

**2018/2019 Fire Technology Budget: \$7,500**

4310	Supplies	\$5,350	5550	Laundry & Cleaning Services	\$300
4341	CPR Supplies	\$1,000	5620	Equipment Lease/Copying	\$200
5890	T-shirts	\$650			

**2018-2019 Emergency Medical Response Budget: \$3,200**

4310	Supplies	\$1,000	5890	Laundry Services	\$150
4313	CPR Supplies	\$1,250	5550	Mileage	\$200
5620	T-Shirts	\$ 500	5620	Equipment Leases/Copying	\$100

## **6. MANDATED ANNUAL STATE REPORTING**

- a. CHAFFEY COLLEGE and BVROP shall ensure accurate and timely reporting of the total number of CHAFFEY COLLEGE full-time equivalent students generated by CCAP Agreement partnership participants.
- b. CHAFFEY COLLEGE and BVROP shall each year report the annual total number of unduplicated high school student headcount by school site enrolled under the CCAP Agreement are aggregated by gender and ethnicity and reconciled on or before July 1, 2019, and the information shall be reported in compliance with all applicable state and federal privacy laws. The CHAFFEY COLLEGE shall annually report the student data to the office of the Chancellor of the California Community Colleges. *Sec. 2 (t) (1)(A)*
- c. CHAFFEY COLLEGE and BVROP shall report the annual total number of community college courses by category and type and by school site enrolled in under this CCAP Agreement. *Sec. 2 (t) (1)(B)*
- d. CHAFFEY COLLEGE and BVROP shall report the annual total number of the unduplicated high school student headcount and the percentage of successful course completions, by course category and type and by school site. *Sec. 2 (t)(1)(C)*
- e. CHAFFEY COLLEGE and BVROP shall report the annual total number of full-time equivalent students generated by this CCAP Agreement. *Sec. 2 (t)(1)(D)*
- f. CHAFFEY COLLEGE and BVROP shall ensure that the point of contact for each site establishes protocols for the collection and dissemination of participating student data each semester within 30 days of the end of the term.

## **7. CCAP AGREEMENT DATA MATCH AND REPORTING**

- a. CHAFFEY COLLEGE and BVROP shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.
- b. CHAFFEY COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

## **8. PRIVACY OF STUDENT RECORDS**

- a. CHAFFEY COLLEGE and BVROP understand and agree that education records of students enrolled in the CCAP Agreement course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076). CHAFFEY COLLEGE and BVROP agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agree not to re-disclose such records except as authorized

by applicable law or regulation or by the parent or guardian’s prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)

- b. **Limitation on Use.** CHAFFEY COLLEGE and BVROP shall use each student education record that is collected pursuant to this CCAP Agreement solely for a purpose(s) consistent with CHAFFEY COLLEGE and BVROP authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)
- c. **Recordkeeping Requirements.** CHAFFEY COLLEGE and BVROP shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.
- d. **Acknowledgement of Receipt of Notice of FERPA Regulations.** By signature of its authorized representative or agent on this Agreement, CHAFFEY COLLEGE and BVROP hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian’s prior written consent.

**9. FACILITIES USE**

- a. CHAFFEY COLLEGE and BVROP shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.

<b>BUILDING</b>	<b>CLASSROOM</b>	<b>DAYS</b>	<b>HOURS</b>
BVROP Training Center	TBD	See days above	See hours above



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

July 16, 2018  
Board Meeting Date

TOPIC      **PUBLIC HEARING: COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP AGREEMENT FOR DUAL ENROLLMENT – CHINO VALLEY UNIFIED SCHOOL DISTRICT**

Communication No.    IV.E.1.c

SUPPORTS BOARD POLICY

**BP 1250 Board Goals for Student Success** - Chaffey College values, supports, and assesses student success and achievement.

PROPOSAL

To approve a College and Career Access Pathways Partnership (CCAP) Agreement for Dual Enrollment between Chaffey Community College District and Chino Valley Unified School District.

BACKGROUND

Chaffey College and Chino Valley Unified School District are interested in entering into a CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities for high school students who may not already be college-bound, or who are underrepresented in higher education. Students who complete college credit while enrolled in high school are more likely to earn high school diplomas, enroll in community and four-year colleges, attend post-secondary education on a full-time basis, and complete degrees than students without these experiences.

The goals of the proposed agreement include developing seamless pathways from high school to community college for career technical education or transfer preparation; improving high school graduation rates; assisting high school pupils to achieve college and career readiness; and serving underachieving students from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.

The proposed agreement was brought to the Governing Board for review and consideration at the regularly scheduled June 28, 2018, meeting.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that a public hearing be held on the proposed CCAP Agreement for Dual Enrollment between Chaffey Community College District and Chino Valley Unified School District.

The agreement is Communication No. IV.E.1.d on this agenda.

Prepared by:	Matthew Morin, Director, Adult Education and High School Partnerships
Submitted by:	Meridith Randall, Associate Superintendent, Instruction and Institutional Effectiveness
Recommended by:	Henry D. Shannon, Superintendent/President

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

July 16, 2018  
Board Meeting Date

TOPIC      **COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP AGREEMENT FOR DUAL ENROLLMENT – CHINO VALLEY UNIFIED SCHOOL DISTRICT**

Communication No.    IV.E.1.d

SUPPORTS BOARD POLICY

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The goals of the proposed agreement include developing seamless pathways from high school to community college for career technical education or transfer preparation; improving high school graduation rates; assisting high school pupils to achieve college and career readiness; and serving underachieving students from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.

The proposed agreement was brought to the Governing Board for review and consideration at the regularly scheduled June 28, 2018, meeting.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended the Governing Board take action to approve the proposed CCAP Agreement for Dual Enrollment between Chaffey Community College District and Chino Valley Unified School District.

Prepared by:	Matthew Morin, Director, Adult Education and High School Partnerships
Submitted by:	Meridith Randall, Associate Superintendent, Instruction and Institutional Effectiveness
Recommended by:	Henry D. Shannon, Superintendent/President

## **COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP AGREEMENT FOR DUAL ENROLLMENT**

This College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between Chaffey Community College District (“CHAFFEY COLLEGE”), a public community college district organized and existing under the laws of the State of California with its principal place of business at 5885 Haven Avenue, Rancho Cucamonga, CA 91737, and the Chino Valley Unified School District (“CVUSD”), a California k-12 school district with its principal place of business at 5130 Riverside Drive, Chino, CA, 91710.

WHEREAS, the mission of CHAFFEY COLLEGE includes providing educational programs and services that are responsive to the needs of the students and communities within the Chaffey Community College District; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, CVUSD is a public school district serving grades 9-12 located in within the regional service area of CHAFFEY COLLEGE, unless otherwise specified and agreed to as specified in Sec. 2 (e); and

WHEREAS, CHAFFEY COLLEGE desires to offer or expand dual enrollment opportunities for students served by CVUSD; and

WHEREAS, CHAFFEY COLLEGE and CVUSD are entering into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288 (Education Code § 76004), for high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor’s Office, and CHAFFEY COLLEGE;

NOW THEREFORE, CHAFFEY COLLEGE and CVUSD agree as follows:

### **1. TERM OF AGREEMENT**

- 1.1 The term of this of this CCAP Agreement shall be for one year beginning on July 1, 2018 and ending on June 30, 2019, and requires annual renewal each year by July 1, unless otherwise terminated in accordance with section 19 of this Agreement.

- 1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by CHAFFEY COLLEGE for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall also establish protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses. Sec. 2 (c)(1)
- 1.3 The CCAP Agreement Appendix shall identify a point of contact for the CHAFFEY COLLEGE and for CVUSD. Sec. 2 (c)(2)
- 1.4 A copy of the CHAFFEY COLLEGE and CVUSD CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the California Department of Education before the start of the CCAP partnership. Sec. 2 (c)(3)

## **2. DEFINITIONS**

- 2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the CVUSD have been approved in accordance with the policies and guidelines of CHAFFEY COLLEGE and applicable law. Sec. 2 (a)
- 2.2 Consistent with AB 288, this CCAP Agreement may include “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 2.3 Pupil or Student - A resident or nonresident student attending high school in California. Effective January 1, 2014, Pursuant to SB 150, the concurrent enrollment in secondary school and community college nonresident tuition exemption: concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for the SB 150 waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high school in California.

## **3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY**

- 3.1 Student Eligibility - Students are eligible who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to CHAFFEY COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by CHAFFEY COLLEGE and shall be in compliance with applicable law and CHAFFEY COLLEGE standards and policies.
- 3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by CHAFFEY COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and CHAFFEY COLLEGE policy.
- 3.4 Student Records – It is the responsibility of the student to follow the CHAFFEY COLLEGE process when requesting an official CHAFFEY COLLEGE transcript for grade submission to the CVUSD unless otherwise specified in the Appendix.
- 3.5 Priority Enrollment – CHAFFEY COLLEGE, as participant in this CCAP Agreement, may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil’s CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)
- 3.6 As part of this CCAP Agreement, CHAFFEY COLLEGE shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)
- 3.7 Students participating in a CCAP partnership program may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.

- 3.8 Minimum School Day - CVUSD shall certify that students participating as part of a CCAP agreement will receive no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

#### **4. COLLEGE APPLICATION PROCEDURE**

- 4.1 CHAFFEY COLLEGE will be responsible for processing student applications.
- 4.2 CHAFFEY COLLEGE will provide the necessary admission and registration forms and procedures and both CHAFFEY COLLEGE and CVUSD will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.
- 4.3 CVUSD agrees to assist CHAFFEY COLLEGE in the admission and registration of CVUSD students as may be necessary and requested by CHAFFEY COLLEGE.
- 4.4 CVUSD and CHAFFEY COLLEGE understand and agree that timely and complete student admission and registration is essential for a successful CCAP Agreement dual enrollment program.
- 4.5 CHAFFEY COLLEGE admission and registration requires that each participating student has completed the CHAFFEY COLLEGE enrollment application process.
- 4.6 Participating students enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by California Education Code Sections 49011, 76060.5, 76140, 76223, 76300, 76350, and 79121. Sec. 2 (f)(q)

#### **5. PARTICIPATING STUDENTS**

- 5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011. See also Sec. 2 (f)(q). The governing board of CHAFFEY COLLEGE shall exempt special part-time students under this CCAP Agreement as described in subdivision (p) from the fee requirements in Sections 76060.5, 76140, 76223, 76300, 76350, and 79121.
- 5.2 The total cost of books and instructional materials for CVUSD students who enroll in a CHAFFEY COLLEGE course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement.
- 5.3 Participating students must meet all CHAFFEY COLLEGE prerequisite requirements as stated in the college catalog before enrolling in a course offered as part of this CCAP Agreement.
- 5.4 Grades earned by students enrolled in courses offered as part of this CCAP Agreement will be posted on the official CHAFFEY COLLEGE transcript.

Students may submit a request for Pass/No Pass if the course is designated as such in the CHAFFEY COLLEGE catalog.

- 5.5 Students enrolled in courses offered as part of this CCAP Agreement will be directed to the official catalog of the CHAFFEY COLLEGE for information regarding applicable policies and procedures.
- 5.6 Students enrolled in CHAFFEY COLLEGE courses offered as part of this CCAP Agreement will be eligible for student support services, which shall be available to them at CHAFFEY COLLEGE or through the CVUSD. CHAFFEY COLLEGE shall ensure that student support services, including counseling and guidance, assistance with assessment and placement, and tutoring are available to participating students at CHAFFEY COLLEGE. CVUSD shall ensure that support services, including counseling and guidance, and assistance with assessment and placement are available to students at the CVUSD.
- 5.7 Students who withdraw from courses offered as part of this CCAP Agreement will not receive college credit. Students must comply with, and submit appropriate information/paperwork, by all published deadlines. Transcripts will be annotated according to college policy.
- 5.8 A course dropped within the CHAFFEY COLLEGE drop “without a W” deadline will not appear on the CVUSD or CHAFFEY COLLEGE transcript.

## **6. CCAP AGREEMENT COURSES**

- 6.1 CHAFFEY COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP Agreement. Sec. 2 (o)(1)
- 6.2 Courses offered as part of this CCAP Agreement at CHAFFEY COLLEGE may not limit enrollment in the course. Sec. 2 (o)(1)
- 6.3 CHAFFEY COLLEGE is responsible for all courses and educational programs offered as part of CCAP Agreement regardless of whether the course and educational program is offered on site at the CVUSD or at CHAFFEY COLLEGE.
- 6.4 The scope, nature, time, location, and listing of courses offered by COLLEGE with the approval of CHAFFEY COLLEGE and the Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c)(1)
- 6.5 Courses offered as part of this CCAP Agreement either at CHAFFEY COLLEGE or CVUSD shall be jointly reviewed and approved.
- 6.6 Courses offered as part of this CCAP Agreement at the CVUSD shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with CHAFFEY COLLEGE academic standards.

- 6.7 Courses offered as part of this CCAP Agreement at the CVUSD shall be listed in the CHAFFEY COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.
- 6.8 Courses offered as part of this CCAP Agreement at the CVUSD shall adhere to the official course outline of record and the student learning outcomes established by the associated CHAFFEY COLLEGE academic department.
- 6.9 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to CHAFFEY COLLEGE as well as any corresponding policies, practices, and requirements of the CVUSD. In the event of a conflict between CHAFFEY COLLEGE course related regulations, policies, procedures, prerequisites and standards and CVUSD policies, practices and requirements, the CHAFFEY COLLEGE regulations, policies, procedures, prerequisites, and standards, shall prevail.
- 6.10 Site visits and instructor evaluations by one or more representatives of CHAFFEY COLLEGE shall be permitted by the CVUSD to ensure that courses offered as part of this CCAP Agreement in the CVUSD are the same as the courses offered on the CHAFFEY COLLEGE campus and in compliance with CHAFFEY COLLEGE academic standards.
- 6.11 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with CHAFFEY COLLEGE guidelines, policies, pertinent statutes and regulations.
- 6.12 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with CHAFFEY COLLEGE guidelines, policies, pertinent statutes, and regulations.
- 6.13 CHAFFEY COLLEGE has the sole right to control and direct the instructional activities of all instructors, including those who are CVUSD employees.
- 6.14 CHAFFEY COLLEGE and CVUSD certify that any remedial course taught by CHAFFEY COLLEGE faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering CVUSD, and shall involve collaborative effort between the CVUSD and CHAFFEY COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)

## **7. INSTRUCTOR(S)**

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended, and be hired by CHAFFEY COLLEGE.



- 7.3 This CCAP Agreement specifies the CVUSD will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. Sec. 2 (m)(2)
- 7.4 Instructors who teach CHAFFEY COLLEGE courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity.
- 7.5 Instructors who teach CHAFFEY COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended, and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a CVUSD site.
- 7.6 Prior to teaching, faculty provided by the CVUSD shall receive discipline-specific training and orientation from CHAFFEY COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training shall be approved by and provided by CHAFFEY COLLEGE.
- 7.7 Faculty provided by the CVUSD will participate in professional development activities sponsored by the CHAFFEY COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited address course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 7.8 Faculty performance shall be evaluated by CHAFFEY COLLEGE using the adopted evaluation process and standards for faculty of CHAFFEY COLLEGE, subject to the approval of CHAFFEY COLLEGE.
- 7.9 CHAFFEY COLLEGE may select instructors from CVUSD personnel. CVUSD personnel selected to be instructors remain employees of the CVUSD, subject to the authority of the CVUSD, but will also be subject to the authority of CHAFFEY COLLEGE specifically with regard to their duties as instructors.
- 7.10 CHAFFEY COLLEGE shall determine the number of instructors, the ratio of instructors to students, and the subject areas of instruction, subject to approval by CHAFFEY COLLEGE.

## **8. ASSESSMENT OF LEARNING AND CONDUCT**

- 8.1 Students enrolled in CHAFFEY COLLEGE courses offered as part of this CCAP Agreement at the CVUSD shall be held to the same standards of achievement as students in courses taught on CHAFFEY COLLEGE campus.

- 8.2 Students enrolled in CHAFFEY COLLEGE courses offered as part of this CCAP Agreement at the CVUSD shall be held to the same grading standards as those expected of students in courses taught on CHAFFEY COLLEGE campus.
- 8.3 Students enrolled in CHAFFEY COLLEGE courses offered as part of this CCAP Agreement at the CVUSD shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on CHAFFEY COLLEGE campus.
- 8.4 Students enrolled in CHAFFEY COLLEGE courses offered as part of this CCAP Agreement at the CVUSD shall be held to the same behavioral standards as those expected of students in courses taught on CHAFFEY COLLEGE campus.

## **9. LIAISON AND COORDINATION OF RESPONSIBILITIES**

- 9.1 CHAFFEY COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between CHAFFEY COLLEGE and CVUSD in conformity with CHAFFEY COLLEGE policies and standards. Sec. 2 (c)(2)
- 9.2 CVUSD shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between CVUSD and CHAFFEY COLLEGE in conformity with CVUSD policies and standards. Sec. 2 (c)(2)
- 9.3 CHAFFEY COLLEGE will provide CVUSD personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this CCAP Agreement, including conducting appropriate student assessments, outreach/recruitment activities and compliance with CHAFFEY COLLEGE policy and COLLEGE procedures and academic standards.
- 9.4 The CVUSD shall provide personnel to perform clerical services and services associated with student outreach and recruitment activities, student assessment and college applications, the enrollment of eligible students and other related services as deemed necessary.
- 9.5 The CVUSD's personnel will perform services specified in 9.4 as part of their regular assignment. CVUSD personnel performing these services will be employees of CVUSD, subject to the authority and policies of CVUSD, but will also be subject to the direction of CHAFFEY COLLEGE, specifically with regard to their duties pertaining to CHAFFEY COLLEGE courses.
- 9.6 This CCAP Agreement requires completion and submission of an annual report, as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by CHAFFEY COLLEGE and CVUSD on all the following information: Sec. 2 (t)(1)(A-D)

- The total number of high school students by school site enrolled in this CCAP Agreement partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)
- The total number of community college courses by course category and type and by school site enrolled in by CCAP Agreement partnership participants. Sec. 2 (t)(1)(B)
- The total number and percentage of successful course completions, by course category and type and by school site, of CCAP Agreement partnership participants. Sec. 2 (t)(C)
- The total number of full-time equivalent students generated for CHAFFEY COLLEGE by CCAP Agreement partnership participants. Sec. 2 (t)(1)(D)

## **10. APPORTIONMENT**

- 10.1 CHAFFEY COLLEGE shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.
- 10.2 For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. Sec. 2 (o)(2)
- 10.3 CHAFFEY COLLEGE shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. Sec. 2 (r)
- 10.4 The attendance of a high school pupil at CHAFFEY COLLEGE as a special part-time or full-time student pursuant to this section is authorized attendance for which CHAFFEY COLLEGE shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Sec. 2 (s)

## **11. CERTIFICATIONS**

- 11.1 CHAFFEY COLLEGE certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.
- 11.2 CVUSD agrees and acknowledges that CHAFFEY COLLEGE will claim apportionment for the CVUSD students enrolled in community college course(s) under this CCAP Agreement.

11.3 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a CVUSD campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)

11.4 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. Sec. 2 (i)

This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing CHAFFEY COLLEGE faculty member teaching the same course at CHAFFEY COLLEGE campus. Sec. 2 (j)

11.5 COLLEGE certifies that:

- A community college course offered for college credit at the participating CVUSD does not reduce access to the same course offered at the partnering CHAFFEY COLLEGE. Sec. 2 (k)(1)
- A community college course that is oversubscribed or has a waiting list shall not be offered or included in this Agreement. Sec. 2 (k)(2)
- The Agreement is consistent with the core mission of CHAFFEY COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead to displacement of otherwise eligible adults at CHAFFEY COLLEGE. Sec. 2 (k)(3)

11.6 This Agreement certifies that CHAFFEY COLLEGE and CVUSD comply with local applicable collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)

## **12. PROGRAM IMPROVEMENT**

12.1 CHAFFEY COLLEGE and CVUSD may annually conduct surveys of participating CVUSD pupils, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

## **13. RECORDS**

13.1 Permanent records of student attendance, grades and achievement will be maintained by CVUSD for CVUSD students who enroll in any course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades and achievement for CHAFFEY COLLEGE students shall be maintained by CHAFFEY COLLEGE.

- 13.2 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

#### **14. REIMBURSEMENT**

- 14.1 The financial arrangements implied herein may be adjusted annually by a duly adopted written Appendix to this CCAP Agreement.

#### **15. FACILITIES**

- 15.1 CVUSD will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to CHAFFEY COLLEGE or students. CVUSD agrees to clean, maintain, and safeguard CVUSD's premises. CVUSD warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.
- 15.2 CVUSD will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all CVUSD students. The parties understand that such equipment and materials are CVUSD's sole property. The instructor and CVUSD shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. CVUSD understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.
- 15.3 CHAFFEY COLLEGE facilities may be used subject to mutually agreement by the parties as expressed in the Appendix to this Agreement.

#### **16. INDEMNIFICATION**

- 16.1 CVUSD agrees to and shall indemnify, save and hold harmless CHAFFEY COLLEGE and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of CVUSD's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the CVUSD, its officers, employees, independent contractors, subcontractors, agents and other representatives.
- 16.2 CHAFFEY COLLEGE agrees to and shall indemnify, save and hold harmless the CVUSD and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of CHAFFEY COLLEGE's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of CHAFFEY COLLEGE and its officers, employees, independent contractors, subcontractors, agents and other representatives.

**17. INSURANCE**

- 17.1 CVUSD, in order to protect CHAFFEY COLLEGE, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this CCAP Agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name CHAFFEY COLLEGE, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including such endorsement shall be furnished to CHAFFEY COLLEGE.
  
- 17.2 For the purpose of Workers' Compensation, CVUSD shall be the "primary employer" for all its personnel who perform services as support staff. CVUSD shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective CVUSD personnel made in connection with performing services and receiving instruction under this Agreement. CVUSD agrees to hold harmless, indemnify, and defend CHAFFEY COLLEGE, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by CVUSD personnel connected with providing services under this CCAP Agreement. CVUSD is not responsible for non-School District personnel who may serve as instructors or students who are not affiliated with the CVUSD.

**18. NON-DISCRIMINATION**

- 18.1 Neither CVUSD nor CHAFFEY COLLEGE shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

**19. TERMINATION**

- 19.1 Either party may terminate this CCAP Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by July 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this CCAP Agreement shall be addressed to the responsible person listed in Section 20 below.

**20. NOTICES**

- 20.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

CHAFFEY COLLEGE  
Chaffey Community College District  
5885 Haven Avenue,  
Rancho Cucamonga, CA 91737  
Attn: Assoc. Superintendent of Instruction and Institutional Effectiveness  
Services

CVUSD  
Chino Valley Unified School District  
5130 Riverside Drive  
Chino, CA, 91710  
Attn: Superintendent

## **21. INTEGRATION**

- 21.1 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

## **22. MODIFICATION AND AMENDMENT**

- 22.1 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

## **23. GOVERNING LAWS**

- 23.1 This agreement shall be interpreted according to the laws of the State of California.

## **24. COMMUNITY COLLEGE DISTRICT BOUNDARIES**

- 24.1 For locations outside the geographical service area boundaries of the Chaffey Community College Service District, CHAFFEY COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

## **25. SEVERABILITY**

- 25.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the

extent allowed by law, and all other provisions or parts shall remain in full force and effect.

**26. COUNTERPARTS**

26.1 This CCAP Agreement may be executed by the parties in separate counterparts, but all such counterparts shall together constitute one and the same instrument.

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**

**CHAFFEY COMMUNITY COLLEGE DISTRICT**

Representative: Norm Enfield  
Deputy Superintendent

Representative: Meridith Randall  
Associate Superintendent of Instruction  
Institutional Effectiveness

Tel: 909-628-1201  
Email: Norm\_Enfield@chino.k12.ca.us

Tel: 909-652-6163  
Email: [meridith.randall@chaffey.edu](mailto:meridith.randall@chaffey.edu)

IN WITNESS WHEREOF, the parties execute this MOU effective on the date first written above:

CVUSD:

CHAFFEY COLLEGE:

By: \_\_\_\_\_  
*Signature*

By: \_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Printed Name*

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## APPENDIX

### COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP AGREEMENT FOR DUAL ENROLLMENT

WHEREAS, the College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between Chaffey Community College District (“CHAFFEY COLLEGE”), a public community college district organized and existing under the laws of the State of California with its principal place of business at 5885 Haven Avenue, Rancho Cucamonga, CA 91737, and the Chino Valley Unified School District (“CVUSD”), a Regional Occupational Center with its principal place of business at 2890 Inland Empire Blvd., Suite 100, Ontario, CA 91764.

WHEREAS, CHAFFEY COLLEGE and CVUSD agree to record specific components of the CCAP Agreement using this Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college; Sec. 2 (k)(3)

NOW THEREFORE, CHAFFEY COLLEGE and CVUSD agree as follows:

#### 1. CCAP AGREEMENT

- a. CHAFFEY COLLEGE and CVUSD shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2 (b)
- b. CHAFFEY COLLEGE shall file this CCAP Agreement with the office of the Chancellor of the California community colleges prior to the start of the partnership. Sec. 2 (c)(2) Confirmation of the filing shall be provided to CVUSD.
- c. CHAFFEY COLLEGE and CVUSD shall review and establish new or amended CCAP Agreements annually on or before July 1, 2019 and follow the protocols set forth in (a) and (b) of this section.
- d. CHAFFEY COLLEGE and CVUSD point of contact: Sec. 2 (c)(2)

LOCATION	NAME AND TITLE	TELEPHONE	EMAIL
CHAFFEY COLLEGE	MATTHEW MORIN, DIR. OF ADULT ED AND HS PARTNERSHIPS	909-652-6103	matthew.morin@chaffey.edu
CVUSD	PRESTON CARR, DIR. OF ALTERNATIVE EDUCATION	909-980-6490	Preston_carr@chino.k12.ca.us

**2. STUDENT SELECTION**

- a. Minimum School Day - CVUSD shall certify that students participating as part of a CCAP agreement will receive no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.
- b. CVUSD shall select students consistent with the intent of AB 288 to include: high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” *Sec. 2 (a)* and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” *Sec. 1 (d)*
- c. CHAFFEY COLLEGE and CVUSD certify that participating students will have a signed parental consent form on file with CHAFFEY COLLEGE. *Preamble and Sec. 2 (c)(1)*
- d. CHAFFEY COLLEGE and CVUSD certify that participating students may enroll in up to a maximum of 15 unit load per term, the units may not constitute more than four courses per term, the units are part of an academic (educational) program identified as part of this CCAP Agreement and the units are part of an academic (educational) program designed to award students both a high school diploma and an associate degree or a certificate or credential. *Sec. 2 (p)(1-3)*

**3. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)**

- a. CHAFFEY COLLEGE is responsible for all educational program(s) and course(s) offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the CVUSD or CHAFFEY COLLEGE.

**4. CCAP AGREEMENT WITH CHAFFEY COLLEGE AND CVUSD-**

CHAFFEY COLLEGE and CVUSD have identified the following: program year, educational program(s), and courses to be offered at the date, time, and location; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR: 2018

EDUCATIONAL PROGRAM(S): GUIDANCE/CAREER EXPLORATION/STUDY SKILL/ED PLANNING/IGETC FINE ARTS

LOCATION: DON ANTONIO LUGO HIGH SCHOOL, 13400 PIPELINE AVE, CHINO, CA 91710

COURSE NAME	COURSE #	TERM	TIME	DAYS/HOURS	INSTRUCTOR	FTES/ STUDENTS SERVED	EMPLOYER OF RECORD	LOCATION
Essentials of Student Success	GUID 2	SPRING '18	7:25-8:30am	T, Th	TBA		CC	DAL HIGH SCHOOL
Career Exploration & Life Planning	GUID 3	SPRING '18	7:25-8:30am	M,W,F	TBA		CC	DAL HIGH SCHOOL
Successful College Transition	GUID 6	SPRING '19	TBD	TBD	TBD		CC	DAL HIGH SCHOOL
TBD	IGETC F/A	SPRING '19	TBD	TBD	TBD		CC	

**Required:** Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (sec. 2 (c)(1):

Students will be assessed according to Chaffey College SLOs and standard course grading procedures and policies. Chaffey College participates in assessment using the assessment platform, Taskstream, to archive and map student success. The courses will also follow COR outlines for the courses, which have been approved by the curriculum committee and transfer institutions (if applicable). Finally, instructors for these courses are subject to evaluations, and they must meet minimum qualifications, per the CCFA faculty labor association contract.

**5. BOOKS AND INSTRUCTIONAL MATERIALS-** The total cost of books and instructional materials for school district students participating as part of this CCAP agreement will be borne by CVUSD.

**2018/2019 GUID 2: Textbook-\$120**  
**2018/2019 GUID 3: Textbook-\$108; Myers Briggs Test Packet-\$38.75**  
**2018/2019 GUID 6: TBD**  
**2018/2019 IGETC F/A**

## **6. MANDATED ANNUAL STATE REPORTING**

- a. CHAFFEY COLLEGE and CVUSD shall ensure accurate and timely reporting of the total number of CHAFFEY COLLEGE full-time equivalent students generated by CCAP Agreement partnership participants.
- b. CHAFFEY COLLEGE and CVUSD shall each year report the annual total number of unduplicated high school student headcount by school site enrolled under the CCAP Agreement are aggregated by gender and ethnicity and reconciled on or before July 1, 2019, and the information shall be reported in compliance with all applicable state and federal privacy laws. The CHAFFEY COLLEGE shall annually report the student data to the office of the Chancellor of the California Community Colleges. *Sec. 2 (t) (1)(A)*
- c. CHAFFEY COLLEGE and CVUSD shall report the annual total number of community college courses by category and type and by school site enrolled in under this CCAP Agreement. *Sec. 2 (t) (1)(B)*
- d. CHAFFEY COLLEGE and CVUSD shall report the annual total number of the unduplicated high school student headcount and the percentage of successful course completions, by course category and type and by school site. *Sec. 2 (t)(1)(C)*
- e. CHAFFEY COLLEGE and CVUSD shall report the annual total number of full-time equivalent students generated by this CCAP Agreement. *Sec. 2 (t)(1)(D)*
- f. CHAFFEY COLLEGE and CVUSD shall ensure that the point of contact for each site establishes protocols for the collection and dissemination of participating student data each semester within 30 days of the end of the term.

## **7. CCAP AGREEMENT DATA MATCH AND REPORTING**

- a. CHAFFEY COLLEGE and CVUSD shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.
- b. CHAFFEY COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

## **8. PRIVACY OF STUDENT RECORDS**

- a. CHAFFEY COLLEGE and CVUSD understand and agree that education records of students enrolled in the CCAP Agreement course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076). CHAFFEY COLLEGE and CVUSD agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agree not to re-disclose such records except as authorized

by applicable law or regulation or by the parent or guardian’s prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)

- b. **Limitation on Use.** CHAFFEY COLLEGE and CVUSD shall use each student education record that is collected pursuant to this CCAP Agreement solely for a purpose(s) consistent with CHAFFEY COLLEGE and CVUSD authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)
- c. **Recordkeeping Requirements.** CHAFFEY COLLEGE and CVUSD shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.
- d. **Acknowledgement of Receipt of Notice of FERPA Regulations.** By signature of its authorized representative or agent on this Agreement, CHAFFEY COLLEGE and CVUSD hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian’s prior written consent.

**9. FACILITIES USE**

- a. CHAFFEY COLLEGE and CVUSD shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.

<b>BUILDING</b>	<b>CLASSROOM</b>	<b>DAYS</b>	<b>HOURS</b>
DON A. LUGO HS	TBD	See above	See above

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

July 16, 2018  
Board Meeting Date

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TOPIC APPROVAL OF MINUTES, JULY 9, 2018

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Communication No. IV.F.1.a

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SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the minutes of the July 9, 2018, special board meeting.

BACKGROUND

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

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

Approval of the minutes of the July 9, 2018, special board meeting.

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

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

A special meeting of the Chaffey Community College District Governing Board was held on Monday, July 9, 2018, in the Board room of the Marie Kane Center for Student Services/Administration, Board President Brugger called the meeting to order at 11:03 a.m.

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

Members absent: Mr. Rosales (Advisory)

Board Clerk Gary Ovitt led the Pledge of Allegiance to the Flag.

**PUBLIC COMMENTS**

There were no comments made.

**ACTION AGENDA**

Organization

Election of Governing Board Officers

A motion was made by Mr. Ovitt to move the slate of officers presently seated to continue in their capacity for the next year until the next reorganization meeting.

A motion was made by Mr. McDougal, seconded by Ms. McLeod, to approve the Board elections for 2018-2019.

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

Business Services

Bond Measure Resolution

Dr. Shannon introduced Vice President Melanie Siddiqi who introduced bond counsel David Casnocha, and Frank Vega from RBC Capital Markets, who were present to answer any questions from the Board.

Ms. McLeod asked how long before Measure L is paid off. Mr. Vega responded fiscal year 2037 is the final payment.

As it relates to the pending bond resolution, Mr. Casnocha explained that the election order needs to be filed by the 88<sup>th</sup> day, which is August 10, 2018. AB195, the legislation which obligates school districts to include tax rate, duration of the tax and the amount of revenue expected to be collected each year by the levy of the tax, was not repealed. This now makes Exhibit A-1 irrelevant, so that portion of the board item is not needed. The first part of the Board agenda is the legal analysis of the bond, the second portion is the ballot question (Exhibit A), and the title emphasizes the mission of the college. Exhibit B is the full text of the Ballot Proposition and includes the scope of the bond project list. Mr. Casnocha stated that all of this, word for word, would be included in the voter pamphlet, if the Board approves the resolution.

Mr. Casnocha recommended the following language be changed in Exhibit A: \$38 million *average annually*; and improve ~~resources for~~ Veterans' resources.

Mr. McDougal clarified that Exhibit B needs to be amended the same as Exhibit A. Mr. Casnocha confirmed the clarification.

Ms. Bailey asked if the Board had any questions regarding the cost to taxpayers for the bond measure. Ms. McLeod stated that she was concerned about the cost to taxpayers, even though she realizes that the bond is needed to make Chaffey a 21<sup>st</sup> century college. Mr. Vega explained that the average homeowner is paying \$24 annually on property taxes for Measure L. With the new bond, the average would be \$75 per year on property tax bills. It is not double taxing; rather, it is layering under the authority previously provided by taxpayers under Measure L. Comparable tax rates for neighboring community colleges are much higher.

There was discussion on how soon after a bond measure passes does the college receive the funds. Mr. Casnocha explained that the election is November 6, and then the county has 30 days to certify. The College must show evidence that it is able to spend 85% of the fund series within a 3-year period. The College could receive the funds late winter or early spring. Ms. McLeod asked if there are projects ready to go when the funds are received. It was explained that projects are being planned and will be ready.

Dr. Shannon mentioned that he has received comments that faculty strongly support the bond.

A motion was made by Mr. McDougal, seconded by Mr. Ovitt, to approve Resolution No. 7918 authorizing a bond election for November 6, 2018.

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



Absent: Mr. Rosales (advisory)

ADJOURNMENT

The meeting was adjourned at 11:31 a.m.

The next regular meeting of the Chaffey Community College District Governing Board will be July 16, 2018.

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President

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Clerk

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

July 16, 2018  
Board Meeting Date

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TOPIC **APPROVAL OF MINUTES, JUNE 28, 2018**

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Communication No. IV.F.1.b

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SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the minutes of the June 28, 2018, regular meeting.

BACKGROUND

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

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

Approval of the minutes of the June 28, 2018, regular board meeting.

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

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

A regular meeting of the Chaffey Community College District Governing Board was held on Thursday, June 28, 2018, in the boardroom of the Marie Kane Center for Student Services/Administration. Board President Brugger called the meeting to order at 2:05 p.m.

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

Members absent: none

**CLOSED SESSION**

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

The Board convened in closed session at 2:05 p.m. Closed session was adjourned at 2:59 p.m.

**STUDY SESSION**

A study session commenced on the following topics:

**2018-2019 Tentative Budget**

Lisa Bailey expressed her appreciation to Trustee Ovitt for his participation in the budget development process then introduced Anita Undercoffer, executive director, budgeting and fiscal services. Ms. Undercoffer recognized her staff for their work on the budget. Dr. Shannon explained that the Governor signed the budget yesterday, and that this information will be included in the adopted budget in August. Ms. Bailey explained that the tentative budget is built on the May Revise, and the adopted budget will be based on the budget signed by the Governor yesterday, utilizing the new funding formula.

Ms. Undercoffer's presentation included: 2017-2018 Chaffey College Budget Update, 2018-2019 Governor's May Revise Budget, 2018-2019 Chaffey College Tentative Budget, and 2018-2019 Governor's Approved Budget. Ms. Undercoffer mentioned that the College would not achieve growth, and may not even make base depending on summer enrollment. Ms. Undercoffer highlighted:

Trustee McDougal asked if the solar cost would be offset by energy savings. Ms. Undercoffer explained that the amounts match, but they are just estimates at this point.

Trustee McCloud asked what elections the budget expenses refer to, and it was explained that this amount will be returned to the budget since there was no election in June as both incumbents ran unopposed.

Trustee McCloud also asked if the college is penalized if a student transfers. Dr. Shannon responded that this is a concern expressed to the Chancellor with the new funding formula. There was discussion regarding community colleges and four-year colleges in regards to success indicators. Anita Undercoffer explained that the college is poised to actually receive additional funding based on FTES. There was discussion on the Online Education Initiative and one-time grant funds for colleges to expand and improve existing programs, and the new Online Community College.

#### Facilities Master Plan Addendum

Dr. Shannon mentioned that the addendum relates to the bond measure. Vice President Melanie Siddiqi stated that over the past few months the college has been working on the possibility of going out for a bond. The College has been working with HMC Architects to determine facility needs to go beyond 2025. Focus groups with students and surveys have been conducted and are included in the plan. Ms. Siddiqi introduced Sheryl Sterry from HMC who presented on the following: objectives, planning process, input from students and employees, linkages to institutional goals, district-wide projects, Chino Campus recommendations, Fontana Campus recommendations, Rancho Cucamonga Campus recommendations, Ontario Campus recommendations, and cost plan.

Mr. McDougal asked if this plan includes more office space and ample gathering space for students. Ms. Siddiqi explained that collaboration space has been incorporated in all of the instructional buildings. There was also discussion on solar battery storage being included in the plan.

Ms. McCloud asked about if the proposed new building at the Chino Campus would affect parking. There was discussion on a new parking area and shipping containers being used as a campus store and food services at Chino.

Ms. McCloud mentioned that it is very difficult to turn left onto any street off Sierra Avenue and that there should be an alternate entrance. There was discussion on working with the city on adding a traffic signal.

Ms. McCloud asked why the library would be removed instead of being renovated since it is not that old. Ms. Siddiqi responded that it is more cost effective to build a new building and that the existing building will be significantly larger.

Mr. McDougal asked how the neighbors would react to a parking structure, and it was explained that the parking structure is a two-level structure with the

top level being level with the existing parking lot south of SSA and will not have a high profile. Dr. Shannon added that the College plans to hold community meetings to share the College's vision and make sure the neighbors are comfortable with the construction.

Ms. McCloud asked about the purpose of an Ontario campus. She does not think it is cost effective to have a center that only offers niche programs for very few students. Dr. Shannon responded that the College would work within the confines of the space and the needs of the mayor and city council. Dr. Randall mentioned that logistics and health care programs are needed in Ontario. She stated that they want to place complete programs at the site, such as a paralegal program. Mr. Ovitt explained that about a quarter of the students attending Chaffey College are from Ontario and it would be beneficial for the College to collaborate with the City of Ontario. Dr. Shannon mentioned it is still a work in progress.

Ms. Sterry explained that the project list and implementation schedule were used to prepare a cost plan recommending a proposed budget of \$1.093 billion. Dr. Shannon explained that the amount would be scaled down based on the polling results.

#### Future Bond Considerations Update

Vice President Melanie Siddiqi explained that another action that has been taken has been to engage a strategist to properly prepare for the possibility of going out for a bond. The previous poll's responses were mostly positive, but there were a significant amount of unknowns. In recent weeks, a follow-up poll has been conducted to determine how the outreach efforts have worked. Ms. Siddiqi introduced Mr. Boigon from TBWB and Mr. Fairbank from FM3 Research. The presentation included: methodology, general community attitudes, summary of attitudes on potential bond measure, summary of demographics of initial support for the measure and conclusions.

Ardon Alger asked if the education program helped the results and Mr. Fairbank believes that it was beneficial and that the College should keep it up. Mr. Boigon explained that the team will now work on developing a draft bond measure. Dr. Shannon asked that if any of the Board members would like to visit any of the sites before voting at the July meeting on whether to go forward with a bond measure, it could be arranged.

Frank Vega from RBC Capital Markets discussed the assumptions: \$530 million was the conservative floor, which is an extension of Measure L, and \$930 million is the top. The floor can be changed to \$700 million.

Bond Counsel David Casnocha discussed the process for placing a bond measure on the ballot. The resolution must be approved by four votes of the

Board, not a simple majority. After Board approval, the resolution is submitted to the County registrar of voters by August 10.

### REGULAR SESSION

The regular session reconvened at 4:40 p.m., and Student Trustee Moises Rosales led the Pledge of Allegiance to the Flag.

### PUBLIC COMMENTS

Neil Watkins addressed the Board regarding the new student trustee Moises Rosales and stated that he has worked with him and the Dreamers for the past three years. He invited the Board to attend the opening of the new multicultural center in August. He stated that the students are in good hands with Moises Rosales representing them.

Kim Noseworthy addressed the Board regarding a handout she distributed about an alternate work schedule for holidays. Mr. McDougal asked for clarification. Ms. Noseworthy stated that she would like to see the District come to a compromise to working an 8-5 schedule during a holiday week.

### COMMUNITY LINKAGES GOVERNING BOARD

Student Trustee Moises Rosales thanked everyone who helped him to get to where he is today, including: Dr. Shannon, Dr. Bishop, Ray Cuellar, Neil Watkins, and Lorena Corona. Mr. Rosales mentioned that he was looking forward to the mentorship of the Governing Board. He reported that he volunteered at the golf tournament and attended the Measure L Citizens' Oversight Committee meeting.

Gary Ovitt reported that he attended a Chaffey budget development meeting and that he appreciated learning more about budget development and enjoyed being part of the process.

Other meetings and events Mr. Ovitt attended include: speaker at Memorial Day celebration at Bellevue Cemetery, City of Montclair Memorial Day celebration, Viewing for Kaitlyn Lally, West End YMCA Board meeting, Soroptimist of Montclair/Inland Valley, Service Agency Recognition, Kiwanis Pancake Breakfast/Rotary Car Show volunteer; Esperanza Scholarship Foundation Board meeting, Promise Scholars presentation at Ontario Montclair School District Board of Trustees meeting, Children's Fund Golf Tournament, Children's Fund Executive Committee meeting, Promise Scholars Board meeting, Children's Fund Development Committee meeting, Montclair Chamber of Commerce Golf Tournament, The Leaven Inland Empire dinner, Chaffey College Foundation Golf Tournament, Ontario Parks and Recreation Commission

meeting, Children's Fund Board meeting, Ontario Chaffey Community Show Band Board meeting, and West End YMCA Annual Board meeting.

Lee McDougal reported attending the CIM and CIW meetings at the Chino Campus. He stated that he attended the Chaffey College Chino Community Center Oversight Committee meeting, and that the Center is in the black and is in demand. He also reported that he played in the Foundation Golf Tournament.

Katie Roberts welcomed Moises and thanked everyone for their well wishes. She stated that she is doing much better.

Vice President Gloria Negrete McLeod announced that she attended the League of Women Voters meeting and that the observer from the last year will be submitting a report in August. She stated that the report for Chaffey College was exceptional.

Board President Kathy Brugger announced that she attended a San Bernardino County Disability Program meeting, and a Board agenda review meeting with Dr. Shannon. She also mentioned that she paid for two foursomes for the Foundation Golf Tournament to support student scholarships.

#### LEGISLATIVE UPDATE

No report.

#### PRESENTATIONS

- a. Presentation of Plaque to Faculty Senate President Ardon Alger for his 18 years of service. Mr. Alger thanked the Board and said that this Board has been great and he thanked them for their service.

#### FOUNDATION

Lisa Nashua, executive director of the Foundation and governmental relations, distributed an update regarding foundation and alumni relations activities. Her reported included: alumni engagement, Chaffey Day at the Fair on September 7, Tailgate on September 29, Foundation Golf Tournament, private foundations, endowments, annual fund mailing, and community engagement. Ms. Nashua reported that the golf tournament grossed \$91 thousand with 127 registered golfers and 23 volunteers. She thanked Foundation Board member Joe Lutz for being a stellar auctioneer. She also announced the new Foundation Board leadership:

Mary Caporale	President
Kyle Schulte	Vice President
Dr. Loren Sanchez	Immediate Past President
Eric Hasanoff	Treasurer

## REPORTS CLOSED SESSION ACTIONS

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

### Employment of:

- Tracy Leal to the temporary, one-year position of child development center teacher, .75 FTE, effective August 14, 2018, through May 28, 2019.
- Michael McClellan to the position of dean, instructional support, guided pathways, and kinesiology, nutrition and athletics, 1.0 FTE, 12-month assignment, range 32, step A of the management salary schedule, effective July 2, 2018.
- Angelica Millan to the position of instructor, associate degree nursing, 1.0 FTE, 10-month tenure-track assignment effective August 15, 2018.
- Jennifer Renteria to the position of instructor, associate degree nursing, 1.0 FTE, 10-month tenure-track assignment effective August 15, 2018.
- Hourly personnel including adjunct faculty, contract faculty overload, and short-term workers.
- Siraj Muhammad to the temporary, unclassified, professional expert position of assistant athletic trainer, effective August 1, 2018, through May 31, 2019, under the terms and conditions of the employment agreement.
- Erika Goe to the temporary, unclassified, professional expert position of assistant dance coach, effective August 1, 2018, through March 31, 2019, under the terms and conditions of the employment agreement.
- Jennifer Poe to the temporary, unclassified, professional expert position of data and project coordinator, effective July 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.
- Christine Flores to the temporary, unclassified, professional expert position of director, management development, effective July 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.
- Deborah Smith to the temporary, unclassified, professional expert position of economic development administrator, effective July 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.
- Michael Lonsdale to the temporary, unclassified, professional expert position of first assistant coach, baseball/out-of-season, all sports, effective August 1, 2018, through May 31, 2019, under the terms and conditions of the employment agreement.
- Kristin Crowell to the temporary, unclassified, professional expert position of first assistant coach, cross country/out-of-season, all sports, effective August 1, 2018, through June 15, 2019, under the terms and conditions of the employment agreement.
- Artie Allen to the temporary, unclassified, professional expert position of first assistant coach, football/out-of-season, all sports, effective August 1, 2018, through June 15, 2019, under the terms and conditions of the employment agreement.
- Prentice Harris to the temporary, unclassified, professional expert position of first assistant coach, men's basketball, effective October 1, 2018, through March 15, 2019, under the terms and conditions of the employment agreement.
- Christopher Araya to the temporary, unclassified, professional expert position of first assistant coach, men's soccer/out-of-season, all sports, effective August 1, 2018, through June 15, 2019, under the terms and conditions of the employment agreement.
- Bryan Shelton to the temporary, unclassified, professional expert position of first assistant coach, men's water polo/out-of-season, all sports, effective August 1, 2018, through June 15, 2019, under the terms and conditions of the employment agreement.



Stephanie Tickemyer to the temporary, unclassified, professional expert position of first assistant coach, softball/out-of-season, all sports, effective August 1, 2018, through May 31, 2019, under the terms and conditions of the employment agreement.

Unique Anderson to the temporary, unclassified, professional expert position of first assistant coach, women's basketball/out-of-season, all sports, effective August 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

Daniel Fox Daniel Fox to the temporary, unclassified, professional expert position of first assistant coach, women's soccer/out-of-season, all sports, effective August 1, 2018, through June 15, 2019, under the terms and conditions of the employment agreement.

Ashley Harren to the temporary, unclassified, professional expert position of first assistant coach, women's swimming, effective August 1, 2018, through May 31, 2019, under the terms and conditions of the employment agreement.

Tishanna Pope to the temporary, unclassified, professional expert position of first assistant coach, women's volleyball/out-of-season, all sports, effective August 1, 2018, through June 15, 2019, under the terms and conditions of the employment agreement.

Ashley Harren to the temporary, unclassified, professional expert position of first assistant coach, women's water polo/out-of-season, all sports, effective August 1, 2018, through June 15, 2019, under the terms and conditions of the employment agreement.

David Slover to the temporary, unclassified, professional expert position of football coordinator/out-of-season, all sports, effective August 1, 2018, through June 15, 2019, under the terms and conditions of the employment agreement.

Rebecca Elmore to the temporary, unclassified, professional expert position of grant and project coordinator, effective July 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

Irene Gishwiller to the temporary, unclassified, professional expert position of grant coordinator, effective July 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

Carey Balderrama to the temporary, unclassified, professional expert position of head athletic trainer, effective July 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

Michael Cordero to the temporary, unclassified, professional expert position of head coach, baseball, effective January 2, 2019, through May 31, 2019, under the terms and conditions of the employment agreement.

Robert Lander to the temporary, unclassified, professional expert position of head coach, cross country, effective August 1, 2018, through December 31, 2018, under the terms and conditions of the employment agreement.

Rachelle Fawcett to the temporary, unclassified, professional expert position of head coach, dance/spirit team, effective August 1, 2018, through March 31, 2019, under the terms and conditions of the employment agreement.

Benjamin Cooper to the temporary, unclassified, professional expert position of head coach, men's soccer, effective August 1, 2018, through December 31, 2018, under the terms and conditions of the employment agreement.

Christopher Carlson to the temporary, unclassified, professional expert position of head coach, men's water polo, effective August 1, 2018, through December 31, 2018, under the terms and conditions of the employment agreement.

LaTasha Burnett to the temporary, unclassified, professional expert position of head coach, women's basketball, effective July 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

Graziella Cooper to the temporary, unclassified, professional expert position of head coach, women's soccer, effective August 1, 2018, through December 31, 2018, under the terms and conditions of the employment agreement.

Breck Weiny to the temporary, unclassified, professional expert position of head coach, women's swimming, effective January 2, 2019, through May 31, 2019, under the terms and conditions of the employment agreement.

Brianna Gonzales to the temporary, unclassified, professional expert position of head coach, women's volleyball, effective August 1, 2018, through December 31, 2018, under the terms and conditions of the employment agreement.

Breck Weiny to the temporary, unclassified, professional expert position of head coach, women's water polo, effective August 1, 2018, through December 31, 2018, under the terms and conditions of the employment agreement.

Jeffrey Klein to the temporary, unclassified, professional expert position of interim athletic director/head coach, men's basketball, effective July 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

David Lindsay to the temporary, unclassified, professional expert position of interim head coach, softball, effective January 3, 2019, through May 31, 2019, under the terms and conditions of the employment agreement.

Melissa Pinion to the temporary, unclassified, professional expert position of manager, communications effective July 2, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

Sergio Lopez to the temporary, unclassified, professional expert position of manager, grounds, effective July 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

Jason Burrell to the temporary, unclassified, professional expert position of second assistant coach, football/out-of-season, all sports, effective August 1, 2018, through June 15, 2019, under the terms and conditions of the employment agreement.

Jacob Calderon to the temporary, unclassified, professional expert position of second assistant coach, football/out-of-season, all sports, effective August 1, 2018, through June 15, 2019, under the terms and conditions of the employment agreement.

Jose Flores to the temporary, unclassified, professional expert position of second assistant coach, football/out-of-season, all sports, effective August 1, 2018, through June 15, 2019, under the terms and conditions of the employment agreement.

David Lamour to the temporary, unclassified, professional expert position of second assistant coach, football/out-of-season, all sports, effective August 1, 2018, through June 15, 2019, under the terms and conditions of the employment agreement.

Craigston Robbins to the temporary, unclassified, professional expert position of second assistant coach, football/out-of-season, all sports, effective August 1, 2018, through June 15, 2019, under the terms and conditions of the employment agreement.

Trone Jackson to the temporary, unclassified, professional expert position of second assistant coach, men's basketball/out-of-season, all sports, effective August 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

Jacob Davies to the temporary, unclassified, professional expert position of second assistant coach, men's soccer/out-of-season, all sports, effective August 1, 2018, through June 15, 2019, under the terms and conditions of the employment agreement.

Natalie Sanchez to the temporary, unclassified, professional expert position of second assistant coach, softball/out-of-season, all sports, effective August 1, 2018, through May 31, 2019, under the terms and conditions of the employment agreement.

Vijay Mani to the temporary, unclassified, professional expert position of second assistant coach, women's basketball/out-of-season, all sports, effective August 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

Erik Zamudio to the temporary, unclassified, professional expert position of second assistant coach, women's soccer/out-of-season, all sports, effective August 1, 2018, through June 15, 2019, under the terms and conditions of the employment agreement.

Rosalinda Rivas to the temporary, unclassified, professional expert position of workforce development coordinator, effective July 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

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

Appointment of:

Educational Services Coordinators – 2018-2019

Robert Hadaway to the temporary, unclassified, professional expert position of head coach, football, effective August 1, 2018, through December 31, 2018, under the terms and conditions of the employment agreement.

Annette Henry to the position of interim dean, kinesiology, nutrition and athletics, 1.0 FTE, 12 months, range 32, step A of the management salary schedule, from June 30, 2018, to July 2, 2018.

The Governing Board approved an Interjurisdictional Exchange Agreement for Laura Hope. The Governing Board approved a revision to an Interjurisdictional Exchange Agreement for Robert Rundquist.

The Governing Board approved a temporary increase in assignments – bookstore.

## MONITORING

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

Child Development Center: Program Self-Evaluation and Annual Report

Curriculum Report

Facilities Master Plan Addendum

Information Technology Services Monitoring Report

President's Equity Council Monitoring Report

## CONSENT AGENDA

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

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

Nays: None

Absent: None

Through this action, the following were approved (Approval of Minutes, May 24, 2018 through Update to Interjurisdictional Exchange Agreement).

## GOVERNANCE PROCESS

The minutes of the May 24, 2018, regular board meeting were approved as presented.

The Governing Board changed the date of the July board meeting to Monday, July 16, 2018.

The Governing Board adopted a resolution to compensate Katie Roberts, Governing Board member, for the May 24, 2018, meeting from which she was absent.

#### ACADEMIC AFFAIRS

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

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

#### BUSINESS/FISCAL AFFAIRS

The Governing Board adopted the attached resolution to approve the California Department of Education 2018-2019 California State Preschool Program contract (CSPP-8419) in the amount of \$340,185 for the period of July 1, 2018 through June 30, 2019.

The Governing Board adopted the attached resolution to approve the California Department of Education 2018-2019 General Child Care and Development Program contract (CCTR-8190) in the amount of \$359,385 for the period of July 1, 2018 through June 30, 2019.

The Governing Board approved the 2018-2019 tentative District budget.

The Governing Board authorized the District to waive the competitive bidding process and issue an increase to contract 2018CS84 with Developing Leaders, Inc. of Fontana, CA (Developing Leaders), to bring the total not-to-exceed amount to \$175,000 for additional training and associated client consultation to District's business clients and community partners to train their full-time workers.

The Governing Board approved Amendment 1 to Center of Excellence (COE) Grant Agreement 17-305-006, between California Community Colleges Chancellor's Office and Chaffey College, in the amount of \$100,000 for an additional six months of COE Technical Assistance. The new extended performance period shall be July 1, 2017 through December 31, 2018.

The Governing Board approved the receipt of the Veterans Affairs grant funds in the amount of \$2,198 for the 2017-2018 fiscal year.

The Governing Board adopted Resolution 62818, which delegates authority to the superintendent/president or his designee to sell or otherwise dispose of the electronic equipment and miscellaneous materials listed in Exhibit

A of the resolution, and to execute all documents in connection therewith, in accordance with the terms and conditions of the resolution.

The Governing Board approved the twelve-month grant renewal agreement (Amendment 2) with the Opportunity Institute for the Renewing Communities Project Grant totaling \$119,000 for the period of May 26, 2018, through May 25, 2019.

The Governing Board approved the agreement between Chaffey College and the Riverside Community College District at the not to exceed amount of \$25,000 for the period of June 4, 2018 through April 2, 2019 to provide training funded by the California Employment Training Panel (ETP).

## HUMAN RESOURCES

The Governing Board approved the Athletic Department Professional Expert Personnel Plan.

The Governing Board approved the interjurisdictional exchange (“IJE”) agreement with the Chancellor’s Office of the California Community Colleges for the period of August 1, 2018 through June 30, 2019, for the purpose of temporarily transferring Laura Hope, dean, instructional support, to the Chancellor’s Office on a full-time, temporary basis to function as the executive vice chancellor of educational services in the Chancellor’s Office.

The Governing Board approved the employment contracts between the Governing Board of the Chaffey Community College District and management employees.

The Governing Board approved the revision of section 6.1 Classification Structure of the 2017-20 Management Professional Development/Evaluation Plan.

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

The Governing Board approved the change to the annual compensation reflected in the 2017-18 employment agreement between the Governing Board of the Chaffey Community College District and the deputy chief of police.

The Governing Board approved the update to the interjurisdictional exchange agreement with the Chancellor’s Office of the California Community Colleges for the period of May 1, 2018 through June 30, 2018.

ACTION AGENDA  
BUSINESS/FISCAL AFFAIRS

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

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

The Governing Board authorized the District to enter into an emergency contract with Trane U.S., Inc. of Brea, CA for the repair of two centrifugal chillers at the Central Plant on the Rancho Cucamonga Campus, in the amount not to exceed \$62,315, on the motion of Mr. McDougal, second of Mr. Ovitt.

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

CEO/STAFF REPORTS

Henry Shannon, superintendent/president, introduced Charles Williams, Faculty Member of the year, and mentioned Jason Schneck, Staff Member of the Year, who had to leave. He also provided his updates from budgeting and fiscal services, instruction and student services.

Dr. Shannon asked Lisa Bailey to discuss the hiring process in response to Trustee McDougal's request from the May Board meeting. Ms. Bailey provided a handout describing the process to the Board. She explained that police officer recruitment is a very lengthy process including a background, medical and psychological check. The account tech position took longer than usual because the one candidate withdrew. A classification study is now being conducted on that position. Generally, positions take between three to four months to fill. There was discussion on the "domino effect" and the temporary reassignment process. Ms. Bailey also mentioned that Human Resources is looking into technology for interviewing remotely.

Dr. Shannon said that one of the strengths of this institution is that there is a good balance of internal and outside candidates. Mr. Ovitt stated that public institutions must follow a longer process to make sure the process is equitable.

Faculty Senate President Ardon Alger welcomed Moises Rosales and mentioned that he hoped that he would work well with Misty Burruel, the incoming faculty senate president. He thanked the Board again.

On behalf of Classified Senate President Anita Fletcher, Sarah Schmidt highlighted classified employees Robert Gomez, Sonia Torres, Caleb Ulrich, Trisha Albertsen, Hope Ell and Sarah Schmidt.

Kim Noseworthy reported on behalf of CSEA. She stated that classified staff was disappointed to learn that the staff lounge in the MACC building was going to be transformed to a shared space with students.

CCFA President Jonathan Ausubel reported that Ardon Alger has attended over 216 hours at Board meetings, which equates to 27 days and thanked him for his service. Ardon is the longest serving faculty senate president in the history of community colleges.

CDCFA had no report.

BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

Mr. McDougal welcomed Moises Rosales and congratulated Ardon Alger.

President Brugger announced that there will be a special Board meeting on July 9, and that the August Board meeting will be changed to August 15.

ADJOURNMENT

The meeting was adjourned at 5:47 p.m.

The next regular meeting of the Chaffey Community College District Governing Board will be Monday, July 16, 2018.

\_\_\_\_\_  
President

\_\_\_\_\_  
Clerk

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

July 16, 2018  
Board Meeting Date

TOPIC BOARD MEETING DATE CHANGE

Communication No. IV.F.1.c

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SUPPORTS BOARD POLICY

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

PROPOSAL

To change the date of the August board meeting to Tuesday, August 28, 2018.

BACKGROUND

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

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board change the date of the August board meeting to Tuesday, August 28, 2018.

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



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

July 16, 2018

Board Meeting Date

TOPIC 2017-2018 CALIFORNIA STATE PRESCHOOL (CSPP – 7418) AMENDMENT 02

Communication No. IV.F.2.a

**SUPPORTS BOARD POLICY**

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

**PROPOSAL**

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

**BACKGROUND**

In November 2017, the Governing Board approved contract CSPP with the California Department of Education (CDE) Amendment 01 in the amount of \$340,185. The CDE has amended the contract by increasing the maximum reimbursable amount by \$130,477, due to the minimum days of enrollment increasing from 7,439 to 10,292.

**BUDGET IMPLICATIONS**

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

*Status of Funds* – The 2017-2018 Child Development Center fund budget will be increased as indicated below for this amendment:

48xxx	Income	<u>\$130,477</u>
51xxx	Academic Salaries	\$20,500
52xxx	Classified Salaries	84,100
53xxx	Benefits	15,877
54xxx	Supplies	<u>10,000</u>
	Total	<u>\$130,477</u>

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

**RECOMMENDATION**

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

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

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

July 16, 2018  
Board Meeting Date

TOPIC 2018-2019 ENROLLMENT GROWTH ASSOCIATE DEGREE NURSING RETENTION GRANT

Communication No. IV.F.2.b

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the contract for the Enrollment Growth for Associate Degree Nursing Program grant (RFA 17-199-004) in the amount of \$199,958 for the 2018-2019 year.

BACKGROUND

This grant provides funds to offer and promote enrollment and training for beginning nursing students who want to become registered nurses (RNs) at the associate degree level for both younger and older students, including those persons returning to school. Another primary mission is to advance California's economic growth and global competitiveness through education, training, and services that contribute to continuous workforce improvement.

BUDGET IMPLICATIONS

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

*Status of Funds* – Funds of \$199,958 for this grant are included in the 2018-2019 tentative restricted general fund budget.

*Future Implications* – None

RECOMMENDATION

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

Prepared by:	Renee Ketchum, Director, A.D.N. Program Sherrie Loewen, Dean, Health Sciences
Submitted by:	Jim Fillpot, Dean, Institutional Research, Policy and Grants
Reviewed by:	Lisa Bailey, Associate Superintendent, Business Services and Economic Development
Recommended by:	Henry D. Shannon, Superintendent/President

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

July 16, 2018

Board Meeting Date

TOPIC      **AGREEMENT BETWEEN THE SAN BERNARDINO COUNTY WORKFORCE DEVELOPMENT DEPARTMENT AND CHAFFEY COLLEGE DISTRICT – INDIVIDUAL TRAINING ACCOUNTS (ITA)**

Communication No.    IV.F.2.c

**SUPPORTS BOARD POLICY**

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

**PROPOSAL**

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

**BACKGROUND**

The Workforce Development Board (WDB) has a long history of partnership with Chaffey College to provide residents of San Bernardino County with high quality vocational training with industry recognized certifications, preparing the workforce for high-paying jobs. The WDD will utilize Individual Training Accounts (ITA's) which outline the WDB's fiscal responsibility of \$1,000 to \$5,000 per client.

**BUDGET IMPLICATIONS**

*Funding Source* – San Bernardino County Workforce Development Department (WDD).

*Status of Funds* – Funds of \$125,000 for this agreement will be included in the 2018-2019 approved tentative restricted general fund budget.

*Future Implications* – None

**RECOMMENDATION**

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

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

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

July 16, 2018  
Board Meeting Date

TOPIC **AUTHORIZED SIGNATURE LIST**

Communication No. IV.F.2.d

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the revised district authorized signature list to be effective July 16, 2018. San Bernardino County Enterprise Financial Management System has been added and Anita D. Undercoffer has been added to Auditor Controller Signature/Fund Custodian Authorization.

BACKGROUND

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

BUDGET IMPLICATIONS

*Funding Source – N/A*

*Status of Funds – N/A*

*Future Implications – N/A*

RECOMMENDATION

It is recommended the Governing Board approve the revised district authorized signature list to be effective July 16, 2018.

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

DISTRICT AUTHORIZED SIGNATURE LIST

July 16, 2018

DISTRICT OFFICIAL DOCUMENTS

Henry D. Shannon, Superintendent/President  
Meridith Randall, Associate Superintendent, Instruction and Institutional Effectiveness  
Lisa Bailey, Associate Superintendent, Business Services & Economic Development  
Melanie Siddiqi, Vice President, Administrative Affairs

CONTRACTS

Henry D. Shannon, Superintendent/President  
Lisa Bailey, Associate Superintendent, Business Services & Economic Development  
Melanie Siddiqi, Vice President, Administrative Affairs  
Kimberly Erickson, Executive Director, Business Services  
Susan Hardie, Director, Human Resources and Risk Management  
Eva Ramirez, Interim Director, Purchasing Services

PURCHASE ORDERS

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

BOOKSTORE PURCHASE ORDERS

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

AUDITOR-CONTROLLER SIGNATURE/FUND CUSTODIAN AUTHORIZATION

Lisa Bailey, Associate Superintendent, Business Services & Economic Development  
Anita D. Undercoffer, Executive Director, Budgeting and Fiscal Services  
Kimberly Erickson, Executive Director, Business Services  
Laura Collins, Accountant  
Trisha Albertsen, Accountant

SAN BERNARDINO COUNTY-ENTERPRISE FINANCIAL MANAGEMENT SYSTEM AUTHORIZED COORDINATORS- (EFMS)

Anita D. Undercoffer, Executive Director, Budgeting and Fiscal Services  
Laura Collins, Accountant  
Trisha Albertsen, Accountant

NOTICES OF EMPLOYMENT-PERSONNEL AGREEMENTS

Henry D. Shannon, Superintendent/President  
Meridith Randall, Associate Superintendent, Instruction and Institutional Effectiveness  
Lisa Bailey, Associate Superintendent, Business Services & Economic Development  
Eric Bishop, Vice President, Student Services  
Melanie Siddiqi, Vice President, Administrative Affairs  
Susan Hardie, Director, Human Resources and Risk Management  
Alisha Serrano, Interim Director, Career Development (Student NOE)

CHECKING ACCOUNTS

District

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

Bookstore

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

Cafeteria

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

Associated Student Body

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

Auxiliary Services

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

Chaffey College Chino Community Center

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

Chaffey College Revolving Cash Fund

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

Clearing Account, Federal Student Grant Program

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

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

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

MORGAN STANLEY SMITH BARNEY/PAYDEN & RYGEL

Henry D. Shannon, Superintendent/President

Lisa Bailey, Associate Superintendent, Business Services & Economic Development

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

Kimberly Erickson, Executive Director, Business Services

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

July 16, 2018

Board Meeting Date

TOPIC      **BUSINESS WRITING AND COMMUNICATION SKILLS INLAND EMPIRE HEALTH PLAN (IEHP)  
AGREEMENT**

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Communication No.    IV.F.2.e

SUPPORTS BOARD POLICY

**Board Policy 4104 Contract Education-** 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 agreement with Inland Empire Health Plan (IEHP) to design and develop Business Writing Skills training in the amount of \$19,200.

BACKGROUND

The agreement with Inland Empire Health Plan (IEHP) is to design and develop Business Writing Skills training for its workforce and delivery of 12 days of two 4-hour cohorts for Business Writing Skills training. The 4-hour training program (for two cohorts per day) is to be delivered on-site at IEHP in Rancho Cucamonga, CA. Dates to be determined. This is a direct pay agreement.

BUDGET IMPLICATIONS

*Funding Source* – Inland Empire Health Plan

*Status of Funds* – Funds of \$19,200 for this agreement will be included in the 2018-2019 proposed adopted unrestricted general fund budget.

RECOMMENDATION

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

Prepared 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**

July 16, 2018  
Board Meeting Date

TOPIC **DESIGNATION OF NEWSPAPER FOR PUBLICATION NOTICE OF THE 2018-2019 BUDGET PUBLIC HEARING**

Communication No. IV.F.2.f

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SUPPORTS BOARD POLICY

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

PROPOSAL

To approve:

- a. The designation of the *Inland Valley Daily Bulletin* as the newspaper for the publication of the notice of public hearing on the 2018-2019 budget.
- b. August 23, 24, and 27, 2018 between 8:00 a.m. and 4:30 p.m. as the dates and times the 2018-2019 budget will be available for public inspection in the Chaffey Community College District Budgeting and Fiscal Services Office.
- c. August 28, 2018, at 2:00 p.m. as the date and time of the budget public hearing to be held in the Chaffey Community College District board room.

BACKGROUND

Pursuant to California Administrative Regulations, Title 5, section 58301, this item designates the *Inland Valley Daily Bulletin* as the newspaper that notifies the public of the date, time, and location when the proposed final budget may be inspected and the date, time, and location of the public hearing on the adoption of the final budget for 2018-2019. The notification for the proposed budget will be published in the *Inland Valley Daily Bulletin*, a newspaper of general circulation in the district, at least three days prior to the availability of the proposed budget for public inspection.

BUDGET IMPLICATIONS

*Funding Source* – Unrestricted general fund.

*Status of Funds* – The cost for the advertisement is an annually budgeted item.

*Future Implications* – N/A

RECOMMENDATION

It is recommended the Governing Board approve:

- a. The designation of the *Inland Valley Daily Bulletin* as the newspaper for the publication of the notice of public hearing on the 2018-2019 budget.
- b. August 23, 24, and 27, 2018 between 8:00 a.m. and 4:30 p.m. as the dates and times the 2018-2019 budget will be available for public inspection in the Chaffey Community College District Budgeting and Fiscal Services Office.
- c. August 28, 2018, at 2:00 p.m. as the date and time of the budget public hearing to be held in the Chaffey Community College District board room.

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



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

July 16, 2018

Board Meeting Date

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

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Communication No.    IV.F.2.g

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**SUPPORTS BOARD POLICIES**

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

**PROPOSAL**

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

**BACKGROUND**

The Chaffey Community College District is owner of the electronic equipment and miscellaneous materials listed on Exhibit A, attached to the resolution. The listed items have exceeded their useful life and are no longer suitable for district purposes and may be disposed of through auction sale.

Pursuant to California Education Code Section 81450 et seq., the resolution must be adopted by majority vote of those members present to be valid.

In accordance with the district's Governing Board Policy 6550 and California Education Code Section 81450 et seq., Resolution 71618 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 71618, which delegates authority to the superintendent/president or his designee to sell or otherwise dispose of the electronic equipment and miscellaneous materials listed in Exhibit A of the resolution, and to execute all documents in connection therewith, in accordance with the terms and conditions of the resolution.

Attachment:            Resolution 71618

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. 71618**

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

**WHEREAS**, the Chaffey Community College District ("District") is owner of the electronic equipment and miscellaneous materials listed on the attached Exhibit A; and

**WHEREAS**, the listed items have exceeded their useful life and are no longer suitable for district purposes and may be disposed of through auction sale; and

**WHEREAS**, pursuant to California Education Code Section 81450 et seq., this resolution must be adopted by majority vote of those members present to be valid; and

**WHEREAS**, in accordance with the District's Governing Board Policy 6550, this resolution delegates authority to the superintendent/president, or his designee, to sell or otherwise dispose of the listed items, and to execute all documents in connection therewith, in accordance with Education Code Sections 81450 and 81452.

**NOW, THEREFORE, BE IT RESOLVED BY CHAFFEY COMMUNITY COLLEGE DISTRICT, AS FOLLOWS:**

Section 1. The Governing Board finds and determines that all of the recitals set forth above are true and correct.

Section 2. The Governing Board approves the delegation of authority to the district's superintendent/president, or his designee, to sell or otherwise dispose of the electronic equipment and miscellaneous materials listed in the attached Exhibit A, and to execute all documents in connection therewith, in accordance with Education Code Sections 81450 and 81452.

Section 3. That this delegation of authority shall be valid for the sale or disposal of the items listed in the attached Exhibit A, or until rescinded by the Governing Board.

Section 4. That this resolution shall become effective upon its adoption.

**PASSED AND ADOPTED** by the Governing Board of the Chaffey Community College District at Rancho Cucamonga, California, this 16<sup>th</sup> day of July, 2018, at a regular meeting by the following vote:

Ayes:  
Noes:  
Abstentions:  
Absent:

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

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Clerk, Governing Board

**EXHIBIT A**

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

**BOARD MEETING DATE: JULY 16, 2018**

<u>Quantity</u>	<u>Description (Make, Model, Color, Dimensions, Etc.)</u>	<u>Serial #s (Asset #'s)</u>
3	Dyna-Line Portable AC Power XP 1100	0161416 (127403), 0961501 (127404), 1061517 (127405)
1	Camera, Nikon Coolpix 4500	N/A (122173)
12	Digital Copier, Kyocera	H7Y10313 (129129), W8100378 (129143), H7305246 (127421), H7304697 (127420), K7606460 (128679), H7Y10320 (129127), H7606682 (128110), H760671 (128141), H7606681 (128151), H6601032 (128152), K8210120 (129128), K7405275 (128678),
1	Explosion Proof Refrigerator	1440070457096 (127685)
1	Air Pollution Test Kit HT-65-3042	3739508997 (124199)
1	Welch Allen Defibrillator	NA045667 (129317)
3	Lifepak 1000 AED Machine	40415678 (134499), 40415679 (134498), 38718319 (133259)
1	Laptop, Dell Latitude E6530	25684475330 (135878)
43	Computer, Optiplex 7010	FSLKFX1 (135384), FSPJFX1 (135176), 6HLQFX1 (135403), FRRJFX1 (135183), FRJKFX1 (135164), FT7MFX1 (135305), FSZJFX1 (135380), FTMLFX1 (135234), FRQKFX1 (135322), FSUJFX1 (135168), FVHKFX1 (135358), FSKMFX1 (135381), FVJKFX1 (135313), FTXJFX1 (135174), CDHYDX1 (135052), 9QLTL02 (136446), FV8LFX1 (135382), FTKMFX1 (135165), FRPMPFX1 (135096), FSHMFX1 (135276), FS5LFX1 (135089), FVQKFX1 (135218), FSSKFX1 (135159), 30CR9Y1 (135692), FSMLFX1 (135229), FRZLFX1 (135093), FSMMFX1 (135085), FRLLFX1 (135112), 6HMNFX1 (135475), FS6KFX1 (135160), 9QVTL02 (136462), 9QXTL02 (136466), FSNKFX1 (135334), FTZLFX1 (135239), FRDMFX1 (135176), 6HNNFX1 (135478), FVLLFX1 (135222), FTLKFX1 (135232), FRDKFX1 (135186), FTBKFX1 (135383), FRKMFX1 (135187), FV9LFX1 (135099), FTVKFX1 (135288),
5	Computer, Optiplex 760	JJVX3J1 (130709), 3KVX3J1 (130710), 2KVX3J1 (130708), GJVX3J1 (130711), DN7BWD1 (128233)
2	Printer, Xerox Phaser 6360	DBY393127 (134036), PWG465547 (122954)
2	Printer, HP Laserjet 4250N	CNRXL70642 (127954), CNGXF95323 (125733)
2	Fax Machine, Canon Laser Class 2050P	UZX63089 (N/A), UZX64634 (127671)
1	Projector, Panasonic LCD DT-FW3000	SC0646060 (133099)

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

July 16, 2018

Board Meeting Date

TOPIC FIVE-YEAR CONSTRUCTION PLAN

Communication No. IV.F.2.h

SUPPORTS BOARD POLICY

**Board Policy 6600 Capital Construction** – The District will improve the physical learning environment and access by upgrading and renovating current facilities and adding additional facilities as appropriate, within limits of District resources.

PROPOSAL

To approve the 2020-2024 Five-Year Construction Plan (FYCP)

BACKGROUND

The FYCP is an annual document required by the state Chancellor’s Office. Included in the FYCP are projects that the District expects to pursue, both currently and over the state’s budget window of 2020 to 2024. The purpose of the FYCP is two-fold: 1) it provides the state with insight as to the District’s use of facilities as compared to student demand; and 2) it determines the funding worthiness of the District relative to state support for capital construction projects.

Over the past year, the District has been working with Gensler Architects to manage those elements used to determine state funding support. The goal has been to formulate a FYCP that attracts the greatest amount of revenue at the least expense to the District. To date, the District has had one of the more successful programs in the state in this regard. The Final Project Proposal (FPP) for a new instructional building at the Chino campus was submitted two years ago and has been approved (but not yet funded). Funding is anticipated to come from Proposition 51, which passed in November 2016. Of the \$9 billion identified in that initiative, \$2 billion is scheduled to be allocated to community colleges. The Chino instructional building is currently expected to be part of the Governor’s 2019-2020 spending plan.

Approval of the FYCP by the Board is being requested so that all related documents may be formally submitted to meet the state’s August 1, 2018 deadline.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board:

- a. Approve the 2020-2024 Five-Year Capital Construction Plan
- b. Authorize the superintendent/president of the college to sign the formal documents that authorize action on behalf of the District.

Prepared by:	Sarah Riley, Manager, Facilities Development
Reviewed by:	Melanie Siddiqi, Vice President, Administrative Affairs
Recommended by:	Henry D. Shannon, Superintendent/President

**CHAFFEY COMMUNITY COLLEGE DISTRICT  
2020- 2024 FIVE YEAR (CAPITAL) CONSTRUCTION PLAN  
EXECUTIVE SUMMARY**

Project By Campus	Classification	Projected Occupancy	Project Scope in ASF	Net Change in ASF	Projected Cost	Projected Funding Sources		
						State Supported	Chaffey CCD Supported	Other
<b><u>Chaffey Rancho Cucamonga Campus</u></b>								
1 Theatre Building Renovation	Remodel	2018/2019	12,650	-63	\$2,803,600	\$0	\$2,803,600	\$0
2 Library/LRC Replacement/Expansion (IPP Submitted 2018)	Growth Academic	2024/2025	45,885	19,264	\$36,188,725	\$35,469,064	\$719,661	\$0
<b><u>Chaffey College - Fontana Campus</u></b>								
1 Interdisciplinary Building (IPP Submitted 2018)	Growth Academic	2024/2025	14,092	7,246	\$11,775,858	\$8,133,795	\$3,642,063	\$0
<b><u>Chaffey College - Chino Campus</u></b>								
1 Instructional Building 1 (FPP Approved, Not yet Funded)	Growth Academic	2022/2023	22,960	22,960	\$19,555,135	\$9,777,757	\$9,777,378	\$0
		<b>FYCP TOTAL</b>			<b>\$70,323,318</b>	<b>\$53,380,616</b>	<b>\$16,942,702</b>	<b>\$0</b>

2020-24 FIVE YEAR CONSTRUCTION PLAN  
(2020-21 FIRST FUNDING YEAR)

**Chaffey CCD**

Prepared in reference to the Community College Construction Act of 1980  
and  
approved on behalf of the local governing board for submission to  
the office of the Chancellor, California Community Colleges

*Signed* \_\_\_\_\_  
Dr. Henry D. Shannon  
(Chief Executive Officer)

*Title* \_\_\_\_\_  
Superintendent/President

*Date* \_\_\_\_\_

*Contact Person* \_\_\_\_\_  
Sarah J. Riley

*Telephone* \_\_\_\_\_  
(909) 652-6176

Date Received at  
Chancellor's Office

Chancellor's Office  
reviewed by

Notice of Approval

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

July 16, 2018  
 Board Meeting Date

TOPIC MEASURE L CITIZENS' OVERSIGHT COMMITTEE MEMBERSHIP

Communication No. IV.F.2.i

SUPPORTS BOARD POLICY

**Board Policy 6740 Citizens' Bond Oversight Committee** — If a bond measure has been authorized pursuant to the conditions of Proposition 39 as defined in the California Constitution, the Superintendent/President shall establish a Citizens' Bond Oversight Committee in accordance with the applicable law and necessary regulations.

PROPOSAL

To consider a recommendation for one existing member to serve a third term on the Measure L Bond Citizens' Oversight Committee.

BACKGROUND

The Citizens' Oversight Committee monitors and reports to the public on an annual basis the proper expenditure of bond revenues. The committee provides oversight that the bond revenues are expended only for projects identified in the Chaffey College Facilities Assessment Report.

*Existing member recommended to serve a third term is indicated in bold.*

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

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

To approve one existing member to serve a third term on the Measure L Bond Citizens' Oversight Committee.

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

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

July 16, 2018  
Board Meeting Date

TOPIC QUARTERLY BUDGET TRANSFER REPORT

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Communication No. IV.F.2.j

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SUPPORTS BOARD POLICY

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

PROPOSAL

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

BACKGROUND

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

BUDGET IMPLICATIONS

*Funding Source* – N/A

*Status of Funds* – N/A

*Future Implications* – N/A

RECOMMENDATION

It is recommended that the Governing Board approve the Budget Transfer Board Report for the period of April 1, 2018 through June 30, 2018.

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



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

From 04/01/2018 To 06/30/2018

July 16, 2018 Board Meeting

<b>BUDGET TRANSFERS</b>	<b>FROM</b>	<b>TO</b>
<b><u>Fund 10: General Fund Unrestricted</u></b>		
1000 Academic Salaries	56,051	
2000 Classified Salaries	183,609	
3000 Benefits	56,021	
4000 Supplies & Materials		91,159
5000 Other Operating Expenses & Services		218,952
6000 Capital Outlay	14,299	
7000 Other Outgo	131	
	<b>310,111</b>	<b>310,111</b>
<b>Total Transfer Fund 10 Unrestricted</b>		
<b><u>Fund 10: General Fund Restricted</u></b>		
1000 Academic Salaries		78,536
2000 Classified Salaries		375,739
3000 Benefits	65,528	
4000 Supplies & Materials	103,311	
5000 Other Operating Expenses & Services	787,738	
6000 Capital Outlay		380,671
7000 Other Outgo		121,631
	<b>956,577</b>	<b>956,577</b>
<b>Total Transfer Fund 10 Restricted</b>		
<b><u>Fund 33: Children's Center</u></b>		
1000 Academic Salaries	627	
2000 Classified Salaries	19,723	
3000 Benefits		18,729
4000 Supplies & Materials		3,384
5000 Other Operating Expenses & Services	1,763	
	<b>22,113</b>	<b>22,113</b>
<b>Total Transfer Fund 33</b>		
<b><u>Fund 40: Bond Fund</u></b>		
4000 Supplies & Materials	715	
5000 Other Operating Expenses & Services		4,777
6000 Capital Outlay		144,490
7000 Other Outgo	148,552	
	<b>149,267</b>	<b>149,267</b>
<b>Total Transfer Fund 40</b>		
<b><u>Fund 41: Capital Projects Fund</u></b>		
5000 Other Operating Expenses & Services		194,406
6000 Capital Outlay	24,315	
7000 Other Outgo	170,091	
	<b>194,406</b>	<b>194,406</b>
<b>Total Transfer Fund 41</b>		

**CHAFFEY COMMUNITY COLLEGE DISTRICT**  
**QUARTERLY BUDGET TRANSFER REPORT**  
From 04/01/2018 To 06/30/2018  
July 16, 2018 Board Meeting

<b>BUDGET TRANSFERS</b>	<b>FROM</b>	<b>TO</b>
<b><u>Fund 42: Scheduled Maintenance Fund</u></b>		
4000 Supplies & Materials		435
5000 Other Operating Expenses & Services	435	
<b>Total Transfer Fund 42</b>	<b>435</b>	<b>435</b>
<b><u>Fund 71: Associated Students Fund</u></b>		
4000 Supplies & Materials	1,287	
5000 Other Operating Expenses & Services		1,750
7000 Other Outgo	463	
<b>Total Transfer Fund 71</b>	<b>1,750</b>	<b>1,750</b>
<b>Total Transfers All Funds</b>	<b>1,634,659</b>	<b>1,634,659</b>

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

July 16, 2018  
Board Meeting Date

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TOPIC RENTAL AGREEMENT: ONTARIO HIGH SCHOOL

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Communication No. IV.F.2.k

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SUPPORTS BOARD POLICIES

Supports and complies with Policies: 2710 Conflict of Interest/Principles, 6100 Delegation of Authority, 6330 Purchasing, 6340 Contracts, and 6700 Civic Center and Other Facilities Use.

PROPOSAL

To approve and authorize the district to enter into a rental agreement with Chaffey Joint Union High School District ("CJUHS D"), for classroom space located at Ontario High School, 901 West Francis Street, Ontario, California, as a temporary facility for educational classes for the periods of August 20, 2018, through December 20, 2018, and a total rental fee of \$16,958.70, in accordance with the CJUHS D application and permit for use of school premises terms and conditions.

BACKGROUND

Since August 2007 the district has been a party to a rental agreement at Ontario High School for the rental of classroom space. Over the period of approximately eighteen weeks, five instructional classes will be scheduled at the school's facilities during various hours on Mondays and Wednesdays.

The proposed total rental fee of \$16,958.70 is based upon a fixed one-time processing fee of \$30, an hourly rate of \$35 per hour for the first hour and \$25 per hour every hour thereafter for each classroom, plus \$50.10 per hour for security guard services. The district intends to rent the facility from August 20, 2018, through December 20, 2018. The rates are established by CJUHS D board policy through the Civic Center Act under California Education Code Sections 38130, et seq., and permits the district to enter the proposed rental agreement for educational purposes.

Upon completion of due diligence review, the district has determined that continuing the rental agreement with CJUHS D for the property located at Ontario High School would best serve the interests of the community and advance the district's mission.

BUDGET IMPLICATIONS

*Funding Source* – Unrestricted General Fund.

*Status of Funds* – Funds of \$16,958.70 for this agreement are included in the 2018-2019 unrestricted general fund budget.

*Future Implications* – N/A

RECOMMENDATION

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

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

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

July 16, 2018  
Board Meeting Date

TOPIC           **SECTOR NAVIGATOR – ENERGY (EFFICIENCY) & UTILITIES GRANT**

Communication No. IV.F.2.I

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the 2018-2019 Sector Navigator Grant from the California Community Colleges Chancellor’s Office in the amount of \$372,000.

BACKGROUND

In response to the Chancellor’s Office campaign, *Doing What Matters for Jobs and the Economy*, the purpose of this grant funding is to supply in-demand skills for employers by convening statewide industry employer led skills panels and advisory groups to create relevant career pathways and stackable credentials, promote student success, and place Californians into open jobs. Key activities under this framework include: a focus on statewide priority/emergent sectors and industry clusters in the area of Energy Efficiency & Utilities; take effective strategies to scale statewide; integrate and leverage programming between funding streams; promote common metrics for student success; remove structural barriers to execution.

BUDGET IMPLICATIONS

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

*Status of Funds* – Funds of \$372,000 for this grant are included in the 2018-2019 tentative restricted general fund budget.

*Future Implications* – None

RECOMMENDATION

It is recommended that the Governing Board approve the 2018-2019 Sector Navigator Grant from the California Community Colleges Chancellor’s Office in the amount of \$372,000.

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

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

July 16, 2018  
Board Meeting Date

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

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Communication No. IV.G.1.a

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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 June 2018.

BUDGET IMPLICATIONS

*Funding Source* – All Funds

*Status of Funds* – Funding for these contracts, purchase orders, and warrants are included in the 2017-2018 adopted district budgets.

*Future Implications* – None

RECOMMENDATION

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

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

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

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2018CS646	Albert Flores	San Bernardino, CA	For a not-to-exceed amount, provide training and consulting services for workers of District's business clients and community partners in the areas of, but not limited to: business skills, commercial skills, computer skills, continuous improvement, health care, management skills, manufacturing skills, literacy skills and safety skills, for the period of May 11, 2018 through June 30, 2018, as approved by Economic Development. <sup>2</sup>	\$1,560.00	Restricted General Fund
2018PW679	Alert Security Systems	Upland, CA	For a not-to-exceed amount, renovate the Starbucks coffee area and the dining commons in the MACC building, located on the Rancho Cucamonga Campus, for the period of June 12, 2018 through June 30, 2018, as approved by Facilities Development.	23,900.00	Unrestricted General Fund
2018CS601	Amanda Bosson	San Dimas, CA	For a not-to-exceed amount, to deliver seminars, workshops, and training for programs in math, reading and language for the Summer Youth Academy, for the period of June 1, 2018 through August 3, 2018, as approved by Career Development and Distance Education. <sup>3</sup>	18,927.60	Unrestricted General Fund
2018CS661	Art With Impact	San Francisco, CA	For a not-to-exceed amount, provide movies and discussion for the Movies for Mental Health event held at the Rancho Cucamonga, Fontana and Chino Campuses, for the period of April 18-19, 2018, as approved by Student Services. <sup>4</sup>	3,600.00	Restricted General Fund
2018CS472	Association of Controls Professionals	Stone Mountain, GA	For a not-to-exceed amount, provide consulting services to develop a comprehensive research study into automation employment opportunities in the Los Angeles and Orange Counties of California, for the period of January 16, 2018 through June 30, 2018, as approved by Economic Development. <sup>5</sup>	18,500.00	Restricted General Fund
2018CS670	Azusa Pacific University Noel Strengths Academy	Azusa, CA	For a not-to-exceed amount, facilitate a strength-oriented workshop through Noel Strengths Academy on June 18, 2018, as approved by Special Populations and Equity. <sup>6</sup>	600.00	Restricted General Fund

<sup>1</sup> Funding for all contracts and change orders on this list are included in the 2017-2018 and 2018-2019 adopted district budgets.

<sup>2</sup> Funded by Economic Development grant funds.

<sup>3</sup> Funded by Community Education program.

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

<sup>5</sup> Funded by Economic Development grant funds.

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

<b>Contract Number</b>	<b>Vendor</b>	<b>City, State</b>	<b>Description of Service</b>	<b>Amount</b>	<b>Funding Source</b>
2019CS6	Betty Lynn Hunter	Rancho Cucamonga, CA	For a not-to-exceed amount, to provide medical services as a nurse practitioner, for the period of July 1, 2018 through June 30, 2019, as approved by Student Health Services. <sup>7</sup>	\$10,000.00	Restricted General Fund
2018CS645	Brian Vanderzanden	Beaumont, CA	For a not-to-exceed amount, provide training and consulting services to the District's business clients, community partners and their full-time employees, in the following areas, but not limited to: business skills, commercial skills, computer skills, continuous improvement, health care, management skills, manufacturing skills, literacy skills and safety skills, for the period of May 10, 2018 through June 30, 2018, as approved by Economic Development. <sup>8</sup>	1,560.00	Restricted General Fund
2018CS608	Chitra S. Dabas	San Dimas, CA	For a not-to-exceed amount, provide services as a subject area specialist for the evaluation of a full-time faculty member, for the period of January 22, 2018 through May 17, 2018, as approved by Instruction and Institutional Effectiveness.	500.00	Unrestricted General Fund
2018PW669	EER, Inc.	Pomona, CA	For a not-to-exceed amount, to grind and polish concrete floors at the Wignall Museum Gallery, on the Rancho Cucamonga Campus, for the period of June 13, 2018 through July 31, 2018, as approved by Facilities Development.	7,000.00	Unrestricted General Fund
2018CS570	Enviser	Garden Grove, CA	For a not-to-exceed amount, remove two variable frequency drives (VFD) from the cooling tower and provide and install two new VFDs inside the Central Plant to prevent overheating, for the period of April 6, 2018 through June 30, 2018, as approved by Facilities/Physical Plant.	42,785.00	Unrestricted General Fund
2018CS683	Enviser	Garden Grove, CA	For a not-to-exceed amount, replace the variable speed drive of the swimming pool boiler at the Rancho Cucamonga Campus, for the period of June 1, 2018 through June 30, 2018, as approved by Facilities/Physical Plant.	3,390.00	Unrestricted General Fund
2018PW571	Floor Technology Group	Orange, CA	For a not-to-exceed amount, perform and complete all carpet installation work in the Fontana Center Building, for the period of February 2, 2018 through June 30, 2018, as approved by Facilities Development.	77,240.39	Unrestricted General Fund
2018PW672	Floor Technology Group	Orange, CA	For a not-to-exceed amount, remove and dispose of existing glued down carpet and replace with new carpet tiles in the Marketing office, on the Rancho Cucamonga Campus, for the period of June 18, 2018 through June 30, 2018, as approved by Facilities Development. <sup>9</sup>	8,205.68	Restricted and Unrestricted General Fund

<sup>7</sup> Funded by restricted Student Health Services budget.

<sup>8</sup> Funded by Economic Development grant funds.

<sup>9</sup> Funded by Physical Plant & Instructional Support Block grant budget.



<b>Contract Number</b>	<b>Vendor</b>	<b>City, State</b>	<b>Description of Service</b>	<b>Amount</b>	<b>Funding Source</b>
14P23-15	HMC Architects	Ontario, CA	Amendment 1 to Project Assignment Agreement No. 15, to increase the not-to-exceed sum for additional services for the Vision 2025 Facilities Master Plan Addendum project, and to extend the completion date to December 31, 2018, as approved by Administrative Affairs.	\$42,450.00	Unrestricted General Fund
2018CS648	Hobsons	Cincinnati, OH	For an online software subscription, which includes a matching platform for colleges and universities to strategically reach best-fit students, those most likely to both apply and succeed at the institution, and help reach institutional enrollment goals, for the period of May 25, 2018 through May 24, 2019, as approved by Student Services. <sup>10</sup>	18,329.40	Restricted and Unrestricted General Fund
2018CS630	Jelco Glass and Door Inc.	Norco, CA	For a not-to-exceed amount, to convert existing storefront to allow for a wider door opening at the west side of the Center for the Arts (CAA) building, on the Rancho Cucamonga Campus, for the period of May 2, 2018 through August 1, 2018, as approved by Facilities/Physical Plant.	27,823.00	Unrestricted General Fund
2018CS544	Jennifer Oliver	San Jose, CA	Amendment 1 to extend the contract end date to August 31, 2018 to allow additional time to complete the Labor Market Research project, as approved by Center of Excellence. <sup>11</sup>	No Cost Impact	Restricted General Fund
2019CS3	Katty Chou, M.D.	Claremont, CA	For a not-to-exceed amount, to provide medical services as a physician, for the period of July 1, 2018 through June 30, 2019, as approved by Student Health Services. <sup>12</sup>	22,500.00	Restricted General Fund
2018CS692	Landwirth Legacy Productions, LLC	Studio City, CA	For a not-to-exceed amount, provide professional video and production services for the Chaffey College Latino Scholarship Event, for the period of May 1, 2018 through June 30, 2018, as approved by Special Populations and Equity. <sup>13</sup>	2,500.00	Restricted General Fund
2018CS325	Lauren McSherry Consulting	Corvallis, OR	Amendment 2 to increase the not-to-exceed amount for additional writing, editing, and research assistance services, as approved by Center of Excellence. <sup>14</sup>	1,000.00	Restricted General Fund
2018CS678	LW Special Events Management, LLC	Lake Elsinore, CA	For a not-to-exceed amount, provide strategic planning workshops for District employees, for the period of June 19, 2018 through June 21, 2018, as approved by Special Populations and Equity. <sup>15</sup>	3,000.00	Restricted General Fund

<sup>10</sup> Funded by Student Equity budget.

<sup>11</sup> Funded by Center of Excellence grant funds.

<sup>12</sup> Funded by restricted Student Health Services budget.

<sup>13</sup> Funded by Student Equity budget.

<sup>14</sup> Funded by Center of Excellence grant funds.

<sup>15</sup> Funded by Student Equity budget.

<b>Contract Number</b>	<b>Vendor</b>	<b>City, State</b>	<b>Description of Service</b>	<b>Amount</b>	<b>Funding Source</b>
2018CS663	Meczka Marketing Research Consulting	Los Angeles, CA	For a not-to-exceed amount, conduct a series of qualitative student focus groups at the District's Rancho Cucamonga, Fontana and Chino Campuses to obtain input about facility needs, for the period of March 19, 2018 through March 30, 2018, as approved by Student Services.	\$10,277.96	Unrestricted General Fund
2018CS632	Montgomery Hardware Co.	Rancho Cucamonga, CA	For a not-to-exceed amount, to install one pair of exterior doors in the Gymnasium building on the Rancho Cucamonga Campus, for the period of March 19, 2018 through June 30, 2018, as approved by Facilities/Physical Plant.	4,547.59	Unrestricted General Fund
2018CS267	Nicole Miller & Associates	San Clemente, CA	Amendment 3 to increase the not-to-exceed amount for investigation services, as approved by Human Resources.	30,000.00	Unrestricted General Fund
2018PW667	Painting and Décor Inc.	Orange, CA	For a not-to-exceed amount, provide painting services for the Marketing office within the Skills Lab building on the Rancho Cucamonga Campus, for the period of June 18, 2018 through July 2, 2018, as approved by Facilities Development.	5,920.00	Unrestricted General Fund
2018PW684	Painting and Décor Inc.	Orange, CA	For a not-to-exceed amount, prime and paint staircases and hand rails in the Chino Main Instructional Building, for the period of June 22, 2018 through June 30, 2018, as approved by Facilities Development.	18,200.00	Unrestricted General Fund
2018CS117	Pasco Doors	Pomona, CA	Amendment 2 to increase the not-to-exceed amount for additional automatic door repair services at the Rancho Cucamonga, Fontana and Chino Campuses, and off-campus centers, as approved by Facilities/Physical Plant.	4,000.00	Unrestricted General Fund
2018CS626	PBK Architects, Inc.	Ontario, CA	For a not-to-exceed amount, provide architecture services for the glass door expansion on the west side of the Center for the Arts (CAA) building, for the period of April 15, 2018 through June 30, 2018, as approved by Facilities/Physical Plant.	4,200.00	Unrestricted General Fund
2018CS689	PrintB3	Rancho Cucamonga, CA	For a not-to-exceed amount, to fabricate and install laminated grand format wall graphics in the Career Center on the Rancho Cucamonga Campus, for the period of June 22, 2018 through July 8, 2018, as approved by Marketing and Public Relations. <sup>16</sup>	6,627.18	Restricted General Fund

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

<b>Contract Number</b>	<b>Vendor</b>	<b>City, State</b>	<b>Description of Service</b>	<b>Amount</b>	<b>Funding Source</b>
2018PW40	R.C. Construction Services, Inc.	Rialto, CA	Change Order 1 to increase the not-to-exceed amount for the Planetarium Renovation, which includes: 1) providing labor and materials to repair existing exposed brick at rebar dowels that were exposed when the elevated concrete slab was removed 2) providing additional electrical supplies, circuits, and other electrical conduits for a full and complete projector system installation 3) providing additional electrical and data to penetrate the dome catwalk 4) cutting and capping an unforeseen water line 5) painting all conduits and electrical boxes a flat black finish to minimize reflection of light when the projector is on 6) providing two additional power outlets to be installed in the Data Room for two UPS systems 7) an allowance, which was included in the contract documents, to address unforeseen conditions and coordination with the Digistar projector system, resulting in a deduction. This Change Order was approved by Administrative Affairs.	\$87,717.04	Measure L Bond
2018PW40	R.C. Construction Services, Inc.	Rialto, CA	Change Order 2 to increase the not-to-exceed amount for the Planetarium Renovation, which includes 1) deleting the item for a hard lid ceiling in the Data Room #108, resulting in a deduction 2) repairing damage caused by wind to gate and fence surrounding the HVAC system 3) providing 120V electrical power supply for equipment controls and the system panel for the building automation system 4) deleting the item for an IDF cabinet in the data room, resulting in a deduction 5) providing new entry doors into the vestibule #109 6) providing new door panic hardware for the replacement door in the vestibule. This Change Order was approved by Administrative Affairs.	9,388.14	Measure L Bond
2018CS215	RISE Interpreting Inc.	Riverside, CA	Amendment 1 to increase the not-to-exceed amount for interpreting services, as approved by Human Resources.	7,000.00	Unrestricted General Fund
2018PW637	Sneary Construction	Upland, CA	For a not-to-exceed amount, relocate the Starbucks Cafe into its new location in the Dining Commons, located on the Rancho Cucamonga Campus, for the period of May 22, 2018 through June 30, 2018, as approved by Facilities Development.	42,000.00	Unrestricted General Fund
2018CS681	Socal Compliance Services	Rancho Cucamonga, CA	For a not-to-exceed amount, complete Phase 1 enhanced Vapor Recovery upgrade, as required by AQMD, on the fuel tank on the Rancho Cucamonga Campus, for the period of June 1, 2018 through June 30, 2018, as approved by Facilities/Physical Plant.	7,622.00	Unrestricted General Fund

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2018CS654	Sophia Brooks Henson	Corona, CA	For a not-to-exceed amount, provide training and consulting services to the District's business clients, community partners and their full-time employees in the areas, of but not limited to: business skills, commercial skills, computer skills, continuous improvement, health care, management skills, manufacturing skills, literacy skills and safety skills, for the period of May 11, 2018 through June 30, 2018, as approved by Economic Development. <sup>17</sup>	\$5,000.00	Restricted General Fund
2018CS647	Chancellor's Office of the California Community Colleges	Sacramento, CA	Year 1 of a 3-year agreement, to facilitate compliance by community college districts with the information reporting requirements of the Student-Right-To-Know-Act, as approved by Student Services. <sup>18</sup>	5,900.00	Restricted General Fund
2018CS224	TRC Environmental Corporation	Irvine, CA	Amendment 1 to extend the term end date to June 30, 2018, to complete microbial testing services at the Gymnasium Building on the Rancho Cucamonga Campus, as approved by Risk Management.	No Cost Impact	Unrestricted General Fund
2018CS368	Tried and True Tutoring, LLC.	Calabasas, CA	Amendment 1 to increase the not-to-exceed amount for additional services to provide SAT preparation classes for Upward Bound program students, as approved by Fontana Campus. <sup>19</sup>	250.00	Restricted General Fund
2018CS561	Trina L. Lujano	Helendale, CA	For a not-to-exceed amount, provide community and high school outreach services for Career Technical Education (CTE) programs on April 24, 2018, as approved by Strong Workforce. <sup>20</sup>	500.00	Restricted General Fund
2018CS674	Trinity Construction, Inc.	Upland, CA	For a not-to-exceed amount, furnish and install new tile in the women's restroom in the ATL building on the Rancho Cucamonga Campus, for the period of June 10, 2018 through June 30, 2018, as approved by Facilities/Physical Plant.	4,023.50	Unrestricted General Fund
2018CS453	Unidos por La Musica Non-Profit	Ontario, CA	Amendment 1 to increase the not-to-exceed amount, for additional food pantry delivery and distribution services, as approved by Special Populations and Equity. <sup>21</sup>	2,100.00	Restricted General Fund
2018CS291	Venus Designs, Inc.	Saint Paul, MN	Amendment 2 to increase the not-to-exceed amount to design, layout and format sector profile reports, as approved by Center of Excellence. <sup>22</sup>	2,550.00	Restricted General Fund

<sup>17</sup> Funded by Economic Development grant funds.

<sup>18</sup> Funded by Basic Skills budget.

<sup>19</sup> Funded by Upward Bound grant funds.

<sup>20</sup> Funded by Economic Development grant funds.

<sup>21</sup> Funded by Student Equity budget.

<sup>22</sup> Funded by Center of Excellence grant funds.

<b>Contract Number</b>	<b>Vendor</b>	<b>City, State</b>	<b>Description of Service</b>	<b>Amount</b>	<b>Funding Source</b>
2019CS2	Whole Mind Wellness Services	Montebello, CA	Affiliation Agreement to provide as-needed psychological services for students in individual counseling and group sessions, for the period of July 1, 2018 through June 30, 2019, as approved by Student Health Services. <sup>23</sup>	\$18,500.00	Restricted General Fund
13C73	XAP Corporation	Culver City, CA	Amendment 2 to increase the not-to-exceed amount and to extend the term of the agreement to June 30, 2018 for the electronic transcript exchange system for the California Community Colleges, as approved by Admissions and Records.	5,541.15	Unrestricted General Fund

***List reflects contracts entered into and change orders to existing contracts for the month of June 2018.<sup>24</sup>***

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<sup>23</sup> Funded by restricted Student Health Services budget.

<sup>24</sup> Funding for all contracts and change orders on this list are included in the 2017-2018 and 2018-2019 adopted district budgets.

# CHAFFEY COMMUNITY COLLEGE

## WARRANT REGISTER REPORT

FOR THE MONTH OF JUNE 2018

### GENERAL FUNDS ( 10 )

PAYROLL	6,930,274.51	
COMMERCIAL	5,308,434.63	
<b>TOTAL FUND ( 10 )</b>		12,238,709.14

**SCHEDULED MAINTENANCE FUND ( 42 )** 42,888.14

**BUILDING FUND (40)** 827,883.21

**EARLY RETIREMENT FUND ( 61 )** 88,919.68

**VACATION LIABILITY (69)** -

**CAPITAL OUTLAY PROJECT FUND ( 41 )** 64,907.02

### CHILD DEVELOPMENT FUND ( 33 )

PAYROLL	\$ 82,144.24	
COMMERCIAL	255,318.84	
<b>TOTAL FUND ( 33 )</b>		337,463.08

**TOTAL ALL FUNDS** **\$ 13,600,770.27**

### PAYROLL WARRANT/ADVICE NUMBERS

124250-124389                      386125-388098

### COMMERCIAL WARRANT NUMBERS

1012379-1012509                      1703885-1704783

### PURCHASE ORDER NUMBERS

BPO's		\$	-
PO's	50229-50294	\$	352,073.61