



AGENDA
MEETINGS OF THE GOVERNING BOARD
CHAFFEY COMMUNITY COLLEGE DISTRICT
Thursday, April 25, 2019
Board Room, Marie Kane
Center for Student Services/Administration

- I. **REGULAR SESSION**
 - A. CALL TO ORDER (2:00 p.m.)

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

- III. **STUDY SESSION**
 - A. CONVENE IN OPEN SESSION
 - B. AGENDA
 - 1. 2018-2019 Grant Awards and Contracts Report
 - 2. Goal Alignment Project

- IV. **REGULAR SESSION**
 - A. RECONVENE IN REGULAR SESSION
 - 1. Pledge of Allegiance
 - B. PUBLIC COMMENTS
 - C. COMMUNITY LINKAGES
 - 1. Governing Board
 - 2. Legislative Update
 - 3. Presentations
 - 4. Foundation
 - D. REPORTS
 - 1. Closed Session Actions
 - 2. Monitoring
 - a. Budget Monitoring Report
 - b. Grant Development and Management Office Monitoring Report
 - E. CONSENT AGENDA
 - 1. Governance Process
 - a. Approval of Minutes, March 21, 2019
 - b. Role and Privileges of Student Trustee
 - 2. Academic Affairs
 - a. Curriculum
 - b. Goal Alignment Project Required by the Chancellor's Office
 - 3. Business/Fiscal Affairs
 - a. Advanced Manufacturing Industry Specific Projects in Common (ISPIC) Grant
 - b. Budget Increase – Restricted General Fund
 - c. Chaffey College Bond Citizens' Oversight Committee Membership
 - d. Disposal of District Property: Electronic Equipment and Miscellaneous Materials
 - e. Lease Extension: Chaffey College InTech Center

3. Business/Fiscal Affairs (continued)
 - f. Quarterly Budget Transfer Report
 - g. Quarterly Financial Status Report for the Period Ending March 31, 2019
 - h. Resolution to Enter Measure P Election Results into the Minutes
4. Human Resources
 - a. Athletic Department Professional Expert Personnel Plan
 - b. Chaffey College Child Development Center Faculty Association (CDCFA) Bargaining Topics
5. Student Services
 - a. Student Discipline
 - b. Student Discipline
 - c. Student Discipline

F. ACTION AGENDA

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

G. CEO/STAFF REPORTS

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

H. BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

V. **ADJOURNMENT**

The next regular meeting of the Governing Board will be Wednesday, May 22, 2019.

[Complete agenda may be viewed at www.chaffey.edu/governing board](http://www.chaffey.edu/governing%20board)

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

April 25, 2019
Board Meeting Date

TOPIC **BUDGET MONITORING REPORT**

Communication No. IV.D.2.a

SUPPORTS BOARD POLICY

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

PROPOSAL

To provide a budget monitoring report for information only.

BACKGROUND

Throughout the fiscal year, the status of the adopted budget is reviewed to evaluate the District’s fiscal strength. The quarterly monitoring report presented herein indicates the percentage of the adopted budget that has been expended/encumbered as of the quarter ended March 31, 2019. It also provides three years of historical information so historical trends can be used in the analysis of the current year budget.

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

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

This item is for information only.

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

CHAFFEY COMMUNITY COLLEGE DISTRICT
Quarterly Comparison
Unrestricted General Fund
As of March 31, 2019

	2015-2016				2016-2017				2017-2018				2018-2019			
	Adopted Budget	31-Mar	EOY Actual	March % of Budget	Adopted Budget	31-Mar	EOY Actual	March % of Budget	Adopted Budget	31-Mar	EOY Actual	March % of Budget	Adopted Budget	31-Mar	EOY Actual	March % of Budget
INCOME SOURCE																
Prior Year Ending Balance Re-allocation	0				3,677,289				3,928,578				0			
State General Apportionment	70,423,903	62,734,097	72,436,731	89.08%	75,666,883	62,518,057	76,826,331	82.62%	81,382,469	67,991,474	80,783,224	83.55%	91,380,855	76,209,314	83.40%	
Education Protection Account (EPA)	12,962,172	10,043,486	13,113,790	77.48%	13,114,000	9,895,126	12,750,807	75.45%	12,165,352	9,087,668	12,843,991	74.70%	14,801,508	11,420,573	77.16%	
Miscellaneous	14,769,166	12,417,228	15,106,050	84.08%	10,319,891	7,373,427	10,207,311	71.45%	9,801,247	4,657,464	7,769,154	47.52%	8,423,626	5,688,814	67.53%	
Lottery	2,039,240	736,337	2,301,219	36.11%	2,315,180	956,408	2,507,263	41.31%	2,424,980	1,055,844	2,693,531	43.54%	2,474,135	1,416,927	57.27%	
Total Income	100,194,481	85,931,148	102,957,790	85.76%	101,415,954	80,743,018	102,291,712	79.62%	105,774,048	82,792,450	104,089,900	78.27%	117,080,124	94,735,628	80.92%	
EXPENDITURES																
Operational	98,388,259	69,575,188	95,603,207	70.71%	105,093,243	74,232,168	99,964,739	70.63%	109,702,626	77,754,161	103,952,122	70.88%	116,772,681	83,582,403	71.58%	
Total Expenditures	98,388,259	69,575,188	95,603,207	70.71%	105,093,243	74,232,168	99,964,739	70.63%	109,702,626	77,754,161	103,952,122	70.88%	116,772,681	83,582,403	71.58%	
Surplus or (Deficit)	1,806,222	16,355,960	7,354,583	-	-	6,510,850	2,326,973	-	-	5,038,289	137,778	-	307,443	11,153,225	-	
Net Surplus or (Deficit)	1,806,222	16,355,960	7,354,583	-	-	6,510,850	2,326,973	-	-	5,038,289	137,778	-	307,443	11,153,225	-	
SUMMARY, ENDING BAL/RESERVES																
7% Board Designated Reserves	6,887,178	6,887,178	6,692,225	100.00%	7,356,527	7,356,527	6,997,532	100.00%	7,679,184	7,679,184	7,276,649	100.00%	8,174,088	8,174,088	100.00%	
GASB 45 Reserve	500,000	500,000	500,000	-	500,000	500,000	500,000	-	500,000	500,000	500,000	-	500,000	500,000	-	
Technology Replacement Reserve	600,000	600,000	600,000	-	600,000	600,000	600,000	-	600,000	600,000	600,000	-	600,000	600,000	-	
Vehicle Replacement Plan	100,000	100,000	100,000	-	100,000	100,000	100,000	-	100,000	100,000	100,000	-	100,000	100,000	-	
Resource Allocation (RAC) Reserve	500,000	500,000	500,000	-	500,000	500,000	500,000	-	500,000	500,000	300,000	-	300,000	300,000	-	
Capital Outlay Replacement	200,000	200,000	200,000	-	200,000	200,000	200,000	-	200,000	200,000	300,000	-	300,000	300,000	-	
PERS/STRS Reserve	1,343,999	1,343,999	1,343,999	-	1,343,999	1,343,999	1,343,999	-	1,343,999	1,343,999	1,343,999	-	1,343,999	1,343,999	-	
One-Time Funding	2,661,425	2,661,425	2,661,425	-	2,661,425	2,661,425	2,661,425	-	2,661,425	2,661,425	2,161,425	-	1,661,425	1,661,425	-	
Undistributed Reserve	40,000	40,000	5,783,314	-	1,441,723	1,441,723	7,804,980	-	3,194,750	3,194,750	8,263,641	-	8,173,644	8,173,644	-	
Total Ending Balance/Reserves	12,832,602	12,832,602	18,380,963	100.00%	14,703,674	14,703,674	20,707,936	100.00%	16,779,358	16,779,358	20,845,714	100.00%	21,153,156	21,153,156	100.00%	
Ending Balances %	13.04%		19.23%		13.99%		20.72%		15.30%		20.05%		18.11%			

*Reserve balances remain unchanged until yearend.

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

April 25, 2019
Board Meeting Date

TOPIC GRANT DEVELOPMENT AND MANAGEMENT OFFICE MONITORING REPORT

Communication No. IV.D.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.

ACTIVITIES THAT ADDRESS THE BOARD POLICY

2017-18 was a productive year, as the GDM Office partnered with district staff, faculty and leadership to maximize opportunities to generate funding and further the growth and development of the College. During the 2017-18 fiscal period Chaffey College generated a total of \$6,801,563 in grant and contract awards. Of those, 10 Competitive (NEW) grants were awarded totaling the amount of \$1,149,310. In addition, Chaffey College generated a total of \$2,780,021 in Competitive (RENEWED) grants. A total of eight awards were secured in this category. Finally, Chaffey secured a total of (15) Contracts, Fee for service, and Formula Based awards. The total amount generated for the year in this category was \$2,872,232.

MEANS OF ASSESSMENT

Grant-related board agenda items from July 2017 through June 2018 were identified. Governing board agenda items provided pertinent background information and budget implications for each grant opportunity. Governing board approved competitive grant opportunities are identified in the attachment.

SUMMARY OF EVIDENCE

The eighteen competitive and renewal grant opportunities approved by the Governing Board in the 2017-18 fiscal year generated a cumulative award amount of \$3,929,331.

USE OF RESULTS FOR PLANNING

The District is actively pursuing future grant opportunities. The District has hired a full-time Grant Development and Management Director to identify future federal, state, local, and private funding opportunities. The Grant Development and Management Director has identified a number of subscription services, search engines, and funding databases that enhance the District's ability to identify funding sources and opportunities.

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

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

April 25, 2019

Board Meeting Date

TOPIC **APPROVAL OF MINUTES, MARCH 21, 2019**

Communication No. IV.E.1.a

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the minutes of the March 21, 2019, regular meeting.

BACKGROUND

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

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

Approval of the minutes of the March 21, 2019, regular board meeting.

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

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

A regular meeting of the Chaffey Community College District Governing Board was held on Thursday, March 21, 2019, in the boardroom of the Marie Kane Center for Student Services/Administration. Board President Brugger called the meeting to order at 2:00 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 2:00 p.m. Closed session was adjourned at 2:53 p.m.

STUDY SESSION

A study session commenced on the following topics:

Career and Technical Education (CTE) Report – Joy Haerens, dean of business and applied technology presented on: CTE program offerings, success and retention rates, program outcomes, Career Transitions Program, articulation agreements, core indicators, core indicator performance, top five CTE programs, Annual Legal Night, and the donation of hybrid vehicles to auto tech.

Ms. Haerens explained that the purpose of CTE is to prepare students for jobs. She stated that with the completion of a certificate, students could earn a living wage, which can change their legacy.

Economic Development and Contract Education Report – Associate Superintendent Lisa Bailey introduced Sandra Sisco, director of economic development. Ms. Sisco presented on the following: programs and impact, media and engagement, and funding and sustainability.

Ms. Sisco stated that although the TACCT grant is officially closed, the InTech Center is still being funded from various sources, including corporate affiliate sponsorships, non-credit and credit courses, student and employer fees, and grants and contracts. She further explained that the Industrial Technical

Learning (InTech) Center is the first public-private partnership in California, which was designed by industry for industry.

Dr. Shannon pointed out that even though the TACCT grant has ended, with the leadership of Sandra Sisco, Joy Haerens, Lisa Bailey and Laura Hope, the InTech Center will remain operable and will be sustainable.

Strong Workforce Report – Associate Dean Vanessa Thomas presented on: Strong Workforce metrics; new student funding formula, Vision for Success; regional priority sectors; ACE (Accelerated Career Employment); welding at the InTech Center; mechatronics/industrial automation (robotics); displaced workers; automotive technology program hybrid and electric vehicles; local Strong Workforce projects; interior design at the Chino Campus; health sciences mannequins for simulation labs; industrial maintenance mechanic program at the Chino IT building; cyber security program; and the facilities management program offering a certificate and an associate degree.

REGULAR SESSION

The regular session reconvened at 3:39 p.m., and Trustee McDougal led the Pledge of Allegiance to the Flag.

PUBLIC COMMENTS

No public comments were made.

COMMUNITY LINKAGES GOVERNING BOARD

Student Trustee Moises Rosales shared that Chaffey College Student Government (CCSG) Director Tariq Azim, director of activities, was elected as the Region IX director of regional affairs. Mr. Rosales reported that bylaws were amended and passed by senate; CCSG elections are underway with more than 30 student applications for two uncontested seats; scholarships close March 26; attended Pizza with the Presidents event with Dr. Shannon for the spring semester where students were grateful to speak to Dr. Shannon; CCSG sent a delegation of student leaders to Washington D.C. to advocate for legislation affecting students where local and federal leaders welcomed them.

Mr. Rosales shared a picture drawn by the immediate past president of the PINTO club, Rogelio Robles. Mr. Robles was pardoned by the governor and is completing his education at Chaffey College.

Gary Ovitt reported attending two State of the City events – Rancho Cucamonga and Ontario. He also attended the Rancho Cucamonga Police and Fire Recognition luncheon and public safety tribute, and the Chaffey College

High School Counselors Breakfast, in which counselors spoke mainly about pathways. Mr. Ovitt stated that at the Ontario State of the City event the previous evening, he learned the two forces that have an impact on our feeling in the future of being safe, and these are hierarchy and network. Mr. Ovitt also mentioned that the City of Fontana is working on its branding.

Mr. Ovitt also attended the state varsity boys' basketball playoffs; the Soroptimist Library Read-In; Esperanza Scholarship Foundation Board meeting; state varsity boys' basketball semifinals; Children's Fund meeting with CSUSB President, Dr. Morales; Lincoln Club luncheon featuring SB County Supervisor Dawn Rowe and National CORE President/CEO Steve Pontell; Western Little League opening; Chino Valley Fire Foundation fundraiser, St. Paddy's Day Festival; Ontario Chaffey Community Show Band concert; West End YMCA Governance meeting; Chaffey High School Alumni Association Board meeting; Children's Fund Golf Committee meeting; Children's Network Retirement Reception for Kathy Turnbull; Chaffey High School Alumni Association Annual meeting; NASCAR race at Auto Club Speedway; Children's Fund Executive Committee meeting; National Day of Prayer meeting; and Kaiser Permanente Community Partners luncheon.

Lee McDougal reported attending the Chaffey College Chino Community Center meeting in which they approved some major enhancements and improvements to the building. Mr. McDougal stated while at Chino, he had lunch at the Bistro made by the culinary students, which was very good, and a great value. He encouraged anyone who is in the area when the lunch is available to partake. He wished everyone a happy spring.

Vice President Gloria Negrete McLeod announced that she attended the Chaffey College High School Counselors Breakfast in Chino. She explained that there were workshops presented at the event.

Katie Roberts reported that she attend two Rotary meetings, Rancho Cucamonga Police and Fire Recognition luncheon, and the Ontario State of the City event. Ms. Roberts further stated that she had lunch with former Rancho Cucamonga City Manager Jack Lam, who was named the grand marshal of the mobility fair this Saturday. She mentioned that The Hitch Burger in Rancho Cucamonga is donating 200 meals to the event, Coca Cola is donating beverages, and the Boy Scouts of America will be facilitating the wheelchair and scooter races. The event will be held at Mt. Zion Baptist Church in Ontario.

Board President Kathy Brugger had no report.

LEGISLATIVE UPDATE

Lorena Corona, manager, transitional services and governmental relations, provided a written report which included an update on legislation,

highlighting Senate Bill 291, California Community College Financial Aid Program.

FOUNDATION

Lisa Nashua, executive director, Foundation, provided a written report which included: Alumni of the Year/Hall of Fame event will be held on April 11; Alumni/Student Roundtable will be held on April 3; the Alumni Council has received 280 survey responses; Spring 2019 second cycle of scholarships; community partners; Foundation golf tournament will be held on June 24 with 63 golfers confirmed to date; Foundation Spring Mini-Grants selected in which almost \$5,000 was awarded to seven programs.

President Brugger mentioned that she will be sponsoring a foursome at the Foundation Golf Tournament and encouraged her fellow Board members to sponsor tee signs.

REPORTS

CLOSED SESSION ACTIONS

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

Employment or ratification of:

Kyle Maurice Bowers to the position of educational services generalist, 1.0 FTE, 12 months, range 15, step A of the CSEA salary schedule, effective April 1, 2019.

Adam Masi to the position of network technology technician, 1.0 FTE, 12 months, range 35, step A of the CSEA salary schedule, effective April 1, 2019.

Bryanna Viramontes to the position of program assistant, career center, 1.0 FTE, 12 months, range 13, step A of the CSEA salary schedule, effective April 1, 2019.

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

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

Appointment of:

Claire Reinschmidt to the position of administrative assistant II, admissions and records, 1.0 FTE, 12-months, range 18, step H of the CSEA salary schedule, effective April 1, 2019.

Krysten Audibert to the position of administrative assistant II, foundation, 1.0 FTE, 12-months, range 18, step B of the CSEA salary schedule, effective April 1, 2019.

Ruth-Ann Valencia to the position of director, transfer center and high school outreach, 1.0 FTE, 12 months, range 23, step C of the management salary schedule, effective April 1, 2019.

The Governing Board approved the revised educational services coordinator assignments for the 2018–19 academic year.

The Governing Board approve a reduced workload assignment for Wafa Yazigi, instructor, mathematics, from 1.00 FTE to .667 FTE for the 2019–20 academic year, pursuant to the provisions of Education Code § 87483 and contingent upon approval from STRS.

MONITORING

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

Career Technical Education Monitoring Report

Economic Development and Contract Education Monitoring Report

Strong Workforce Monitoring Report

CONSENT AGENDA

A motion was made by Trustee McLeod, seconded by Trustee McDougal, 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 (2019-2020 Board Meeting Dates through Reject Claim for Damages).

GOVERNANCE PROCESS

The board approved the list of regular meeting dates of the Governing Board for the 2019–2020 academic year.

The minutes of the February 28, 2019 regular board meeting were approved as presented.

The Governing Board received the board policies for second reading and adoption.

The Governing Board cast a vote for seven seats up for re-election on the CCCT Board of Directors.

ACADEMIC AFFAIRS

The Governing Board approved two program of study modifications for the *Chaffey College 2019-2020 Catalog*.

BUSINESS/FISCAL AFFAIRS

The Governing Board authorized Chaffey Community College District to enter into a contract with Gaumard Scientific Company, Inc. of Miami, FL for the S3040.100 Trauma HAL simulation manikin, on a single source basis for the sole source equipment it exclusively provides pursuant to California Public Contract Code, Section 3400.

The Governing Board adopted Resolution 32119, 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 changes to the fee schedule as authorized by the applicable provisions of the Education Code.

HUMAN RESOURCES

The Governing Board ratified the revision of appendices c and d of the Confidential Salary Schedule of the 2017-2020 Confidential Professional Development/Evaluation Plan, effective March 1, 2019.

The Governing Board approved the employment contract between the Governing Board of the Chaffey Community College District and the superintendent/president.

The Governing Board rejected the claim for damages identified as claim number 1991378.

ACTION AGENDA

BUSINESS/FISCAL AFFAIRS

A motion was made by Trustee Roberts, seconded by Trustee Ovitt, to approve the action agenda as presented.

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

BUSINESS/FISCAL AFFAIRS

The Governing Board ratified the attached contract, purchase order, and warrant lists.

CEO/STAFF REPORTS

Henry Shannon, superintendent/president, announced that Sandra Sisco was awarded as one of the Women of the Year by 52nd Assembly District Member Freddie Rodriguez. Dr. Shannon also recognized Alisha Rosas for being featured in a video at the Ontario State of the City event. President

Shannon thanked Student Trustee Rosales for his participation in Pizza with the Presidents.

Dr. Shannon provided a written report which also highlighted: UMOJA Southern California Regional Symposium; Cal Poly Pomona Community College Transfer Summit; Inland Empire Guided Pathways Planning and updates from instruction and institutional effectiveness and student services.

Faculty Senate President Misty Burrueel highlighted the Faculty Senate and Curriculum PSR; Robin Ikeda, biology faculty member, and surveying and banding of burrowing owls on the Chino Campus; Inland Empire Guided Pathways Planning Summit; Kelly Ford Kaminsky, theatre faculty, and the spring production of William Shakespeare's "As You Like It" in the renovated theatre; Dr. Deepak Shimkhada, art history faculty, and his presentation of a paper titled *Mata Tirtha: A Sacred Geography Where the Goddess Resides in Water*; and Pamela Valfer, art faculty, and his series of drawings in collaboration with African artist Olu Oguibe's sculpture "Monument to Strangers and Refugees."

Classified Senate President Trisha Albertsen thanked Hope Ell for sitting in for her last month and mentioned that the Board will be receiving invitations for the Meritorious Service Awards, which will be held April 16 on the patio of the Wignall Museum, dessert reception from 1:30 until 3:00.

CSEA had no report.

CCFA President Jonathan Ausubel reported that CCFA would have an issues list for bargaining for the May Board meeting. He stated that CCFA will be doing a survey soon and have set up their bargaining team.

CDCFA had no report.

BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

Moises Rosales introduced former student and new employee Kyle Bowers, who was hired as an educational services generalist and welcomed him to Chaffey College.

Dr. Shannon mentioned that this week is Classified Appreciation Week and that the Leadership Team planned the events for the week. Dr. Laura Hope described the week's activities.

Trustee McLeod asked if the theatre wings would be re-opened. Melanie Siddiqi confirmed that they would be ready for classes on Monday.

ADJOURNMENT

The meeting was adjourned at 4:11 p.m.

The next regular meeting of the Chaffey Community College District Governing Board will be Thursday, April 25, 2019.

President

Clerk

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

April 25, 2019
Board Meeting Date

TOPIC ROLE AND PRIVILEGES OF STUDENT TRUSTEE

Communication No. IV.E.1.b

SUPPORTS BOARD POLICY

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

PROPOSAL

To adopt rules defining the role of the student trustee for the period June 1, 2019, through May 31, 2020.

BACKGROUND

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

It is proposed that the role of the student trustee be assumed by the Chaffey College Student Government (CCSG) president for the year June 1, 2019, through May 31, 2020. The student trustee shall be enrolled in and maintain a minimum of six semester units in the district at the time of nomination and throughout the term of service. The student shall maintain no less than six units and no less than 2.25 cumulative GPA.

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

BUDGET IMPLICATIONS

Funding Source – Unrestricted general fund budget

Status of Funds – Funds for this item will be included in the 2019–2020 budget.

Future Implications – N/A

RECOMMENDATION

It is recommended that, for the year June 1, 2019–May 31, 2020, the CCSG president also be designated the student trustee and that he/she receive a \$450 stipend for tuition, fees, books, or supplies per semester.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

April 25, 2019

Board Meeting Date

TOPIC **CURRICULUM**

Communication No. IV.E.2.a

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the following changes to the *Chaffey College 2019-2020 Catalog*, as recommended by the Faculty Senate, the college Curriculum Committee, and the Interim Associate Superintendent of Instruction and Institutional Effectiveness:

- 1 new course
- 1 course deactivation
- 1 new program of study
- 4 program of study modifications
- 2 program of study deactivations

BACKGROUND

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

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board approve one course deactivation, one new program of study, four program of study modifications, and two program of study deactivations for the *Chaffey College 2019-2020 Catalog*.

Prepared by:	Marie Boyd, Curriculum Chairperson
Submitted by:	Laura Hope, Acting Associate Superintendent, Instruction and Institutional Effectiveness
Recommended by:	Henry D. Shannon, Superintendent/President

**Curriculum
2018-2019**

NEW COURSES

	Discipline	Course ID	TOP Code	Title	Units
1.	Business: Legal Studies	BUSL-496ABC	1402.00	Internships in Paralegal	1-3

COURSES - DEACTIVATIONS

	Discipline	Course ID	TOP Code	Title	Units
1.	Gerontology	GERO-407	1309.00	Gerontology Career Cooperative Education	3-3

PROGRAMS OF STUDY – NEW PROGRAMS

	Program of Study	AA/AS/C	TOP Code	Title	Units
1.	Radiologic Technology	Certificate of Completion	1225.00	Radiologic Technology Skills Preparation	0

PROGRAMS OF STUDY - MODIFICATIONS

	Program of Study	AA/AS/C	TOP Code	Title	Units
1.	Computer Information Systems	A.S.	0702.00	Computer Information Systems	36
2.	Computer Information Systems	Certificate of Achievement	0702.00	Computer Information Systems	36
3.	Business: Legal Studies	A.S.	1402.00	Paralegal Studies	30
4.	Business: Legal Studies	Certificate of Achievement	1402.00	Paralegal Studies	30

PROGRAMS OF STUDY - DEACTIVATIONS

	Program of Study	AA/AS/C	TOP Code	Title	Units
1.	Earth Science	A.S.	1930.00	Earth Science	24-25
2.	Education	Certificate of Career Preparation	0802.00	Education Paraprofessional Level I	12

April 25, 2019 Curriculum Board Report

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

April 25, 2019
Board Meeting Date

TOPIC GOAL ALIGNMENT PROJECT REQUIRED BY THE CHANCELLOR'S OFFICE

Communication No. IV.E.2.b

PROPOSAL

This item is being presented to the Board for consideration and review. The goal alignment recommendation will be brought back to the Governing Board in May 2019 for review and action.

BACKGROUND

In fall of 2018, the College bolstered efforts, and became increasingly engaged in thinking about, and working on, a renewed Educational Master Plan and Strategic Plan. The themes and efforts cataloged to date will become the framework for the Vision 2030 Educational Master Plan.

During this same period, the Chancellor's Office issued guidance that the Governor and the Legislature established a new funding formula for the California Community Colleges [AB 1809, Chapter 33, Statutes of 2018]. In that Statute, colleges/districts are required to establish the following:

1. Local goals that are aligned with the system-wide goals in the Vision for Success
2. Local goals that are numerically measurable
3. Local goals that specify the timeline for improvement

These goals must be locally adopted and approved by Chaffey's Governing Board by May 31, 2019, and submitted to the Chancellor's Office.

To that end, the College Planning Council has been discussing the local data aligned with the Vision for Success goals, and setting new benchmarks that are both aspirational and informed by trends and research.

The College Planning Council has developed a draft of these goals, which have been widely vetted within the College's organizational structure. These draft benchmarks, and the rationale that accompanies them, are being presented to the Board for consideration in preparation for the required Board Action by May 31, 2019. Once approved, the benchmarks will be included in a chapter in the Educational Master Plan for 2030.

BUDGET IMPLICATIONS

No budget implications

RECOMMENDATION

It is recommended the Governing Board review the materials presented at the Study Session in preparation for the Action Item, which will be presented at the May Governing Board meeting.

Prepared by:	Laura Hope, Acting Associate Superintendent, Instruction and Institutional Effectiveness
Submitted by:	Laura Hope, Acting Associate Superintendent, Instruction and Institutional Effectiveness
Recommended by:	Henry D. Shannon, Superintendent/President



Local Goal Setting FAQs

Are colleges and districts required to follow this process?

Yes. In July 2018, the Governor and the Legislature established a new funding formula for the California Community Colleges [[AB 1809](#), Chapter 33, Statutes of 2018]. In that Statute, colleges/districts are required to establish the following:

1. Local goals that are aligned with the system-wide goals in the Vision for Success
2. Local goals that are numerically measurable
3. Local goals that specify the timeline for improvement

The Chancellor's Office is requiring that the CEOs certify that plans for an inclusive process to establish these goals are in place by December 15, 2018. This certification will be completed through a survey instrument that will automatically submit to the Chancellor's Office. By May 31, 2019, the Chancellor's Office is requiring the completion of the submission of these goals that also includes the signatures of the Board President, CEO, and Academic Senate President.

The Chancellor's Office expects each college will have a unique process that incorporates the goals of the college community as well as the community the college serves. Since the local community is the group to which the college is ultimately accountable, it is important to include their voices in the process, as well as the internal stakeholders and leaders, including faculty, classified professionals, and students. Many colleges have utilized similar processes when establishing the Institutional Effectiveness Partnership Initiative (IEPI) goals in the past.

Are the local goals local to the colleges or to the districts?

Each college should develop a distinct set of goals; however, the district may want to coordinate the efforts in a multi-college district to assure that goals map back to district plans. Further, district boards will be reviewing and approving college-specific goals for those within their service area.

Should the goals be aspirational or pragmatic in terms of the colleges' capacity to reach them?

Like the Vision for Success, colleges should set ambitious goals and agendas to propel student achievement forward. These goals should guide the colleges for the next five years. If the goals are achieved more quickly, they can always be recalibrated. Setting ambitious goals is a way of confirming to the college community and the community it serves that earnest efforts are underway to improve performance.

Do colleges need to do anything else beyond submitting to the Chancellor's Office?

Yes, the law requires that colleges adopt these goals at a public board meeting and also include an agenda with an explanation about the ways that the goals are consistent and aligned with the system-wide Vision for Success. The evidence of these activities will be required to be reported to the Chancellor's Office by May 31, 2019.

How will boards submit their required reporting in December and May?

The Chancellor's Office will provide an online template for boards to complete and a mechanism for online submission. Details on this will be communicated as those tools become available.

Are there specific baseline and goal years?

Like the *Vision for Success*, the colleges will be setting 5-year goals. The baseline year is 2016-17 with an ending year of 2021-22.

What does the "comprehensive plan" stated in the law mean in terms of this process?

The comprehensive plan definition is currently underway, and the Chancellor's Office is working to integrate and revise various reporting requirements, like the Equity Plan and Guided Pathways, into a single simplified submission that aligns with the local goals adopted through this process. That work will continue this year, and so reporting will continue as usual until modifications to those processes have been codified. Colleges will not be expected to submit their comprehensive plans and aligned budgets until May 31, 2020.

Is this reporting related to any funding?

The reporting of goals is required per AB 1809, Chapter 33, Statutes of 2018. It supports alignment of goals and budgets with the new Student-Centered Funding Formula and helps direct college efforts toward activities that will improve their funding allocation under the new formula.

What consequences are planned for colleges who do not achieve their stated goals?

The law does not associate failure to meet goals with consequences. However, colleges will be required to publicly report goals and plans as well as progress on these goals. The colleges are accountable to their communities for progress on goals, which is why the inclusion of community voices to set these goals is essential.

Where can I learn more about the *Vision for Success* goals?

The full *Vision for Success* report is available online at <https://vision.foundationccc.org>.

Who should colleges and districts reach out to with further questions or support needs?

There is a discussion topic on the Vision Resource Center for questions and feedback. This topic is in the *Vision for Success* community. Discussions within this topic will be moderated by subject matter experts.

Why are boards being asked to certify that the process is underway?

Alignment of goals throughout the system is crucial to our collective success. There are many reforms in place that align with and support the *Vision for Success* goals, and colleges should be setting corresponding goals to leverage all of their efforts. Because this work is so crucial to the success of the system, the reporting in December is an effort to ensure that all colleges are moving in that direction. The reporting will also help the Chancellor's Office identify areas to provide needed support related to process.

What support is available to college leaders who are advancing this process locally?

The Vision Resource Center includes a community with collateral resources for local distribution, webinars and conference presentations on the funding formula will include support for this topic, and an FAQ in the Vision Resource Center community should address questions. Other support will be developed as needed based on feedback from the colleges.

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

April 25, 2019
 Board Meeting Date

TOPIC ADVANCED MANUFACTURING INDUSTRY SPECIFIC PROJECTS IN COMMON (ISPIC) GRANT

Communication No. IV.E.3.a

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the sub-grant between Laney College and Chaffey Community College District, in the amount of \$64,000 to support Advanced Manufacturing program development by providing funding to purchase supplies and equipment for use in our industrial automation, maintenance, and/or robotics programs.

BACKGROUND

The California Community Colleges Chancellor’s Office (CCCCO) reserved \$4M to be accessed by Sector Navigators (SNs) as “Industry Sector Projects in Common” (ISPIC) that support programs in multiple regions. Each SN can be granted up to \$400K to help scale successful programs statewide, provided matching funds of an equal value are committed from the Strong Workforce Program (SWP), Adult Education Block Grant (AEBG), or Perkins sources. The Energy, Construction, and Utilities (ECU) Sector received commitments of \$4.9M, qualifying for the full \$400K. ISPIC funds will be used to benefit colleges with ECU sector programs statewide. The plan is to contract for statewide services that will enable scaling, although some of the funds may be allocated to specific colleges.

BUDGET IMPLICATIONS

Funding Source – California Community Colleges Chancellor’s Office, administered by Laney College

Status of Funds – The 2018-19 restricted general fund budget will be increase by \$64,000 as indicated below:

48xxx	Income	<u>\$64,000</u>
54xxx	Supplies	\$500
56xxx	Equipment	<u>63,500</u>
	Total	<u>\$64,000</u>

Future Implications – None

RECOMMENDATION

It is recommended that the Governing Board approve the sub-grant between Laney College and Chaffey Community College District, in the amount of \$64,000 to support Advanced Manufacturing program development by providing funding to purchase supplies and equipment for use in our industrial automation, maintenance, and/or robotics programs.

Prepared by:	Sandra Sisco, Director, Economic Development/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

April 25, 2019

Board Meeting Date

TOPIC **BUDGET INCREASE – RESTRICTED GENERAL FUND**

Communication No. IV.E.3.b

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the budget increase of \$825,720 to the 2018-2019 restricted general fund budget for the Veteran's Resource Center, Student Success and Completion Grant, NextUp, and Hunger Free Campus Support allocations.

BACKGROUND

The adopted restricted budgets were based on an estimated advance allocation. Per notification from the Chancellor's Office, the District is receiving the 2018-2019 allocation for on-going funding for the Veteran's Resource Center and increases to the Student Success Completion Grant, NextUp and Hunger Free Campus Support allocations.

<u>Program</u>	<u>Current Budgeted Allocation</u>	<u>Adjustments</u>	<u>Revised Allocation</u>
Veteran's Resource Center	\$ 0	\$47,186	\$47,186
Student Success Completion Grant	1,233,142	400,000	1,633,142
NextUp	566,850	377,900	944,750
Hunger Free Campus Support	<u>142,083</u>	<u>634</u>	<u>142,717</u>
Total	<u>\$1,942,075</u>	<u>\$825,720</u>	<u>\$2,767,795</u>

BUDGET IMPLICATIONS

Funding Source – California Community Colleges Chancellor's Office.

Status of Funds – The 2018-2019 restricted general fund budget will be increased as indicated below for these programs:

48xxx	Income	\$825,720
54xxx	Supplies	\$ 6,936
55xxx	Other Services	36,634
56xxx	Capital Outlay	1,000
57xxx	Student Aid	<u>781,150</u>
	Total	<u>\$825,720</u>

Future Implications – N/A

RECOMMENDATION

It is recommended that the Governing Board approve the budget increase of \$825,720 to the 2018-2019 restricted general fund budget for the Veteran's Resource Center, Student Success and Completion Grant, NextUp, and Hunger Free Campus Support allocations.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

April 25, 2019
 Board Meeting Date

TOPIC **CHAFFEY COLLEGE BOND CITIZENS’ OVERSIGHT COMMITTEE MEMBERSHIP**

Communication No. IV.E.3.c

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 approve members to serve on the Chaffey College 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.

Member	Residence	Occupation	Category	Term
Ed Cook	Montclair	Member at Large	Member	1
Jamie Harwood	Chino	Business Organization	Member	1
Richard Riley	Ontario	Taxpayer’s Organization	Member	1
Loren E. Sanchez	Upland	Advisory/Foundation	Member	1
Aaron T. Skeers	Rancho Cucamonga	Member at Large	Member	1
Ester Vargas Pipersky	Montclair	Member at Large	Member	1
Audrey Voight	Upland	Senior Advisory	Member	1
Nikeenia Williams	Fontana	Student/Chaffey College	Member	1

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

To approve members to serve on the Chaffey College 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

April 25, 2019
Board Meeting Date

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

Communication No. IV.E.3.d

SUPPORTS BOARD POLICIES

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

PROPOSAL

To adopt attached Resolution 42519, 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 42519 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 42519, 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 42519

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. 42519

**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 25th day of April 2019, at a regular meeting by the following vote:

Ayes:
Noes:
Abstentions:
Absent:

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

Gary Ovitt
Clerk, Governing Board

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

April 25, 2019
Board Meeting Date

TOPIC LEASE EXTENSION: CHAFFEY COLLEGE INTECH CENTER

Communication No. IV.E.3.e

SUPPORTS BOARD ENDS STATEMENT/POLICY

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 the extension to the existing lease agreement for an additional 1-year period with California Steel Industries, Inc. located at 9400 Cherry Avenue, Building A, Fontana, California, commencing June 1, 2019.

BACKGROUND

Since June 1, 2015 the District has been a party to a lease agreement with California Steel Industries, Inc. (CSI) for property located at 9400 Cherry Avenue, Building A, Fontana, California, for the annual payment of \$1.00 per year. This property is being operated as an industrial technical training center known as the InTech Center.

The existing lease with CSI for the property has an end date of May 31, 2019. However, the existing lease agreement also includes a renewal option, which allows the District to extend the term of the lease for up to six (6) additional 1-year periods.

Upon completion of due diligence review, the District has determined that extending the lease agreement with the CSI for the above-referenced property best serves the interests of the community and advances the District's mission.

BUDGET IMPLICATIONS

Funding Source – Unrestricted General Fund.

Status of Funds – Funds of \$1.00 are included in the 2018-2019 unrestricted general fund budget for this lease agreement.

Future Implications – N/A

RECOMMENDATION

It is recommended that the Governing Board approve the extension to the existing lease agreement with California Steel Industries, Inc. for the property located at 9400 Cherry Avenue, Building A, Fontana, California for an additional 1-year term for the purpose of maintaining the Chaffey College InTech Center.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

April 25, 2019
Board Meeting Date

TOPIC QUARTERLY BUDGET TRANSFER REPORT

Communication No. IV.E.3.f

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the Budget Transfer Board Report for the period of January 1, 2019 through March 31, 2019.

BACKGROUND

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

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board approve the Budget Transfer Board Report for the period of January 1, 2019 through March 31, 2019.

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 01/01/2019 To 03/31/2019
April 25, 2019 Board Meeting

BUDGET TRANSFERS	FROM	TO
<u>Fund 10: General Fund Unrestricted</u>		
1000 Academic Salaries	316,686	
2000 Classified Salaries	123,814	
3000 Benefits		1,338
4000 Supplies & Materials	1,604	
5000 Other Operating Expenses & Services		734,818
6000 Capital Outlay	10,038	
7000 Other Outgo	284,014	
	736,156	736,156
Total Transfer Fund 10 Unrestricted		
<u>Fund 10: General Fund Restricted</u>		
1000 Academic Salaries	289	
2000 Classified Salaries		236,143
3000 Benefits		130,824
4000 Supplies & Materials		293,250
5000 Other Operating Expenses & Services	896,346	
6000 Capital Outlay		382,273
7000 Other Outgo	145,855	
	1,042,490	1,042,490
Total Transfer Fund 10 Restricted		
<u>Fund 33: Children's Center</u>		
1000 Academic Salaries		5,894
2000 Classified Salaries		14,286
3000 Benefits	20,180	
4000 Supplies & Materials	4,400	
5000 Other Operating Expenses & Services		4,400
	24,580	24,580
Total Transfer Fund 33		
<u>Fund 40: Bond Fund</u>		
4000 Supplies & Materials		3,695
5000 Other Operating Expenses & Services	18,480	
6000 Capital Outlay		325,302
7000 Other Outgo	310,517	
	328,997	328,997
Total Transfer Fund 40		

CHAFFEY COMMUNITY COLLEGE DISTRICT
QUARTERLY BUDGET TRANSFER REPORT
From 01/01/2019 To 03/31/2019
April 25, 2019 Board Meeting

BUDGET TRANSFERS	FROM	TO
<u>Fund 41: Capital Projects Fund</u>		
5000 Other Operating Expenses & Services		303,546
6000 Capital Outlay	160,546	
7000 Other Outgo	143,000	
	303,546	303,546
Total Transfer Fund 41	303,546	303,546
<u>Fund 71: Associated Students Fund</u>		
4000 Supplies & Materials		2,270
7000 Other Outgo	2,270	
	2,270	2,270
Total Transfer Fund 71	2,270	2,270
Total Transfers All Funds	2,438,039	2,438,039

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

April 25, 2019

Board Meeting Date

TOPIC QUARTERLY FINANCIAL STATUS REPORT FOR THE PERIOD ENDING MARCH 31, 2019

Communication No. IV.E.3.g

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the Quarterly Financial Status Report for the period ending March 31, 2019.

BACKGROUND

The Quarterly Financial Status Report is provided to apprise the Governing Board of the district’s fiscal condition and is presented for approval, as required by the Chancellor’s Office of the California Community Colleges. The report is consistent with the 2018-2019 adopted budget.

BUDGET IMPLICATIONS

Funding Source – The unrestricted general fund budget.

Status of Funds – The report is within appropriations indicated in the 2018-2019 adopted budget.

Future Implications – N/A

RECOMMENDATION

It is recommended the Governing Board approve the Quarterly Financial Status Report for the period ending March 31, 2019.

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

California Community Colleges
QUARTERLY FINANCIAL STATUS REPORT, CCFS-311Q
 Fiscal Year 2018-2019

District: (920) Chaffey Community College

Quarter Ended: March 31, 2019

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

As of June 30 for fiscal year specified.

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Projected
Revenues:				
Unrestricted General Fund Revenues (Objects 8100, 8600, and 8800)	102,955,523	102,248,246	104,076,905	117,205,124
Other Financing Sources (Objects 8900)	2,267	43,467	12,995	25,000
Total Unrestricted Revenues	102,957,790	102,291,713	104,089,900	117,230,124
Expenditures:				
(Objects 1000-6000)	94,310,332	98,620,033	102,597,274	113,979,253
Other Outgo (Objects 7100, 7200 7300, 7400, 7500, & 7600)	1,292,875	1,344,707	1,354,847	2,943,428
Total Unrestricted Expenditures	95,603,207	99,964,740	103,952,121	116,922,681
Revenues Over(Under)Expenditures	7,354,583	2,326,973	137,779	307,443
Fund Balance, Beginning	11,026,370	18,380,963	20,707,936	20,845,714
Prior Year Adjustments + (-)	10	0	0	0
Adjusted Fund Balance, Beginning	11,026,380	18,380,963	20,707,936	20,845,714
Fund Balance, Ending	18,380,963	20,707,936	20,845,715	21,153,157
% of GF Balance to GF Expenditures	19.23%	20.72%	20.05%	18.09%

II. Annualized Attendance FTES:

Annualized FTES				
(Excluding apprentices and non-residents)	15,849	16,385	16,385	16,916

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

	As of the specified quarter ended for each fiscal year presented			
	2015-16	2016-17	2017-18	2018-19
Cash, excluding borrowed funds	32,878,699	37,780,984	44,645,204	51,000,017
Cash, borrowed funds only	0	0	0	0
Total Cash	32,878,699	37,780,984	44,645,204	51,000,017

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

Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col.2)
Revenues:				
Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	117,055,124	117,205,124	94,722,376	80.8%
Other Financing Sources (Objects 8900)	25,000	25,000	13,252	53.0%
Total Unrestricted Revenues	117,080,124	117,230,124	94,735,628	80.8%
Expenditures:				
Unrestricted General Fund Expenditures (Objects 1000-6000)	113,440,967	113,979,253	78,468,513	68.8%
Other Outgo (Objects 7100, 7200, 7300, 7500, & 7600)	3,331,714	2,943,428	1,790,660	60.8%
Total Unrestricted Expenditures	116,772,681	116,922,681	80,259,173	68.6%
Revenues Over(Under) Expenditures	307,443	307,443	14,476,455	
Adjusted Fund Balance, Beginning	20,845,714	20,845,714	20,845,714	
Fund Balance, Ending	21,153,157	21,153,157	35,322,169	
% of UGF Fund Balance to UGF Expenditures	18.11%	18.09%		

V. Has the district settled any employee contracts during this quarter? YES NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

SALARIES

Contract Period Settled (Specify)	Management		Academic-Permanent		Academic-Temporary		Classified/Confidential	
	Total Cost Increase	%	Total Cost Increase	%	Total Cost Increase	%	Total Cost Increase	%
Year 1			-		-			
Year 2			-		-			
Year 3			-		-			

*As specified in Collective Bargaining Agreement.

BENEFITS

Contract Period Settled (Specify)	Management		Academic-Permanent		Academic-Temporary		Classified/Confidential	
	Total Cost Increase	%	Total Cost Increase	%	Total Cost Increase	%	Total Cost Increase	%
Year 1								
Year 2								
Year 3								

c. Include a statement regarding the source of revenues to pay salary and benefit increases, Anticipated expenditure reductions and/or reserves will cover increases. Unrestricted general fund apportionment revenue-8611. Restricted categorical programs and other funds will fund increases for employees charged to their programs.

VI. Did the district have significant events for the quarter (include incidence of long-term debt, settlement of audit citings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

YES NO

If yes, list events and their financial ramifications. (Include additional pages of explanation if needed.)

VII. Does the district have significant fiscal problems that must be addressed this year?

YES NO

Next Year?

YES NO

CERTIFICATION

To the best of my knowledge, the data contained in this report are correct.

Chaffey Community College District

To the best of my knowledge, the data contained in this report are correct. I further certify that this report was/will be presented at the governing board meeting specified below, afforded the opportunity to be discussed and entered into the minutes of that meeting.

District Chief Business Officer Date

District Superintendent Date

Quarter Ended: March 31, 2019

Governing Board Meeting Date: April 25, 2019

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

April 25, 2019
Board Meeting Date

TOPIC RESOLUTION TO ENTER MEASURE P ELECTION RESULTS INTO THE MINUTES

Communication No. IV.E.3.h

SUPPORTS BOARD POLICY

Supports and complies with Policies: 2360 Minutes and 6740 Citizens' Bond Oversight Committee.

PROPOSAL

To adopt attached Resolution No. 42519A, which authorizes the Governing Board of Chaffey Community College District to enter the election results into the minutes.

BACKGROUND

An election was held in the Chaffey Community College District on November 6, 2018 (the "Bond Election") for the issuance and sale of general obligation bonds of the District for various purposes in the maximum amount of \$700,000,000 ("Measure P").

This Resolution enters into the minutes of the meeting that Measure P was approved by more than fifty-five percent of the votes cast at the Bond Election and declares that all of the proceedings of the District in connection with the Bond Election have been accomplished according to law.

Adoption of this Resolution starts the 60-day period by which time the District must have established the Citizens' Oversight Committee and all members been appointed by the Board.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board of Chaffey Community College District adopt Resolution No. 42519A, which enters the election results into the minutes.

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

CHAFFEY COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 42519A

RESOLUTION OF THE GOVENING BOARD OF THE CHAFFEY COMMUNITY COLLEGE DISTRICT ENTERING ELECTION RESULTS INTO THE MINUTES

WHEREAS, the Governing Board of the Chaffey Community College District (the "District") previously adopted a resolution requesting San Bernardino County (the "County") to call an election for general obligation bonds (the "Bond Election") to be held on November 6, 2018; and

WHEREAS, such resolution was duly delivered to the Registrar of Voters and County Clerk-Recorder of the County; and

WHEREAS, notice of the Bond Election was duly given; and

WHEREAS, on November 6, 2018, the Bond Election was duly held and conducted for the purpose of voting a measure for the issuance of bonds of the District in the amount of \$700,000,000 ("Measure P"); and

WHEREAS, the Board of the District has received from the County's Registrar of Voters/County Clerk-Recorder the Canvass Certificate and Official Statement of Results (the "Canvass") of the Bond Election; and

WHEREAS, it appears from the Canvass, a copy of which is attached hereto as Exhibit "A," that more than fifty-five percent of the votes cast on Measure P were in favor of issuing the aforementioned bonds.

NOW, THEREFORE, THE GOVERNING BOARD OF THE CHAFFEY COMMUNITY COLLEGE DISTRICT DOES HEREBY FIND, DETERMINE AND CERTIFY AS FOLLOWS:

Section 1. That entry be made upon the minutes of the meeting that Measure P has been approved by more than fifty-five percent of the votes cast at the Bond Election.

Section 2. That all proceedings of the District in connection with the Bond Election have been accomplished according to law.

ADOPTED, SIGNED AND APPROVED this 25th day of April, 2019.

GOVERNING BOARD OF THE CHAFFEY COMMUNITY
COLLEGE DISTRICT

Kathleen Brugger
President, Governing Board
Chaffey Community College District

CERTIFIED TO BE TRUE AND CORRECT:

Gary Ovitt
Clerk, Governing Board
Chaffey Community College District

EXHIBIT A

Canvass and Statement of Results

2018 Statewide General Election

November 6, 2018

Summary Report

San Bernardino County

Summary #20

Morongo Unified School District, Measure O (continued...)		162/162	100.00%
BONDS NO		7,670	45.10%
	Total ...	17,007	100.00%
Chaffey Community College District, Measure P		506/506	100.00%
BONDS YES		126,808	59.01%
BONDS NO		88,086	40.99%
	Total ...	214,894	100.00%
City of Barstow, Measure Q		49/49	100.00%
YES		2,613	59.22%
NO		1,799	40.78%
	Total ...	4,412	100.00%
City of Colton, Measure R		43/43	100.00%
YES		5,321	54.35%
NO		4,469	45.65%
	Total ...	9,790	100.00%
City of Adelanto, Measure S		26/26	100.00%
YES		3,259	71.44%
NO		1,303	28.56%
	Total ...	4,562	100.00%
City of Hesperia, Measure T		77/77	100.00%
YES		12,312	61.09%
NO		7,842	38.91%
	Total ...	20,154	100.00%
City of Colton, Measure U		43/43	100.00%
YES		6,864	69.35%
NO		3,034	30.65%
	Total ...	9,898	100.00%
City of Colton, Measure V		43/43	100.00%
YES		6,347	64.62%
NO		3,475	35.38%
	Total ...	9,822	100.00%
City of San Bernardino, Measure W		178/178	100.00%
YES		23,931	64.80%
NO		13,002	35.20%
	Total ...	36,933	100.00%
City of San Bernardino, Measure X		178/178	100.00%
YES		21,837	60.33%
NO		14,361	39.67%
	Total ...	36,198	100.00%

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

April 25, 2019
Board Meeting Date

TOPIC ATHLETIC DEPARTMENT PROFESSIONAL EXPERT PERSONNEL PLAN

Communication No. IV.E.4.a

SUPPORTS BOARD POLICY

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

PROPOSAL

It is recommended the Governing Board approve the proposed changes to the 2018-21 Athletic Department Professional Expert Personnel Plan.

BACKGROUND

Due to changes in staffing levels, the plan is amended to reflect the current needs of the department in order to more efficiently serve our students.

BUDGET IMPLICATIONS

Funding Source – Unrestricted or restricted funds, as appropriate
Status of Funds – The personnel costs associated with these proposed changes is \$7,985 (salary \$6,264; benefits \$1,721). Funding for these costs will be included in the tentative 2019-20 budget.
Future Implications – It is anticipated that these costs will be ongoing.

RECOMMENDATION

It is recommended the Governing Board approve the proposed changes to the 2018-21 Athletic Department Professional Expert Personnel Plan.

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

**CHAFFEY COMMUNITY COLLEGE DISTRICT
ATHLETIC DEPARTMENT**

**PROFESSIONAL EXPERT
PERSONNEL PLAN
July 1, 2018 to June 30, 2021
Revised April 25, 2019**



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PREAMBLE

It has been and will continue to be the policy of the college and its Governing Board that discrimination shall not occur in the operation of any of our employment programs and that all employees and applicants shall be guaranteed the right of equal employment opportunity and that no employee or applicant for employment, volunteers, interns, and contractors shall be discriminated against because of race, color, religion, national origin, ancestry, marital status, sex (including gender, gender identity, gender expression, transgender, pregnancy, and breastfeeding), age, physical or mental disability, sexual orientation (including homosexuality, bisexuality, or heterosexuality), genetic characteristics or information, religious creed, medical condition, military and veteran status or any other characteristic protected by law. Individuals are also protected against discrimination because of familial status or association with an individual in any of the protected classifications listed above. Other forms of discrimination prohibited by this policy include retaliating against someone for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices.

Signed on behalf of the Governing Board

/s/ Kathleen Brugger _____
President, Governing Board
Chaffey Community College District

This Athletic Department Professional Expert Personnel Plan was approved by the Governing Board on June 28, 2018.

Updated April 25, 2019

I. INTRODUCTION

The Chaffey Community College District Athletic Department Professional Expert Personnel Plan is designed to cover District employees who have been designated as "professional experts" for the purposes of coaching the college's athletic teams.

Professional experts covered by the Plan are employed under the terms and conditions set forth in an employment contract. Employment is temporary and terminable at any time without cause, at the sole discretion of the District upon recommendation of the Superintendent/President and approval by the Governing Board. Employment does not lead to tenure or any permanent status.

II. FUNCTIONS

Develops and implements plans, policies, and programs; establishes and monitors progress toward program goals and objectives; evaluates accomplishments; and makes necessary adjustments in plans, priorities, and objectives to meet specific needs or changing conditions.

III. PLAN COMPONENTS

3.1 Classification Structure

Each assignment has been placed in one of five broad grade levels. The placement of each assignment in a particular level is based upon the length of assignment, and an assessment of the general skills, knowledge, and qualification requirements needed to perform the assigned duties and responsibilities.

3.2 Salary Structure

The salary structure consists of a classification salary schedule with a salary range including seven (7) steps established for each position.

3.3 Salary Administration

All new employees shall normally be hired at Step A of the appropriate level. If exceptional recruitment difficulties are encountered, or an individual with unusually high qualifications is being considered, the administration may recommend appointment above Step A.

Step adjustments may be recommended by the Vice President, Student Services or designee, subject to the approval of the Superintendent/President.

3.4 Benefit Plans

The following specific programs are provided by the District:

- a) **Workers' Compensation.** This program ensures that an employee will have adequate means of support while unable to work as the result of an approved claim by the Office of Human Resources for a work-related injury or illness.
- b) **Industrial Disability.** In addition to any other benefits that an employee may be entitled to under the Workers' Compensation laws of this state, the following is provided:
 1. Should an employee of the District suffer an injury or illness arising out of and in the course and scope of his/her employment, a leave of up to seventy-five (75) working days in any fiscal year for the same accident or illness may be granted, upon acceptance of the workers' compensation claim by the District.
 2. Payment for wages lost on any day shall not, when added to an award granted the employee under the Workers' Compensation laws of this state, exceed the normal wage for the day.
- c) **Unemployment Insurance.** This program provides that an employee will have some means of support while unemployed through no fault of his/her own.

The District may provide professional expert employees with a variety of benefit programs.

Professional expert employees who are covered under this plan are not eligible for medical, dental, or vision insurance coverage as provided for by this plan if a spouse or registered domestic partner is enrolled in any District sponsored medical, dental, or vision insurance plan.

- a) **Health/Medical.** The group health/medical plan (Kaiser Plan) provides for a variety of health/welfare benefits contracted for employees and their eligible dependents. Employees may select other health/medical insurance plans offered by the District which may include contributory group health/medical plans.
- b) **Dental.** The group dental plan provides for a variety of dental benefits contracted for employees and eligible dependents.
- c) **Vision.** The vision service plan includes examination, lenses, frames, and professional services for a variety of vision care benefits contracted for employees and eligible dependents.
- d) **Deductions for absences, excluding holidays and authorized leave, shall be calculated at the daily rate.**

3.5 Termination

Employment under the provisions of this plan is temporary and terminable at any time without cause at the sole discretion of the District upon recommendation of the Superintendent/President and approval by the Governing Board.

IV. ASSIGNMENT CLASSIFICATIONS

Assignments listed in this plan may or may not be hired or filled at the discretion of the District and may or may not have formal job descriptions written into this plan:

Assistant Dance Coach
Athletic Trainer
First Assistant Coach
Football Coordinator
Head Baseball Coach
Head Basketball Coach
Head Cross Country Coach
Head Dance/Spirit Team Coach
Head Football Coach
Head Soccer Coach
Head Softball Coach
Head Swimming Coach
Head Track and Field Coach
Head Volleyball Coach
Head Water Polo Coach
Second Assistant Coach



**CHAFFEY COMMUNITY
COLLEGE DISTRICT**

PROFESSIONAL EXPERT

Professional Expert—Head Coach, All Sports

Minimum Qualifications

Any bachelor's degree or higher and two years of professional experience, or any associate degree and six years of professional experience. The professional experience required must be verifiable and directly related to the assignment.

Desirable Qualifications

Master's degree in kinesiology, physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise or adaptive physical education OR bachelors' degree in any of the above AND master's degree in any life science, dance, physiology, health education recreation administration or physical therapy.

Experience coaching, preferably at the collegiate level.

Basic Function

Under general supervision, the head coach will plan, organize and direct all activities, duties, and responsibilities of his/her respective sport program.

Scope of Assignment

Prepare for all aspects of the season, including; organize practice schedules and assist in the preparation of the season schedule, budgeting, travel and meals, strength and conditioning, and consulting on equipment purchases.

Promote leadership in all aspects of the program which include the direction of all assistant coaches and other personnel associated with his/her team.

Promote ethical values of honesty and fair play.

Participate in professional assignments including committee membership and other related activities. Actively fundraise and support the athletic department functions.

Attend athletic/coaches department meetings.

Serve as home contest administrator as necessary.

Responsibilities

A. Recruiting

1. Organize and execute an aggressive recruiting program of District high school student-athletes.
2. Recruit students who have a legitimate chance of succeeding academically and socially at the college level.
3. Actively participate and support high school visitations; individual contacts with the athlete and his parents; home visits; follow-up correspondence; campus visits by athlete; articulate recruiting activities with interested four-year coaches; communicate with all prospects informing them of registration procedures, admission testing.

B. Contact with Four-Year Schools and Professionals

1. Contact four-year coaches about present student-athletes who have a desire to attend their institution.
2. Respond to correspondence and questionnaires from four-year schools and professional teams that request information about our student-athletes.
3. Encourage four-year coaches to visit our campus to recruit our student-athletes.

C. Public Relations

1. Supply information and assistance in the preparation of a media guide; assist in the make-up of the game program; speak publicly when invited.
2. Respond to requests from the media.

D. Athlete Personnel Problems

1. Counsel student-athletes concerning grades, finances, school plans, schedules.
2. Discuss and assist with personal problems of players.
3. In conjunction with the athletic counselor, the head coach will oversee academic performance of student-athletes.
4. Monitor weekly, quarterly, and yearly academic progress of student-athletes.
5. Provide encouragement and support to student-athletes, administer appropriate discipline and, if necessary, dismiss players for misconduct.

E. Travel

1. Submit requests for transportation; assist the Athletic Director or designee in arranging for meals and lodging for trips in a timely manner.
2. Prepare trip itinerary for players; complete trip vouchers and forms and return from trips in a timely manner.

F. Purchasing Inventories

1. Assist in preparing budget for his/her sport program; maintain budget and stay within budget; assist equipment person with inventory; check inventory.

G. Professional Growth

1. Attend staff meetings and Conference and state coaches' meetings.
2. Attend coaching clinics.
3. Keep abreast of current literature in the field.
4. Maintain membership and participate in meetings at the local and state coaches associations.

H. Other Duties

1. Ensure that each student-athlete completes a physical exam.
2. Ensure that the trainer maintains accurate injury records and attends to injured athletes.
3. Responsible for each student-athlete turning in eligibility forms and records by established deadlines.
4. Assist student-athletes with meeting eligibility requirements.
5. Provide leadership in articulating the athletic program to the Governing Board, administration, community, faculty, and students.
6. Take and pass annual recruiting test.
7. Participate in optional non-traditional seasons.
8. Possess valid California Driver License.
9. Drive District vehicles.

Additional Assignments

Full-time, 11-month head coaches shall be responsible for the following additional duties as assigned:

1. Game management
2. Site administration
3. Driving
4. Assisting with new coach orientation/mentoring



**CHAFFEY COMMUNITY
COLLEGE DISTRICT**

PROFESSIONAL EXPERT

Professional Expert—Athletic Trainer

Minimum Qualifications

Any bachelor's degree and two years of professional experience. The professional experience required must be verifiable and directly related to the assignment. Current certification as an athletic trainer by the National Athletic Trainers' Association Board of Certification (NATABOC).

Desirable Qualifications

Master's degree in kinesiology, physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise or adaptive physical education OR bachelors' degree in any of the above AND master's degree in any life science, dance, physiology, health education recreation administration or physical therapy.

Basic Function

Under general direction, coordinate all functions related to the college's athletic trainer program.

Scope of Assignment

An 11-month assignment. The incumbent shall perform all job-related activities directly involving the specific area of responsibility. These shall include, but not be limited to, all such responsibilities listed in the position description and all other duties assigned. Exercise independent decision making within the scope of responsibilities.

Responsibilities

- Direct the work of assistant trainers and other training staff
- Completion and submission of all required compliance and clearance processes
- Eligible to teach classes in first aid, CPR, and sports medicine.
- Participate with a physician or follow a physician's advice to prevent and treat athletic injuries.
- Tape, strap, and bandage athletes to prevent injuries and to aid in rehabilitation.
- Render first aid to Kinesiology students until school nurse arrives.
- Clean, dress, and bandage minor injuries.
- Create rehabilitation programs for student athletes not requiring a physician.

- Oversee rehabilitation programs as prescribed by a physician; operate a variety of therapeutic equipment.
- Complete injury reports and notify appropriate parties.
- Assist athletic director and dean in the purchasing, maintenance, and inventory of athletic equipment.
- Maintenance of certification by the National Athletic Trainers' Association Board of Certification (NATABOC).
- Must complete and pass annual recruiting examination.
- Abide by all departmental, District, conference and state policies and procedures.
- Must possess a valid California Driver's License.
- Drive District vehicles.
- Develop plans necessary for operations of the athletic training program.
- Develop and maintain a student athletic training program.
- Facilitate an out of season sports training program.
- Fundraise.
- Recruit students for the athletic training program.
- Create partnerships with local high school and college programs.



**CHAFFEY COMMUNITY
COLLEGE DISTRICT**

PROFESSIONAL EXPERT

Professional Expert—Football Coordinator

Minimum Qualifications

Any bachelor's degree or higher and two years of professional experience, or any associate degree and six years of professional experience or the equivalent. The professional experience required must be verifiable and directly related to the assignment.

Basic Function

Under general direction, provide assistance to the head coach in support of the college's football program.

Scope of Assignment

The incumbent shall perform all job related activities directly involving the specific area of responsibility. These shall include, but not be limited to, all such responsibilities listed in the position description and all other duties assigned. Exercise independent decision making within the scope of responsibilities.

Responsibilities

- Facilitate football operations in the event of the head coach's absence.
- Coordinate the offensive and defensive teams.
- Properly execute practice and game plans throughout the season.
- Recruit and scout high school talent during season and maintain recruitment database.
- Assist head coach in matriculation of student athletes.
- Participate in professional growth conferences.
- Participate in off-season fundraising.
- Provide ancillary support to head coach, i.e., reporting of scores, statistics, filming practice, etc.
- Assist in monitoring student-athlete academic progress.
- Assist in graduating and/or transferring student-athletes.
- Take and pass annual recruiting test.
- Possess a valid California Driver License.
- Drive District vehicle.



**CHAFFEY COMMUNITY
COLLEGE DISTRICT**

PROFESSIONAL EXPERT

Professional Expert—First Assistant Coach, All Sports

Minimum Qualifications

Any bachelor's degree or higher and two years of professional experience, or any associate degree and six years of professional experience or the equivalent. The professional experience required must be verifiable and directly related to the assignment.

Basic Function

Under general direction, provide assistance to the head coach in support of the college's athletic program.

Scope of Assignment

The incumbent shall perform all job related activities directly involving the specific area of responsibility. These shall include, but not be limited to, all such responsibilities listed in the position description and all other duties assigned. Exercise independent decision making within the scope of responsibilities.

Responsibilities

- Properly execute practice and game plans throughout season.
- Recruit and scout high school talent during season.
- Participate in professional growth conferences.
- Participate in off-season fundraising.
- Provide ancillary support to head coach, i.e., reporting of scores, statistics, filming practice, etc.
- Assist in monitoring student-athlete academic progress.
- Assist in graduating and/or transferring student-athletes.
- Take and pass annual recruiting test.
- Possess a valid California Driver License.
- Drive District vehicle.



**CHAFFEY COMMUNITY
COLLEGE DISTRICT**

PROFESSIONAL EXPERT

Professional Expert — Second Assistant Coach, All Sports

Minimum Qualifications

A high school diploma and two years of verifiable playing or coaching experience.

Basic Function

Under general direction, provide assistance to the head coach in support of the college's athletic program.

Scope of Assignment

The incumbent shall perform all job related activities directly involving the specific area of responsibility. These shall include, but not be limited to, all such responsibilities listed in the position description and all other duties assigned. Exercise independent decision making within the scope of responsibilities.

Responsibilities

- Assist with on-court or on-field duties.
- Assist with recruiting and coordinating visits of prospects.
- Participate in fundraising events.
- Take and pass annual recruiting test.
- Possess a valid California Driver License.
- Drive District vehicles to all away contests and post-season competitions.
- Assist as directed with team statistics.
- Assist in monitoring student athlete academic progress



**CHAFFEY COMMUNITY
COLLEGE DISTRICT**

PROFESSIONAL EXPERT

Professional Expert —Out of Season, All Sports

Basic Function

Under direction, provide assistance to the head coach in support of the college's athletic program.

Scope of Assignment

The incumbent shall perform all job-related activities directly involving the specific area of responsibility. These shall include, but not be limited to, all such responsibilities listed below and all other duties assigned. Exercise independent decision making within the scope of responsibilities.

Responsibilities

Duties and responsibilities within the designated hours of assignment may include any or all of the following:

- Participate in hosting camps or clinics related to the sport.
- Provide support during off season classes.
- Provide academic support for/to student-athletes.
- Assist in providing opportunities/mechanisms for student-athletes to graduate from Chaffey
- College and/or to transfer to 4-year institutions.
- Recruit.
- Participate in professional growth conference(s).
- Participate in fundraising.
- Promote sport program.
- Provide ancillary support to head coach, i.e., weekend tournaments, statistics, film review and watching film, etc.

APPENDIX A

**KINESIOLOGY/ATHLETIC DEPARTMENT COACHING STAFF
PROFESSIONAL EXPERT
SALARY SCHEDULE
Effective July 1, 2018**

All positions start at Step A unless otherwise approved by the District.

	Monthly Salary						
<u>11 month Assignment</u>	A	B	C	D	E	F	G
Head Football Coach	\$7,701	\$8,087	\$8,491	\$8,916	\$9,362	\$9,829	\$10,321
Head Basketball Coach	\$6,978	\$7,327	\$7,694	\$8,079	\$8,483	\$8,907	\$9,352
Athletic Trainer	\$4,907	\$5,153	\$5,410	\$5,681	\$5,965	\$6,263	\$6,576
<u>8 month Assignment</u>	A	B	C	D	E	F	G
Head Coach Dance/Spirit Team	\$2,117	\$2,222	\$2,333	\$2,450	\$2,573	\$2,701	\$2,837
Assistant Dance Coach	\$1,050	\$1,103	\$1,158	\$1,216	\$1,277	\$1,341	\$1,408
<u>5.5 month Assignment</u>	A	B	C	D	E	F	G
First Assistant Coach, Basketball	\$1,434	\$1,506	\$1,581	\$1,660	\$1,744	\$1,831	\$2,093
Second Assistant Coach, Basketball	\$1,050	\$1,103	\$1,158	\$1,216	\$1,277	\$1,341	\$1,408
<u>5 month Assignment</u>	A	B	C	D	E	F	G
Head Baseball Coach	\$4,143	\$4,350	\$4,567	\$4,796	\$5,036	\$5,287	\$5,552
Head Track and Field Coach	\$4,143	\$4,350	\$4,567	\$4,796	\$5,036	\$5,287	\$5,552
Head Cross Country Coach	\$4,143	\$4,350	\$4,567	\$4,796	\$5,036	\$5,287	\$5,552
Head Softball Coach	\$4,143	\$4,350	\$4,567	\$4,796	\$5,036	\$5,287	\$5,552
Head Swimming Coach	\$3,528	\$3,704	\$3,889	\$4,084	\$4,288	\$4,502	\$4,728
Head Soccer Coach	\$3,528	\$3,704	\$3,889	\$4,084	\$4,288	\$4,502	\$4,728
Head Volleyball Coach	\$3,528	\$3,704	\$3,889	\$4,084	\$4,288	\$4,502	\$4,728
Head Water Polo Coach	\$3,528	\$3,704	\$3,889	\$4,084	\$4,288	\$4,502	\$4,728
Football Coordinator	\$4,612	\$4,843	\$5,085	\$5,339	\$5,606	\$5,886	\$6,180
First Assistant Coach	\$1,434	\$1,506	\$1,581	\$1,660	\$1,744	\$1,831	\$2,093
Second Assistant Coach	\$1,050	\$1,103	\$1,158	\$1,216	\$1,277	\$1,341	\$1,408

Out of season contracts are designated for assistant coaches as deemed necessary by the District. Coaches receiving Out of Season contracts will be paid over 5 or 6 months at the following rates: \$3,780 (200 hours); or \$1,890 (100 hours).

Coaches with a team participating in a non-traditional season will be compensated at a per month rate commensurate with the non-traditional season schedule of allowable competition.

A full-time faculty member who is selected to act as the Head Football Coach shall receive as total compensation a stipend of \$32,500. Additionally, a Football Coordinator may also be selected to assist the Head Football Coach.

An Athletic Director who is assigned head coaching responsibilities shall receive a 10% stipend based on the Athletic Director's base salary.

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

April 25, 2019
Board Meeting Date

TOPIC **CHAFFEY COLLEGE CHILD DEVELOPMENT CENTER FACULTY ASSOCIATION (CDCFA)
BARGAINING TOPICS**

Communication No. IV.E.4.b

SUPPORTS BOARD POLICY

BP 7140 Collective Bargaining – If eligible employees of the District select an employee organization as their exclusive representative, and if after recognition by the District or after a properly conducted election, an exclusive representative is certified as the representative of an appropriate unit of employees under the provisions of the Educational Employment Relations Act, Government Code Sections 3540 et seq., the District will meet and negotiate in good faith on matters within the scope of bargaining as defined by law. The District will assure that employees are treated equitably and evaluated regularly and systematically. Negotiated agreements with employee groups shall be fair, equitable, and affordable. The Superintendent/President shall: Conduct collective bargaining in a manner that is fair, applies principles of interest-based bargaining, and complies with Governing Board-established parameters. Approve collective bargaining contracts.

PROPOSAL

To accept the bargaining topics in preparation to open negotiations with the Chaffey College Child Development Center Faculty Association (CDCFA).

BACKGROUND

In March 2019, the Chaffey College Child Development Center Faculty Association (CDCFA) and representatives of the District exchanged bargaining topics in preparation to open negotiations on the next agreement. Bargaining topics are submitted as attachments to this item for information.

Article 8, Section 3547 of the Government Code requires that the public be given an opportunity to express itself regarding the initial proposals of the representatives at a public meeting of the public-sector employer. This opportunity will be agendaized for the May 2019 Governing Board meeting.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board accept the bargaining topics in preparation to open negotiations with the Chaffey College Child Development Center Faculty Association (CDCFA).

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

2019 CDCFA NEGOTIATIONS DISTRICT LIST OF INTERESTS

Article	Interest
11.1	District Compliance – Review Bi-annual health appraisals (NAEYC accreditation standards)
11.24	Reporting accidents – Clarify types
12.2	Video Camera Usage – Clarify notification
14.3	Benefits – Adjust benefits to align with other employee groups
15.4.4	Sick Leave Notification – Clarify when notification is to be provided
15.7.4	Personal necessity – Clarify process of timely notification Personal business – Clarify requesting timeline and process
16.1	Wages – Review total compensation to ensure that it is fair, equitable, and competitive with benchmark districts
17.8	Calendar/Work Year/Days of Employment – Ensure consistency with District
17.10	Meetings – Clarify that meetings scheduled outside of work time shall be consistent with 17.5
App E	Evaluation – Update language

Sunshine Proposal for Chaffey Child Development Center

March 2019

Compensation

In order to attract and retain qualified unit members, Chaffey CDC Unit is interest in a retroactive salary increases for 2017-18 and COLA +1 for 2018-19.

In this same interest, the salary schedule needs modification to acknowledge and recruit those who have the desired qualification of a masters degree.

Preparation Time

The district shall provide adequate hours of paid prep time to all unit members each week.

Class Size

Unit members shall be provided with over enrollment coverage and support, whenever it should occur.

Safety

Update language to protect unit members in the facility.

Work Schedules

Provide unit members with adequate notice of schedule changes.

Review utilization of Comp time and leave usage.

Supplies and Equipment

Unit members will be provided with adequate supplies and materials.

Other

Clarification of position expectations (forms, assessments, visitations, observations and other)

Educational Development opportunities.

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

April 25, 2019

Board Meeting Date

TOPIC STUDENT DISCIPLINE

Communication No. IV.E.5.a

SUPPORTS BOARD ENDS STATEMENT/POLICY

Board Policy 5500 Standards of Student Conduct – The Superintendent/President shall establish procedures for discipline of students in accordance with the requirements for due process of the federal and state law and regulations. The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student. The Superintendent/President shall provide due process to students prior to suspension or expulsion. The Governing Board shall consider any recommendation for expulsion from the Superintendent/President. The Governing Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Governing Board on the expulsion shall be taken at a public meeting.

PROPOSAL

To reconsider the expulsion of student with identification number 3697 from the Chaffey Community College District.

BACKGROUND

A student was expelled July 2009, due to violations of the following:

Behavior Code Violation – *Forgery, alterations, misuse, or unauthorized use of any Chaffey College documents or records, or any instrument or form of identification*

The student has submitted a letter of reconsideration and the Vice President of Student Services has submitted a response to the letter of reconsideration for the Board to review.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended the Governing Board reinstate student with identification number 3697 to the Chaffey Community College District effective summer 2019.

Prepared by:	Eric Bishop, Vice President, Student Services
Submitted by:	Eric Bishop, Vice President, Student Services
Recommended by:	Henry D. Shannon, Superintendent/President

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

April 25, 2019
Board Meeting Date

TOPIC STUDENT DISCIPLINE

Communication No. IV.E.5.b

SUPPORTS BOARD ENDS STATEMENT/POLICY

Board Policy 5500 Standards of Student Conduct – The Superintendent/President shall establish procedures for discipline of students in accordance with the requirements for due process of the federal and state law and regulations. The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student. The Superintendent/President shall provide due process to students prior to suspension or expulsion. The Governing Board shall consider any recommendation for expulsion from the Superintendent/President. The Governing Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Governing Board on the expulsion shall be taken at a public meeting.

PROPOSAL

To expel student with identification number 8286 from the Chaffey Community College District effective immediately.

BACKGROUND

A student was suspended on March 13, 2019, due to violations of the following:

Behavior Code Violation A. – *Obstruction or disruption of the college’s educational process, administrative process, or other college function; disruptive behavior or willful disobedience; open defiance of authority or abuse of Chaffey College personnel*

Behavior Code Violation C. – *Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity; the open and persistent defiance of authority or persistent abuse of Chaffey College personnel and/or persistent, serious misconduct where other means of correction have failed to bring about proper conduct*

Behavior Code Violation Y. – *Lewd, indecent, obscene conduct or expression, or repeatedly committing unwelcome advances*

The student filmed a female student while in the women’s restroom in the library on campus.

The student met with the Dean of Student Life to address the charges brought before him/her on March 11, 2019. Additionally, notification has been sent to the student on March 13, 2019, informing him/her of his/her rights to request a hearing; however, the student has failed to request a hearing.

BUDGET IMPLICATIONS

N/A

STUDENT DISCIPLINE
April 25, 2019
Page 2

RECOMMENDATION

It is recommended the Governing Board expel student with identification number 8286 from the Chaffey Community College District for violations of the Student Behavior Code and California Penal Code sections noted above.

Prepared by:	<u>Chris Brunelle, Dean, Student Life</u>
Submitted by:	<u>Eric Bishop, Vice President, Student Services</u>
Recommended by:	<u>Henry D. Shannon, Superintendent/President</u>

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

April 25, 2019
Board Meeting Date

TOPIC STUDENT DISCIPLINE

Communication No. IV.E.5.c

SUPPORTS BOARD ENDS STATEMENT/POLICY

Board Policy 5500 Standards of Student Conduct – The Superintendent/President shall establish procedures for discipline of students in accordance with the requirements for due process of the federal and state law and regulations. The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student. The Superintendent/President shall provide due process to students prior to suspension or expulsion. The Governing Board shall consider any recommendation for expulsion from the Superintendent/President. The Governing Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Governing Board on the expulsion shall be taken at a public meeting.

PROPOSAL

To expel student with identification number 8452 from the Chaffey Community College District effective immediately.

BACKGROUND

A student was issued a Disruptive Presence Advisory on February 26, 2019, due to violations of the following:

Behavior Code Violation A. – *Obstruction or disruption of the college’s educational process, administrative process, or other college function; disruptive behavior or willful disobedience; open defiance of authority or abuse of Chaffey College personnel*

Behavior Code Violation C. – *Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity; the open and persistent defiance of authority or persistent abuse of Chaffey College personnel and/or persistent, serious misconduct where other means of correction have failed to bring about proper conduct*

Behavior Code Violation X. – *Engaging in harassing or discriminatory behavior based on but not limited to: ethnic group identification, national origin, religion, age, sex or gender, race, color, ancestry, sexual orientation, physical or mental disability or any other category protected by law, or on the basis of one or more of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics*

The student made inappropriate comments to staff members and was being disruptive in the Transitional Services Office.

Following the initial incident, the student’s behavior continued and escalated adding the following violations:

Behavior Code Violation D. – *Causing, attempting to cause, or threatening to cause physical injury to another person, including but not limited to assault, battery, or any threat of force or violence upon a student, Chaffey College personnel, or any other person*

Behavior Code Violation CC. – *Engaging in any act of bullying by means of any electronic act, whether off or on campus and whether or not through use of the user’s personal electronic equipment/device(s) or non-Chaffey College e-mail/websites/communications/forums, when directed toward a student, college personnel, or governing board member of Chaffey College, or when directed against any individual if the act has a nexus to school attendance/activities by posing a threat or danger to the safety of students, college personnel or property of Chaffey College, or if it materially and substantially disrupts the school environment*

The student engaged in harassing, discriminatory, and threatening behavior with Chaffey College staff, made inappropriate and threatening comments to an administrator and his staff, made inappropriate and discriminatory comments to the Superintendent/President, and engaged in the act of bullying by posting inappropriate comments on the Chaffey College Facebook page.

The student met with the Dean of Student Life to address the charges brought before him/her on March 15, 2019. Additionally, notification has been sent to the student on April 8, 2019, informing him/her of his/her rights to request a hearing; however, the student has failed to request a hearing.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended the Governing Board expel student with identification number 8452 from the Chaffey Community College District for violations of the Student Behavior Code and California Penal Code sections noted above.

Prepared by:	Eric Bishop, Vice President, Student Services
Submitted by:	Eric Bishop, Vice President, Student Services
Recommended by:	Henry D. Shannon, Superintendent/President

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

April 25, 2019
Board Meeting Date

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

Communication No. IV.F.1.a

SUPPORTS BOARD POLICY

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

PROPOSAL

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

BACKGROUND

The attached reports represent all contracts, purchase orders, and district warrants for the month of March 2019.

BUDGET IMPLICATIONS

Funding Source – All Funds

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

Future Implications – None

RECOMMENDATION

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

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

CONTRACT AND CHANGE ORDER LIST¹

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2019CS570	3PlayMedia	Boston, MA	For a not-to-exceed amount, to provide captioning and transcription for the College's website, for the period of March 14, 2019 through March 14, 2021, as approved by Marketing and Public Relations.	\$10,000.00	Unrestricted General Fund
2019CS145	4 Hire Education, Inc.	Riverside, CA	Amendment 1 to increase the not-to-exceed amount, for additional training for workers of District's business clients and community partners, as approved by Economic Development. ²	2,500.00	Restricted General Fund
2019CS118	Aimee Mele	Ontario, CA	Amendment 2 to increase the not-to-exceed amount for additional on-call sign language interpreting services, as approved by Disability Programs and Services. ³	8,500.00	Restricted General Fund
2019CS578	All County Environmental & Restoration, Inc.	Anaheim, CA	For a not-to-exceed amount, to restore and remodel the men's water-damaged restroom at the Chino Bank Building, for the period of March 11, 2019 through June 30, 2019, as approved by Human Resources.	2,814.99	Unrestricted General Fund
2019CS551	Anthony Terry	Fontana, CA	For a not-to-exceed amount, provide videography and video production services for the Wignall Museum of Contemporary Art, for the period of March 1, 2019 through April 1, 2019, as approved by Wignall Museum.	350.00	Unrestricted General Fund
2019CS590	Baker Communications Inc.	Houston, TX	For a not-to-exceed amount, to provide virtual customer service training sessions at the Fontana Campus, for the period of April 10, 2019 through April 24, 2019, as approved by Fontana Campus.	450.00	Unrestricted General Fund
2019CS135	Coastal Handyman Connection	Riverside, CA	Amendment 2 to increase the not-to-exceed amount for additional training for workers of District's business clients and community partners, as approved by Economic Development. ⁴	14,640.00	Restricted General Fund
2019CS565	College Innovation Project, LLC	Santa Monica, CA	For a not-to-exceed amount, a one-time screening of "Unlikely," followed by a speaking service by the filmmakers during Classified Appreciation Week, on March 18, as approved by Instruction and Institutional Effectiveness. ⁵	4,425.00	Restricted General Fund
2019CS554	Corey Kwok	Arcadia, CA	For a not-to-exceed amount, to serve as announcer for home baseball games, for the period of February 7, 2019 through April 25, 2019, as approved by Athletics.	900.00	Auxiliary Services Fund
2019CS567	DJay Triff Sounds	Beaumont, CA	For a not-to-exceed amount, to provide DJ Services for African American Celebration of Graduation at the Chino Community Center, on April 27, 2019, Special Populations and Equity. ⁶	592.63	Restricted General Fund
16P3	DLR Group, Inc.	Riverside, CA	Amendment 3 to increase the not-to-exceed amount, to make necessary corrections and to provide design services, for the Wignall Museum, Planetarium, Theatre Wings, and Campus Center East, as approved by Administrative Affairs.	45,640.00	Measure L Bond Fund
2019CS68	Educational Management Solutions	Murphys, CA	Amendment 1 to increase the not-to-exceed amount for additional reclassification appeal request review services, as approved by Human Resources.	10,000.00	Unrestricted General Fund

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

² Funded by Economic Development grant funds and Contract Education budget.

³ Funded by Disability Programs and Services Budget.

⁴ Funded by Economic Development grant funds and Contract Education budget.

⁶ Funded by Student Equity budget.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2019CS556	Educational Student Tours	Los Angeles, CA	For a not-to-exceed amount, to provide tour services to visit Hispanic Serving Universities, for the period of May 27, 2019 through May 31, 2019, as approved by Transfer Center.	\$53,367.00	Restricted General Fund
2019CS90	Ellucian Company L.P.	Reston, VA	Amendment 1 to increase the not-to-exceed amount, for additional on-site consulting and follow-up services, as approved by Financial Aid. ⁷	1,250.00	Restricted General Fund
2019PW579	Floor Technology Group	Orange, CA	For a not-to-exceed amount, to remove and dispose of existing glued down carpet and replace with new carpet tiles in the Bernards trailer, located at the Rancho Cucamonga Campus, for the period of April 1, 2019 through June 1, 2019, as approved by Facilities Development.	12,527.74	Unrestricted General Fund
2019CS147	Go Launch Marketing	Sacramento, CA	Amendment 1 to increase the not-to-exceed amount, for additional marketing collateral, articles, graphics, and promotional materials for the InTech Center, as approved by Economic Development. ⁸	5,000.00	Restricted General Fund
2019CS546	Gregg D. Ander, LLC	Sacramento, CA	For a not-to-exceed amount, to provide consulting services to the District for the California Community College Systems (CCCS) with respect to the District's Energy and Utilities Sector activities to focus attention on CCCS activities that align and support legislative mandates (SB350, AB398, SB100 and others), executive orders, and regulations, for the period of February 1, 2019 through June 30, 2019, as approved by Economic Development. ⁹	54,000.00	Restricted General Fund
2019CS589	Grossmont-Cuyamaca Community College District	El Cajon, CA	For a not-to-exceed amount, to participate in the Financial Aid Consortium related to the California Grant Interface Project that will provide a custom interface to import State Grant Rosters and the CA Dream Act/CALISIR data into Colleague, for the period of February 1, 2019 through December 31, 2019, as approved by Financial Aid. ¹⁰	15,000.00	Restricted General Fund
2019CS524	Isela Ortiz	Ontario, CA	For a not-exceed amount, artist will be in attendance for <i>Zine Fest</i> , located at the Student Art Gallery on March 6, 2019, as approved by Wignall Museum. ¹¹	75.00	Restricted General Fund
2019CS563	Jared A. Ball	Columbia, MD	For a not-to-exceed amount, to participate as guest speaker, for the period of March 25, 2019 through April 17, 2019, as approved by Special Populations and Equity. ¹²	250.00	Restricted General Fund
2019CS146	Jeanine Hill	Orange, CA	Amendment 1 to increase the not-to-exceed amount, for additional photography and advertising services, as approved by Marketing and Public Relations.	2,000.00	Unrestricted General Fund
2019CS550	Jonathan Loza	Rialto, CA	For a not-to-exceed amount, to post-production video editing services, for the period of March 1, 2019 through April 1, 2019, as approved by Wignall Museum.	350.00	Unrestricted General Fund
2019CS582	Juventino Monteon	Rialto, CA	For a not-to-exceed amount, to provide DJ Services during the <i>Extended Opportunities Programs and Services Graduation Luncheon</i> , held on May 3, 2019 at the Sports Center, as approved by EOPS. ¹³	500.00	Restricted General Fund

⁷ Funded by Board Financial Assistance Program (BFAP) Financial Aid budget.

⁸ Funded by Economic Development grant funds.

⁹ Funded by Economic Development grant funds.

¹⁰ Funded by Financial Aid Technology budget.

¹¹ Funded by Economic Development grant funds.

¹² Funded by Student Equity budget.

¹³ Funded by Extended Opportunities Programs and Services (EOPS) budget.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2019CS534	Koehler Consulting	Highland, CA	For a not-to-exceed amount, to deliver training as well as performance-based testing for workers of District's business clients and community partners in the following areas but not limited to: advanced manufacturing, construction, mechatronics, industrial electrical, pre-engineering, machining, industrial mechanical, welding, NCCER programs and HVAC, for the period of February 7, 2019 through June 30, 2019, as approved by Economic Development. ¹⁴	\$7,240.00	Restricted General Fund
2019CS552	Kristen Garcia	Chino, CA	For a not-to-exceed amount, artist will be in attendance for <i>Zine Fest</i> , located at the Student Art Gallery on March 6, 2019, as approved by Wignall Museum.	75.00	Unrestricted General Fund
2019CS531	Landwirth Legacy Productions, LLC	Studio City, CA	For a not-to-exceed amount, to provide professional video and production services for the <i>Chaffey College Grad Fest Shout-Out Video 2019</i> project, for the period of March 1, 2019 through June 29, 2019, as approved by Marketing and Public Relations.	5,000.00	Unrestricted General Fund
2019PW408	Mijac Alarm Systems	Rancho Cucamonga, CA	Amendment 1 to increase the not-to-exceed amount, for the installation of a second alarm keypad at the Wignall Museum, as approved by Administrative Affairs.	175.00	Measure L Bond Fund
2019CS167	NCS Pearson Smarthinking	Chicago, IL	Amendment 2 to increase the not-to-exceed amount, to provide additional online tutoring hours, as approved by Distance Education.	37,656.00	Unrestricted General Fund
2019CS530	Padgett's Cleaning and Restoration	Redlands, CA	For a not-to-exceed amount, to clean and repair areas of the Library, ATL, Warehouse and Old Administration buildings damaged by flood, at the Rancho Cucamonga Campus, for the period of January 25, 2019 through June 30, 2019, as approved by Human Resources.	39,352.69	Unrestricted General Fund
2019PW580	Painting and Décor Inc.	Orange, CA	For a not-to-exceed amount, paint the exterior of the Modular building located in front of the warehouse, at the Rancho Cucamonga Campus, for the period of March 21, 2019 through April 19, 2019, as approved by Facilities Development.	8,700.00	Unrestricted General Fund
2019CS262	Pasco Doors	Upland, CA	Amendment 1 to increase the not-to-exceed amount, for additional automatic door repair services, as approved by Facilities/Physical Plant.	5,000.00	Unrestricted General Fund
2018PW293	RDM Electric Co., Inc.	Chino, CA	Amendment 2 to extend the completion date to February 28, 2019 to complete project, as approved by Business Services and Economic Development.	No Cost Impact	Measure L Bond Fund
2019CS545	Robert H. Bell	Pasadena, CA	For a not-to-exceed amount, to provide a speaking service at the <i>Black/African American Celebration of Graduates</i> on April 27, 2019, as approved by Special Populations and Equity. ¹⁵	500.00	Restricted General Fund
2019CS595	Saul Juarez	San Bernardino, CA	For a not-to-exceed amount, to provide DJ entertainment services during the <i>Chaffey College 102nd Commencement Ceremony</i> , held at the Citizens Business Bank Arena on May 23, 2019, as approved by Student Services.	300.00	Unrestricted General Fund
2019CS576	Siemens Industry Inc.	Cypress, CA	For a not-to-exceed amount, to change IP addresses on the automation and security panels at the Fontana and Chino Campuses, for the period of March 20, 2019 through June 30, 2019, as approved by Technical Services.	5,290.00	Unrestricted General Fund

¹⁴ Funded by Economic Development grant funds.

¹⁵ Funded by Student Equity budget.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2019CS573	Spectrum Striping Services, Inc.	Rancho Cucamonga, CA	For a not-to-exceed amount, to re-stripe forty existing parking stalls and paint spaces labeled as "Staff" at Parking Lot 4, at the Rancho Cucamonga Campus, for the period of February 1, 2019 through April 30, 2019, as approved by Facilities/Physical Plant.	\$2,487.00	Unrestricted General Fund
2019PW543	Stanley Steemer	Rancho Cucamonga, CA	For a not-to-exceed amount, deep clean carpets, chairs and concrete in the Theatre building, at the Rancho Cucamonga Campus, for the period of February 28, 2019 through March 31, 2019, as approved by Administrative Affairs.	7,785.00	Measure L Bond Fund
2019CS547	Unidos por la Musica	Ontario, CA	For a not-to-exceed amount, to deliver produce and non-perishable food on behalf of the Food Pantry for students at the Rancho Cucamonga, Fontana, and Chino campuses, for the period of January 1, 2019 through June 30, 2019, as approved by Special Populations and Equity. ¹⁶	5,100.00	Restricted General Fund
2019CS564	Western Indoor Environmental Services	Montebello, CA	For a not-to-exceed amount, clean and degrease kitchen exhaust fans, hoods, filters, grease catchers and accessible ductwork from roof to hood in the Chino Community Center kitchen, for the period of March 18, 2019 through March 31, 2019, as approved by Facilities/Physical Plant.	3,995.00	Unrestricted General Fund
2019CS584	Xerox Corp.	Wilsonville, OR	For a not-to-exceed amount, buyout three Xerox copiers located at the Rancho Cucamonga Campus, as approved by Business Services and Economic Development.	1,749.00	Unrestricted General Fund

List reflects contracts entered into and change orders to existing contracts through March 29, 2019.¹⁷

¹⁶ Funded by Hunger Free Campus Support budget.

¹⁷ Funding for all contracts and change orders on this list are included in the 2018-2019 adopted district budgets.

CHAFFEY COMMUNITY COLLEGE

WARRANT REGISTER REPORT

FOR THE MONTH OF MARCH 2019

GENERAL FUNDS (10)

PAYROLL	7,194,264.48	
COMMERCIAL	4,568,874.59	
TOTAL FUND (10)		11,763,139.07

SCHEDULED MAINTENANCE FUND (42) 13,058.74

BUILDING FUND (40) 559,529.06

EARLY RETIREMENT FUND (61) 813.92

VACATION LIABILITY (69) -

CAPITAL OUTLAY PROJECT FUND (41) 54,892.99

CHILD DEVELOPMENT FUND (33)

PAYROLL	81,670.42	
COMMERCIAL	129,229.36	
TOTAL FUND (33)		210,899.78

TOTAL ALL FUNDS **\$ 12,602,333.56**

PAYROLL WARRANT/ADVICE NUMBERS

125340-125461 402707-404739 *(125405-125409 voided)*

COMMERCIAL WARRANT NUMBERS

1013455-1013586 1714064-1715273

PURCHASE ORDER NUMBERS

BPO's	13892-13906	\$	40,354.28
PO's	51873-52126	\$	823,091.31

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

April 25, 2019
Board Meeting Date

TOPIC EMERGENCY REPAIR OF CENTRAL PLANT CLOSED WATER LOOP

Communication No. IV.F.1.b

SUPPORTS BOARD POLICIES

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

PROPOSAL

It is recommended that the Governing Board of the District ratify the existence of emergency conditions threatening public health, safety and welfare and the continuance of classes resulting from Central Plant closed water loop leaks, located in an area north of the Health Science Building, on the Rancho Cucamonga Campus, and the award of a contract to Southland Industries of Garden Grove, CA (Southland) for repairs necessary to remediate the same, for a total cost not to exceed \$192,930.

BACKGROUND

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

Over the course of the past few years, the Governing Board has been provided updates related to current pipe conditions and failures of what appears to be a poorly installed and compromised underground closed loop water system, which is connected to the Central Plant located at the Rancho Cucamonga Campus. Piping contractors hired to make recent repairs to the underground pipe have reported that the initial pipe installations were not performed to industry standards (in their professional opinion), and pipe and valve failures are the unfortunate result. Piping contractors have expressed concern that the entire underground loop system is compromised and future and ongoing leaks are inevitable. Underground pipe leaks are only discovered once they have surfaced and become visible. Most recently, the Board authorized an emergency contract for repairs of such failures in the closed loop water system on February 28, 2019.

Three new leaks have been confirmed on the Rancho Cucamonga Campus in an area north of the Health Science building. The leaks have been treated as emergency repairs (health and safety) to ensure adequate heating and cooling is provided to office and classroom space, and out of concern for the large amounts of water loss and potential for sinkholes. Southland has been contacted to commence the emergency repair work.

EMERGENCY REPAIR OF CENTRAL PLANT CLOSED WATER LOOP

April 25, 2019

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BUDGET IMPLICATIONS

Funding Source – Capital Projects fund.

Current Status of Funds – Funds of \$192,930 for these repairs are included in the 2018-2019 Capital Projects fund budget.

Future Implications – N/A

RECOMMENDATION

It is recommended the Governing Board, by a four-fifths vote, ratify the existence of emergency conditions threatening public health, safety and welfare and the continuance of classes resulting from three Central Plant closed water loop leaks located in an area north of the Health Science building, on the Rancho Cucamonga Campus, and the award of a contract to Southland Industries of Garden Grove, CA for repairs necessary to remediate the same, for a total cost not to exceed \$192,930.

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