



AGENDA
**MEETINGS OF THE GOVERNING BOARD
CHAFFEY COMMUNITY COLLEGE DISTRICT**

Thursday, June 27, 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. 2019-2020 Tentative Budget
 2. Measure P Update

- IV. **REGULAR SESSION**
 - A. RECONVENE IN REGULAR SESSION
 1. Pledge of Allegiance
 - B. PUBLIC COMMENTS
 - C. COMMUNITY LINKAGES
 1. Governing Board
 2. Legislative Update
 3. Presentations
 4. Foundation
 - D. REPORTS
 1. Closed Session Actions
 2. Monitoring
 - a. Child Development Center: Program Self-Evaluation and Annual Report
 - b. Curriculum Monitoring Report
 - c. Information Technology Services Monitoring Report
 - E. CONSENT AGENDA
 1. Governance Process
 - a. Approval of Minutes, May 22, 2019
 - b. Resolution – Changing District Regular Election Date from June of Even-Numbered Years to March of Even-Numbered Years in Compliance with SB 415 and 568
 - c. Resolution – Compensation for Trustee When Absent
 2. Business/Fiscal Affairs
 - a. 2018-2019 Quality Start San Bernardino (QSSB) Grant
 - b. 2019-2020 Appropriation Limit
 - c. 2019-2020 California State Preschool Program (CSPP-9418) Contract
 - d. 2019-2020 California State Preschool Program (CSPP) Expansion Funds

2. Business/Fiscal Affairs (continued)
 - e. 2019-2020 General Child Care and Dev Programs (CCTR-9187) Contract
 - f. 2019-2020 Sector Navigator – Energy (Efficiency) and Utilities Grant
 - g. 2019-2020 Tentative Budget
 - h. Approval: Partial Release of Retention, Measure L Build Out
 - i. Approve and Authorize Agreement with Kitchell/CEM, Inc. for Program and Project Management Services
 - j. Bid No. 2019CS648, X-Ray Table and Simulated X-Ray Tube Equipment
 - k. Business Writing and Communication Skills IEHP Agreement – Second Amendment
 - l. Department of Veterans Affairs Grant
 - m. Disposal of District Property: Electronic Equipment and Miscellaneous Materials
 - n. Five-Year Construction Plan
 - o. Rancho Santiago Community College District Industry Sector Projects in Common (ISPIC) Sub Grant
 - p. Sole Source Purchase of Equipment: Apple Products
3. Human Resources
 - a. Chaffey College Faculty Association Bargaining Topics
 - b. Management Personnel Plan/Employment Contracts
4. Student Services
 - a. Student Discipline

F. ACTION AGENDA

1. Business/Fiscal Affairs
 - a. Contract, Purchase Order, and Warrant Lists

G. CEO/STAFF REPORTS

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

H. BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

V. **ADJOURNMENT**

The next regular meeting of the Governing Board will be Thursday, July 11, 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)

June 27, 2019

Board Meeting Date

TOPIC CHILD DEVELOPMENT CENTER: PROGRAM SELF-EVALUATION AND ANNUAL REPORT

Communication No. IV.D.2.a

SUPPORTS BOARD POLICY

Board Policy 3225 Institutional Effectiveness - The Board is committed to developing goals that measure the ongoing condition of the District's operational environment. The Board regularly assesses the District's institutional effectiveness through goals that address (1) accreditation status; (2) fiscal viability; (3) student performance and outcomes; and (4) programmatic compliance with state and federal guidelines.

PROPOSAL

The Child Development Center has completed and submitted the report for General Child Care and Development Programs and the Program Self-Evaluation Report for the California State Pre-School Program to be submitted to the California Department of Education.

BACKGROUND

During the 2018-19 Fiscal Year, the Child Development Center conducted two reviews of the Toddler and Preschool classrooms using the Thelma Harms Environmental Rating Scale. The first evaluation was conducted in fall 2018, and the second in spring 2019. Classroom assessments were concluded in May 2019, and all findings were reviewed, discussed with the teachers, and documented. In addition, an annual parent survey was conducted in May 2019.

In spring 2018, all findings were summarized and used to complete the Summary and Action Plan for the Annual Report. Both documents are then submitted to the California Department of Education.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board review the report for General Child Care and Development Programs and the Program Self-Evaluation Report for the California State Pre-School Program.

Prepared by:	Birgit Monks, Director, Child Development Center
Submitted by:	Laura Hope, Acting Associate Superintendent, Instruction and Institutional Effectiveness
Recommended by:	Henry D. Shannon, Superintendent/President



Program Self-Evaluation Fiscal Year 2018–19

1. **Contractor Legal Name** (Full Spelling of Legal Name required. Acronyms or site names not accepted):
Chaffey Community College District
2. **Four-Digit Vendor Number:**
6766
3. **Program Director Name** (as listed in the Child Development Management Information System [CDMIS]):
Birgit Monks, Ed.D.
4. **Program Director Phone Number:**
909-652-6876
5. **Program Director Email:**
birgit.monks@chaffey.edu
6. **Statement of Completion:**

I certify that an annual plan has been developed and implemented for the Program Self-Evaluation (PSE) that includes the use of the Program Review Instrument (PRI), age appropriate Environment Rating Scales, Desired Results Parent Survey, Alternative Payment and/or Resource and Referral Parent Survey, and the Desired Results Development Profile for all applicable contract types, per *California Code of Regulations*, Title 5 (5 CCR), Section 18279. I also certify that all documents required as part of the PSE have been completed and are available for review and/or for submittal upon request.

Program Review Instrument (<https://www.cde.ca.gov/ta/cr/proginst201819.asp>) **includes:**

- Desired Results Developmental Profile (PRI Item 8)
- Desired Results Parent Survey (Center-based Contracts, PRI Item 9)
- Parent Survey (Alternative Payment and/or Resource and Referral Contracts, PRI Item 9)
- Age Appropriate Environment Rating Scales (PRI Item 18)

7. **Signature of Program Director**, as listed in the CDMIS (Wet signature):



8. **Date of Signature:**
05/28/19
9. **Name and Title of contact person completing the PSE:**
Birgit Monks, Ed.D., Director Child Development Center
10. **Contact Person Telephone number:**
909-652-6876
11. **Contact Person Email Address:**
birgit.monks@chaffey.edu
12. **NOTE: See instructions for submission of the PSE.**

Summary of Program Self-Evaluation Fiscal Year 2018–19

13. In accordance with Title 5 *California Code of Regulations* (5 CCR), Section 18279(b)(3), provide an assessment, in narrative format, summarizing the:

- A) Staff and
- B) Board member participation, in the PSE process.

Answers are not limited to space provided. Attach additional (Word document) sheets as necessary.

CCTR & CSPP: Classroom Lead Teachers complete and compile individual DRDP assessments and submit classroom scores and action plans twice per fiscal year to the director. The Director reviews the information and develops Program Action Plans which are submitted annually to ELCD. This was the first year, we were using Learning Genie. All Lead Teachers received training on the new program and worked together. ECERS/ITERS evaluations are compiled and reviewed as the DRDP procedure described above. The annual parent survey was conducted during the months of February and March of 2019. A hard copy was provided to all parents who completed the survey and anonymously dropped the completed form into a SURVEY Box, located at the front office at the center. The results of the parent survey were summarized and evaluated by the research department at Chaffey College. The director reviewed the summary and action steps were developed and included in the annual self-evaluation for the center.

The Completed Annual Report will be shared with parents during the Parent Advisory Committee Meeting in June and August, when new parents are included.

Chaffey College Governing Board members participate in center activities, but do not participate in the annual self-evaluation process. Upon completion, the agency's self-evaluation report is submitted the Governing Board for review.

14. In accordance with 5 CCR, Section 18279(b)(5), provide a summary of the program areas that:

A) Did not meet standards and

B) A list of tasks needed to improve those areas.

Summary is to include all contract types for your agency. Answers are not limited to space provided. Attach additional (Word document) sheets as necessary.

CCTR & CSPP: A comprehensive ECERS/ITERS evaluation, DRDP assessment, and Parent Survey have been conducted for all eight classrooms at the center. Although the overall results meet standards, it appears there needs to be more emphasis on child-teacher relationships (a CLASS evaluation, conducted for QSSB, resulted in Tier 5, highest quality, however the area of Teacher-Child relationships received a score of 3).

An independent consultant has been hired to provide specialized training on Child-teacher relationships, starting in august of 2019. This will be followed up with ongoing training sessions throughout the fall semester. In addition, our QSSB coach will work individually with staff to coach them on relationships.

15. In accordance with 5 CCR, Section 18279(b)(6), provide a summary of program areas that:

A) Met standards and

B) Explains the procedures for ongoing monitoring to ensure that those areas continue to meet standards.

Summary is to include all contract types for your agency. Answers are not limited to space provided. Attach additional (Word document) sheets as necessary.

Program Review Instrument

CCTR & CSPP: All areas are in compliance with the newest regulations. Administrative staff receives ongoing training by attending meetings and workshops provided by ELCD or Every Child California (former CCDA). Weekly meetings to discuss policies and procedures and review updates are held with administrative staff. Throughout the year, the director, conducts spot checks to maintain compliance and remain pro-active. Program administrators implemented a double check system to detect and correct errors before they may become a compliance issue. A recent review of the CACFP resulted in no compliance issues, food program staff attends annual training sessions and receives updates at a regular basis.

Parent Survey

CCTR & CSPP: The annual parent survey for the 2018/19 fiscal year was conducted during the month of March, 2019. In order to ensure all parents receive the survey, front office staff developed a check list and the teachers monitor to make sure all parents received the survey. Although not all parents submitted a survey, a substantial amount of surveys was collected. The findings of the most current parent surveys resulted in a need of more communication between the teachers and parents as it relates to children's developmental growth. During the 2019/20 The teachers will focus on engaging in more informal conversations with parents, develop communication forms for preschool, and provide handouts on children's developmental mile stones for parents. The director will provide workshops on children's developmental growth and development for parents and staff.

DRDP

CCTR & CSPP: Due to technical difficulties with DRDP Tech/online, the DRDP assessment process for this year has been challenging in the beginning. Our program decided to implement Learning Genie, and all staff received training on how to use this program. Lead teachers were able to adapt and complete the DRDP assessments according to standards and new action plans were developed.

Child Development Division Agency Information Certification

I certify, as the authorized representative of the agency listed below, I have reviewed all the information for **Chaffey Community College (6766)** and updates, additions, or deletions have been submitted as needed for information in all of the areas below:

- Executive Director/Superintendent Information
- Program Director Information
- Sites and Licenses and/or Office Information
- Family Child Care Home summary information

To the best of my knowledge, the information on the CDMIS Web site reflects accurate information for **Chaffey Community College (6766)** as of the date this certification was signed.



Program Director/Authorized Representative Signature 5/28/19 Date Signed



Printed Name of Program Director/Authorized Representative

Name of Agency User Generating Certification: Birgit Monks

Date Generated: 5/28/2019

Assigned CDD Consultant: Deborah Wacker

Program Review Instrument – Summary of Findings

Contractor Legal Name Chaffey Community College District		Vendor Number 6766
Contract Type CSSP	Age Group (Infant/Toddler, Preschool, School-Age) State Preschool	
Planning Date 5-24-2019	Lead Planner Name and Position Birgit Monks, Ed.D. Director	

Summary of Findings and Action Plans

Complete the Summary of Findings and Action Plans as directed in the instructions.

INVOLVEMENT

- EES-01: Plan for Parent Involvement
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

GOVERNANCE AND ADMINISTRATION

- EES-02: Family Eligibility Requirements
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan:

- EES-03: Child Need Requirement Verification
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan:

- EES-04: Recording and Reporting Attendance
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan:

- EES-05: Correct Fee Assessed
(CCTR, CSPP, CMIG, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan:

- EES-06: Inventory Records
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP, CRRP)

Corrective Action Plan:

EES-07: Alternative Payment (AP) Policies
(CAPP, CMAP, C2AP, C3AP) M/A

Corrective Action Plan:

STANDARDS, ASSESMENT, AND ACCOUNTABILITY

EES-08: Desired Results Profile and Data
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

EES-09: Annual Evaluation Plan
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP, CRRP)

Corrective Action Plan:

EES-10: Site Licensure
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

STAFFING AND PROFESSIONAL DEVELOPMENT

EES-11: Staff Development Program
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, C2AP, C3AP, CRRP)

Corrective Action Plan:

EES-12: Qualified Staff and Director
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

EES-13: Staff-Child Ratios
(CCTR, CSPP, CMIG, CHAN)

Corrective Action Plan:

OPPORTUNITY AND EQUAL EDUCATIONAL ACCESS

- EES-14: Family Selection
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP)

Corrective Action Plan:

- EES-15: Compliance with Due Process
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan:

- EES-16: Refrain from Religious Instruction
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

- EES-17: Services Responsive to Family Needs
(CRRP)

M/A

Corrective Action Plan:

TEACHING AND LEARNING

- EES-18: Environment Rating Scale
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

- EES-19: Nutritional Needs
(CCTR, CSPP, CMIG, CHAN, CFCC)

- EES-20: Health and Social Services
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

Program Review Instrument – Summary of Findings

Contractor Legal Name Chaffey Community College District		Vendor Number 6766
Contract Type CCTR	Age Group (Infant/Toddler, Preschool, School-Age) Toddler	
Planning Date 5-24-2019	Lead Planner Name and Position Birgit Monks, Ed.D. Director	

Summary of Findings and Action Plans

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Corrective Action Plan:

GOVERNANCE AND ADMINISTRATION

- EES-02: Family Eligibility Requirements
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- EES-03: Child Need Requirement Verification
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- EES-04: Recording and Reporting Attendance
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Corrective Action Plan:

- EES-05: Correct Fee Assessed
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Corrective Action Plan:

- EES-06: Inventory Records
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP, CRRP)

Corrective Action Plan:

EES-07: Alternative Payment (AP) Policies
(CAPP, CMAP, C2AP, C3AP)

M/A

Corrective Action Plan:

STANDARDS, ASSESMENT, AND ACCOUNTABILITY

EES-08: Desired Results Profile and Data
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

EES-09: Annual Evaluation Plan
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP, CRRP)

Corrective Action Plan:

EES-10: Site Licensure
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

STAFFING AND PROFESSIONAL DEVELOPMENT

EES-11: Staff Development Program
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, C2AP, C3AP, CRRP)

Corrective Action Plan:

EES-12: Qualified Staff and Director
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

EES-13: Staff-Child Ratios
(CCTR, CSPP, CMIG, CHAN)

Corrective Action Plan:

OPPORTUNITY AND EQUAL EDUCATIONAL ACCESS

- EES-14: Family Selection
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP)

Corrective Action Plan:

- EES-15: Compliance with Due Process
(CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP)

Corrective Action Plan:

- EES-16: Refrain from Religious Instruction
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

- EES-17: Services Responsive to Family Needs
(CRRP)

N/A

Corrective Action Plan:

TEACHING AND LEARNING

- EES-18: Environment Rating Scale
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

- EES-19: Nutritional Needs
(CCTR, CSPP, CMIG, CHAN, CFCC)

- EES-20: Health and Social Services
(CCTR, CSPP, CMIG, CHAN, CFCC)

Corrective Action Plan:

California Department of Education
 Early Education and Support Division
 March 2017

**Desired Results Developmental Profile Summary of Findings
 Classroom and Family Child Care Home (EESD 3900)**

Contractor Legal Name Chaffey Community College District	Age Group (Infant/Toddler, Preschool, School-Age) Preschool
Contract Type and/or FCCHEN CSPP	Lead Planner Name and Position Birgit Monks, Ed.D. - Director
Planning Date 5-21-2019	Lead Planner Name and Position
Follow-up Date(s) October 2019	

This form can be expanded and is not limited to a single page.

Key Findings from Developmental Profile	Action Steps (Including planned learning opportunities, interactions and teaching strategies, environment and materials, family engagement)	Expected Completion Date and/or Ongoing Implementation and Persons Responsible	Follow-Up and Reflection (Changes made, date completed, time extended)
<p>Ask: Developmentally, what do we know about the children currently enrolled in our classroom?</p> <p>0% if the children are at the Integrating Earlier level and 24% of the children are at the Building Later level LLD8 – Phonological Awareness</p>	<p>Ask: What goals can we set to meet the needs of the children currently enrolled in our classroom?</p> <p>At least 10% of the children will be at the Integrating Earlier Level of LLD8. Lead Teachers will encourage word knowledge by using compound words during circle time, small group time, and outside activity time. Curriculum activities will focus on singing, chanting, sound and word play, and storybook reading in children’s home language and English. Provide a variety of books and CD’s in multiple</p>	<p>Ask: How do we accomplish our classroom goals?</p> <p>Lead Teachers will implement lesson plans that foster phonological awareness Lead Teachers and staff will provide language activities in multiple languages throughout the day Lead Teachers will supply classrooms with</p>	<p>Ask: By when?</p>

EESD 3900

	<p>languages.</p>	<p>books and CD's in multiple languages.</p>
<p>0% of children are at the Integrating Earlier stage in COG 5-Measurement</p>	<p>At least 5% of the children will be at the Integrating Earlier stage in Cognition, including Math and Science</p> <p>Teachers will include increased amount of Math and Science activities in their curriculum plans</p> <p>Teachers will provide materials that support children's developmental progress as it relates to Measurement</p>	<p>Expected completion date: October 2019</p> <p>Lead Teachers will implement lesson plans that include increased amount of Math and Science Activities</p> <p>Lead Teachers will order toys that improve children's understanding as it relates to Measurement: Rulers, Tape-Measures, Scales,</p> <p>Lead Teachers will post charts, graphs around the classrooms</p> <p>Expected completion date: Fall of 2019</p>
<p>1.9% of the children are at the Integrating Earlier level in Social Emotional Development- SED 3, Relationships and Social Interactions with Familiar Adults and 26% are at the Building Later level.</p>	<p>At least 10% will be at the Integrating Earlier stage of SED3.</p> <p>Staff will receive training on interactions and relationships</p> <p>Classroom environment will include familiar items that connect home and school</p> <p>Dramatic Play areas will be enhanced with props that represent children's home culture</p>	<p>Director will provide information and training on relationships and interactions</p> <p>Lead Teachers will encourage parents to bring family pictures or other artifacts from home to display</p>

EESD 3900

	<p>throughout the classroom</p> <p>Lead Teachers will order instructional materials that represent children's home culture in the dramatic play area</p> <p>Lead Teachers/Director will emphasize on parent events throughout the school year</p> <p>Expected Completion Date: Fall 2019</p>	
<p>Parents will participate in events at the program (Back to School Night, Tea Party.....)</p>		

California Department of Education
 Early Education and Support Division
 March 2017

**Desired Results Developmental Profile Summary of Findings
 Classroom and Family Child Care Home (EESD 3900)**

Contractor Legal Name Chaffey Community College District	Age Group (Infant/Toddler, Preschool, School-Age) Toddler
Contract Type and/or FCCHEN CCTR	Lead Planner Name and Position Birgit Monks, Ed.D. - Director
Planning Date 5-21-2019	Lead Planner Name and Position
Follow-up Date(s) October 2019	

This form can be expanded and is not limited to a single page.

Key Findings from Developmental Profile	Action Steps (Including planned learning opportunities, interactions and teaching strategies, environment and materials, family engagement)	Expected Completion Date and/or Ongoing Implementation and Persons Responsible	Follow-Up and Reflection (Changes made, date completed, time extended)
<p>Ask: Developmentally, what do we know about the children currently enrolled in our classroom?</p> <p>13.7% of the children are at the building earlier stage of Self-Comforting</p>	<p>Ask: What goals can we set to meet the needs of the children currently enrolled in our classroom?</p> <p>At least 25% of the children will be at the building earlier stage of Self Comforting and show progress by being encouraged to develop the capacity to comfort or soothe self in response to distress from internal or external stimulation</p> <p>Lead Teachers will provide staff training on how to provide an environment that will allow children to seek out familiar adult when needed to be soothed</p> <p>Provide material in the quiet areas that can comfort children when distressed or sad</p>	<p>Ask: How do we accomplish our classroom goals?</p> <p>Lead teachers will order materials and provides staff training</p> <p>Director will provide information and handouts for parents on how children can develop self-soothing skills</p> <p>Expected completion date: October 2019</p>	<p>Ask: By when?</p>

<p>18.1% of children are at the Building Earlier stage in Cognition, including Math and Science</p>	<p>Provide information to parents</p>	<p>At least 25% of the children will be at the Building Earlier stage in Cognition, including Math and Science Teachers will include increased amount of Math and Science activities in their curriculum plans Teachers will provide materials that support children's developmental progress as it relates to spatial relationships</p>	<p>Lead Teachers will implement lesson plans that include increased amount of Math and Science Activities Lead Teachers will order toys that improve children's understanding as it relates to spatial relationships, such as nesting cups, pegs and peg-boards, puzzles- different sizes Lead Teachers will focus on curriculum activities that include counting and number sense, such as counting games, have children count children in their classroom....Asking questions – answers require to count Expected completion date: Fall of 2019</p>
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EESD 3900

<p>27.5% of children are at the Building Earlier stage of SED 4 Relationships and Social Interactions with Peers</p>	<p>At least 35% will be at the Building Earlier stage of SED4 Classroom staff will play along with children and model cooperative play Curriculum activities will include reciprocal games, such as pat- a- cake Staff will receive training on interactions and relationships</p>	<p>All staff will model appropriate play behaviors Lead Teachers will include reciprocal games in curriculum plans Director will provide information and training on relationships and interactions</p>	
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California Department of Education
 Early Education and Support Division
 March 2017

Parent Survey Summary of Findings

Contractor Legal Name Chaffey Community College District	Contract Type and/or FCCHEN CSPP
Planning Date 5-20-2019	Lead Planner Name and Position Birgit Monks Ed.D., Director
Follow-up Date(s) October 2019	Lead Planner Name and Position

This form can be expanded and is not limited to a single page.

Key Findings from Parent Surveys	Action Steps (Including communication, training, schedule, space, instructional materials, and supervision changes)	Expected Completion Date and/or Ongoing Implementation and Persons Responsible	Follow-Up and Reflection (Changes made, date completed, time extended)
8.5% of parents are dissatisfied how program staff communicates with them	The program will start the fall semester with a Back to School Night where parents receive information on how to communicate with the teachers. Update all email addresses of parents to get in touch with them if needed Start monthly newsletters for all classes	Expected completion date: October 2019 Classroom Lead Teachers Front Office Staff Director	

<p>5.7% of parents are dissatisfied on how the program promotes children's development</p>	<p>Promote increased teacher/child interactions Observe and engage children in activities they are interested in Provide staff training and parent education on promoting children's development in all areas</p>	<p>Lead Teachers/Staff Director</p>	
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California Department of Education
 Early Education and Support Division
 March 2017

Parent Survey Summary of Findings

Contractor Legal Name Chaffey Community College District	Contract Type and/or FCCHEN CCTR
Planning Date 5-20-2019	Lead Planner Name and Position Birgit Monks Ed.D., Director
Follow-up Date(s) October 2019	Lead Planner Name and Position

This form can be expanded and is not limited to a single page.

Key Findings from Parent Surveys	Action Steps (Including communication, training, schedule, space, instructional materials, and supervision changes)	Expected Completion Date and/or Ongoing Implementation and Persons Responsible	Follow-Up and Reflection (Changes made, date completed, time extended)
5.3% of parents are dissatisfied how individual needs of the children are being met	Increase parent/teacher communication on individual needs of the child/initial parent orientation Implement PITC Training on meeting the needs of the children Provide multiple forms of assessment, DRDP and ASQ/ASQ-SE	Expected completion date: October 2019 Classroom Lead Teachers Front Office Staff Director	

<p>5.0% of parents are dissatisfied on how staff interacts with children</p>	<p>Promote increased teacher/child interactions Implement responsive care (PITC) Provide staff training and teacher education on CLASS</p>	<p>Lead Teachers/Staff Director</p>	
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California Department of Education
 Early Education and Support Division
 March 2017

Environment Rating Scale – Summary of Findings

Contractor Legal Name Chaffey Community College District	Age Group (Infant/Toddler, Preschool, School Age) Preschool
Contract Type and/or FCCHEN CSSP	Lead Planner Name and Position Birgit Monks, Ed.D.
Planning Date May 2019	Lead Planner Name and Position Preschool Lead Teachers
Follow-up Date(s) October 2019	

This form can be expanded and is not limited to a single page

Subscales and Average Scores	Key Findings from Environment Rating Scale (ERS Items)	Action Steps (Include instructional materials, training needs, change to schedules, space, and supervision.)	Expected Completion Date and Persons Responsible	Follow-Up and Reflection (Changes made, date completed, and time extended.)
II. Personal Care Routine 3.25	Inadequate handwashing Tripping hazards	Provide new handouts on adequate handwashing procedures to all staff Staff training on hand-washing procedures Submit additional work order to reduce tripping hazards in the play yards Place mats/cots at least 3 feet apart from each other on all sides to prevent airborne illnesses	October 2019 Director/ Teachers Director/ Team Meetings Director/ Ground Maintenance Lead Teachers/ Asst. Teachers	

<p>V. Interaction 5.3</p>	<p>Teachers need to show awareness wo whole group and adjust careful supervision Constraint and stressful element to environment</p>	<p>Staff orientation will include the importance of staff positioning themselves and assign staff to where all areas of the classroom can be seen at all times Provide coaching for teachers and staff Ongoing staff training on Relationships/Class during Fall semester of 2019</p>	<p>Director Director/Lead Teachers Director/ Outside consultant/</p>	
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California Department of Education
 Early Education and Support Division
 March 2017

Environment Rating Scale – Summary of Findings

Contractor Legal Name Chaffey Community College District	
Contract Type and/or FCCHEN CCTR	Age Group (Infant/Toddler, Preschool, School Age) Toddler
Planning Date May 2019	Lead Planner Name and Position Birgit Monks, Ed.D.
Follow-up Date(s) October 2019	Lead Planner Name and Position Toddler Lead Teachers

This form can be expanded and is not limited to a single page

Subscales and Average Scores	Key Findings from Environment Rating Scale (ERS Items)	Action Steps (Include instructional materials, training needs, change to schedules, space, and supervision.)	Expected Completion Date and Persons Responsible	Follow-Up and Reflection (Changes made, date completed, and time extended.)
II. Personal Care Routine 4.0	Inadequate handwashing Tripping hazards	Provide new handouts on adequate handwashing procedures to all staff Staff training on hand-washing procedures Submit additional work order to reduce tripping hazards in the play yards Place mats/cots at least 3 feet apart from each other on all sides to prevent airborne illnesses	October 2019 Director/ Teachers Director/ Team Meetings Director/ Ground Maintenance Lead Teachers/ Asst. Teachers	

<p>IV. Activities 5.33</p>	<p>Many books, pictures and other materials depicting diversity are required. Not all space and equipment is appropriate and safe for toddlers</p>	<p>Order books depict people of a variety of abilities, or pictures that depict a variety of races, cultures, ages, abilities, and genders. Maintenance and Grounds will remove tripping hazards in play yards, replace sand and rake frequently to ensure proper depth under portable slide Remover markers and dotter caps before allowing children access to them Order "Marker Stands", where children can use markers without having access to caps</p>	<p>Lead Teachers Director/ Maintenance and Grounds Lead Teachers/ Staff Lead Teachers</p>	
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AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

June 27, 2019

Board Meeting Date

TOPIC **CURRICULUM MONITORING REPORT**

Communication No. IV.D.2.b

SUPPORTS BOARD POLICY

BP 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.

ACTIVITIES THAT ADDRESS THE BOARD POLICY

AB 1725 and Section 52300(c) of Title 5 define the role of the Faculty Senate in assuming primary responsibility for making recommendations in areas of curriculum and academic standards. The Curriculum Monitoring Report provides a summary of the 2018-19 actions of the district's Curriculum Committee.

MEANS OF ASSESSMENT

The detailed report is attached.

SUMMARY OF EVIDENCE

During the fall 2018 and spring 2019 terms, the Curriculum Committee reviewed proposals for 73 new courses, 243 course modifications, 5 course reactivations, 24 course deactivations, and 85 distance education courses. The Curriculum Committee also reviewed proposals for 19 new programs, 58 modified programs, and 6 deactivated programs.

USE OF RESULTS FOR PLANNING

In addition to completing the above curriculum review, the Curriculum Committee has been working to ensure that all curriculum has been reviewed in accordance with the appropriate six-year cycle.

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.	Accounting and Financial Planning	ACCTGFS-30	0505.00	Personal Finance	3
2.	Arts Management	ARTMGT-410	0501.00	Introduction to Arts Management	3
3.	Arts Management	ARTMGT-420	0501.00	Introduction to Project Funding	1.5
4.	Arts Management	ARTMGT-430	0501.00	Introduction to Collection Management	1.5
5.	Arts Management	ARTMGT-440	0501.00	Creative Careers - Discovering Self-Directed Pathways	1.5
6.	Arts Management	ARTMGT-496AB	0501.00	Arts Business Management Cooperative Education Internship	1-2
7.	Business: Legal Studies	BUSL-496ABC	1402.00	Internships in Paralegal	1-3
8.	Chemistry	CHEM-76A	1905.00	Organic Chemistry I	4
9.	Chemistry	CHEM-76B	1905.00	Organic Chemistry II	4
10.	Computer Information Systems: Networking	CISNTWK-435	0708.00	Introduction to the Linux Operating System	3
11.	Computer Information Systems: Networking	CISNTWK-70	0708.10	Virtualization and Cloud Essentials	4
12.	Computer Information Systems: Programming	CISPROG-600	0702.10	iOS App Development with SWIFT	0
13.	Dental	DENTAL-405	1240.10	Basic Dental Sciences	3
14.	Dental	DENTAL-415	1240.10	Dental Chairside Skills I	4.5
15.	Dental	DENTAL-415L	1240.10	Dental Chairside Skills I Lab	2
16.	Dental	DENTAL-425	1240.10	Dental Materials	3
17.	Dental	DENTAL-425L	1240.10	Dental Materials Lab	1
18.	Dental	DENTAL-435	1240.10	Infection Control in Dentistry	2.5
19.	Dental	DENTAL-435L	1240.10	Infection Control in Dentistry Lab	0.5
20.	Dental	DENTAL-445	1240.10	Oral Radiology	3.5
21.	Dental	DENTAL-445L	1240.10	Oral Radiology Lab	2
22.	Dental	DENTAL-455	1240.10	Dental Office Procedures	2.5
23.	Dental	DENTAL-455L	1240.10	Dental Office Procedures Lab	0.5
24.	Dental	DENTAL-460	1240.10	Clinical Experience I	2
25.	Dental	DENTAL-465	1240.10	Clinical Experience II	5
26.	Dental	DENTAL-465L	1240.10	Clinical Experience II Lab	4
27.	Dental	DENTAL-475	1240.10	Dental Specialty Skills	2.5
28.	Dental	DENTAL-475L	1240.10	Dental Specialty Skills Lab	0.5
29.	Dental	DENTAL-480	1240.10	Dental Chairside Skills II	3
30.	Dental	DENTAL-480L	1240.10	Dental Chairside Skills II Lab	1

31.	Dental	DENTAL-490	1240.10	Advanced Clinical Procedures	1.5
32.	Dental	DENTAL-490L	1240.10	Advanced Clinical Procedures Lab	0.5
33.	Dental	DENTAL-600	1240.10	Dental Basic Skills I	0
34.	Dental	DENTAL-605	1240.10	Dental Assisting Advanced Skills	0
35.	Gerontology	GERO-497ABCD	1309.00	Gerontology Career Experience Internship	1-4
36.	Gerontology	GERO-600	1309.00	Principles of Caregiving: Older Adults and Their Care	0
37.	Gerontology	GERO-655	1309.00	Resources and Services for Older Adults	0
38.	Gerontology	GERO-662	1309.00	Activity Coordinator Training	0
39.	Gerontology	GERO-663	1309.00	Social Work Designee/Assistant Training	0
40.	Gerontology	GERO-98ABC	1309.00	Independent Study: Gerontology	1-3
41.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-606	0946.00	HVAC Flues and Ducts	0
42.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-607	0946.00	HVAC Commercial Applications	0
43.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-608	0946.00	HVAC Troubleshooting	0
44.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-609	0946.00	Advanced Commercial HVAC	0
45.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-610	0946.00	Building Automation Control Systems	0
46.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-611	0946.00	HVAC Management Topics	0
47.	Interior Design	ID-14	1302.00	Fundamentals of Design for Interiors	3
48.	Interior Design	ID-426	1302.00	Professional Practice for Interior Designers	3
49.	Interior Design	ID-45	1302.00	Codes and Building Systems	3
50.	Industrial Electrical Technology	IET-484ABCD	0934.20	Industrial Electricity Internship	1-4
51.	Mechatronics	IETMECH-400	0935.00	Introduction to Mechatronics	4
52.	Mechatronics	IETMECH-401	0943.00	Robotics and Sequencing	4
53.	Mechatronics	IETMECH-402	0935.00	Mechatronics Troubleshooting	4
54.	Industrial Maintenance Mechanic	INDMM-601	0945.00	Basic Communication and Employability Skills, and Core Testing	0
55.	Industrial Maintenance Mechanic	INDMM-602	0945.00	Fundamentals of Industrial Maintenance, Oxyfuel, and Craft Skills	0
56.	Industrial Maintenance Mechanic	INDMM-603	0945.00	Trade Math and Drawings, Material Handling, and Mobile Equipment	0

57.	Kinesiology: Activity	KINACT-3A	0835.00	Beginning Baseball	1
58.	Kinesiology: Activity	KINACT-5A	0835.10	Beginning Flag Football	1
59.	Kinesiology: Team	KINTM-17	0835.10	Intermediate Dance/Spirit Team	1
60.	Kinesiology: Team	KINTM-64A	0835.00	Softball Strength and Conditioning for Athletes	0.5
61.	Nursing: Vocational Nursing	NURVN-600	1230.20	NCLEX Review for VN Licensure Examination	0
62.	Nursing: Vocational Nursing	NURVN-601	1230.20	Vocational Nursing Skills Development I	0
63.	Nursing: Vocational Nursing	NURVN-602	1230.20	Vocational Nursing Skills Development II	0
64.	Nursing: Vocational Nursing	NURVN-603	1230.20	Vocational Nursing Skills Development III	0
65.	Nursing: Vocational Nursing	NURVN-604	1230.20	Intravenous Therapy	0
66.	Public Health	PH-10	1201.00	Personal Health and Wellness	3
67.	Public Health	PH-20	1201.00	Introduction to Public Health	3
68.	Public Health	PH-30	1201.00	Health and Social Justice	3
69.	Public Health	PH-40	1201.00	Drugs, Health, and Society	3
70.	Radiologic Technology	RADTEC-600	1225.00	Radiologic Technology Skills Development I	0
71.	Radiologic Technology	RADTEC-610	1225.00	Radiologic Technology Skills Development II	0
72.	Spanish	SPAN-9	1105.00	Cultural Awareness through Conversation	3
73.	Statistics	STAT-610	1702.00	Skill Building for Stat 10	0

COURSES - MODIFICATIONS

	Discipline	Course ID	TOP Code	Title	Units
1.	Accounting	ACCTG-430	0502.00	Accounting for Governmental and Not-for-Profit Organizations	4
2.	Accounting	ACCTG-435	0502.00	Payroll Accounting	3
3.	Accounting	ACCTG-70	0502.00	Cost Accounting	3
4.	Anthropology	ANTHRO-1L	2202.00	Laboratory for Biological Anthropology	1
5.	Arabic	ARABIC-1	1112.00	Elementary Modern Standard Arabic	4
6.	Arabic	ARABIC-2	1112.00	Elementary Modern Standard Arabic	4
7.	Arabic	ARABIC-3	1112.00	Intermediate Modern Standard Arabic	4
8.	Arabic	ARABIC-4	1112.00	Intermediate Modern Standard Arabic	4
9.	Art	ART-15	1002.10	Color Theory	3
10.	Art	ART-407	1030.00	History of Design	3
11.	Art	ART-482	0614.00	Editing Digital Media	4
12.	Art	ART-82	0614.10	Introduction to Digital Media	4
13.	Automotive Technology	AUTOTEC-407	0948.40	Introduction to Hybrid Vehicles	2.5
14.	Automotive Technology	AUTOTEC-416	0948.00	Basic Automotive Air Conditioning Systems	2

15.	Automotive Technology	AUTOTEC-427	0948.00	Engine Operation and Service	5
16.	Automotive Technology	AUTOTEC-430	0948.00	Engine Rebuilding - Upper Engine	5
17.	Automotive Technology	AUTOTEC-431	0948.00	Engine Rebuilding - Lower Engine	5
18.	Automotive Technology	AUTOTEC-435	0948.00	High Performance Engine Rebuilding and Blueprinting	5
19.	Automotive Technology	AUTOTEC-443	0948.00	Engine and Emission Control Training Level 1	4
20.	Biology	BIOL-20	0410.00	Human Anatomy	4
21.	Business	BUS-10	0501.00	Introduction to Business	3
22.	Business	BUS-49	0501.00	Business Decisions Using Basic Quantitative Tools	3
23.	Business	BUS-61	0508.00	Introduction to Global Business	3
24.	Business: Legal Studies	BUSL-10	1401.00	Introduction to Law and the Legal Process	3
25.	Business Legal Studies	BUSL-28A	0505.00	Business Law I	3
26.	Business Legal Studies	BUSL-28B	0505.00	Business Law II	3
27.	Business: Legal Studies	BUSL-400	1402.00	Introduction to Paralegal Studies	3
28.	Business: Legal Studies	BUSL-401	1402.00	Legal Research and Writing	3
29.	Business: Legal Studies	BUSL-402	1402.00	Civil Litigation	3
30.	Business: Legal Studies	BUSL-403	1402.00	Evidence	3
31.	Business: Legal Studies	BUSL-404	1402.00	Law Office Operations	3
32.	Business: Legal Studies	BUSL-406	1402.00	Advanced Legal Research and Writing	3
33.	Business: Legal Studies	BUSL-408	1402.00	Bankruptcy and Debtor/Creditor Relations	3
34.	Business: Legal Studies	BUSL-409	1402.00	Family Law	3
35.	Business: Legal Studies	BUSL-411	1402.00	Estate Planning and Probate Law	3
36.	Business: Legal Studies	BUSL-412	1402.00	Immigration Law	3
37.	Business: Legal Studies	BUSL-413	1402.00	Workers' Compensation Law	3
38.	Business: Legal Studies	BUSL-435	0509.00	The Law of Marketing and Business Competition	3
39.	Business Management	BUSMGT-430	0510.00	Warehouse Management and Material Handling	3
40.	Business Management	BUSMGT-440	0506.30	Principles of Leadership	2
41.	Business Management	BUSMGT-45	0506.40	Small Business Ownership and Management	3
42.	Business Management	BUSMGT-466	0506.30	Introduction to Project Management	3
43.	Business Management	BUSMGT-48	0506.00	Quality Management Principles	3
44.	Business Management	BUSMGT-480	0506.30	Principles of Supervision	3
45.	Business Marketing	BUSMKT-405	0508.00	International Marketing	3

46.	Business Technology	BUSTEC-400	0514.00	Job Search and Interviewing Techniques	1.5
47.	Business Technology	BUSTEC-40A	0514.00	Beginning Computer Keyboarding	3
48.	Business Technology	BUSTEC-40B	0514.00	Computer Keyboarding: Speed and Accuracy Development	3
49.	Business Technology	BUSTEC-410	0614.50	MS Publisher Comprehensive	3
50.	Business Technology	BUSTEC-452	0514.00	Administrative Financial Bookkeeping	3
51.	Business Technology	BUSTEC-455	0514.00	Fundamentals of English for Business	3
52.	Business Technology	BUSTEC-460	0514.00	Proofreading: Text-Editing Skills	3
53.	Business Technology	BUSTEC-470	0514.00	Office Systems and Procedures	3
54.	Business Technology	BUSTEC-471	0514.40	Administrative Office Management	3
55.	Business Technology	BUSTEC-50	0514.40	Filing and Records Management	3
56.	Business Technology	BUSTEC-60A	0514.00	Microsoft Office Word - Specialist	3
57.	Business Technology	BUSTEC-60B	0514.00	Microsoft Office Word - Expert	3
58.	Business Technology	BUSTEC-61	0514.00	Microsoft Office PowerPoint	1.5
59.	Business Technology	BUSTEC-62	0514.00	Microsoft Office Outlook	1.5
60.	Business Technology	BUSTEC-63	0514.00	Microsoft Office Excel - Comprehensive	3
61.	Business Technology	BUSTEC-64	0514.00	Microsoft Office Access- Comprehensive	3
62.	Business Technology: Medical Coding and Billing	BUSTECM-408	0514.20	Coding of Body Systems for Medical Billing and Coding	3
63.	Business Technology: Medical Coding and Billing	BUSTECM-410	0514.20	CPT Current Procedural Terminology	3
64.	Business Technology: Medical Coding and Billing	BUSTECM-420	0514.20	Basic ICD-10-CM Coding	3
65.	Business Technology: Medical Coding and Billing	BUSTECM-430	0514.20	Intermediate Level ICD-10-CM, ICD-10-PCS Coding	3
66.	Business Technology: Medical Coding and Billing	BUSTECM-440	0514.20	Medical Billing, Reimbursement, and Compliance	3
67.	Business Technology: Medical Coding and Billing	BUSTECM-475	0514.20	Medical Office Procedures	3
68.	Child Development	CDE-24	1305.80	Introduction to Curriculum Theory	2
69.	Child Development	CDE-24W	1305.80	Practicum I: Supervised Occupational Work Experience	1
70.	Child Development	CDE-25	1305.80	Advanced Curriculum Theory	2

71.	Child Development	CDE-25W	1305.80	Practicum II: Supervised Occupational Work Experience	1
72.	Chemistry	CHEM-10	1905.00	Introductory Chemistry	4
73.	Chemistry	CHEM-24A	1905.00	General Chemistry I	5
74.	Chemistry	CHEM-7	1905.00	Chemistry in Everyday Life with Lab	4
75.	Chemistry	CHEM-8	1905.00	Chemistry in Society	3
76.	Chemistry	CHEM-9	1905.00	Health Science Chemistry	5
77.	Chinese	CHIN-1	1107.00	Elementary Mandarin Chinese I	4
78.	Chinese	CHIN-18	1107.00	Chinese Civilization and Culture	3
79.	Chinese	CHIN-2	1107.00	Elementary Mandarin Chinese II	4
80.	Chinese	CHIN-3	1107.00	Intermediate Mandarin Chinese I	4
81.	Chinese	CHIN-4	1107.00	Intermediate Mandarin Chinese II	4
82.	Computer Information Systems	CIS-15	0707.20	Introduction to Database & Database Management Systems	3
83.	Computer Information Systems: Game Development	CISGAME-403	0707.10	Fundamentals of Game Programming	3
84.	Computer Information Systems: Game Development	CISGAME-420	0707.10	Mobile/Web Game Development	3
85.	Computer Information Systems: Networking	CISNTWK-11	0708.10	Microsoft Network Server	3
86.	Computer Information Systems: Networking	CISNTWK-20	0708.10	Introduction to Cybersecurity: Ethical Hacking	3
87.	Computer Information Systems: Programming	CISPROG-5	0707.10	Programming with Python	3
88.	Communication Studies	COMSTD-12	0610.00	Mass Communication and Society	3
89.	Communication Studies	COMSTD-2	1506.00	Fundamentals of Effective Speaking	3
90.	Communication Studies	COMSTD-6	1506.00	Fundamentals of Small Group Communication	3
91.	Communication Studies	COMSTD-74	1506.00	Intercultural Communication	3
92.	Communication Studies	COMSTD-76	1506.00	Gender and Communication	3
93.	Communication Studies	COMSTD-78	1506.00	Family Communication	3
94.	Culinary	CUL-15	1307.10	Sanitation, Safety, and Equipment Management	3
95.	Culinary	CUL-17	1306.30	Principles of Food Preparation	3
96.	Dance	DANCE-1	1008.00	Survey of Dance	3
97.	Dance	DANCE-30B	1008.00	Tap Dance IB	1
98.	Dance	DANCE-400	1008.00	Hip Hop Dance	1
99.	Dance	DANCE-450	1008.00	Student Choreography for Performance	0.75
100.	Dental	DENTAL-405	1240.10	Basic Dental Sciences	3

101.	Dental	DENTAL-415	1240.10	Dental Chairside Skills I	2.5
102.	Dental	DENTAL-425	1240.10	Dental Materials	2
103.	Dental	DENTAL-435	1240.10	Infection Control in Dentistry	2
104.	Dental	DENTAL-445	1240.10	Oral Radiology	2
105.	Dental	DENTAL-455	1240.10	Dental Office Procedures	2
106.	Dental	DENTAL-465	1240.10	Clinical Experience II	1
107.	Dental	DENTAL-475	1240.10	Dental Specialty Skills	2
108.	Dental	DENTAL-480	1240.10	Dental Chairside Skills II	2
109.	Dental	DENTAL-490	1240.10	Advanced Clinical Procedures	1
110.	Economics	ECON-2	2204.00	Principles of Macroeconomics	3
111.	Economics	ECON-4	2204.00	Principles of Microeconomics	3
112.	Education	ED-10	0802.10	Elementary Classroom Fieldwork	3
113.	Engineering Technology	EGTECH-12	0924.00	Principles of Engineering	4
114.	Engineering Technology	EGTECH-14	0924.00	Electronics for Engineering Technologists I	3
115.	Emergency Medical Technician	EMT-11	1250.00	Emergency Medical Technician	7
116.	Engineering	ENGIN-71	0901.00	Circuit Analysis	4
117.	English	ENGL-33	1503.00	Introduction to Poetry	3
118.	English	ENGL-35	1507.00	Literary Magazine Production	4
119.	English	ENGL-495	1501.00	College Reading and Writing	4
120.	English	ENGL-68	1503.00	Mythology	3
121.	English	ENGL-70A	1503.00	World Literature I	3
122.	English	ENGL-70B	1503.00	World Literature II	3
123.	English	ENGL-74	1503.00	Asian-American Literature	3
124.	English	ENGL-75A	1503.00	American Literature	3
125.	English	ENGL-76	1503.00	African-American Literature	3
126.	English	ENGL-7A	1507.00	Creative Writing: Short Fiction	3
127.	English	ENGL-7B	1507.00	Creative Writing: Fiction	3
128.	English	ENGL-7D	1507.00	Creative Writing: Poetry	3
129.	English	ENGL-7E	1507.00	Creative Writing: Nonfiction	3
130.	Fire Technology	FIRETEC-11	2133.00	Legal Aspects of Emergency Services	3
131.	Fire Technology	FIRETEC-12	2133.00	Occupational Safety and Health for Emergency Services	3
132.	French	FR-1	1102.00	Elementary French I	4
133.	French	FR-2	1102.00	Elementary French II	4
134.	Gerontology	GERO-22	1309.00	Dying and Death	3
135.	History	HIST-1	2205.00	World History: Pre-Civilization to 1500	3
136.	History	HIST-10	2205.00	History of Asian Civilizations II	3
137.	History	HIST-12	2205.00	Asian American History	3
138.	History	HIST-17	2205.00	United States History through 1877	3
139.	History	HIST-18	2205.00	United States History from 1865	3
140.	History	HIST-19	2205.00	History of Ethnic Relations in the United States	3
141.	History	HIST-2	2205.00	World History: 1500 to Present	3

142.	History	HIST-20	2205.00	History of the United States from 1945-Present	3
143.	History	HIST-37	2205.00	California History	3
144.	History	HIST-40	2205.00	Retrospective of World War II	3
145.	History	HIST-6	2205.00	Modern Western Civilizations	3
146.	History	HIST-7	2205.00	History of the Middle East	3
147.	History	HIST-71	2203.00	Chicanos: The Chicano Minority in the United States	3
148.	Hospitality Management: Food Service	HOTFS-10	1307.00	Introduction to Hospitality Management	3
149.	Hospitality Management: Food Service	HOTFS-14	1307.10	Food and Beverage Management	3
150.	Hospitality Management: Food Service	HOTFS-21	1307.10	Purchasing, Cost Controls, and Menu Planning	3
151.	Hospitality Management: Food Service	HOTFS-32	1307.00	Hospitality Law	3
152.	Hospitality Management: Food Service	HOTFS-422	1307.20	Hotel Operations	3
153.	Hospitality Management: Food Service	HOTFS-428	1307.00	Human Resources Management in Hospitality	3
154.	Hospitality Management: Food Service	HOTFS-431	1307.00	Hospitality Marketing Management	3
155.	Hospitality Management: Food Service	HOTFS-482	1307.00	Industry Internship: Hospitality Management	1-1
156.	Humanities	HUMAN-20	2205.00	The Holocaust: History and Philosophy	3
157.	Humanities	HUMAN-5	1504.00	Arts and Ideas: Antiquity to Renaissance	3
158.	Humanities	HUMAN-6	1504.00	Arts and Ideas: Renaissance to Modern	3
159.	Interior Design	ID-21	1302.00	Space Planning	3
160.	Interior Design	ID-22	1302.00	Interior Design Materials	3
161.	Interior Design	ID-27	1302.00	Computer Drafting & Design for Interiors	3
162.	Interior Design	ID-482	1302.00	Internships in Interior Design	1-1
163.	Industrial Electrical Technology	IET-403A	0934.40	Electrical Motors and Controls I	2.5
164.	Industrial Electrical Technology	IET-411	0934.00	Programmable Logic Controllers	3
165.	Industrial Electrical Technology	IET-415	0934.40	Advanced Electricity Laboratory	2
166.	Industrial Electrical Technology	IET-419	0934.40	DC Variable Speed Drive	1.5
167.	Industrial Electrical Technology	IET-420	0934.40	Fundamentals of Control Systems Technology	4
168.	Industrial Electrical	IETELMT-432	0935.00	Electrical Control of Hydraulic Systems	2

	Technology Electromagnetic Technology				
169.	Industrial Maintenance Mechanic	INDMM-400	0945.00	Intro to Construction Safety, Trade Math, Rigging, and Tools	3
170.	Industrial Maintenance Mechanic	INDMM-401	0945.00	Basic Communication and Employability Skills, and Core Testing	2.5
171.	Industrial Maintenance Mechanic	INDMM-403	0945.00	Trade Math and Drawings, Material Handling, and Mobile Equipment	2.5
172.	Journalism	JOUR-10	0602.00	Newswriting	3
173.	Journalism	JOUR-30	0602.00	Student Media Practicum I	3
174.	Kinesiology: Activity	KINACT-24	0835.10	Cross Training Boot Camp	1
175.	Kinesiology: Team	KINTM-16	0835.10	Beginning Dance/Spirit Team	1
176.	Mathematics	MATH-25	1701.00	College Algebra	4
177.	Mathematics	MATH-31	1701.00	Plane Trigonometry	4
178.	Mathematics	MATH-4	1701.00	Mathematical Concepts for Elementary School Teachers	4
179.	Mathematics	MATH-401	1701.00	Mathematics for Health Science	1
180.	Mathematics	MATH-401	1701.00	Mathematics for Health Science	1
181.	Mathematics	MATH-420	1701.00	Essentials of Intermediate Algebra	4
182.	Mathematics	MATH-420B	1701.00	Bridge to STEM+ from Intermediate Algebra	1
183.	Mathematics	MATH-450	1701.00	Intermediate Algebra: A Critical Thinking Approach	5
184.	Mathematics	MATH-550	1701.00	Introduction to Algebra	4
185.	Mathematics	MATH-60	1701.00	Calculus for Business	4
186.	Mathematics	MATH-650	1702.00	Mathematical Foundations	0
187.	Mathematics	MATH-65A	1701.00	Calculus I	4
188.	Mathematics	MATH-65B	1701.00	Calculus II	4
189.	Mathematics	MATH-75	1701.00	Calculus III	5
190.	Music	MUSIC-15	1005.00	Introduction to Music Business	3
191.	Music	MUSIC-16	1005.00	Introduction to Recording Arts	3
192.	Music	MUSIC-17	1005.00	Electronic Music	3
193.	Music	MUSIC-18	1005.00	Computer Assisted Recording and Editing	3
194.	Nutrition and Food	NF-11	1307.10	Food Service Management Supervision	3
195.	Nutrition and Food	NF-471	1306.20	Dietetic Service Supervisor I	1
196.	Nutrition and Food	NF-471L	1306.20	Dietetic Service Supervisor: Supervised Clinical Laboratory I	2
197.	Nutrition and Food	NF-472	1306.20	Dietetic Service Supervisor II	1
198.	Nutrition and Food	NF-472L	1306.20	Dietetic Service Supervisor II: Supervised Clinical Laboratory	2
199.	Nursing Assistant	NURAST-400	1230.30	Nursing Assistant	3.5
200.	Nursing Assistant	NURAST-400L	1230.30	Nursing Assistant Laboratory	2

201.	Nursing Assistant	NURAST-405	1230.30	Nursing Assistant Skills Laboratory	0.5
202.	Nursing Assistant	NURAST-420	1230.80	Home Health Aide	1.5
203.	Nursing Assistant	NURAST-420L	1230.80	Home Health Aide Laboratory	1
204.	Nursing: Vocational Nursing	NURVN-403	1230.20	Fundamentals of Nursing	3
205.	Nursing: Vocational Nursing	NURVN-405	1230.20	Beginning Medical Surgical Nursing	4
206.	Nursing: Vocational Nursing	NURVN-405L	1230.20	Beginning Medical Surgical Nursing Laboratory	3
207.	Nursing: Vocational Nursing	NURVN-407C	1230.20	Advanced Nursing Skills/Clinical Simulation Laboratory	1
208.	Nursing: Vocational Nursing	NURVN-409	1230.20	Intermediate Medical Surgical Nursing	4
209.	Nursing: Vocational	NURVN-411L	1230.20	Advanced Medical Surgical Nursing Lab	3
210.	Philosophy	PHIL-70	1509.00	Introduction to Philosophy	3
211.	Philosophy	PHIL-71	1509.00	Philosophy of Feminism	3
212.	Philosophy	PHIL-72	1509.00	Seminar in Ethics	3
213.	Philosophy	PHIL-73	1509.00	Seminar in Contemporary American Philosophy	3
214.	Philosophy	PHIL-77	1509.00	History of Ancient Philosophy	3
215.	Philosophy	PHIL-78	1509.00	History of Philosophy: Modern	3
216.	Philosophy	PHIL-80	1510.00	Introduction to Religion	3
217.	Philosophy	PHIL-81	1510.00	Introduction to Eastern Philosophy	3
218.	Philosophy	PHIL-82	1510.00	Introduction to Monotheistic Religions: Judaism/Christianity/Islam	3
219.	Photography	PHOTO-1	1012.00	History of Photography	3
220.	Physical Science	PHSCI-10	1901.00	Survey of Chemistry and Physics	4
221.	Political Science	PS-2	2207.00	Introduction to Political Science	3
222.	Psychology	PSYCH-41	2001.00	Biological Psychology	3
223.	Psychology	PSYCH-80	2001.00	Research Methods in Psychology	4
224.	Radiologic Technology	RADTEC-51	1225.00	Radiographic Clinical Education III	4.75
225.	Real Estate	RE-10	0511.00	Real Estate Principles	3
226.	Real Estate	RE-15	0511.00	Real Estate Practice	3
227.	Real Estate	RE-470	0511.00	Real Estate Appraisal	3
228.	Real Estate	RE-475	0511.00	Real Estate Escrow	3
229.	Real Estate	RE-486	0511.00	Real Estate Property Management	3
230.	Real Estate	RE-60	0511.00	Real Estate Finance	3
231.	Social Science	SCSCI-10	2201.00	Statistics for Social Science	4
232.	Sociology	SOC-10	2208.00	Introduction to Sociology	3
233.	Sociology	SOC-16	2208.00	Marriage, Family and Relationships	3
234.	Spanish	SPAN-1	1105.00	Elementary Spanish I	4
235.	Spanish	SPAN-2	1105.00	Elementary Spanish II	4
236.	Spanish	SPAN-3	1105.00	Intermediate Spanish I	4

237.	Spanish	SPAN-4	1105.00	Intermediate Spanish II	4
238.	Spanish	SPAN-4SS	1105.00	Spanish for Heritage Speakers II	4
239.	Statistics	STAT-10	1701.00	Elementary Statistics	4
240.	Theatre	THEATRE-1	1007.00	Introduction to Theatre	3
241.	Theatre	THEATRE-4	1007.00	Theatre History: Ancient to 1700	3
242.	Theatre	THEATRE-5	1007.00	Theatre History: 1700-present	3
243.	Theatre	THEATRE-7	1007.00	Theatrical Script Analysis	3

COURSES - COURSE REACTIVATIONS

	Discipline	Course ID	TOP Code	Title	Units
1.	Interior Design	ID-15	1302.00	Architectural Drafting for Interior Designers	3
2.	Industrial Electrical Technology	IET-460	0946.10	Introduction to Photovoltaic Installation	3
3.	Industrial Electrical Technology Electromagnetic Technology	IETELMT-436	0935.00	Pneumatics Fundamentals	2
4.	Industrial Electrical Technology Electromagnetic Technology	IETELMT-438	0935.00	Electrical Control of Pneumatic Systems	2
5.	Mathematics	MATH-652	1702.00	Skill Building for Math 25	0

COURSES - COURSE DEACTIVATIONS

	Discipline	Course ID	TOP Code	Title	Units
1.	Accounting and Financial Planning	ACCTGFS-440	0504.00	Introduction to Financial Planning	3
2.	Business and Office Technologies	BUSOT-462	0514.00	Digital Transcription and Voice Recognition Software	3
3.	Chemistry	CHEM-75A	1905.00	Organic Chemistry I	5
4.	Chemistry	CHEM-75B	1905.00	Organic Chemistry II	5
5.	Dance	DANCE-60B	1008.00	Tap Dance IIB	1
6.	Dental	DENTAL-400	1240.10	Dental Assisting Core Sciences	6
7.	Dental	DENTAL-410	1240.10	Dental Assisting Preclinical Sciences	6
8.	Dental	DENTAL-420	1240.10	Radiography for Dental Assistants	6
9.	Dental	DENTAL-430	1240.10	Clinical Practice	6
10.	English	ENGL-475	1501.00	Fundamentals of College Reading and Writing	4
11.	English	ENGL-575	1501.00	Introduction to College Reading and Writing	4
12.	English	ENGL-675	1501.00	Preparation for College Reading	0
13.	English	ENGL-71	1503.00	Folklore	3
14.	Gerontology	GERO-406	1240.10	Gerontology Career Practicum	1-1
15.	Gerontology	GERO-407	1309.00	Gerontology Career Cooperative Education	3-3

16.	Interior Design	ID-25	1302.00	Interior Design Management	2
17.	Industrial Electrical Technology	IET-482	0934.40	Internship in Industrial Electricity	1-1
18.	Mathematics	MATH-410	1701.00	Elementary Algebra	4
19.	Mathematics	MATH-425	1701.00	Intermediate Algebra	4
20.	Mathematics	MATH-510	1701.00	Arithmetic	4
21.	Mathematics	MATH-520	1701.00	Pre-Algebra	4
22.	Mathematics	MATH-605	1702.00	Preparation for the Study of Pre-Algebra	0
23.	Nursing: Vocational Nursing	NURVN-500	1230.20	NCLEX Review for VN Licensure Examination	2
24.	Spanish	SPAN-16	1105.00	Spanish Composition	3

COURSES - DISTANCE EDUCATION

	Discipline	Course ID	TOP Code	Title	Units
1.	Accounting	ACCTG-430	0502.00	Accounting for Governmental and Not-for-Profit Organizations	4
2.	Accounting	ACCTG-435	0502.00	Payroll Accounting	3
3.	Accounting	ACCTG-70	0502.00	Cost Accounting	3
4.	Accounting and Financial Planning	ACCTGFS-30	0505.00	Personal Finance	3
5.	Business	BUS-49	0501.00	Business Decisions Using Basic Quantitative Tools	3
6.	Business: Legal Studies	BUSL-400	1402.00	Introduction to Paralegal Studies	3
7.	Business: Legal Studies	BUSL-401	1402.00	Legal Research and Writing	3
8.	Business: Legal Studies	BUSL-402	1402.00	Civil Litigation	3
9.	Business: Legal Studies	BUSL-403	1402.00	Evidence	3
10.	Business: Legal Studies	BUSL-404	1402.00	Law Office Operations	3
11.	Business: Legal Studies	BUSL-406	1402.00	Advanced Legal Research and Writing	3
12.	Business: Legal Studies	BUSL-408	1402.00	Bankruptcy and Debtor/Creditor Relations	3
13.	Business: Legal	BUSL-409	1402.00	Family Law	3
14.	Business: Legal Studies	BUSL-411	1402.00	Estate Planning and Probate Law	3
15.	Business: Legal Studies	BUSL-412	1402.00	Immigration Law	3
16.	Business: Legal Studies	BUSL-413	1402.00	Workers' Compensation Law	3
17.	Business: Legal Studies	BUSL-435	0509.00	The Law of Marketing and Business Competition	3
18.	Business Management	BUSMGT-430	0510.00	Warehouse Management and Material Handling	3
19.	Business Management	BUSMGT-440	0506.30	Principles of Leadership	2
20.	Business Management	BUSMGT-45	0506.40	Small Business Ownership and Management	3
21.	Business Management	BUSMGT-466	0506.30	Introduction to Project Management	3

22.	Business Management	BUSMGT-48	0506.00	Quality Management Principles	3
23.	Business Management	BUSMGT-480	0506.30	Principles of Supervision	3
24.	Business Marketing	BUSMKT-405	0508.00	International Marketing	3
25.	Business Technology	BUSTEC-400	0514.00	Job Search and Interviewing Techniques	1.5
26.	Business Technology	BUSTEC-40A	0514.00	Beginning Computer Keyboarding	3
27.	Business Technology	BUSTEC-40B	0514.00	Computer Keyboarding: Speed and Accuracy Development	3
28.	Business Technology	BUSTEC-410	0614.50	MS Publisher Comprehensive	3
29.	Business Technology	BUSTEC-452	0514.00	Administrative Financial Bookkeeping	3
30.	Business Technology	BUSTEC-455	0514.00	Fundamentals of English for Business	3
31.	Business Technology	BUSTEC-460	0514.00	Proofreading: Text-Editing Skills	3
32.	Business Technology	BUSTEC-470	0514.00	Office Systems and Procedures	3
33.	Business Technology	BUSTEC-471	0514.40	Administrative Office Management	3
34.	Business Technology	BUSTEC-50	0514.40	Filing and Records Management	3
35.	Business Technology	BUSTEC-60A	0514.00	Microsoft Office Word - Specialist	3
36.	Business Technology	BUSTEC-60B	0514.00	Microsoft Office Word - Expert	3
37.	Business Technology	BUSTEC-61	0514.00	Microsoft Office PowerPoint	1.5
38.	Business Technology	BUSTEC-62	0514.00	Microsoft Office Outlook	1.5
39.	Business Technology	BUSTEC-63	0514.00	Microsoft Office Excel - Comprehensive	3
40.	Business Technology	BUSTEC-64	0514.00	Microsoft Office Access- Comprehensive	3
41.	Business Technology: Medical Coding and Billing	BUSTECM-408	0514.20	Coding of Body Systems for Medical Billing and Coding	3
42.	Business Technology: Medical Coding and Billing	BUSTECM-410	0514.20	CPT Current Procedural Terminology	3
43.	Business Technology: Medical Coding and Billing	BUSTECM-420	0514.20	Basic ICD-10-CM Coding	3
44.	Business Technology: Medical Coding and Billing	BUSTECM-430	0514.20	Intermediate Level ICD-10-CM, ICD-10-PCS Coding	3
45.	Business Technology: Medical Coding and Billing	BUSTECM-440	0514.20	Medical Billing, Reimbursement, and Compliance	3
46.	Business Technology:	BUSTECM-475	0514.20	Medical Office Procedures	3

	Medical Coding and Billing				
47.	Chinese	CHIN-1	1107.00	Elementary Mandarin Chinese I	4
48.	Chinese	CHIN-18	1107.00	Chinese Civilization and Culture	3
49.	Chinese	CHIN-2	1107.00	Elementary Mandarin Chinese II	4
50.	Computer Information Systems	CIS-15	0707.20	Introduction to Database & Database Management Systems	3
51.	Computer Information Systems: Networking	CISNTWK-20	0708.10	Introduction to Cybersecurity: Ethical Hacking	3
52.	Computer Information Systems: Programming	CISPROG-5	0707.10	Programming with Python	3
53.	Communication Studies	COMSTD-12	0610.00	Mass Communication and Society	3
54.	Communication Studies	COMSTD-74	1506.00	Intercultural Communication	3
55.	English	ENGL-70A	1503.00	World Literature I	3
56.	English	ENGL-70B	1503.00	World Literature II	3
57.	English	ENGL-75A	1503.00	American Literature	3
58.	Gerontology	GERO-22	1309.00	Dying and Death	3
59.	Gerontology	GERO-600	1309.00	Principles of Caregiving: Older Adults and Their Care	0
60.	Gerontology	GERO-655	1309.00	Resources and Services for Older Adults	0
61.	Gerontology	GERO-662	1309.00	Activity Coordinator Training	0
62.	Gerontology	GERO-663	1309.00	Social Work Designee/Assistant Training	0
63.	Interior Design	ID-426	1302.00	Professional Practice for Interior Designers	3
64.	Interior Design	ID-45	1302.00	Codes and Building Systems	3
65.	Mechatronics	IETMECH-400	0935.00	Introduction to Mechatronics	4
66.	Mechatronics	IETMECH-401	0943.00	Robotics and Sequencing	4
67.	Mechatronics	IETMECH-402	0935.00	Mechatronics Troubleshooting	4
68.	Mathematics	MATH-25	1701.00	College Algebra	4
69.	Mathematics	MATH-652	1702.00	Skill Building for Math 25	0
70.	Nutrition and Food	NF-11	1307.10	Food Service Management Supervision	3
71.	Public Health	PH-10	1201.00	Personal Health and Wellness	3
72.	Public Health	PH-20	1201.00	Introduction to Public Health	3
73.	Public Health	PH-30	1201.00	Health and Social Justice	3
74.	Public Health	PH-40	1201.00	Drugs, Health, and Society	3
75.	Political Science	PS-2	2207.00	Introduction to Political Science	3
76.	Real Estate	RE-10	0511.00	Real Estate Principles	3
77.	Real Estate	RE-15	0511.00	Real Estate Practice	3
78.	Real Estate	RE-470	0511.00	Real Estate Appraisal	3
79.	Real Estate	RE-475	0511.00	Real Estate Escrow	3
80.	Real Estate	RE-486	0511.00	Real Estate Property Management	3
81.	Real Estate	RE-60	0511.00	Real Estate Finance	3

82.	Spanish	SPAN-1	1105.00	Elementary Spanish I	4
83.	Spanish	SPAN-2	1105.00	Elementary Spanish II	4
84.	Spanish	SPAN-4SS	1105.00	Spanish for Heritage Speakers II	4
85.	Spanish	SPAN-9	1105.00	Cultural Awareness through Conversation	3

PROGRAMS OF STUDY- NEW PROGRAMS

	Program of Study	AA/AS/C	TOP Code	Title	Units
1.	Arts Management	Certificate of Achievement	0501.00	Arts Business Management	16-18
2.	Gerontology	Certificate of Completion	1309.00	Caregiving Essentials	0
3.	Chemistry	A.S.-T	1905.00	Chemistry	36
4.	Computer Information Systems	Certificate of Achievement (as of 04/01/2019)	0708.00	Cyber Security Analyst	13.5-14.5
5.	Computer Information Systems	Certificate of Achievement	0708.00	Cyber Security Defender	19.5-20.5
6.	Computer Information Systems	A.S.	0708.00	Cyber Security Professional	23.5-24.5
7.	Computer Information Systems	A.S.	0708.00	Cyber Security Professional	23.5-24.5
8.	Dental Assisting	A.S.	1240.10	Dental Assisting	33
9.	Dental Assisting	Certificate of Achievement	1240.10	Dental Assisting	33
10.	Dental	Certificate of Competency	1240.10	Dental Assisting Skills	0
11.	Heating, Ventilation, Air Conditioning and Refrigeration	Certificate of Competency	0946.00	Heating, Ventilation, Air Conditioning and Refrigeration Level 2	0
12.	Interior Design	Certificate of Achievement	1302.00	Interior Design Visual Communication	20.5
13.	Mechatronics	A.S.	0935.00	Mechatronics	33
14.	Mechatronics	Certificate of Achievement	0935.00	Mechatronics Level I	18
15.	Mechatronics	Certificate of Achievement (as of 11/20/2018)	0935.00	Mechatronics Level II	15
16.	Public Health	A.S.-T	1201.00	Public Health	32-33
17.	Public Health	Certificate of Achievement	1201.00	Public Health	32-33
18.	Radiologic Technology	Certificate of Completion	1225.00	Radiologic Technology Skills Preparation	0
19.	Music	Certificate of Achievement	1005.00	Recording Arts Technician	16

PROGRAMS OF STUDY - MODIFICATIONS

	Program of Study	AA/AS/C	TOP Code	Title	Units
1.	Computer Science	A.S.-T	0706.00	Associates in Computer Science for Transfer	30

2.	Kinesiology: Lecture	Certificate of Achievement (as of 02/27/2019)	1228.00	Athletic Trainer Aide	17.5
3.	Biology	A.S.	0401.00	Biological Sciences	32-33
4.	Business Technology	Certificate of Achievement	0514.00	Business Information Worker (BIW) Stage One	21
5.	Business Technology	Certificate of Achievement	0514.00	Business Information Worker (BIW) Stage Two	22.5
6.	Articulation	Certificate of Achievement	4901.10	California State University - General Education	39-49
7.	Chemistry	A.S.-T	1905.00	Chemistry	36
8.	Chemistry	A.S.	1905.00	Chemistry	40
9.	Music	A.S.	1005.00	Commercial Music	27
10.	Gerontology	Certificate of Achievement	1309.00	Community Caregiver	15
11.	Computer Information Systems	A.S.	0702.00	Computer Information Systems	32.5
12.	Computer Information Systems	Certificate of Achievement	0702.00	Computer Information Systems	32.5
13.	Computer Information Systems	A.S.	0702.00	Computer Information Systems	36
14.	Computer Information Systems	Certificate of Achievement	0702.00	Computer Information Systems	36
15.	Dental	A.S.	1240.10	Dental Assisting	33
16.	Dental	Certificate of Achievement	1240.10	Dental Assisting	33
17.	Nutrition and Food	Certificate of Achievement	1306.20	Dietetic Service Supervisor	24
18.	Business Technology: Medical Coding and Billing	Certificate of Achievement	0514.20	Electronic Health Records Specialist	13.5
19.	Emergency Medical Technician	Certificate of Achievement	1250.00	Emergency Medical Provider	20
20.	Accounting and Financial Planning	Certificate of Achievement (as of 12/06/2018)	0504.00	Financial Planning	16-17
21.	Gerontology	A.S.	1309.00	Gerontology	24-25
22.	Gerontology	Certificate of Achievement	1309.00	Gerontology	24-25
23.	Industrial Electrical Technology	A.S.	0934.40	Industrial Electrical Technology	43-46
24.	Industrial Electrical Technology	Certificate of Achievement	0934.40	Industrial Electrical Technology Level I	20-23
25.	Industrial Electrical Technology	Certificate of Achievement	0934.40	Industrial Electrical Technology Level II	29
26.	Industrial Electrical Technology	Certificate of Achievement	0934.40	Industrial Electrical Technology Level II	33-36

27.	Industrial Electrical Technology	Certificate of Achievement	0934.40	Industrial Electrical Technology Level III	43-46
28.	Industrial Maintenance Mechanic	Certificate of Completion	0945.00	Industrial Maintenance Mechanic Skills Builder I	0
29.	Industrial Maintenance Mechanic	Certificate of Completion	0945.00	Industrial Maintenance Mechanic Skills Builder II	0
30.	Industrial Maintenance Mechanic	Certificate of Completion	0945.00	Industrial Maintenance Mechanic Skills Builder III	0
31.	Business Technology: Medical Coding and Billing	Certificate of Achievement	0514.20	Inpatient Medical Coder Specialist	18
32.	Interior Design	A.S.	1302.00	Interior Design	40
33.	Interior Design	Certificate of Achievement	1302.00	Interior Design	40
34.	Articulation	Certificate of Achievement	4901.10	Intersegmental General Education Transfer Curriculum: UC or CSU	33-45
35.	Business Technology: Medical Coding and Billing	Certificate of Achievement	0514.20	Medical Biller Specialist	16.5
36.	Business Technology: Medical Coding and Billing	Certificate of Achievement	0514.20	Medical Insurance Billing Specialist	30
37.	Business Technology	Certificate of Achievement	0514.00	Microsoft Excel	15-16
38.	Business Technology	Certificate of Achievement	0514.00	Microsoft Office	25.5
39.	Business Technology	Certificate of Achievement	0514.00	Microsoft Word	13.5-15
40.	Nursing: Vocational	A.S.	1230.20	Nursing: Vocational	53
41.	Nursing: Vocational	Certificate of Achievement	1230.20	Nursing: Vocational	53
42.	Nutrition and Food	A.S.-T	1306.00	Nutrition and Dietetics	27
43.	Business Technology: Medical Coding and Billing	Certificate of Achievement	0514.20	Outpatient Medical Coder Specialist	18
44.	Business: Legal Studies	A.S.	1402.00	Paralegal Studies	30
45.	Business: Legal Studies	Certificate of Achievement	1402.00	Paralegal Studies	30
46.	Philosophy	A.A.	1510.00	Philosophy: Religious Studies	24
47.	Kinesiology: Lecture	A.A.	0835.00	Physical Education	19
48.	Physical Science	A.S.	1901.00	Physical Science	60
49.	Business Technology	A.S.	0514.00	Professional Administrative Management	30
50.	Business Technology	Certificate of Achievement	0514.40	Professional Administrative Management	30
51.	Culinary	Certificate of Achievement	1306.30	Professional Baking and Patisserie	24

52.	Business Technology	Certificate of Achievement	0518.00	Professional Office Skills	19.5
53.	Real Estate	A.S.	0511.00	Real Estate	28
54.	Real Estate	Certificate of Achievement	0511.00	Real Estate	28
55.	Real Estate	Certificate of Career Preparation	0511.00	Real Estate Salesperson's Certificate	9-10
56.	Business	A.S.	0506.40	Small Business Entrepreneur	29-32
57.	Business	Certificate of Achievement	0506.40	Small Business Entrepreneur	18-19
58.	Spanish	A.A.-T	1105.00	Spanish	19
PROGRAMS OF STUDY- DEACTIVATIONS					
	Program of Study	AA/AS/C	TOP Code	Title	Units
1.	Dental	A.S.	1240.10	Dental Assisting	24
2.	Dental	Certificate of Achievement	1240.10	Dental Assisting	24
3.	Earth Science	A.S.	1930.00	Earth Science	24-25
4.	Education	Certificate of Career Preparation	0802.00	Education Paraprofessional Level I	12
5.	Business and Office Technologies	A.S.	0514.00	Professional Administrative Assistant	37.5
6.	Business and Office Technologies	Certificate of Achievement	0514.00	Professional Administrative Assistant	37.5

2018-2019 End of Year Curriculum Board Report

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

June 27, 2019
Board Meeting Date

TOPIC **INFORMATION TECHNOLOGY SERVICES MONITORING REPORT**

Communication No. IV.D.2.c

SUPPORTS BOARD POLICY

Board Policy 3250 Institutional Planning - The Superintendent/President shall ensure that the District has and implements a broad-based comprehensive, systematic, and integrated system of planning and evaluation that involves appropriate segments of the college community and is supported by institutional effectiveness research.

ACTIVITIES THAT ADDRESS THE BOARD POLICY

The Information Technology Services Department comprised of administrative systems and technical services, works collaboratively with the college community by assisting with technology initiatives and planning, securing technology resources, exploring new technology applications, implementing new technology solutions, and providing technology-related support. The department strives to meet the needs of its stakeholders by staying current with industry changes.

MEANS OF ASSESSMENT

Assessment is performed on an as-needed basis, depending on the item being assessed. One example is an annual analysis of the extent to which identified projects identified in the college's Strategic Technology Plan, as well as projects prioritized by the Colleague Steering Committee and/or Technology Committee were successfully implemented.

SUMMARY OF EVIDENCE

In support of the college's goal to improve and expand the use of current technologies that facilitate student learning, as well as the initiatives identified in the District's Strategic Technology Plan, the actions, implementations, and accomplishments identified in the attached Technology Monitoring Report were successfully completed or are currently in-progress.

USE OF RESULTS FOR PLANNING

Each project, activity, implementation, and/or upgrade is assessed, either quantitatively or qualitatively, with responsible parties. The results of these assessments help drive planning for future projects, activities, and/or upgrades. Analyses occur on an ongoing basis for continuous improvement.

Prepared by:	Isabel Bogue, Manager, Administrative Application Services Michael Fink, Director, Technical Services
Submitted by:	Melanie Siddiqi, Vice President, Administrative Affairs
Recommended by:	Henry D. Shannon, Superintendent/President



INFORMATION TECHNOLOGY SERVICES

GOVERNING BOARD MONITORING REPORT 2019

Chaffey  College

www.chaffey.edu/its

May 22, 2019

INTRODUCTION

On February 25, 2016, the college's Governing Board approved a District-wide Strategic Technology Plan. Several initiatives were incorporated into that plan to improve technology and its use, facilitate communication and information on technology-related matters, and improve staffing and service levels within the Information Technology Services ("ITS") Department. Since that time, the ITS Department and the District's Technology Committee continue to work effectively towards implementing those initiatives.

A component of evaluating the overall effectiveness of the Strategic Technology Plan includes an assessment of the progress made on the initiatives identified and prioritized therein. The updates below address the work that has been completed in furtherance of specific initiatives identified in the Strategic Technology Plan and prioritized by the Technology Committee.

"Our mission is to provide an optimal level of current technology for the district through leadership, direction, planning, services, and support which promotes and facilitates the use and integration of technology for all academic and administrative requirements"



ORGANIZATIONAL 02 – ANALYZE AND ADDRESS IT STAFFING NEEDS

The Information Technology Services (ITS) department worked with Computer Information Systems (CIS) and Strong Workforce personnel to analyze, assess, and address staffing needs created by the new Cyber Security and Amazon Web Service programs. The department recruited and hired a new Network Technology Technician to help with the additional workload created by these programs.

ORGANIZATIONAL 04 – FORMALIZE DISASTER RECOVERY PLANS

ITS has completed an initial draft of a Disaster Recovery Plan. Detailed steps to recover District systems are being documented and tested. Network and Server documentation that was collected last year is being verified, and network diagrams are being updated. It is anticipated that a final draft of the plan will be submitted to the Vice President of Administrative Affairs before the beginning of the fall semester.



ORGANIZATIONAL 08 - FORMALIZE DATA AND INFORMATION SECURITY PLANS

A draft of a Data and Information security plan was developed and submitted to the District's legal counsel for review. The workgroup who developed the plan, which includes the Vice President of Administrative Affairs, Internal Auditor, Director of Technical Services, and Manager of Administrative Application Services, is reviewing the recommended changes and ensuring the document is complete. The workgroup continues to meet to ensure the District complies with numerous IT security-related mandates and regulations, and facilitate the completion of the formalized IT security plan.

ADMINISTRATIVE 05 – IMPLEMENT BEST PRACTICES FOR EMAIL

ITS staff has completed the migration of all District e-mail mailboxes to Microsoft Office 365 (Office 365). Office 365 is a cloud-based email platform removing the need for Microsoft Exchange on-premise. As part of this migration, all District computers were upgraded to Windows 10 and Microsoft Office 2016. In addition to other benefits, Office 365 provides end users with a much larger mailbox, as well as 1TB of OneDrive storage space.

NETWORK 01 – IMPLEMENT UBIQUITOUS WIRELESS ACCESS

The District's wireless network received several upgrades/changes this year. The Rancho Cucamonga campus was upgraded from a 100Mbps Internet connection to 1Gbps (a 10x bandwidth improvement). The Chino and Fontana campuses were provided with 1Gbps of wireless Internet service. This eliminated the need for these campuses to share bandwidth with the Rancho Cucamonga campus and, in turn, reduced the payload on the Rancho Cucamonga connection.



NETWORK 03 – IMPLEMENT REDUNDANT INTERNET ACCESS

The upgrades to our Internet bandwidth that began last year were completed. Working with the Corporation for Education Network Initiatives in California (CENIC), the new 1GB connection from Chino to CENIC was installed and made operational. Two new 10Gb circuits, one between Chino and Rancho Cucamonga, and one between Fontana and Rancho Cucamonga are now online. These additions provide a seamless triple redundant connection to the Internet for the District.

HARDWARE 01 – IMPLEMENT A HARDWARE MANAGEMENT SYSTEM

Using the hardware management system, Microsoft's System Center Configuration Manager (SCCM), that was implemented last year, ITS staff were able to complete the upgrade of all student, staff and faculty machines to Windows 10 and Microsoft Office 2016. These upgrades were required to complete the Office 365 email migration. Also, this system has allowed ITS staff to manage the operating systems installed on all District-owned desktops and laptops and has allowed ITS staff to ensure that all software applications are current and on the same revision.

HARDWARE 02 – IMPLEMENT A ROLE-BASED LIFE CYCLE

As part of the District's Technology Replacement Plan, over 300 student computers were purchased for installation this summer. Included in this purchase were replacements for several MAC computer labs in the Center for Arts, building A (CAA) that will be utilizing the new 5K iMacs. Also, 240 computers purchased in spring of 2018 were installed at the Chino campus before the Fall 2018 semester. These new computers are the same product line as the District's current standard but have a smaller form factor that fits as an all-in-one chassis, giving students more desktop space in the classroom.

ITS staff added redundant firewalls at the Chino and Fontana campus locations. The new redundant Fortinet firewalls support higher speed connections and have much higher throughput than the old Cisco adaptive security appliances (ASAs) previously installed. These firewalls also support two-factor authentication, providing a higher level of security between the District and vendors as recommended by the California Attorney General's Office.

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DIGITAL CLASSROOMS

ITS staff continued to make headway on the Digital upgrade project. To date, the District has converted over 190 classrooms to a digital format. This new digital format enables classroom projectors to run at a higher resolution and allow faculty computers to connect with the newer HDMI and display port style connections versus the old VGA analog connections that classrooms were set up with originally.

BACKUP/RECOVERY SOFTWARE

ITS staff researched selected and implemented a new backup/recovery system by VEEAM technologies. This new system is fast, efficient, and more user-friendly than the previous system. In addition to the improvements this system provides, it also adds the ability to park older backups to cloud storage for archival purposes.

CLOUD SERVICES

ITS staff continues to work with Amazon Web Services (AWS) as the District's cloud provider. The District is using AWS for three purposes: backup replication, disaster recovery, and load balancing. ITS staff are currently working with Amazon and the newly purchased/implanted back/recovery software vendor, VEEAM, to implement backup replication top the cloud. Instead of sending backup tapes out to a third-party vendor, such as Iron Mountain.

INTERNAL WAN UPGRADES

ITS staff worked with Frontier Communications to upgrade and increase the District's internal Wide Area Network (WAN) using hybrid cloud technologies. Rancho Cucamonga, Fontana, and Chino have been upgraded from 1GB connections to 10GB connections, while the remaining sites are being upgraded from 100MB connections to 1GB connections. These upgrades resulted in the reduction of monthly recurring charges by more than 40%.

MEASURE L INSTALLATIONS

ITS staff installed new Wi-Fi, life-safety, network and classroom technology in the five final Measure L projects. These installations included classroom technology in nine classrooms, security cameras, network switches, and Wi-Fi access points.

Additionally, ITS staff worked with Maintenance and Operations and the Measure L construction teams to relocate the network switch from the Theater backstage area to a newly constructed data closet in the basement of the Theater.

PATH TO MODERNIZATION



ORGANIZATIONAL 03 – ANALYZE EXISTING BUSINESS PROCESSES ADMINISTRATIVE 01 – OPTIMIZE THE USE OF THE COLLEGE’S ERP

Late last year, the District began a “Path to Modernization” initiative with Ellucian, the District’s student/administrative information system provider, to maximize its investment in Ellucian solutions and develop an attainable roadmap to modernize its technology investments. In that regard and as part of that initiative, ITS, in collaboration with numerous departments across the college, has begun implementing the following projects:

ETHOS AND ANALYTICS

The ability to analyze data significant to student success and the success of District initiatives around Guided Pathways is critical. Ethos provides the ability to build integrations between Colleague (the District’s student/administrative information system) and other disparate systems to provide a single framework from which to view and analyze data. Hand in hand with the Ethos implementation is the implementation of Ellucian Analytics. Once implemented, the Analytics solution will provide the District with historical and predictive data to make real-time informed business and resource decisions.

MOVE TO THE CLOUD

Last year, ITS staff conducted a review and analysis of moving its Ellucian Colleague and related systems to the cloud. The review analyzed anticipated growth during the next five years and included a total cost of ownership (TCO) document comparing the costs of continued maintenance of on-premise systems to moving those systems to the cloud.

The analysis identified multiple advantages to moving all student, staff, and faculty web services to the cloud, including those identified below.



- Guaranteed Redundancy and Disaster Recovery Services
- Improved Data Security through Amazon Web Services (AWS) Standardization
- Improved and Streamlined Services Management

The migration process began in January and continued through February and March with the first cloud instance available April 29. District staff is currently in the process of moving through the established protocols for verifying and validating all business workflows, interfaces and services now provided in the cloud. Staff will move through several mock cloud migrations during the next few months with the final live migration scheduled to begin Thursday, December 19 at 5:00 pm. Once in place, the District will have the advantages of a hosted cloud solution.



DATA GOVERNANCE AND SECURITY

With the advent of big data requirements for the many Chancellor's Office initiatives and the need to manage District data more effectively and securely, ITS is taking the lead to develop a true data governance model and further coordinate that data governance model into the requirements of the Chancellor's Office initiatives. ITS staff is in the process of identifying pain points in data management and data security to ensure valid and verifiable data and data sources, both for mandated reporting and

longitudinal planning. Ultimately the data governance process will provide a set of practices and policies to ensure both secure and relevant data for District planning.

IMPROVED PROCESSES AND WORKFLOWS

Last year, the District worked with Ellucian to review its current student/administrative information system workflows across all departments and modules using Colleague. The review was extensive and included interviews with key system stakeholders. Ellucian consultants then provided a review document which identified strategic areas where improvements in processes and workflows could be achieved.

The District is working with Ellucian to schedule focused consulting with these affected areas to streamline processes and improve the student experience. These consulting sessions are intended to lead the District into the next level of digital services for our students, faculty, and staff and will be conducted over a span of two and a half years. Each incremental service level is intended to provide improved service experiences for all students the District serves.



AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

June 27, 2019
Board Meeting Date

TOPIC **APPROVAL OF MINUTES, MAY 22, 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 May 22, 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 May 22, 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 Wednesday, May 22, 2019, in the boardroom of the Marie Kane Center for Student Services/Administration. Board President Brugger called the meeting to order at 2:05 p.m.

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

Members absent: Ms. McLeod

CLOSED SESSION

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

The Board convened in closed session at 2:05 p.m. Closed session was adjourned at 3:15 p.m.

STUDY SESSION

A study session commenced on the following topics:

2019 Chaffey College Student Success Scorecard – Jim Fillpot, dean, policy and grants, presented on the following: student success scorecard metrics – remedial program rate (English, math and ESL); persistence rate; 30-unit attainment; completion rate; CTE completion rate; “Skill Builders”; transfer-level achievement (English and math); internal 10-year comparison; external comparison to state, 2019; 5-year trend comparison versus state and disaggregated data focusing on equity.

Dean Fillpot explained that this is the last year that this report is required. Next year, a different set of metrics will be required by the Chancellor’s Office.

Foundation Monitoring Report – Lisa Nashua, executive director of the Chaffey College Foundation, presented on the following: overall support July, 2018 through June, 2018; increase in assets held by the Foundation; investment earnings; scholarships and special gifts; new scholarship endowments; increasing access – scholarships; program support; community partnerships; Foundation special events; Alumni Affairs events; and the Foundation Mini Grant Program.

Ms. Nashua also shared the Chaffey College Foundation financial statements through June 30, 2018.

REGULAR SESSION

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

PUBLIC COMMENTS

Chaffey student and former Dreamers' Club President, Nayeli Flores, addressed the Board to thank Moises Rosales for his service as student trustee and Chaffey College Student Government (CCSG) President. Ms. Nayeli also expressed her struggles as an undocumented student. She distributed a report entitled *The California Community Colleges Dreamers Project – Strengthening Institutional Practices to Support Undocumented Student Success*. Ms. Flores requested a study session by the Undocumented Advocates Committee at a future Board meeting to discuss the findings of this report, and to find a tangible solution to help better serve the undocumented student population at Chaffey College.

Program Assistant Hector Solorzano addressed the Board to praise Moises Rosales for his accomplishments at Chaffey College and to congratulate him on his graduation.

Neil Watkins, English Professor, addressed the Board on behalf of the Undocumented Advocates/Dreamers' Club to praise outgoing Student Trustee Moises Rosales. He also thanked the Board for their continued support of undocumented students. He stated that there are 1,800 AB 540 students at Chaffey, with that number increasing. Professor Watkins also distributed a proposal for additional support for undocumented students at Chaffey College.

Dr. Shannon announced that with Chaffey's partnership with MDRC, the College would be providing more support for undocumented students. The College is in the design phase of building a success team to support our Dreamers/AB 540 students. This will build on what we are doing with MDRC.

COMMUNITY LINKAGES GOVERNING BOARD

Student Trustee Moises Rosales shared that Chaffey College Student Government (CCSG) distributed supplies for students to prep for final exams; new student government was sworn in; goal of \$90,000 in scholarships next year; Director Adrienne Grayson shared the Equity Plan with CCSG and he was concerned that undocumented students were not mentioned in the plan and are

not included in any demographic. He thanked everyone who has helped him during his tenure, and for everyone's kind words.

Trustee Gary Ovitt commented that Mr. Rosales has been an outstanding student trustee. He further reported that he toured the renovated auditorium at Chaffey High School, which used to be part of Chaffey College, and will be dedicated on June 1. He also attended the Chaffey College EOPS graduation luncheon; the Inland California Rising event in Riverside, which included the mayors of Riverside, Ontario, and Los Angeles; and the Vocational Nursing Pinning Ceremony this morning with 22 new nurses.

Mr. Ovitt also attended the following events: National Day of Prayer breakfast, Chaffey Joint Union High School District *Keys to Succeed* car giveaway, Chaffey High School Performing Arts play, Memorial Day planning meeting at Bellevue Cemetery, Chaffey Joint Union High School District Etiwanda High School auditorium ribbon cutting, Chaffey High School Alumni Association Board meeting, Ontario-Montclair School District Promise Scholars meeting, Children's Fund Golf Committee meeting, Ontario Chaffey Community Show Band concert, West End YMCA Governance meeting, First 5 budget workshop, Ontario Showcase and Heritage Celebration, Association of Chaffey Teachers Annual Retirement dinner, Chaffey High School Alumni Association staff appreciation breakfast, University of Redlands 50th Class Reunion, Chaffey High School Baccalaureate, Parks and Recreation Commission meeting, Children's Fund Executive Committee meeting, and a Chaffey College Trust meeting.

Trustee Lee McDougal expressed his appreciation to outgoing Student Trustee Moises Rosales for representing the students the way that he has, and that Mr. Rosales has been one of the best student trustees the College has had.

Trustee Katie Roberts reported attending three YMCA Board meetings, three Rotary meetings, the *Student of the Year* event for the Ontario-Montclair School District, the Black African American Graduation Celebration, the CCLFSA Latino Graduation Celebration, the Puente Celebration, and the culinary arts and fashion design program events at the Chino Campus.

Board President Kathy Brugger announced that she attended the Black African American Graduation Celebration, the EOPS Graduation ceremony, and that she will attend the ADN pinning ceremony this evening.

LEGISLATIVE UPDATE

Lorena Corona, manager, transitional services and governmental relations, provided a written report, which was distributed by Dr. Eric Bishop. (This report has been made part of the minutes of this meeting.)

PRESENTATIONS

Board President Kathy Brugger presented a plaque to Moises Rosales, Student Trustee, for his service on the Governing Board. Ms. Brugger also presented Mr. Rosales with certificates from local elected government officials.

Mr. Hugo Rene Oliva Romero, San Bernardino County Mexican Deputy Consul, presented Moises Rosales with a certificate of recognition. Mr. Romero stated that they support all students, as they are our future.

FOUNDATION

Lisa Nashua, executive director, Foundation, provided a written report which included: spring 2nd scholarship cycle; private foundations – The James Irvine Foundation, Arconic Foundation, and Wells Fargo Foundation; Chaffey College Foundation Golf Tournament at Red Hill Country Club; partnerships; and the 2019-20 Foundation Mini-Grant Program – Guided Pathways Theme.

REPORTS

CLOSED SESSION ACTIONS

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

Employment or ratification of:

Lisa Hansgen to the position of administrative assistant II, health sciences, 1.0 FTE, 12-months, range 18, step A of the CSEA salary schedule, effective June 3, 2019.

Joan of Arc Godinez to the position of counselor, 1.0 FTE, 11-month tenure-track assignment, effective July 1, 2019.

Bret McLaren to the position of counselor, 1.0 FTE, 11-month tenure-track assignment, effective July 1, 2019.

Julius Duthoy to the position of instructional specialist, 1.0 FTE, 11-month tenure-track assignment effective July 1, 2019.

Ana Rosales to the position of instructor, administration of justice, 1.0 FTE, 10-month tenure-track assignment, effective August 14, 2019.

Sarah Bonomo to the position of instructor, associate degree nursing, 1.0 FTE, 10-month tenure-track assignment, effective August 14, 2019.

Henry Leonor to the position of instructor, English, 1.0 FTE, 10-month tenure-track assignment effective August 14, 2019.

Osmara Torreblanca to the position of outreach specialist, 1.0 FTE, 12-months, range 13, step A of the CSEA salary schedule, effective June 3, 2019.

Terezita Overduin to the position of reference librarian, 1.0 FTE, 10-month tenure-track assignment effective August 14, 2019.

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

Myriam Arellano to the temporary, unclassified, professional expert position of accounting manager, effective July 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Erika Goe to the temporary, unclassified, professional expert position of assistant dance coach, effective August 1, 2019, through March 31, 2020, under the terms and conditions of the employment agreement.

Alan Braggins to the temporary, unclassified, professional expert position of deputy sector navigator, advanced manufacturing, effective July 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Michael Goss to the temporary, unclassified, professional expert position of director, center of excellence, region 9, effective July 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Linda Lamp to the temporary, unclassified, professional expert position of director, grant, effective July 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Adrienne Grayson to the temporary, unclassified, professional expert position of director, special populations and equity programs, effective July 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Deborah Smith to the temporary, unclassified, professional expert position of economic development administrator, effective July 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Prentice Harris to the temporary, unclassified, professional expert position of facilities rental site supervisor, effective July 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Michael Lonsdale to the temporary, unclassified, professional expert position of first assistant coach, baseball/out-of-season, all sports, effective August 1, 2019, through May 31, 2020, under the terms and conditions of the employment agreement.

Kristin Crowell to the temporary, unclassified, professional expert position of first assistant coach, cross country/out-of-season, all sports, effective August 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Artie Allen to the temporary, unclassified, professional expert position of first assistant coach, football/out-of-season/all sports, effective August 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Jose Flores to the temporary, unclassified, professional expert position of first assistant coach, football/out-of-season, all sports, effective August 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Prentice Harris to the temporary, unclassified, professional expert position of first assistant coach, men's basketball, effective October 1, 2019, through March 15, 2020, under the terms and conditions of the employment agreement.

Bryan Shelton to the temporary, unclassified, professional expert position of first assistant coach, men's water polo/out-of-season, all sports, effective August 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Christopher Araya to the temporary, unclassified, professional expert position of first assistant coach, men's soccer/out-of-season, all sports, effective August 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Lori Oaks to the temporary, unclassified, professional expert position of first assistant coach, softball/out-of-season, all sports, effective August 1, 2019, through May 31, 2020, under the terms and conditions of the employment agreement.

Unique Anderson to the temporary, unclassified, professional expert position of first assistant coach, women's basketball/out-of-season, all sports, effective August 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Daniel Fox to the temporary, unclassified, professional expert position of first assistant coach, women's soccer/out-of-season, all sports, effective August 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

David Slover to the temporary, unclassified, professional expert position of football coordinator/out-of-season, all sports, effective August 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Rebecca Elmore to the temporary, unclassified, professional expert position of grant and project coordinator, effective July 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Natalie Weaver to the temporary, unclassified, professional expert position of grant coordinator (pre/apprenticeship), effective July 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Michael Cordero to the temporary, unclassified, professional expert position of head coach, baseball, effective October 1, 2019, through May 31, 2020, under the terms and conditions of the employment agreement.

Robert Lander to the temporary, unclassified, professional expert position of head coach, cross country, effective August 1, 2019, through December 31, 2019, under the terms and conditions of the employment agreement.

Rachelle Fawcett to the temporary, unclassified, professional expert position of head coach, dance/spirit team, effective August 1, 2019, through March 31, 2020, under the terms and conditions of the employment agreement.

Robert Hadaway to the temporary, unclassified, professional expert position of head coach, football, effective August 1, 2019, through December 31, 2019, under the terms and conditions of the employment agreement.

Benjamin Cooper to the temporary, unclassified, professional expert position of head coach, men's soccer, effective August 1, 2019, through December 31, 2019, under the terms and conditions of the employment agreement.

Christopher Carlson to the temporary, unclassified, professional expert position of head coach, men's water polo, effective August 1, 2019, through December 31, 2019, under the terms and conditions of the employment agreement.

LaTasha Burnett to the temporary, unclassified, professional expert position of head coach, women's basketball, effective July 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Graziella Cooper to the temporary, unclassified, professional expert position of head coach, women's soccer, effective August 1, 2019, through December 31, 2019, under the terms and conditions of the employment agreement.

Amy Diamond to the temporary, unclassified, professional expert position of head coach, women's swimming, effective January 2, 2020, through May 31, 2020, under the terms and conditions of the employment agreement.

Brianna Gonzales to the temporary, unclassified, professional expert position of head coach, women's volleyball, effective August 1, 2019, through December 31, 2019, under the terms and conditions of the employment agreement.

Luke Meyer to the temporary, unclassified, professional expert position of labor market research manager, effective July 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

James Strona to the temporary, unclassified, professional expert position of lieutenant, campus police, effective July 1, 2019, through December 31, 2019, under the terms and conditions of the employment agreement.

Richard Levine to the temporary, unclassified, professional expert position of maintenance manager, effective July 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Isabel Bogue to the temporary, unclassified, professional expert position of manager, administrative application services, effective July 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Melissa Pinion to the temporary, unclassified, professional expert position of manager, communications effective July 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Sarah Riley to the temporary, unclassified, professional expert position of manager, facilities development, effective July 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Sergio Lopez to the temporary, unclassified, professional expert position of manager, grounds, effective July 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Thomas Allison to the temporary, unclassified, professional expert position of manager, legal studies pathways, effective August 1, 2019, through May 31, 2020, under the terms and conditions of the employment agreement.

Lorena Corona to the temporary, unclassified, professional expert position of manager, transitional services, effective July 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Elizabeth Almanza to the temporary, unclassified, professional expert position of project director, upward bound program, effective July 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Jason Burrell to the temporary, unclassified, professional expert position of second assistant coach, football/out-of-season, all sports, effective August 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Jacob Calderon to the temporary, unclassified, professional expert position of second assistant coach, football/out-of-season, all sports, effective August 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

David Lamour to the temporary, unclassified, professional expert position of second assistant coach, football/out-of-season, all sports, effective August 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Elliott Reyes to the temporary, unclassified, professional expert position of second assistant coach, football/out-of-season, all sports, effective August 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Roberto Robles to the temporary, unclassified, professional expert position of second assistant coach, football/out-of-season, all sports, effective August 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Robert Alexander to the temporary, unclassified, professional expert position of second assistant coach, men's basketball, effective August 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Jacob Davies to the temporary, unclassified, professional expert position of second assistant coach, men's soccer/out-of-season, all sports, effective August 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Katherine Cortez to the temporary, unclassified, professional expert position of second assistant coach, softball, effective August 1, 2019, through May 31, 2020, under the terms and conditions of the employment agreement.

Vijay Mani to the temporary, unclassified, professional expert position of second assistant coach, women's basketball/out-of-season, all sports, effective August 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Erik Zamudio to the temporary, unclassified, professional expert position of second assistant coach, women's soccer/out-of-season, all sports, effective August 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Rosalinda Rivas to the temporary, unclassified, professional expert position of workforce development coordinator, effective July 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Rustico Antolin to the temporary, unclassified, professional expert position of simulation technology specialist, effective August 14, 2019, through May 20, 2020, under the terms and conditions of the employment agreement.

Sam Gaddie to the temporary, unclassified, professional expert position of sustainability and environmental safety officer, effective July 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

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

Appointment of:

Olympia Olaluwoye to the position of administrative assistant II, language arts, 1.0 FTE, 12 months, range 18, step H of the CSEA salary schedule, effective June 1, 2019.

The Governing Board approved the assignment of contract employees working during non-contract months.

Susana Harlan to the position of facilities specialist/buyer, 1.0 FTE, 12-months, range 20, step H of the CSEA salary schedule, effective July 1, 2019.

The Governing Board ratified the temporary increase in assignment of the .475 contract employee Stephanie Smith, administrative assistant I, to work a maximum of eight hours per day for no more than twenty consecutive days for the months of May 2019 and June 2019.

MONITORING

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

2019 Chaffey College Student Success Scorecard

Chino Campus Monitoring Report

Fontana Campus Monitoring Report

Quarterly Investment Report

CONSENT AGENDA

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

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

Through this action, the following were approved (Approval of Minutes, April 25, 2019 through Management Personnel Plan/Employment Contract).

Item IV.E.5.a was pulled. President Brugger stated the following: In closed session, the Board considered the recommendation for expulsion and non-readmission of a student with identification number 8452. The Board will now vote on whether to accept the recommendation to expel and non-readmit the student with identification number 8452.

A motion was made by Trustee McDougal, seconded by Trustee Ovitt, to approve Item No. IV.E.5.a.

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

The Board has voted unanimously to accept the recommendation for expulsion and non-readmission of a student with identification number 8452.

GOVERNANCE PROCESS

The minutes of the April 25, 2019 regular board meeting were approved as presented.

ACADEMIC AFFAIRS

The Governing Board approved four new courses, seventeen course modifications, nine distance education courses, one course deactivation, one new program of study, and six program of study modifications for the *Chaffey College 2019-2020 Catalog*.

The Governing Board adopted the local Vision for Success Goals (the goals are attached to the minutes) in order to be compliant with the requirements of AB 1809.

BUSINESS/FISCAL AFFAIRS

The Governing Board accepted the receipt and approved the distribution of the amount not to exceed \$8,560, contingent upon teachers' evaluation from the California Department of Education for AB 212, Round 15 stipends for eligible Child Development Center teachers for the 2018-2019 fiscal year.

The Governing Board approved the budget increase of \$640,425 to the 2018-2019 restricted general fund budget for the Classified Professional Development and the Guided Pathways allocations.

The Governing Board adopted Resolution 52219, 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.

The Governing Board authorized the District to enter into a five-year agreement with Canon Solutions America, Inc. for Lithography copier lease, for a total quarterly lease payment of \$15,244.49, which includes equipment and up to 409,279 monochromatic prints and 112,136 color prints. Additional prints will be charged at an agreed upon per-page rate of \$0.0040/.0090 (depending on

copier) for monochromatic and \$0.0380 for color. This procurement is made by means of an existing public agency contract with the National IPA (OMNIA Partners) Cooperative Agreement; contract number FL-R-0251-18.

The Governing Board accepted as complete, Contract Number 2019PW107, and authorized the district to file a notice of completion with the county recorder for the parking lot refurbishment project.

The Governing Board approved Resolution No. 52219A authorizing interfund borrowing between all funds held by the San Bernardino County Treasurer for the Chaffey College District for the 2019-2020 fiscal year.

The Governing Board approved amendment no. 2 to the sub-award agreement between Chaffey College and University of California, Los Angeles to fund year three of the grant in the amount of \$27,634 with a term of March 1, 2019 through February 29, 2020. The amendment also confirms an automatic carryover of any unspent funds from years one and two to the next year of the grant.

The Governing Board approved the amendment to the Vocational Education and Training Services fee-for-service contract with the County of San Bernardino in the amount not to exceed \$2,500,000 effective July 1, 2019 through June 30, 2020.

HUMAN RESOURCES

The Governing Board approved the District's annual submission of the equal employment opportunity fund certification affirming that funding use is in compliance with the Multiple Method Allocation Model pursuant to Title 5.

The Governing Board approved opening negotiations with the Chaffey College Child Development Center Faculty Association (CDCFA).

The Governing Board approved the 2019-2022 Chaffey Community College District Equal Employment Opportunity Plan.

The Governing Board approved the employment contract between the Governing Board of the Chaffey Community College District and management employee General Counsel.

STUDENT SERVICES

The Governing Board recommended the expulsion of student with identification number 8452 from the Chaffey Community College District effective immediately.

ACTION AGENDA

BUSINESS/FISCAL AFFAIRS

The contracts, purchase order, and warrant lists were approved on the motion of Trustee Ovitt, second of Trustee McDougal. (These lists have been made part of the minutes of this meeting.)

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

Nays: None

Absent: Ms. Negrete-McLeod

CEO/STAFF REPORTS

Henry Shannon, superintendent/president, announced that this has been a very active month and he appreciates the Board's involvement in many of the year-end activities.

Dr. Shannon highlighted the following: Inland California Rising event in which he served on the panel titled, *Progress and Racial Equality: college, career pathways, and apprenticeships*; the Contract Education Summit 2019 – *Racing to Success* which showcased the InTech Center and thanked Ms. Bailey and Ms. Sisco; the Guided Pathways Implementation Task Force meeting hosted by Chaffey College and he thanked Laura Hope and Misty Burruel for their leadership on Guided Pathways. Dr. Shannon also congratulated Moises Rosales and agreed that he was a leader in the making. Dr. Shannon mentioned that he has enjoyed his conversations with Mr. Rosales and wishes him well. Finally, Dr. Shannon mentioned that tomorrow is commencement and, fortunately, it is being held indoors since rain is in the forecast.

Faculty Senate President Misty Burruel congratulated Marie Boyd on her retirement. Ms. Burruel highlighted new senators Tracy Kocher, Manar Hijaz, Robert Jones, Rachel Arciniega, Jayne Clark, Steve Shelton, Jean Oh, Sergio Gomez, and Hsing Ho; new curriculum chairperson Angela Burk-Herrick; Faculty Senate student scholarship recipients Blessing Nwogu, Fasilat Olajoku, and Evgeniya Zapata; individual creative works and accomplishments of Sergio Gomez, Patricia Hartly, Shelley Marcus, Marc Meyer, Cindy Walker, Garrett Kenehan, Hannah Lucas, and Carlos Martinez.

Classified Senate President Trisha Albertsen highlighted classified employees Yvonne Palos Vitt, Tri-Chair, Undocumented Advocates Committee and educational program assistant for the School of Language Arts, and Siraaj Muhammad, Certified Athletic Trainer. Ms. Albertsen also highlighted the Career Center's 9th Annual Dress for Success event and the Classified Senate Student Scholarship event.

CSEA President Monica Han reported that this week is Classified School Employees week and provided a handout titled *History of Classified School Employees Week*. Ms. Han read the history of this week of recognition. Chaffey College 431 hosted a barbecue yesterday in which over 100 classified employees attended.

CCFA President Jonathan Ausubel had to leave the meeting early but provided the written report below which was read by Dr. Shannon:

CCFA's Representative Council met for the last time this academic year on May 6; at that meeting rep Council unanimously approved the Association's bargaining interest list for the 2020-2023 collective bargaining agreement. CCFA looks forward to receiving the District's interest list in June and to the start of negotiations before the summer is out.

CCFA would also like to thank Dr. Shannon and Laura Hope for the steps currently being taken to develop a plan for the District's long-term faculty ratio and hiring needs.

CDCFA had no report.

BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

None.

ADJOURNMENT

The meeting was adjourned at 4:29 p.m. in memory of Filemon Uribe, father of Amy Nevarez, dean of counseling and matriculation; and Gonzalo "Chris" Gutierrez, current member of the Chaffey College Counseling Department.

The next regular meeting of the Chaffey Community College District Governing Board will be Thursday, June 27, 2019.

President

Clerk

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

June 27, 2019

Board Meeting Date

**TOPIC RESOLUTION - CHANGING DISTRICT REGULAR ELECTION DATE FROM JUNE OF
EVEN-NUMBERED YEARS TO MARCH OF EVEN-NUMBERED YEARS IN COMPLIANCE
WITH SB 415 AND 568**

Communication No. IV.E.1.b

SUPPORTS BOARD POLICY

Board Policy 2100 Governing Board Elections – Except as otherwise provided, the regular elections for the Governing Board shall be held biennially on the first Tuesday after the first Monday in June of each even-numbered year to fill the offices of those members whose terms expire on the first Friday in April succeeding the election.

PROPOSAL

To approve Resolution 62719 changing the regular Board election from June of even-numbered years to March of even-numbered years.

BACKGROUND

Pursuant to California Elections Code Section 1302(a) and Chaffey Community College District Governing Board Policy No. 2100, Chaffey Community College District (“the District”) holds its regular election on the first Tuesday after the first Monday in June of each even-numbered year. SB 415, effective January 1, 2018, provides that a public agency, including a community college district, cannot hold its regular election on any date other than a statewide election date if holding an election on a non-statewide election date results in a “significant decrease in voter turnout,” which is defined by SB 415 as at least 25 percent less than the average voter turnout within the public agency for the previous four statewide general elections.

In 2017, SB 568 moved that statewide primary to the first Tuesday after the first Monday in March for presidential and non-presidential election years. In order to remain compliant with SB 415 the Chaffey Board would need to change the date of their election to the first Tuesday after the first Monday in March or the first Tuesday after the first Monday in November.

In order to change its regular election date, SB 415 and Elections Code Section 1302(b) require the District to adopt a resolution changing its regular election date to the same day as the statewide general election, which is held in November of even-numbered years, or the statewide primary election, which is held in March of even-numbered years. The District must then submit the resolution to the Board of Supervisors of the County of San Bernardino at least 240 days before the next District regular election, and the resolution must be approved by the Board of Supervisors in order to change the District’s election date.

RESOLUTION – CHANGING DISTRICT REGULAR ELECTION DATE

June 27, 2019

Page 2

BUDGET IMPLICATIONS

Chaffey College is billed for its share of the election costs based on the number of registered voters, board member candidates, other agencies holding elections, and ballot initiatives.

Funding Source – Unrestricted general fund

Status of Funds – An estimate of \$650,000 is included in the 2019-2020 tentative budget.

Future Implications - None

RECOMMENDATION

It is recommended that the Board, by attached Resolution No. 62719, approve the changing of its regular election from June of even-numbered years to March of even-numbered years to comply with Senate Bills 415 and 568 making the next regular Board election March 3, 2020.

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

RESOLUTION NO. 62719

A RESOLUTION OF THE GOVERNING BOARD OF CHAFFEY COMMUNITY COLLEGE DISTRICT CHANGING ITS REGULAR ELECTION FROM JUNE OF EVEN-NUMBERED YEARS TO MARCH OF EVEN-NUMBERED YEARS TO COMPLY WITH SENATE BILLS 415 AND 568, AND REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF SAN BERNARDINO TO APPROVE THIS RESOLUTION

WHEREAS, pursuant to Elections Code Section 1302(a) and Chaffey Community College District Governing Board (“Board”) Policy No. 2100, Chaffey Community College District (“District”) has traditionally held its regular election on the first Tuesday after the first Monday in November of each odd-numbered year; and

WHEREAS, Senate Bill 415 (SB 415), effective January 1, 2018, provides that a public agency, including a community college district, cannot hold its regular election on any date other than a statewide election date if holding an election on a non-statewide election date results in a “significant decrease in voter turnout,” which is defined by SB 415 as at least 25 percent less than the average voter turnout within the public agency for the previous 4 statewide general elections; and

WHEREAS, in order to comply with SB 415, the Board on November 16, 2016, pursuant to Elections Code Sections 1302(b) and 10405.7, changed its regular election from the first Tuesday after the first Monday in November of odd-number years to the first Tuesday after the first Monday in June of even-numbered years; and

WHEREAS, in 2017 Governor Brown signed Senate Bill 568 (SB 568) moving the statewide primary to the first Tuesday after the first Monday in March for presidential and non-presidential election years; and

WHEREAS, due to SB 568, the District’s current regular election date on the first Tuesday after the first Monday in June of even-numbered years is no longer a statewide election date and, therefore, in order to remain in compliance with SB 415, the Board must again move their regular election to either the first Tuesday after the first Monday in November of even-numbered years (the Statewide General Election date) or the first Tuesday after the first Monday in March of even-numbered years (the new Statewide Primary Election date); and

WHEREAS, the Board has chosen to move its regularly held elections from the first Tuesday after the first Monday in June of even-numbered years to the first Tuesday after the first Monday of March of even-numbered years, concurrent with the Statewide Primary Election date; and

WHEREAS, in order to change its regular election date, SB 415 and Elections Code Section 1302(b) require the District to adopt a resolution to this effect; and

WHEREAS, the resolution must then be submitted to the Board of Supervisors of the County of San Bernardino at least 240 days before the next District regular election, and the resolution must be approved by the Board of Supervisors in order to change the District’s election date; and

WHEREAS, if approved by the Board of Supervisors, the next regular Board election would be held on March 3, 2020, the next election which is the first Tuesday after the first Monday of an even-numbered year.

NOW, THEREFORE, the Governing Board of the Chaffey Community College District hereby resolves as follows:

Section 1. That the above recitals are adopted as true and correct.

Section 2. That pursuant to Elections Code Sections 1302(b) and 10405.7, the Governing Board hereby changes its regular election from the first Tuesday after the first Monday in June of even-number years to the first Tuesday after the first Monday in March of even-numbered years.

Section 3. That the Superintendent/President is hereby authorized to take any and all actions, and execute any documents necessary, to submit this Resolution to and assist the Board of Supervisors of the County of San Bernardino in its review and approval of this Resolution.

Section 4. That this Resolution shall become operative upon approval by the Board of Supervisors of the County of San Bernardino.

PASSED AND ADOPTED by the Governing Board of the Chaffey Community College District at Rancho Cucamonga, California, this 27th day of June, 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**

June 27, 2019

Board Meeting Date

TOPIC RESOLUTION – COMPENSATION FOR TRUSTEE WHEN ABSENT

Communication No. IV.E.1.c

SUPPORTS BOARD ENDS STATEMENT/POLICY

Board Policy 2725 Governing Board Member Compensation – Upon a resolution by the Governing Board, members may be paid for any meeting when absent if the Governing Board, by resolution duly adopted and included in its minutes, finds that at the time of the meeting, she/he is performing services outside the meeting for the community college district, she/he was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Governing Board.

PROPOSAL

To adopt the attached resolution to compensate Gloria Negrete-McLeod, Governing Board member, for the May 22, 2019, meeting from which she was absent.

BACKGROUND

Ms. McLeod was absent on May 22, 2019, due to recuperation from surgery.

BUDGET IMPLICATIONS

Funding Source – Unrestricted general fund

Status of Funds – Funding for board member compensation is in the appropriate fund and is included in the 2018–2019 adopted budget.

Future Implications – None

RECOMMENDATION

It is recommended that the Governing Board adopt the attached resolution to compensate Gloria Negrete-McLeod, Governing Board member, for the May 22, 2019, meeting from which she was absent.

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

**A RESOLUTION OF THE GOVERNING BOARD OF
CHAFFEY COMMUNITY COLLEGE DISTRICT**

WHEREAS, Education Code §72024(d) provides that “A member may be paid for any meeting when absent if the board, by resolution duly adopted and included in its minutes, finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board;” and

WHEREAS, on May 22, 2019, Gloria Negrete-McLeod, Governing Board member, was absent due to recuperation from surgery; and

WHEREAS governing board members, per Education Code §72024(a)(3) and §72024(b), receive \$400 per month for attending all board meetings in the month and a pro rata share if absent from any meeting; and

WHEREAS there was one meeting in the month of May;

NOW THEREFORE BE IT RESOLVED THAT the Governing Board of the Chaffey Community College District does hereby find that at the time of the scheduled meeting of the Governing Board May 22, 2019, Gloria Negrete-McLeod, Governing Board member, was absent while she recuperated from a recent surgery, and, as such, is entitled to receive compensation of \$400.00 for that meeting.

Ayes:
Nays:
Abstain:
Absent:

As secretary of the Governing Board of the Chaffey Community College District of San Bernardino County, California, I hereby certify that the above and foregoing resolution was duly adopted by the Board at a regular meeting thereof on the 27th day of June, 2019, and passed by a majority of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand this 27th day of June, 2019.

Henry D. Shannon, Ph.D.
Secretary, Governing Board
Chaffey Community College District

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

June 27, 2019
Board Meeting Date

TOPIC 2018-2019 QUALITY START SAN BERNARDINO (QSSB) GRANT
Communication No. IV.E.2.a

SUPPORTS BOARD POLICY

Board Policy 3225 (Institutional Effectiveness) – The Board is committed to developing goals that measure the ongoing condition of the District’s operational environment. The Board regularly assesses the District’s institutional effectiveness through goals that address (1) accreditation status; (2) fiscal viability; (3) student performance and outcomes; (4) programmatic compliance with state and federal guidelines.

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 Quality Start San Bernardino (QSSB) award in the amount of \$2,500 for the period of May 5, 2018 through June 30, 2019.

BACKGROUND

QSSB is a local system that creates a common definition of quality, uses a system of rating and assessments to help evaluate a Child Development Center’s current level of quality and coordinates supports and professional development to build on programs’ strengths and improve quality. A Site Portfolio is completed by the site administrator. A Quality Start San Bernardino (QSSB) coach (from Child Care Resource Center-CCRC) will offer assistance with gathering all necessary documentation and uploading it into Vertical Change.

BUDGET IMPLICATIONS

Funding Source – Quality Start San Bernardino County

Status of Funds – The 2018-2019 restricted Child Development Center fund budget will be increased by \$2,500 for this grant as indicated below:

48xxx	Income	<u>\$2,500</u>
54xxx	Supplies	<u>\$2,500</u>

Future Implications – None

RECOMMENDATION

It is recommended that the Governing Board approve the Quality Start San Bernardino (QSSB) award in the amount of \$2,500 for the period of May 5, 2018 through June 30, 2019.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

June 27 2019

Board Meeting Date

TOPIC 2019-2020 APPROPRIATION LIMIT

Communication No. IV.E.2.b

SUPPORTS BOARD POLICY

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

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

PROPOSAL

To approve the 2019-2020 appropriation limit.

BACKGROUND

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

The worksheet calculates an appropriation limit for the 2019-2020 fiscal year of \$195,038,069. The appropriation subject to limitation included within the proposed tentative budget is \$102,643,224. The district is below the appropriation limit by \$92,394,845.

BUDGET IMPLICATIONS

Funding Source – Unrestricted general fund.

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

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

RECOMMENDATION

It is recommended the Governing Board approve the 2019-2020 appropriation limit of \$195,038,069.

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

June 27, 2019
Board Meeting Date

TOPIC 2019-2020 CALIFORNIA STATE PRESCHOOL PROGRAM (CSPP-9418) CONTRACT

Communication No. IV.E.2.c

SUPPORTS BOARD ENDS STATEMENT/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 adopt the attached resolution to approve the California Department of Education 2019-2020 California State Preschool Program Contract (CSPP-9418) in the amount of \$359,862 for the period of July 1, 2019 through June 30, 2020.

BACKGROUND

AB 2759 created the California State Preschool Program (CSPP), the largest state-funded preschool program in the nation, to service three and four year olds.

BUDGET IMPLICATIONS

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

Status of Funds – Income and expenditure of \$359,862 will be included in the restricted Child Development Center fund adopted budget.

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

RECOMMENDATION

It is recommended that the Governing Board approve the California Department of Education 2019-2020 California State Preschool Program Contract (CSPP-9418) in the amount of \$359,862 for the period of July 1, 2019 through June 30, 2020.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

June 27, 2019
Board Meeting Date

TOPIC 2019-2020 CALIFORNIA STATE PRESCHOOL PROGRAM (CSPP) EXPANSION FUNDS

Communication No. IV.E.2.d

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the attached resolution for the California Department of Education 2019-2020 California State Preschool Program (CSPP) Expansion Funds in the amount of \$127,157 for the period of July 1, 2019 through June 30, 2020.

BACKGROUND

Assembly Bill (AB) 2759 created the California State Preschool Program (CSPP), the largest state-funded preschool program in the nation, to service three and four year olds.

BUDGET IMPLICATIONS

Funding Source – California Department of Education, Early Learning and Care Division.

Status of Funds – Income and expenditures of \$127,157 for this program will be included in the restricted Child Development Center fund adopted budget.

Future Implications – None.

RECOMMENDATION

It is recommended that the Governing Board approve the attached resolution to approve the California Department of Education 2019-2020 California State Preschool Program (CSPP) Expansion Funds in the amount of \$127,157 for the period of July 1, 2019 through June 30, 2020.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

June 27, 2019
Board Meeting Date

TOPIC 2019-2020 GENERAL CHILD CARE & DEV PROGRAMS (CCTR-9187) CONTRACT

Communication No. IV.E.2.e

SUPPORTS BOARD ENDS STATEMENT/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 adopt the attached resolution to approve the California Department of Education 2019-2020 General Child Care and Dev Programs Contract (CCTR-9187) in the amount of \$445,305 for the period of July 1, 2019 through June 30, 2020.

BACKGROUND

Successful application for annualized campus child care began in January, 1977. Assembly Bill 3790, Vasoncellos, provided child care/child development services to student-parent families. The California Department of Education has the Child Development Center application and description of services on file.

BUDGET IMPLICATIONS

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

Status of Funds – Income and expenditures of \$445,305 will be included in the 2019-2020 restricted Child Development Center fund adopted budget.

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

RECOMMENDATION

It is recommended that the Governing Board approve the California Department of Education 2019-2020 General Child Care and Dev Programs Contract (CCTR-9187) in the amount of \$445,305 for the period of July 1, 2019 through June 30, 2020.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

June 27, 2019
Board Meeting Date

TOPIC 2019-2020 SECTOR NAVIGATOR –ENERGY (EFFICIENCY) AND UTILITIES GRANT

Communication No. IV.E.2.f

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the Sector Navigator Grant from the California Community Colleges Chancellor’s Office in the amount of \$372,000 for the period of July 1, 2019 through June 30, 2020.

BACKGROUND

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

BUDGET IMPLICATIONS

Funding Source – California Community Colleges Chancellor’s Office

Status of Funds – Funds of \$372,000 for this grant are included in the 2019-2020 restricted general fund tentative budget.

Future Implications – None

RECOMMENDATION

It is recommended that the Governing Board approve the Sector Navigator Grant from the California Community Colleges Chancellor’s Office in the amount of \$372,000 for the period of July 1, 2019 through June 30, 2020.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

June 27, 2019
Board Meeting Date

TOPIC **2019-2020 TENTATIVE BUDGET**

Communication No. IV.E.2.g

SUPPORTS BOARD POLICY

Board Policy 6200 Budget Preparation - Each year, the Superintendent/President shall present a budget or plan, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual, to the Governing Board that shall include reasonable assumptions on which planning and budgeting are based, support the educational programs and services of the District, and identify all sources and amounts of anticipated income, along with projected expenditures for that fiscal year.

PROPOSAL

To approve the 2019-2020 tentative budget.

BACKGROUND

Title 5 of the California Code of Regulations, Section 58300, requires the District develop a tentative budget on or before July 1 each fiscal year. The purpose of the tentative budget is to establish spending authority for the District operations until the State budget has been finalized and the adopted budget is approved by the Governing Board. Board approval of the adopted budget usually occurs in August, depending on when the State budget is signed.

The District's tentative budget was developed with information from the Governor's proposed May budget revision and before the legislature and the Governor reached a budget agreement. The tentative budget includes an estimated .55% growth and 3.26% COLA. The budget reflects the Board Policies approved by the Governing Board, protects the core mission of the college, and is designed to support student access and success. The estimated unrestricted general fund income is \$120,535,467 and the prior year re-allocation amount is \$3,462,672. Estimated budgeted expenses are \$123,998,139 and the projected 2019-2020 ending balance/reserve is \$16,044,078 (12.94%).

The tentative budget also includes the restricted general, bond, capital projects, scheduled maintenance, campus store, Chino community center, food services, self-insurance, vacation liability, child development center, student government, and auxiliary donation funds.

Administration will update the budget recommendation for the adopted budget during the August meeting of the Governing Board.

BUDGET IMPLICATIONS

Funding Source – All district funds.

Status of Funds – The budgets are based on estimated figures at the time of development and will be updated for the budgets proposed for adoption in August 2019.

Future Implications – N/A

RECOMMENDATION

It is recommended the Governing Board approve the 2019-2020 tentative budget as submitted.

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

June 27, 2019
Board Meeting Date

TOPIC **APPROVAL: PARTIAL RELEASE OF RETENTION, MEASURE L BUILD OUT**

Communication No. IV.E.2.h

SUPPORTS BOARD POLICIES

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

PROPOSAL

To authorize the district to issue and execute all necessary documents for the Measure L Build Out project to reduce the amount of retention withheld from \$532,211.77 to \$31,912.57, in accordance with the terms and conditions of Contract No. 18PW40 with Robert Clapper Construction Services, Inc. (RC Construction), of Rialto, California, for the reasons set forth below.

BACKGROUND

On September 21, 2017, the Governing Board authorized the letting of Contract 18PW40 to RC Construction for the construction of the Measure L Build Out project. Per the notice to proceed, the work began on October 11, 2017, and had an original substantial completion date of December 14, 2018. Due to a variety of reasons, the substantial completion date was extended to June 14, 2019.

The Division of the State Architect (DSA) inspector of record, Knowland Construction Services, Inc., duly inspected the work and determined that the construction of the Measure L Build Out Project was constructed per the contract requirements and substantially completed on May 29, 2019, except for remaining punch list items agreed to by the district that RC Construction valued at approximately \$31,912.57. The DSA inspector of record and RC Construction are currently working on completion of the aforementioned punch list items.

Contract 18PW40 requires the district to withhold 5 percent retention. Per the contract general conditions, with the Governing Board's approval, the district may reduce retention withheld, provided that substantial completion with an approved punch list has been achieved. California Public Contract Code Section 9203 provides that the district's Governing Board has the discretion to approve such a reduction in the amount of retention withheld if it finds that the project is more than 50 percent complete and satisfactory progress is being made. Section 9203 requires the district to withhold all remaining retention until final completion and acceptance of the project by the Governing Board.

For the specific reasons set forth herein, the district recommends that the Governing Board authorize the district to execute all necessary documents with RC Construction to reduce the amount of retention withheld from \$532,211.77 to \$31,912.57: (1) the project is over 50 percent complete and satisfactory progress has been and is being made as substantial completion was achieved based upon mutual agreement between the district and RC Construction; (2) exclusive of the \$31,912.57 in retention funds proposed to remain withheld, the district will withhold 150 percent of the value of disputed items, if any, which will ensure sufficient funds remain to complete the project so that a notice of completion can be filed; (3) the district will reserve all rights to cure any outstanding issues to be completed to ensure final completion of the project; and (4) final completion and acceptance of the project, including all punch list work and outstanding issues, is subject to the Governing Board's approval.

APPROVAL: PARTIAL RELEASE OF RETENTION, MEASURE L BUILD OUT

June 27, 2019

Page 2

BUDGET IMPLICATIONS

Funding Source – Measure L bond funds and 2015-2016, 2016-2017 State Physical Plant and Instructional Support Block Grants; Projects 3.4.6, 3.8.2, 4.8.1, 8.9.5 and 8.9.6. Total project budget is \$15,328,535.

Status of Funds – Funds are currently held in escrow per the terms of Contract No. 18PW40.

Future Implications – N/A

RECOMMENDATION

It is recommended that the Governing Board authorize the district to issue and execute all necessary documents for the Measure L Build Out Project to reduce the amount of retention withheld from \$532,211.77 to \$31,912.57 , in accordance with the terms and conditions of Contract No. 18PW40 with Robert Clapper Construction, Inc., of Rialto, California, for the reasons set forth above.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

June 27, 2019
Board Meeting Date

TOPIC **APPROVE AND AUTHORIZE AGREEMENT WITH KITCHELL/CEM, INC. FOR PROGRAM AND PROJECT MANAGEMENT SERVICES**

Communication No. IV.E.2.i

SUPPORTS BOARD ENDS STATEMENT/POLICY

Supports and complies with Policies 2700 Conflict of Interest, 6100 Delegation of Authority, 6330 Purchasing, 6340 Contracts, and 6600 Capital Construction.

PROPOSAL

To authorize the District to enter into Contract No. 19PW618 with Kitchell/CEM, Inc. of Riverside, California, for Request for Qualifications/Proposal (RFQ/P) No. 19PW618, Program Management and Project Management Services for Measure P, in an amount not to exceed \$8,524,512.

BACKGROUND

On November 6, 2018, the voters of Chaffey Community College District passed Measure P, a \$700 Million General Obligation Bond to modernize, upgrade and expand the District's facilities.

On April 12, 2019, the District released RFQ/P 19PW618 for Program and Project Management Services for the implementation of Measure P. On April 26, 2019, the District held an optional pre-proposal meeting to share information on the District's Vision 2025 plan. Eighteen firms attended the pre-proposal meeting. On May 6, 2019 the District received five proposals. District staff evaluated each proposal based on the evaluation criteria as identified in the RFQ/P. The following four firms were invited to interview:

- Cordoba Corporation
- Cumming Construction Management
- Kitchell/CEM, Inc.
- MAAS Companies, Inc.

Upon completion of the interview process and due diligence review, Kitchell/CEM, Inc. of Riverside, California was determined by staff to provide the best overall value and it is recommended that the District enter into an agreement for a five-year term in an amount not to exceed \$8,524,512.

The contract has been fully negotiated and reviewed by district legal counsel.

BUDGET IMPLICATIONS

Funding Source – Measure P bond funds.

Status of Funds – Funds of \$8,524,512 for this agreement are included in the 2019-2020 bond fund tentative budget.

Future Implications – N/A

APPROVE AND AUTHORIZE AGREEMENT WITH KITCHELL/CEM, INC.

June 27, 2019

Page 2

RECOMMENDATION

It is recommended that the Governing Board authorize the District to execute the proposed Agreement with Kitchell/CEM, Inc. of Riverside, California for Program Management and Project Management Services in an amount not to exceed \$8,524,512.

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>

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

June 27, 2019
Board Meeting Date

TOPIC **BID NO. 2019CS648, X-RAY TABLE AND SIMULATED X-RAY TUBE EQUIPMENT**

Communication No. IV.E.2.j

SUPPORTS BOARD POLICIES

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

PROPOSAL

To authorize the award of District Bid No. 2019CS648 and issuance of a purchase order to Jaken Medical of Chino, CA, for X-Ray Table and Simulated X-Ray Tube Equipment in the amount of \$81,500, which equals the total bid price as noted in the bid opening results, plus sales tax in the amount of \$6,064, for a grand total of \$87,564.

BACKGROUND

On May 6, 2019, the District advertised and released Bid No.2019CS648 for X-Ray Table and Simulated X-Ray Tube Equipment. The bid consists of purchasing an X-Ray table with a four way float table top and two Simulator Operator consoles (including related components, services, delivery and warranties), for instructional use to meet course objectives and program outcomes for the Radiologic Technology program, which is located at the Rancho San Antonio Medical Center in Rancho Cucamonga, California.

The bid opening deadline was 2:00 p.m., June 3, 2019. Jaken Medical of Chino, California submitted a bid by the bid opening deadline as required by the Bid Documents.

Upon completion of the District's due diligence review, Jaken Medical of Chino, California, is the lowest responsive and responsible bidder, and acceptance of the bid is in the best interest of the District.

BUDGET IMPLICATIONS

Funding Source – Restricted general fund.

Status of Funds – Funds of \$87,564 for this purchase are included in the 2018-2019 restricted general fund budget.

Future Implications – N/A

RECOMMENDATION

It is recommended that the Governing Board authorize the District to award Bid No. 2019CS648 and to issue a purchase order in accordance with the terms and specifications of the Bid Documents, to Jaken Medical of Chino, California, in the amount of \$81,564, which equals the total bid price on the attached bid opening results, plus sales tax in the amount of \$6,064, for a grand total of \$87,564.

Attachment: Bid No. 2019CS648, X-Ray Table and Simulated X-Ray Tube Equipment – Bid Opening Results

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



Bid No. 2019CS648
X-RAY TABLE AND SIMULATED X-RAY TUBE EQUIPMENT
BID OPENING

Bid Opening Date/Time: June 3, 2019 2:00pm
Chaffey Community College District
5885 Haven Avenue, Room #AD-180D
Rancho Cucamonga, CA 91737

BIDDER:	Base Bid
Jaken Medical, Inc. 14279 Fern Ave. Chino, CA 91710	\$87,564.00

Bids as read aloud and recorded during the public bid opening.
All bids are further reviewed for responsiveness and responsibility per the requirements in the Bid and Contract Documents.

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

June 27, 2019
Board Meeting Date

TOPIC **BUSINESS WRITING AND COMMUNICATION SKILLS IEHP AGREEMENT - SECOND AMENDMENT**

Communication No. IV.E.2.k

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the second amendment to the Inland Empire Health Plan (IEHP) agreement to design and develop Business Writing Skills training in the amount of \$19,776.

BACKGROUND

This agreement with Inland Empire Health Plan (IEHP) is to design and provide Business Writing Skills training for its workforce. The training program is to be delivered on-site at IEHP in Rancho Cucamonga, CA., dates to be determined. This is a direct pay agreement.

BUDGET IMPLICATIONS

Funding Source – Inland Empire Health Plan

Status of Funds – Funds of \$19,776 for this contract education program will be included in the 2019-2020 unrestricted general fund adopted budget.

Future Implications – None

RECOMMENDATION

It is recommended that the Governing Board approve the second amendment to the Inland Empire Health Plan (IEHP) agreement to design and provide Business Writing Skills training in the amount of \$19,776.

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

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

June 27, 2019

Board Meeting Date

TOPIC DEPARTMENT OF VETERANS AFFAIRS GRANT

Communication No. IV.E.2.I

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the receipt of Veterans Affairs (VA) grant funds in the amount of \$5,055 for the 2018-2019 fiscal year.

BACKGROUND

The Department of Veterans Affairs pays an annual reporting fee to partially reimburse the District for the costs incurred in certifying VA students. By law these funds are to be used to support the work of the office responsible for certification of VA students including, but not limited to, office supplies and equipment, and travel to VA sponsored training.

BUDGET IMPLICATIONS

Funding Source – Department of Veterans Affairs

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

48xxx	Income	<u>\$5,055</u>
55xxx	Other Services	<u>\$5,055</u>
	Total	<u>\$5,055</u>

Future Implications – None

RECOMMENDATION

It is recommended that the Governing Board approve the receipt of Veterans Affairs (VA) grant funds in the amount of \$5,055 for the 2018-2019 fiscal year.

Prepared by:	Adrienne Grayson, Director, Special Populations & Equity Programs
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

June 27, 2019
Board Meeting Date

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

Communication No. IV.E.2.m

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 62719A 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 62719A 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 62719A, 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 62719A

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. 62719A

**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 27th day of June 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

EXHIBIT A

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

BOARD MEETING DATE: JUNE 27, 2019

<u>Quantity</u>	<u>Description (Make, Model, Color, Dimensions, Etc.)</u>	<u>Serial #s (Asset #'s)</u>
1	#136 John Deere Tractor 855, Diesel Green	M008550366564 (NA)
1	#62 2008 Chevy Colorado, Ext. Cab Pickup White	1GCCS519E088218898 (129380)
1	APC	150735006060 (NA)
1	Black Wet Bar	NA (123345)
1	Canon Laser Class 2050P	UZX47032 (125205)
1	Canon PF750	AABY2026 (130332)
1	Coffee Maker	L1101330411 (133793)
1	Dell Latitude D800	ST2QK3X51 (123751)
2	Dell Latitude D800	BZYGB51 (123594), 2QK3X51 (123751)
2	Dell Latitude D810	37RNH71 (NA), 28RNH71 (X)
1	Dell Latitude D820	4006YB1(125739)
10	Dell Latitude D830	GNX55G1 (129151), FM25561 (129155), FM255G1 (129155), INZSCG1 (129148), CN255G1 (129149), FN255G1 (129153), BN25561 (129150), 9M255G1 (129152), 6N255G1 (129156), 8N255G1 (129154)
24	Dell Latitude E6500	8LX75L1 (132024), 3LX75LV (132032), 4LX7511 (132013), 4KX75L1 (132011), 7LX75L1 (132025), 6LX7511 (132031), BLX75L1 (132030), 7KX75L1 (132020), 9LX75L1 (132012), 6KX75L1 (132023) JFX75L1 (132014), CKX75L1 (132015), ZLK75L1 (132029), CLX75L1 (132027), 5KLX75L1 (132028), 8KX75L1 (132019), 5KX75L1 (132017), BKX75L1 (132016), HKX75L1 (132018), FKX75L1 (132021), DKX75L1 (132010), GKX75L1 (132009), 1LX75L1 (132026), 9KX75L1 (132022),
1	Dell Latitude E6510	JFZQGQ1 (130243)
3	Dell Latitude E6520	GM4PSQ1 (130250), F8T64X1 (NA), 5FHZ5Q1 (NA)
4	Dell Latitude E6530	GB9ZSQ1 (133716), J5V64X1 (135016), 20T64X1 (135015), 49T64X1 (135014)
12	Dell Optiplex 160	2KVGJM1 (126785), 2KRHJM1 (126781), 2KTFJM1 (126779), 2KRFJM1 (126777), 2KVFJM1 (126784), 2KTGJM1 (126782), 2KSHJM1 (126783), 2KRGJM1 (126788), 2KTHJM1 (126786), 2KSGJM1 (126778), SKSFJM1 (126780), 2KVHJM1 (126787)
1	Dell Optiplex 270	ST-4R21X31 (NA)
5	Dell Optiplex 7010	FQXJFX1 (135623), 6HXNFX1 (135410), IDHWDX1 (135034), 7FKQXR1 (134321), FS0LFX1 (NA), BSMLPS1 (134535), FQ1LFX1 (135582), FT8MFX1 (135565), 9R7V602 (136384), 4RBZ602 (136380)

5	Dell Optiplex 745	4BCK1C1 (126008), DP36WC1 (12701), DQZNWC1 (127819), 9F16DD1 (128081), 3WZNWC1 (127805)
6	Dell Optiplex 755	H7CXRH1 (130491), 4QRYSF1 (128956), J3KXFG1 (129474), 1KJXFG1 (NA), 7PFXFG1 (129425), CR7K1C1 (125823)
3	Dell Optiplex 760	4PLVDK1 (131965), 65N7MJ1 (135634), 8MM7MJ1 (135614)
1	Dell Optiplex 780	HW3ZQN1 (132784)
24	Dell Optiplex 790	V49LT51 (134602), DZ50YR1 (134326), VLS3YR1 (134323), DZMZX1 (134334), DZM3YR1 (134338), DZN3Y41 (134337), DZMYXR1 (134342), DZQ0YR1 (134330), DZL1YR1 (134343), DZDYXR1 (134340), DZL2YR1 (134347), DZN1YR1 (134336), DZLZX1 (134325), DZP1YR1 (134346), DZM2YR1 (134331), DZQ1YR1 (134327), DZNYXR1 (134345), DZL3YR1(134335), DZRZX1 (134341), DZQYXR1 (134339), DZDYXR1 (134333), DZK3YR1 (134324), DZR0YR1 (NA), DZM1YR1 (134332)
1	Desk	NA (120593)
1	Desk with Return Metal	N/A (120593)
2	DVD/VHS Player XB243	251-17173105 (120686), 251-17173049 (120917)
14	Extron MPS Series	A0C7TE0E23261 (134023), A04ALG3E19110 (NA), A0CIS20E23261 (134024), A045M35E19110 (NA), A067KRME19110 (NA), A067U1EE19110 (132293), A05UIANE19110 (131945), A0CIS2HE23261 (134022), A0874CPE22471 (133124), A0874DXE22479 (133122), A0B74DWE22471 (133125), A0B74D0E22471 (133126), A0B74C0E22471(133118), A0B74FWE22471 (133120),
1	Grindmaster – Cecilware Coffee Brewer	L1101330411 (133793)
6	HP Laser Jet 4100N	USJN014483 (118853) JPLGD32383 (120972), USJND14483 (118853), USJNJ14650 (118812), USJNG32511 (118840), USJNO14483 (118853)
1	HP LaserJet 2200 DN	CNBRB-17268 (122137)
4	HP LaserJet 4000N	USNC076869 (111531), USEK076856 (111042), USQC030775 (113085), USEB034570 (112799)
7	HP LaserJet 4050N	USQ-C074-174 (114004), US4PW257579 (113207), USQC021040 (113292), USQF01624 (113187), USQX052292 (114370), USQX078738 (115251), USQX045460 (114577)
1	HP LaserJet 4200N	USGNP34860 (123085)
4	HP LaserJet 4250N	CNGXH42115 (125760), CNRXK61352 (127894), CNDXD17795 (125338), CNDXC10831 (NA)
1	IBM 300 PL Computer	689-009 (116439)
3	IPAD 2, 16 GB, Black	DMQG7W0-9DFHW (134227), DN6GDZSN-DFHW (134225), DN6F855D-FHW (134224)
2	JetStar Server Storage	SBTT050006 (NA), NA (NA)
1	JVC TM-A9U	08501483 (117143)
1	Lumens	D13A06496 (130236)
1	Net Vista IBM	23VV837 (117337)
1	Panasonic LCD Projector	SC5226149 (137087)

2	Panasonic PT-FW4300	SC2316145 (134558), SC1346070 (133754)
1	Phaser 6360	DBY-162-313 (127897)
1	Phaser 6700	AB-9776132 (134963)
2	Precision M6800	1FZWXY1 (135736), FVTWXY1 (135735),
1	Printer, Canon IPF750 Wide Format Plotter Package	DN110084 (130332)
1	Samsung Laptop NP300V5A	HLZ4935BA-00487X (NA)
2	Sanyo Pro Xtra-X	X (126415), G5803896 (124875)
3	Sherwood RX-4103	04311308 (120797), 0431041192 (120486), 6431M1311 (120727)
1	Xerox Phaser 6250	PWG570362 (123183)
1	Xerox Phaser 6360	DBY173396 (130564)
1	Zenith TV 32"	AZ7B33W (NA)

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

June 27, 2019

Board Meeting Date

TOPIC **FIVE-YEAR CONSTRUCTION PLAN**

Communication No. IV.E.2.n

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the 2021-2025 Five-Year Construction Plan (FYCP).

BACKGROUND

The FYCP is an annual document required by the state Chancellor’s Office. Included in the FYCP are projects that the District expects to pursue, both currently and over the state’s budget window of 2021 to 2025. The purpose of the FYCP is two-fold: 1) it provides the state with insight as to the District’s use of facilities as compared to student demand; and 2) it determines the funding worthiness of the District relative to state support for capital construction projects.

Over the past year, District staff has been working with Gensler Architects to manage those elements used to determine state funding support. The goal has been to formulate a FYCP that attracts the greatest amount of revenue at the least expense to the District. The Final Project Proposal (FPP) for a new instructional building at the Chino campus that was submitted and approved three years ago is being funded effective with the 2019-20 year. An Initial Project Proposal (IPP) to renovate the Aeronautics Building is also proposed as part of this year’s plan.

Approval of the FYCP by the Board is being requested so that all related documents may be formally submitted to meet the state’s July 1, 2019, deadline.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended to the Governing Board:

- a. Approve the 2021-2025 Five-Year Capital Construction Plan.
- b. Authorize the superintendent/president of the college to sign the formal documents that authorize action on behalf of the District.

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

**CHAFFEY COMMUNITY COLLEGE DISTRICT
2021- 2025 FIVE YEAR (CAPITAL) CONSTRUCTION PLAN
EXECUTIVE SUMMARY**

Project By Campus	Classification	Projected Occupancy	Project Scope in ASF	Net Change in ASF	Projected Cost	Projected Funding Sources		
						State Supported	Chaffey CCD Supported	Other
<u>Chaffey Rancho Cucamonga Campus</u>								
1 Aeronautics Renovation	Renovation	2025/2026	20,541	-177	\$12,801,101	\$6,400,551	\$6,400,550	\$0
<u>Chaffey College - Chino Campus</u>								
1 Instructional Building 1 (FPP Approved and Funded)	Growth Academic	2022/2023	22,960	22,960	\$21,156,000	\$10,687,000	\$10,469,000	\$0
		FYCP TOTAL			\$12,801,101	\$17,087,551	\$16,869,550	\$0

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

June 27, 2019
 Board Meeting Date

TOPIC **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT INDUSTRY SECTOR PROJECTS IN COMMON (ISPIC) SUB GRANT**

Communication No. IV.E.2.o

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the agreement between Rancho Santiago Community College District (hereinafter RSCCE) and Chaffey Community College District for the Industry Sector Projects in Common (ISPIC) sub-grant in the amount of \$131,000 to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California Community Colleges.

BACKGROUND

The California Community Colleges Chancellor’s Office (CCCCO) reserved funds 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. 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 with Rancho Santiago Community College District as the fiscal agent.

Status of Funds – Income and expenses of \$131,000 for this grant are included in the 2019-2020 restricted general fund tentative budget.

Future Implications – None

RECOMMENDATION

It is recommended that the Governing Board approve the agreement between Rancho Santiago Community College District (hereinafter RSCCE) and Chaffey Community College District for the Industry Sector Projects in Common (ISPIC) sub-grant in the amount of \$131,000 to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California Community Colleges.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

June 27, 2019
Board Meeting Date

TOPIC SOLE SOURCE PURCHASE OF EQUIPMENT: APPLE PRODUCTS

Communication No. IV.E.2.p

SUPPORTS BOARD POLICIES

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

PROPOSAL

To authorize the District to let sole source purchase orders to Apple, Inc., without formal, public advertising and receiving of bids, for fiscal year 2019-2020 as needed, to buy Apple manufactured products for instructional and administrative use, for the reasons set forth below.

BACKGROUND

California Public Contract Code Section 20651 requires the district to advertise publicly for bids for the purchase of goods involving an expenditure of \$92,600.00 or more. As a limited exception, San Bernardino County Counsel has determined that, where no practical value exists to the District in publicly advertising for bids and where only one source is available, the Governing Board may make a finding that it is in the district's best interests to let purchase order contracts without formal, public advertising and receiving of bids.

The District has determined that there is no practical value in advertising for and receiving of bids for the purchase of Apple products because: (1) Apple is the sole source of Apple and Macintosh branded hardware products for the district; (2) authorized Apple resellers are not authorized to sell standard Apple hardware products to public and private nonprofit educational institutions in the United States; and (3) the sale of Apple products by other than Apple, Inc. generally cannot occur unless an Apple reseller has breached its contract with Apple, Inc. The District's Purchasing Services Department concludes that the foregoing reasons are sufficient to support a finding by the Governing Board that it is in the District's best interests to authorize the letting of sole source purchase orders and/or contracts, for fiscal year 2019-2020 as needed, to Apple, Inc.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board authorize the district to let sole source purchase orders to Apple, Inc., without formal, public advertising and receiving of bids, for fiscal year 2019-2020 as needed, to buy Apple products for instructional and administrative use, for the reasons set forth above.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

June 27, 2019
Board Meeting Date

TOPIC **CHAFFEY COLLEGE FACULTY ASSOCIATION BARGAINING TOPICS**

Communication No. IV.E.3.a

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 Faculty Association.

BACKGROUND

In May of 2019, the Chaffey College Faculty Association requested the opening of negotiations on the next Chaffey College Faculty Association 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.

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 Faculty Association.

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

Chaffey College Faculty Association 2020-2023 Bargaining Interest List

Approved by CCFA Representative Council on May 6, 2019

Article 2 Recognition: Provide for Dual Enrollment

Article 7 Association Rights: Align hours and protections with comparison districts and law

Article 11 Health and Welfare Benefits: Improve dental and disability coverage; address medical benefits for part-time faculty; allow for benefits opt-out for full-time faculty; formalize a Health Care Committee

Article 12 Personnel Matters and Files: Promote early submission of retirement paperwork; include Weingarten rights

Article 13 Grievance Procedures for Bargaining Unit Members: Evaluate informal grievance process changes; Grievance definition and timelines

Article 14 Leave Provisions: Clarify personal necessity leave language; assess sick leave allowances; allow personal business in Summer; assess other leave.

Article 17 Academic Calendar: Include re-opener for 16-week calendar; Review service days; evaluate Flex options; assess positions beyond 176 service days

Article 18 Hours, Workload, Course and Section Enrollments: Promote Turning Point program; Re-assess Professional Service Week duties; Improve laboratory load factors; evaluate assignment of Counselors and FOSA hours; re-evaluate compensation/release for faculty advisers and Senate; promote Special Assignment succession planning; clarify Special Assignment processes and compensation; clarify employment rights and office hours for part-time faculty; assess class cancellation rules; District resources use for professional development

Article 19 Distance Education: Update provisions for 2020

Article 20 Evaluation Procedures: In consultation with Senate, address a handful of evaluation issues for full- and part-time faculty, including training

Articles 21 and 22 Compensation and Salary Schedule Placement and Advancement: Align compensation to attract and retain quality part time and full time faculty; evaluate Professional Development allowances.

Passim Reorganize and clarify ambiguous language

June 27, 2019

The following are the issues that the Chaffey Community College District will open for negotiations with the Chaffey College Faculty Association in 2019.

Article 14	
14.10	Clarify language to address sabbatical leaves related to expectations for supply, research, travel and conference, and dissemination of funds etc. as well as the expectations related to resuming previous roles after sabbatical leaves.
	Clarify the language to address provisions for unapproved or partially approved sabbaticals.
Article 17	
17.3.3	Clarify the language associated with 20 additional per diem days in the summer for reference librarians.
17.3.4	Clarify the language associated with 20 additional per diem days in the summer for instructional specialists.
17.4	Provide more flexibility for meeting FLEX requirements and address issues related to load and professional development.
Article 18	
18.2.3	Review professional expectations during a sabbatical leave.
18.12	Review the number of days for grade submission.
18.2.3	Clarify professional development to include items related to Guided Pathways and Vision for Success.
18.5.1	Clarify Health Sciences Director's reassigned time during summer.
18.5.6	Review the feasibility of providing training for coordinators within their 20 days.
18.5.6	Examine the efficacy of coordinator selection and retention language.
18.7.1	Clarify language about load maximums for part-time faculty. Clarify ceilings even for exceptions.
18.7.4	Clarify elements of the tier system for part-time faculty
18.7.5	Evaluate the efficacy of making offers by April 15 or October 15 to part-time faculty.
	Address issues with soliciting availability twice per year and the deadlines associated with those solicitations.
	Clarify language in the tiered structure about how long faculty have not had assignments before they lose "tier"
18.10.4	Clarify the work week hours for full-time faculty.

Article 19	
19.1	Review Distance Education section to update and clarify language about how “distance education” is calculated toward load.
Article 20	
20.3.1(d)	Clarify components for use by the Committee during the evaluation process for full and part-time faculty.
20.10.2(c)	Review language associated with limited part-time evaluations to complete a maximum of three evaluations per year/term.
20.5.3	Review language to conduct student evaluations annually for full-time and part-time faculty.
Article 21	
21.2.3	Evaluate compensation for professional development and the load related to it
21.2.7	Evaluate the feasibility of including professional development through the Faculty Success Center as part of a column advancement.
Other	
	Clarify the eligibility of part-time faculty to participate in professional development even if they are not employed by the District.
	Open a discussion about office space/shared offices among full-time faculty.
	Open a discussion about “non-credit” compensation if this is expected to grow.
	Access to employee orientation

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

June 27, 2019
Board Meeting Date

TOPIC **MANAGEMENT PERSONNEL PLAN/EMPLOYMENT CONTRACTS**

Communication No. IV.E.3.b

SUPPORTS BOARD POLICY

Board Policy 7250, Educational Administrators - Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment.

Board Policy 7260, Classified Supervisors, Managers, and Administrators – If a classified administrator is employed by an appointment or contract, the appointment or contract shall be subject to the same conditions as applicable to educational administrators.

PROPOSAL

To approve the employment contracts between the Governing Board of the Chaffey Community College District and the management employees in positions listed below:

	<u>Proposed Contract Expiration Date</u>
<u>Level I</u>	
Associate Superintendent, Administrative Services	June 30, 2022
Associate Superintendent, Student Services and Legislative Engagement	June 30, 2022
<u>Level II</u>	
Associate Dean, Strong Workforce	June 30, 2021
Dean, Counseling and Student Success and Support Programs	June 30, 2021
Dean, Fontana Campus	June 30, 2021
Dean, Institutional Research, Policy and Grants	June 30, 2021
Dean, Kinesiology, Nutrition and Athletics	June 30, 2021
Dean, Language Arts	June 30, 2021
Interim Dean, Visual and Performing Arts	June 30, 2020
Interim Dean, Institutional Effectiveness and Intersegmental Partnerships	June 30, 2020
<u>Level III</u>	
Director, Transfer and Career Centers	June 30, 2021
Interim Director, Extended Opportunity Programs and Services (EOPS)/CARE/CALWORKS	June 30, 2020
Interim Director, Grant Management and Research	June 30, 2020

BACKGROUND

The Chaffey Community College District Management Professional Development/Evaluation Personnel Plan approved by the Governing Board on May 24, 2018, consistent with the provisions of California Education Code, Section 72411, a provision enacted under AB1725, requires all instructional and student services administrators to be employed, and all other administrators may be employed, by the Governing Board of the district by an appointment or contract not to exceed four years. The applicable provisions of the Management Professional Development/Evaluation Personnel Plan approved by the Governing Board provides that managers appointed to Level I positions may be employed by the Governing Board under contract for a period not greater than four

MANAGEMENT PERSONNEL PLAN/EMPLOYMENT CONTRACTS

June 27, 2019

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(4) years. Managers appointed to Level II, Level III, and Level IV positions may be employed by the Governing Board under contract for a period not greater than three (3) years.

BUDGET IMPLICATIONS

Funding Source – Restricted and unrestricted general fund

Status of Funds – The personnel costs associated with these positions are included in the 2019–20 tentative budget.

Future Implications – It is anticipated that these costs will be ongoing.

RECOMMENDATION

It is recommended the Governing Board approve the employment contracts between the Governing Board of the Chaffey Community College District and the management employees in positions listed above.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

June 27, 2019
Board Meeting Date

TOPIC STUDENT DISCIPLINE

Communication No. IV.E.4.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 expel former student with identification number 0683 from the Chaffey Community College District effective immediately.

BACKGROUND

A former student has committed the following violations:

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 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 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*

Behavior Code Violation BB. – *Engaging in an act of bullying against anyone, including but not limited to through means of an electronic act through use of Chaffey College facilities, Chaffey College electronic communication equipment, or Chaffey College e-mail/Websites/portals/forums*

STUDENT DISCIPLINE

June 27, 2019

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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 former student was involved in multiple student conduct cases on the Rancho campus, involving physical altercations, bullying another student, being aggressive with staff members, and making inappropriate racial comments during a verbal altercation with another student.

The former student requested multiple meetings with the Dean of Student Life & Discipline to address the charges brought before him/her. However, the student failed to attend all of the meetings scheduled per their request. Additionally, notification has been sent to the student on May 14, 2019, informing him/her of his/her rights to request a hearing; however, the former student has failed to request a hearing.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended the Governing Board to deny future readmission to the college for the former student with identification number 0683 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 & Discipline</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

June 27, 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 May 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:	<u>Kim Erickson, Executive Director, Business Services</u>
Submitted by:	<u>Lisa Bailey, Associate Superintendent, Business Services and Economic Development</u>
Recommended by:	<u>Henry Shannon, Superintendent/President</u>

CONTRACT AND CHANGE ORDER LIST¹

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2018CS579	Adrian Alfaro	Los Angeles, CA	For a not-to-exceed amount, provide live Mariachi music during the <i>2018 Chaffey College Latino Faculty & Staff Association Graduation Celebration</i> event, held on May 6, 2018, as approved by Special Populations and Equity. ²	\$400.00	Restricted General Fund
2018CS582	African Soul International	Rancho Cucamonga, CA	For a not-to-exceed amount, provide a dance and a drum performance during the <i>2018 Chaffey College 4th Annual Black African-American Graduation Celebration</i> event, on May 12, 2018, as approved by Special Populations and Equity. ³	3,211.50	Restricted General Fund
2018CS580	Alert Security Systems	Upland, CA	For a not-to-exceed amount, to rewire the high voltage electrical system needed to install new X-Ray equipment at the Rancho San Antonio Medical Center, for the period of May 21, 2018 through July 1, 2018, as approved by Facilities Development.	5,600.00	Unrestricted General Fund
2018CS603	Alert Security Systems Inc.	Upland, CA	For a not-to-exceed amount, to renovate rooms AD-191 and AD-109 in the Administration Building on the Rancho Cucamonga Campus, includes patch, repair, prime and paint all walls and brick areas, and installation of doors, for the period of April 17, 2018 through June 1, 2018, as approved by Facilities Development.	16,900.00	Unrestricted General Fund
2018PW593	Alert Security Systems Inc.	Upland, CA	For a not-to-exceed amount, to install a new drop ceiling, install new HVAC ducting work, rewire ceiling lighting, replace old lighting, and apply paint in room CCE-101B at the Campus Center East Building located on the Rancho Cucamonga Campus, for the period of April 2, 2018 through June 30, 2018, as approved by Facilities Development. ⁴	44,750.00	Restricted and Unrestricted General Funds
2018PW588	Alert Security Systems, Inc.	Upland, CA	For a not-to-exceed amount, to remodel the student dining area at the MACC Building, located on the Rancho Cucamonga Campus, for the period of April 25, 2018 through June 30, 2018, as approved by Facilities Development.	44,400.00	Unrestricted General Fund
2018PW614	Alert Security Systems, Inc.	Upland, CA	For a not-to-exceed amount, prepare, power wash, and paint several areas on the Fontana Campus, for the period of April 17, 2018 through May 31, 2018, as approved by Facilities Development.	6,300.00	Unrestricted General Fund

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

² Funded by Student Equity budget.

³ Funded by Student Equity budget.

⁴ Funded by Physical Plant & Instructional Support Block grant budget.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2018CS391	American Business Catalysts, Inc. and Anderson Business Coaching	Redlands, CA	Amendment 1 to increase the not-to-exceed amount for additional training and associated client consultation to District's clients and community partners to train full-time workers in the following areas, but not limited to: business skills, commercial skills, computer skills, continuous improvement, health care, management skills, manufacturing skills, literacy skills and safety skills, as approved by Economic Development. ⁵	\$5,000.00	Restricted General Fund
2018CS602	Ananda Ilcken	Yucaipa, CA	For a not-to-exceed amount, to deliver seminars, workshops, and training related to video game design, web design time, Minecraft – Building, and robotics, for the period of June 1, 2018 through August 2, 2018, as approved by Career Development & Distance Education.	7,650.00	Unrestricted General Fund
2018CS577	Annie Buckley	Los Angeles, CA	For a not-to-exceed amount, participate as a judge for the Spring Photography Show held at Montclair Plaza, in Montclair, on April 30, 2018, as approved by Visual and Performing Arts.	100.00	Unrestricted General Fund
2018PW563	Best Contracting Services, Inc.	Gardena, CA	For a not-to-exceed amount, to remove and replace the roof at the swimming pool office located at the Rancho Cucamonga Campus, for the period of May 1, 2018 through June 30, 2018, as approved by Facilities Development. ⁶	17,810.00	Restricted General and Capital Projects Funds
2018CS625	Blended Sounds of Joy	Rancho Cucamonga, CA	For a not-to-exceed amount, provide a choir performance during the <i>2018 Chaffey College 4th Annual Black African-American Graduation Celebration</i> event at the Rancho Cucamonga Campus, on May 12, 2018, as approved by Special Populations and Equity. ⁷	603.00	Restricted General Fund
2018CS616	Bradford Hurte	Woodinville, WA	For a not-to-exceed amount, to support the Energy, Construction and Utilities Sector (ECU) by providing project management services, which includes planning, tracking, reporting, and ensuring that Industry Sector Projects in Common (ISPIC) grant funds are successfully spent by the expiration date, for the period of April 1, 2018 through December 31, 2018, as approved by Economic Development. ⁸	15,700.00	Restricted General Fund
2018PW623	Burgess Moving and Storage	Riverside, CA	For a not-to-exceed amount, to provide as-needed moving and storage services for the Fontana Center Building (FNFC) during its renovation, for the period of May 1, 2018 through June 30, 2018, as approved by Facilities Development.	11,871.00	Unrestricted General Funds

⁵ Funded by Economic Development grant funds.

⁶ Funded by Physical Plant & Instructional Support Block grant budget.

⁷ Funded by Student Equity budget.

⁸ Funded by Economic Development grant funds.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2018CS525	Chino Valley USD	Chino, CA	Year 1 of a 3-Year Memorandum of Understanding in partnership with Chino Valley Unified School District (CVUSD), where Chaffey College will serve as the registration and fiscal agent to facilitate the delivery of a High School Summer Program, using fees generated from the program to satisfy expenses; net proceeds determined after expenses will be shared on a 50/50 basis between CVUSD and Chaffey College, for the period of April 1, 2018 through July 31, 2020, as approved by Career Development.	\$20,000.00	Unrestricted General Fund
2018CS576	Citizens Business Bank Arena	Ontario, CA	Use license agreement for venue rental, associated services, and catering for the <i>Chaffey College 101st Commencement Ceremony</i> on May 18, 2018, as approved by Student Services.	87,052.19	Unrestricted General Fund
2018CS615	Commline Inc.	Gardena, CA	For a not-to-exceed amount, to improve radio frequency for hand-held radios used by maintenance/operations and emergency operations, for the period of May 1, 2018 through July 1, 2018, as approved by Facilities/Physical Plant.	3,015.00	Unrestricted General Fund
2018CS327	Concentra Medical Centers	Rancho Cucamonga, CA	Amendment 1 to extend contract start date to July 1, 2017 in order to remit payment for invoices received for the month of July, and to increase the not-to-exceed amount for additional as-needed health services, which include, but are not limited to fitness for duty exams, vaccinations, and tests for faculty and/or staff, as approved by Human Resources.	300.00	Unrestricted General Fund
2018CS607	Cristal Quijada	Fontana, CA	For a not-to-exceed amount, participate in a panel titled, "Transfer Student Success Strategies" on April 27, 2018, as approved by EOPS. ⁹	150.00	Restricted General Fund
2018CS572	CurricUNET	Idaho Falls, ID	For a not-to-exceed amount, to provide CurricUNET hosting, maintenance and technical support, for the period of July 1, 2018 through June 30, 2019, as approved by Information Technology Services.	27,240.00	Unrestricted General Fund
2018CS638	Daryl C. Duncan	Moreno Valley, CA	For a not-to-exceed amount, provide DJ services for the <i>2018 Chaffey College 4th Annual Black African-American Graduation Celebration</i> event on May 12, 2018, as approved by Special Populations and Equity. ¹⁰	400.00	Restricted General Fund
2018PW612	Dovetail Decision Consultants, Inc.	San Anselmo, CA	For a not-to-exceed amount, to provide consulting services for furniture, fixtures, and equipment (FF&E) for the dining commons area at the Michael Alexander Campus Center on the Rancho Cucamonga Campus, for the period of May 1, 2018 through September 30, 2018, as approved by Facilities Development.	4,950.00	Unrestricted General Fund

⁹ Funded by Cooperative Agencies Resources for Education (CARE) budget.

¹⁰ Funded by Student Equity budget.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2018CS619	Enviser	Garden Grove, CA	For a not-to-exceed amount, to troubleshoot and repair two condenser units at the Fontana Campus, for the period of January 1, 2018 through July 1, 2018, as approved by Facilities/Physical Plant.	\$7,580.00	Scheduled Maintenance Fund
2018CS635	Fallen Leaf Films	Sacramento, CA	For a not-to-exceed amount, to deliver a series of high definition videos aligned with the criteria presented in the Industry Sector Projects in Common (ISPIC) video project specifications, for the period of May 8, 2018 through December 31, 2018, as approved by Economic Development. ¹¹	44,800.00	Restricted General Fund
2018CS640	Fiori Barton	Rancho Cucamonga, CA	For a not-to-exceed amount, facilitate a creative therapy and painting workshop for the 2018 general counselor retreat on May 17, 2018, as approved by Counseling. ¹²	460.00	Restricted General Fund
2018PW200	Golden Eagle Moving Services, Inc.	Upland, CA	Amendment 1 to increase the not-to-exceed amount for additional moving services associated with the Wignall Museum renovation, as approved by Administrative Affairs.	450.00	Measure L Fund
2018CS311	Graffiti Protective Coatings, Inc.	Los Angeles, CA	For a not-to-exceed amount, to provide as-needed graffiti removal services at the Rancho Cucamonga, Fontana, and Chino Campuses, and off-site centers, for the period of August 10, 2017 through June 30, 2018, as approved by Facilities/Physical Plant.	2,450.00	Unrestricted General Fund
2018CS611	Growth Perspectives in Education	Riverside, CA	For a not-to-exceed amount, provide a research-based workshop for the <i>2018 Living Lab Symposium</i> , for the period of March 1, 2018 through May 1, 2018, as approved by Math and Science. ¹³	2,820.00	Restricted General Fund
2018CS203	Immaculata Studios, LLC	Columbia Falls, MT	Amendment 3 to increase the not-to-exceed amount for additional digital creative services, as approved by Marketing and Public Relations.	4,000.00	Unrestricted General Fund
2018CS609	Immaculata Studios, LLC	Columbia Falls, MT	For a not-to-exceed amount, provide digital creative services including interviews, fieldwork footage, editing, and creation of a video for the <i>2018 Living Lab Symposium and the Campus as a Living Lab Initiative</i> , for the period of April 17, 2018 through May 17, 2018, as approved by Math and Science. ¹⁴	10,000.00	Restricted General Fund
2018PW604	Inland Signs Inc.	Rancho Cucamonga, CA	For a not-to-exceed amount, to manufacture and install room signage for the Science Complex buildings on the Rancho Cucamonga Campus, for the period of May 1, 2018 through August 1, 2018, as approved by Facilities Development. ¹⁵	18,877.65	Restricted and Unrestricted General Funds

¹¹ Funded by Economic Development grant funds.

¹² Funded by Student Success and Support Program budget.

¹³ Funded by Title III, STEM grant funds.

¹⁴ Funded by Title III, STEM grant funds.

¹⁵ Funded by Physical Plant & Instructional Support Block grant budget.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2018CS526	Juventino Monteon	Rialto, CA	For a not-to-exceed amount, provide DJ services during the <i>Extended Opportunities Programs and Services Graduation Luncheon</i> , held on May 4, 2018, at the Rancho Cucamonga Campus, as approved by EOPS. ¹⁶	\$500.00	Restricted General Fund
2018CS542	Kathleen L. Dutton	Lehi, Utah	For a not-to-exceed amount, to prepare and complete a response to the County of San Bernardino Request for Qualifications No. EDA 118-WDD-2895 High Desert Regional Training Center Project Manager, for the period of April 1, 2018 through June 30, 2018, as approved by Economic Development.	2,000.00	Unrestricted General Fund
2018CS104	Kevin Kaler	Rancho Cucamonga, CA	Amendment 3 to increase the not-to-exceed amount for additional training and curriculum development for the District's business clients and community partners, as approved by Economic Development. ¹⁷	1,500.00	Restricted General Fund
2018PW234	Knowland Construction Services, Inc.	Rancho Palos Verdes, CA	Amendment 1 to increase the not-to-exceed amount to provide additional services as project engineer to work and support the inspector for the Measure L Build Out Project, as approved by Administrative Affairs.	25,600.00	Measure L Fund
2018CS633	Landwirth Legacy Productions	Studio City, CA	For a not-to-exceed amount, to provide professional video and production services for the <i>2018 Chaffey College 4th Annual Black African-American Graduation Celebration</i> event, for the period of May 12, 2018 through June 30, 2018, as approved by Special Populations and Equity. ¹⁸	1,750.00	Restricted General Fund
2018CS639	Leith Ford	Hawthorne, CA	For a not-to-exceed amount, set up and tear down photo booth for the <i>2018 Chaffey College 4th Annual Black African-American Graduation Celebration</i> on May 12, 2018, as approved by Special Populations and Equity. ¹⁹	750.00	Restricted General Fund
2018CS449	Lorbel Inc.	Rancho Cucamonga, CA	Amendment 1 to increase the not-to-exceed amount to complete repairs to the uninterruptible power supply (UPS) in the server room on the Rancho Cucamonga Campus, and to extend the project completion date to June 30, 2018, as approved by Technical Services.	2,377.23	Unrestricted General Fund
2018CS564	Lorraine I. Gagliardi	La Verne, CA	For a not-to-exceed amount, to complete the District's Commission on Dental Accreditation (CODA) report and to build a curriculum in response to CODA required documentation, for the period of April 2, 2018 through June 30, 2018, as approved by Health Sciences.	15,960.00	Unrestricted General Fund

¹⁶ Funded by restricted Extended Opportunities Programs and Services funds.

¹⁷ Funded by Economic Development grant funds.

¹⁸ Funded by Student Equity budget.

¹⁹ Funded by Student Equity budget.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2018CS656	LV Integrators	North Hills, CA	For a not-to-exceed amount, to extend network connection by re-blowing fiber cable from the Museum Building to the Language Arts building, for the period of May 31, 2018 through June 30, 2018, as approved by Technical Services.	\$5,306.00	Unrestricted General Fund
2018CS644	Marco Rosales	Hesperia, CA	For a not-to-exceed amount, provide training and consulting services to the District's business clients, community partners and their full-time employees, in the following areas but not limited to: business skills, commercial skills, computer skills, continuous improvement, health care, management skills, manufacturing skills, literacy skills and safety skills, for the period of May 10, 2018 through June 30, 2018, as approved by Economic Development. ²⁰	1,040.00	Restricted General Fund
2018CS613	Melissa Holcombe	Redlands, CA	For a not-to-exceed amount, provide ECER-R and ITER-R assessments, data and feedback, in order to make the Child Development Center (CDC) aware of their quality rating which will allow the CDC to make realistic and achievable goals for quality improvement, for the period of April 17, 2018 through May 5, 2018, as approved by the Child Development Center.	2,400.00	Children's Center
2018CS531	Miller Electric MFG. LLC	Appleton, WI	For a not-to-exceed amount, provide training and consulting services to the District's business clients, community partners and their full-time employees in the following areas but not limited to: welding processes and filler metals 1, for the period of March 30, 2018 through June 30, 2018, as approved by Economic Development. ²¹	6,500.00	Restricted General Fund
2018CS620	Montgomery Hardware Co.	Rancho Cucamonga, CA	For a not-to-exceed amount, replace the restroom door at the Math Building located on the Rancho Cucamonga Campus, for the period of April 11, 2018 through June 30, 2018, as approved by Facilities/Physical Plant.	2,607.65	Unrestricted General Fund
2018CS624	Niki Tran	West Covina, CA	For a not-to-exceed amount, provide services as a subject area specialist for the evaluation of a full-time faculty member, for the period of January 22, 2018 through May 17, 2018, as approved by Instruction and Institutional Effectiveness.	500.00	Unrestricted General Fund
2018CS605	Pasco Doors	Pomona, CA	For a not-to-exceed amount, furnish and install one automatic single sliding three panel telescopic door, at the Center for the Arts (CAA) building on the Rancho Cucamonga Campus, for the period of May 11, 2018 through June 30, 2018, as approved by Facilities/Physical Plant.	9,103.14	Unrestricted General Fund

²⁰ Funded by Economic Development grant funds.

²¹ Funded by Economic Development grant funds.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2018CS653	Pasco Doors	Pomona, CA	For a not-to-exceed amount, furnish and install one automatic sliding door at the Center for the Arts (CAA) building on the Rancho Cucamonga Campus, for the period of May 11, 2018 through June 30, 2018, as approved by Facilities/Physical Plant.	\$7,335.43	Unrestricted General Fund
2018CS86	Quick Caption Inc.	Riverside, CA	Amendment 2 & 3 to increase the not-to-exceed amount for additional sign language interpreting services, as approved by Disabled Program Services. ²²	19,900.00	Restricted General Fund
2018CS550	Quiel Bros Electric Co Inc.	San Bernardino, CA	For a not-to-exceed amount, remove and dispose of the existing electronic display and install a new electronic display for the marquee at Rancho Cucamonga Campus, for the period of April 19, 2018 through June 30, 2018, as approved by Facilities Development.	81,370.00	Unrestricted General Fund
2018CS629	RDM Electric Co., Inc.	Chino, CA	For a not-to-exceed amount, troubleshoot electrical stage lighting circuits at the Theatre Building located at the Rancho Cucamonga Campus, for the period of May 1, 2018 through June 30, 2018, as approved by Facilities/Physical Plant. ²³	9,650.00	Restricted General Fund
2018PW592	Reillys Plumbing	Alta Loma, CA	For a not-to-exceed amount, install new plumbing and three floor sinks for the new Starbucks location at the dining commons located at the MACC Building on the Rancho Cucamonga Campus, for the period of April 25, 2018 through June 30, 2018, as approved by Facilities Development.	19,900.00	Unrestricted General Fund
2018PW458	S&K Engineers	Monrovia, CA	For a not-to-exceed amount, provide electrical engineering services for the transformer replacement project on the Rancho Cucamonga Campus, for the period of February 27, 2018 through June 30, 2018, as approved by Facilities Development. ²⁴	27,350.00	Restricted General Fund
2018CS636	Sally B. Reynolds	Fontana, CA	For a not-to-exceed amount, provide a dance performance for the <i>2018 Chaffey College 4th Annual Black African-American Graduation Celebration</i> event on May 12, 2018, as approved by Special Populations and Equity. ²⁵	300.00	Restricted General Fund
2018CS578	Saul Juarez	San Bernardino, CA	For a not-to-exceed amount, provide DJ entertainment services during the <i>Chaffey College 101st Commencement Ceremony</i> , held at the Citizens Business Bank Arena on May 18, 2018, as approved by Student Services.	300.00	Unrestricted General Fund
2018CS289	Scott McLeod Plumbing, Inc.	Alta Loma, CA	Amendment 1 to increase the not-to-exceed amount for additional as-needed emergency plumbing services at all Chaffey College campuses and off-site centers, as approved by Facilities/Physical Plant.	5,000.00	Unrestricted General Fund

²² Funded by Disability Programs and Services (DPS) budget.

²³ Funded by Physical Plant & Instructional Support Block grant budget.

²⁴ Funded by Physical Plant & Instructional Support Block grant budget.

²⁵ Funded by Student Equity budget.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2018CS631	Siemens Industry Inc.	Cypress, CA	For a not-to-exceed amount, conduct fiber test services at the Rancho Cucamonga Campus, for the period of March 1, 2018 through June 30, 2018, as approved by Facilities/Physical Plant.	\$3,493.00	Capital Projects Fund
2018PW144	Southland Industries	Garden Grove, CA	For a not-to-exceed amount, furnish and replace the cooling tower strainer at the Central Plant located on the Rancho Cucamonga Campus, for the period of May 1, 2018 through June 30, 2018, as approved by Facilities Development. ²⁶	31,500.00	Restricted General Fund
17P15	SVA Architects, Inc.	Santa Ana, CA	Amendment 1 to increase the not-to-exceed amount to complete topography surveys for the Chino and Fontana Mixed Use Buildings project, as approved by Administrative Affairs.	37,800.00	Capital Projects Fund
2018CS618	Thought Leadership Lab	Redwood City, CA	For a not-to-exceed amount, develop and assist in executing an integrated leadership strategy to be implemented by all Energy, Construction & Utilities (ECU) team members, for the period of April 30, 2018 through December 31, 2018, as approved by Economic Development. ²⁷	30,000.00	Restricted General Fund
2018CS606	Tiffany Mims	Upland, CA	For a not-to-exceed amount, to participate in a panel titled "Transfer Student Success Strategies" on April 27, 2018, as approved by EOPS. ²⁸	150.00	Restricted General Fund
2018CS610	Trinity Construction, Inc.	Upland, CA	For a not-to-exceed amount, install drywall over four existing moveable wall units at the Wignall Museum, for the period November 29, 2018 through January 31, 2019, as approved by Facilities/Physical Plant.	5,981.00	Measure L Fund

List reflects contracts entered into and change orders to existing contracts for the month of May 2018.²⁹

²⁶ Funded by Physical Plant & Instructional Support Block grant budget.

²⁷ Funded by Economic Development grant funds.

²⁸ Funded by Cooperative Agencies Resources for Education (CARE) budget.

²⁹ Funding for all contracts and change orders on this list are included in the 2017-2018 adopted district budgets.

CHAFFEY COMMUNITY COLLEGE

WARRANT REGISTER REPORT

FOR THE MONTH OF MAY 2019

GENERAL FUNDS (10)

PAYROLL	7,346,995.64	
COMMERCIAL	<u>6,766,223.19</u>	
TOTAL FUND (10)		14,113,218.83

SCHEDULED MAINTENANCE FUND (42) 9,497.28

BUILDING FUND (40) 592,939.63

EARLY RETIREMENT FUND (61) 1,627.84

VACATION LIABILITY (69) -

CAPITAL OUTLAY PROJECT FUND (41) 687,341.08

CHILD DEVELOPMENT FUND (33)

PAYROLL	86,381.52	
COMMERCIAL	<u>3,325.73</u>	
TOTAL FUND (33)		89,707.25

TOTAL ALL FUNDS **\$ 15,494,331.91**

PAYROLL WARRANT/ADVICE NUMBERS

125575-125762 406806-408875 *(125611-125624, 125643-125701 voided)*

COMMERCIAL WARRANT NUMBERS

1013720-1013853 1716749-1717847

PURCHASE ORDER NUMBERS

BPO's	13921-13934	\$ 121,710.00
PO's	52458-52842	\$ 2,261,480.82