



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

Wednesday, November 20, 2019

City of Fontana

City Hall Council Chambers

8353 Sierra Avenue

Fontana, CA 92335

- I. **REGULAR SESSION**
 - A. CALL TO ORDER (2:05 p.m.)

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

- III. **STUDY SESSION**
 - A. CONVENE IN OPEN SESSION
 - B. AGENDA
 - 1. Professional Development Monitoring Report
 - 2. Sabbatical Report – Rachel Hanna
 - 3. Sabbatical Report – Paula Snyder
 - 4. Sabbatical Report – Charles Williams

- 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
 - a. International Facilities Management Association (IFMA) Award – Trina Lujano
 - 4. Foundation
 - D. REPORTS
 - 1. Closed Session Actions
 - 2. Monitoring
 - a. Professional Development Monitoring Report
 - b. Quarterly Investment Report and Annual Statements of Investment Guidelines

(continued on page 2)

E. **CONSENT AGENDA**

1. Governance Process
 - a. Approval of Minutes, October 24, 2019
 - b. Resolution – Compensation for Trustee When Absent

2. Academic Affairs
 - a. 2020 Summer Academic Calendar
 - b. 2020-2021 Academic Calendar
 - c. Curriculum
 - d. Sabbatical Report – Rachel Hanna
 - e. Sabbatical Report – Paula Snyder
 - f. Sabbatical Report – Charles Williams

3. Business/Fiscal Affairs
 - a. 2019-2020 California State Preschool (CSPP-9418) Amendment 01
 - b. 2019-2020 General Child Care and Development Programs (CCTR-9187) Amendment 01
 - c. Budget Increase – Measure P Bond Fund – Series A Issuance
 - d. Budget Increase – Restricted General Fund
 - e. Disposal of District Property: Electronic Equipment and Miscellaneous Materials

4. Human Resources
 - a. Hourly Position Certification
 - b. Management Personnel Plan/Employment Contract
 - c. Student Worker Position Certification

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, December 12, 2019.

AGENDA ITEM Chaffey Community College District GOVERNING BOARD

(Information)

November 20, 2019

Board Meeting Date

TOPIC PROFESSIONAL DEVELOPMENT MONITORING REPORT

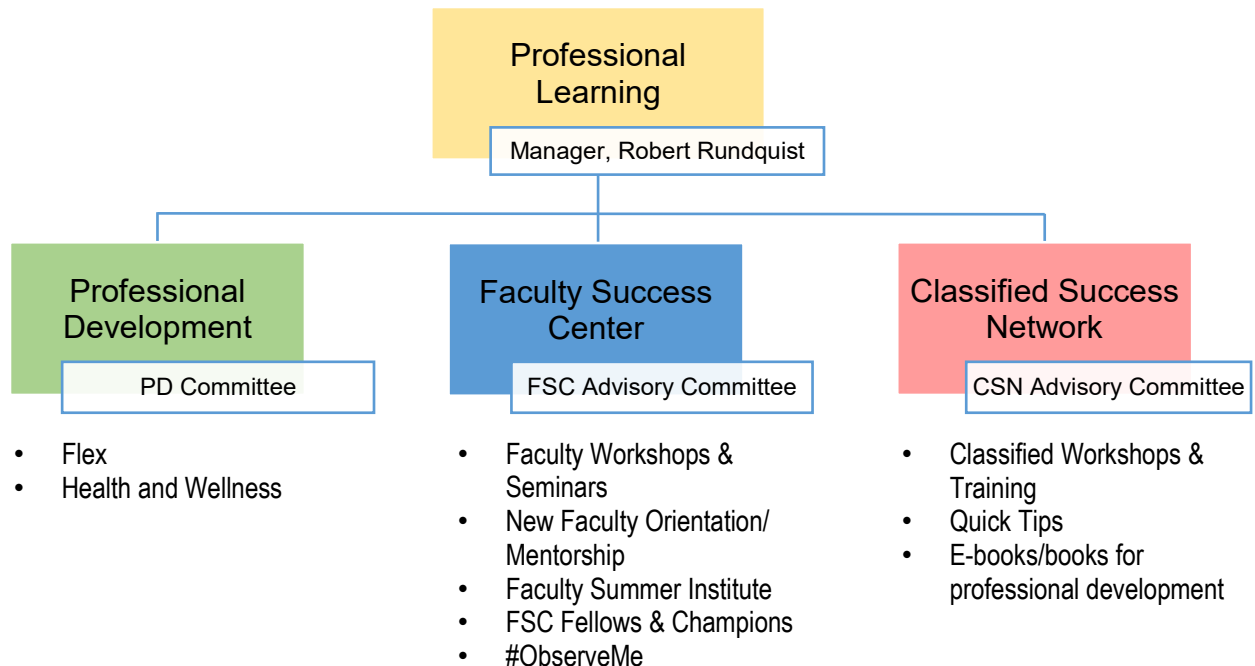
Communication No. IV.D.2.a

SUPPORTS BOARD ENDS STATEMENT/POLICY

BP 7150 Evaluation and Professional Growth – Provide professional development opportunities, consistent with the institutional mission and based on identified teaching and learning needs for administrators, faculty, and classified staff.

ACTIVITIES THAT ADDRESS THE ENDS POLICY

The attached infographics illustrate the activities that support professional development at Chaffey College. These activities are implemented through the following entities: the Professional Development Committee, the Faculty Success Center (FSC), and the Classified Success Network. The graph below demonstrates the ways that these entities work collaboratively to ensure that Chaffey College employees have the opportunities for growth and learning that make Chaffey College excellent.



MEANS OF ASSESSMENT

The reports illustrate that professional learning activities are closely connected to research efforts to ensure that the intended outcomes are measured and reviewed. Institutional Research partners with Professional Development, the Faculty Success Center, and the Classified Success Network in two ways: 1) facilitating a needs assessment for stakeholder groups every three years so that programming is informed by the field and 2) facilitating pre/post or post only survey that measure the depth and duration of the learners'

PROFESSIONAL DEVELOPMENT MONITORING REPORT

November 20, 2019

Page 2

experiences. Because of this research, the stakeholder groups can confidently evaluate the results of the programming that has occurred. Additionally, New Faculty Orientation participants create and implement an action research project that is shared at the Innovation Gallery Showcase during Fall Flex. The action research projects serve as a means of assessing the impact of specific innovations in the classroom.

SUMMARY OF EVIDENCE

The evidence from the survey data indicate overwhelming levels of satisfaction with the activities planned by all three groups. The needs assessment results contribute to that satisfaction since all planning groups use the themes identified in the assessment study to create programming. From those assessments, specific themes emerge: equity/multiculturalism, student success, hope and mindset, project management, technology, collaborating in the workplace, and alternative teaching/work strategies. Pre and post data provide another level of insight as to whether or not the activity resulted in deep learning, or whether or not a topic is offered again or in a more in-depth delivery based on the learning evidenced over time.

USE OF RESULTS FOR PLANNING

All groups use the results described above to inform the future of offerings. Further, statewide initiatives and trends inform planning as well. For instance, Flex continues to be a more inclusive event with strands identified for management and staff, as well as faculty. The results are also used to plan other events like the Faculty Summer Institute, Flex workshops, or classified workshops.

Prepared by:	<u>Robin Witt, Faculty Success Center Facilitator</u>
Submitted by:	<u>Laura Hope, Acting Associate Superintendent, Instruction and Institutional Effectiveness</u>
Recommended by:	<u>Henry D. Shannon, Superintendent/President</u>



Professional Development/ Faculty Success Center ANNUAL REPORT

PROFESSIONAL DEVELOPMENT MISSION

The mission of the Professional Development (PD) is to promote and enhance student success and employee effectiveness through learning opportunities that encourage innovation, stimulate professional growth, and enhance the expertise of Chaffey College employees. The PD Committee has continued to be dedicated to three primary goals: Flex, Health and Wellness, and the coordination of faculty and staff development efforts.

SUPPORTS BOARD ENDS STATEMENT/POLICY BP 7150

Professional Development Activities 2018-2019

Fall Flex 2018: “Transforming the Student Experience” (Breakout Sessions for Guided Pathways)

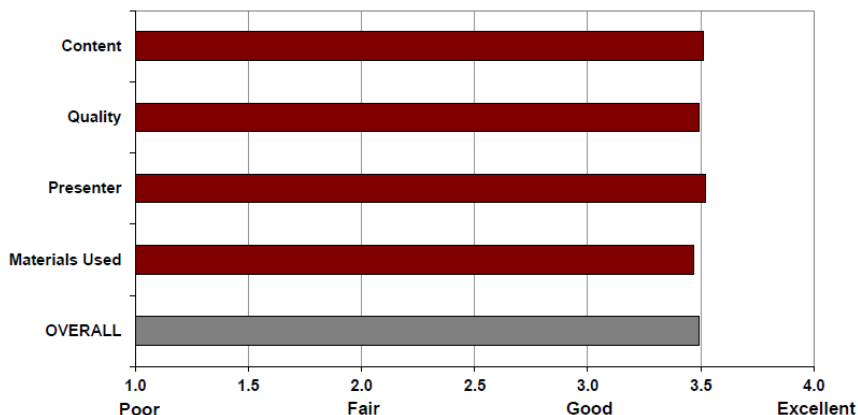


27 workshops
over 2 days



623 participants

FALL 2018 PROFESSIONAL DEVELOPMENT “FLEX” ACTIVITIES Aggregate Evaluation of All Scheduled Flex Activities



Activity Evaluation	N	Mean*	Excellent		Good		Fair		Poor		Not Applicable	
			N	%	N	%	N	%	N	%	N	%
Content	1,000	3.51	602	60.2	296	29.6	67	6.7	16	1.6	19	1.9
Quality	1,000	3.49	589	58.9	305	30.5	69	6.9	18	1.8	19	1.9
Presenter	1,000	3.52	567	56.7	275	27.5	62	6.2	15	1.5	81	8.1
Materials Used	1,000	3.47	571	57.1	285	28.5	80	8.0	20	2.0	44	4.4
OVERALL	1,000	3.49	592	59.2	298	29.8	76	7.6	16	1.6	18	1.8

*Note: Means calculated excluding 'Not Applicable' responses, which were coded as 0; Excellent = 4, Good = 3, Fair = 2, Poor = 1

Would you recommend this activity to others (N = 1,000):

Yes = 94.8%

No = 5.2%

Professional Development Activities 2018-2019

Spring Flex 2019: "Empowering Students for Success" (Keynote, Dr. Calvin Mackie)



25 workshops
over 2 days



503 participants

Examples of Feedback from Spring Flex:

"I am really excited to incorporate the HOM guidelines into my curriculum. I think students should be able to explore the meanings of the assignments and activities I give them. I also think they will be able to acquire self-esteem and confidence in public speaking if they are able to take risks and use metacognition to evaluate the processes they use when they are brainstorming speech topics, starting the research process, and practicing the delivery of their speeches."

"I will use the knowledge/updates about the college and Mackie's presentation to support students as I share hope mindset in the classes that I teach. The presenter gave many examples of hope and shared stories about diverse communities. I will incorporate his style in some of my course discussions."

"We learned how we could use Focus2Career in our classrooms. We learned about the tools and each of the components that were involved in Focus2Career to help equip our students on helping them to select the right major and career path for themselves as it links them to Chaffey college majors based on their career results."

Faculty Lecture Day 2019: "Mesmerized: The Relationship Between Technology Use and Social Interaction" by Julie Song



5 workshops in
a ½ day



243 participants

PD Health and Wellness Activities 2018-2019

Practicing Mindfulness

Anxiety and depression is increasing in our students and ourselves, and practicing mindfulness is a proven strategy for reducing the effects of anxiety and depression. In this workshop, you will learn some benefits of practicing mindfulness with yourself and your students and colleagues. The workshop will include a guided meditation.

Presenter: Rose Ann Osmanian
When: November 1 from 12:30 pm-1:30 pm
Where: ATL-110
Registration is limited to 15 participants



7

Participants



CHAFFEY COLLEGE PROFESSIONAL DEVELOPMENT COMMITTEE PRESENTS...

MINDFULNESS THROUGH RELAXATION

Facilitated by Elaine Martinez

APRIL 24, 2019
12:30PM - 1:30PM
GYM-135

Need to relax? Come for some relaxation techniques! Come breathe deep and learn how to teach your breathing techniques. You will close the workshop with a guided meditation to help you self

12

Participants

Chaffey College
HEALTH FAIR
FUN FOR EVERYONE!
BROUGHT TO YOU BY THE PROFESSIONAL DEVELOPMENT COMMITTEE.

SCREENINGS & DEMOS FOR ALL!
- MASSESSES - BOOTCAMP DEMO
- VISION SCREENING - COOKING DEMO
- BLOOD PRESSURE - ESSENTIAL OILS DEMO
- POSTURE CHECKAND MORE TO COME!

WIN A 40" TV!!
AND MANY OTHER PRIZES!

APRIL 16TH, 2019 FROM: 11AM- 2PM

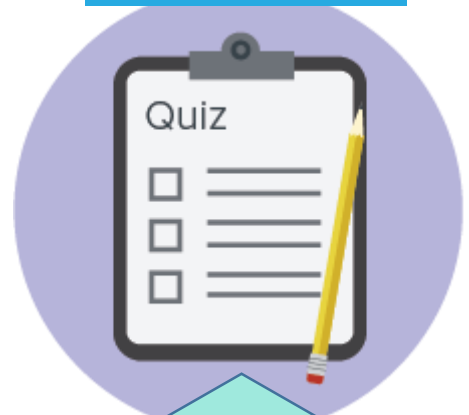
SNACKS & REFRESHMENTS
NUTRITIONAL BARS AND HEALTHY BEVERAGES!

FEATURED VENDORS:
- CHIROPRACTOR
- DENTAL
- OPTOMETRIST
AND MUCH MORE!

250

Participants

Health and Wellness Quiz



139

Participants

Faculty Success Center 2018-2019



Workshops/Tech Fridays

1-2 hour interactive activities addressing specific strategies, issues, skills related to teaching, learning, and student success



Seminars

Intensive learning with numerous opportunities for faculty to discuss, explore, and apply principles or strategies to their own instruction/interaction with students (4 hours each Friday for 1 or 2 Fridays, paid)



PODs

Professional Opportunities for Dialogue (PODs) are learning communities where faculty explore a specific topic together, discuss best practices, and share their discoveries in a future workshop



Promoting the Scholarship of Teaching and Learning



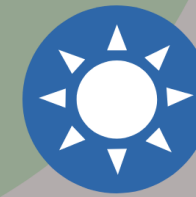
Faculty Inquiry Teams (FITs)

A team of faculty conduct qualitative and quantitative research over the course of 10 months to address a specific issue at Chaffey (paid)



Faculty 2 Faculty

Individual faculty consult and collaborate with other faculty

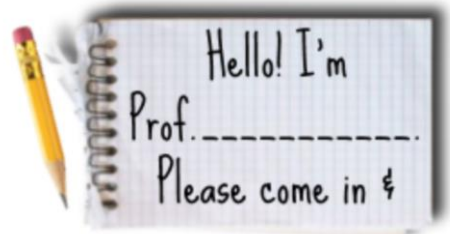


Faculty Summer Institute (FSI)

Intensive instruction providing faculty with interactive, collaborative, and deep learning around a specific theme (20 hours, multiple days, paid - after spring/before summer session)

FSC Phone (909) 652-6970 | facultysuccesscenter@chaffey.edu | <http://www.chaffey.edu/profdev/FSC/index.html>

#ObserveMe provides an opportunity for faculty to grow and improve their practice by observing others in action. A list of faculty who are open to being observed is available to all faculty each semester. Observations and/or feedback will not be used in any evaluation process.



Faculty Success Center 2018-2019

Fall 2018 Workshops

- Habits of Mind: Thinking Flexibly
- Supporting & Engaging Transgender Students
- Reducing Unconscious Bias
- Microaggressions in Education
- Supporting & Engaging Transgender Students
- Cognitive Empathy
- Gamification & Critical Thinking
- Habits of Mind: Thinking About Thinking
- Screencasting & YouTube
- How to Be an Undocu-Ally
- Using Diigo in the Online Classroom

Fall 2018 Seminars

- Communicating Empathy to Students

Example of Open-Ended Feedback: What was most meaningful/helpful about the seminar?

“Listening to other people’s strategies always helps me to come up with new activities of my own.”

Spring 2019 Workshops

- Building a Front Page for Your Online Course
- Decoding Distance Ed - Brown Bag Discussion
- Punctuated Lecture
- Optimizing and Using Canvas Gradebook
- "ZOOM" into Online Meetings/Student Conferences
- Women in STEM
- Decoding Distance Ed - Brown Bag Discussion
- Infusing Career Exploration in Instruction
- The Flipped Classroom
- Student Development Theory and Applications
- Using Audio and Video in Distance Ed
- Using the 2018-19 College Book

Spring 2019 Seminars

- Fostering Equity Through Metacognitive Strategies
- Humanizing Online Instruction
- Taking a Deep Dive into Teaching & Counseling Students of Color

Spring 2019 Online Course Offerings

- Black Lives Matter (a collaboration with the Special Populations and Equity Program)

Example of Assessment Results

Descriptive Statistics Stemming from Responses to Statements about the Fostering Equity Seminar (N = 16)

Field	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
I understand how metacognition promotes equity in the classroom and beyond	11	5	0	0	0
I have metacognitive strategies or activities to promote equity in the classroom	7	9	0	0	0
I plan to incorporate metacognitive teaching and learning strategies with my students	11	4	1	0	0

Faculty Success Center 2018-2019

New Faculty Orientation 2018

16 new tenure-track faculty

16 Fridays, 9am-12

Example of NFO Session Topics

- Campus Tour
- Chaffey's history, culture, and values
- Strategic Plan
- Infusing Hope and Mindset in Instruction
- Multicultural Training/Inclusive Instruction/Equity
- Metacognitive Strategies/Guided Pathways
- Behavioral Intervention Team/ Student Discipline
- Effective Student Engagement Strategies
- Effectively working with and supporting DPS students
- Curriculum and SLO Processes
- Shared Governance
- Program and Services Review (PSR)
- Distance Education and Fast Track Best Practices
- Action Research

Survey Question	Number of Responses	Mean Score	Score of 6 or Higher	Score of 1 - 5
I learned new information, techniques, and/or strategies that will positively benefit my work with students	14	6.93	100.0%	0.0%
I can use what I learned through these orientation meetings in my work	14	6.93	100.0%	0.0%
I feel informed about various topics addressed throughout the semester	14	6.79	100.0%	0.0%
The presenters were knowledgeable about the topics they covered throughout the semester	14	6.93	100.0%	0.0%
Overall, these orientation meetings were helpful	14	6.93	100.0%	0.0%
The NFO allowed me to connect with other faculty and administrators at Chaffey	14	7.00	100.0%	0.0%
NFO had a positive impact on my first semester as a full-time faculty member at Chaffey	14	7.00	100.0%	0.0%

Example Open-ended feedback: How did NFO impact you?

- "I achieved an overall understanding of the college and connected with many faculty and administrators from 3 different campuses."
- "I so appreciate the opportunity to learn about the campus culture alongside some awesome people. I was able to interact with talented faculty that helped me learn about the college and best practices."
- "Lots of good techniques to use in the classroom and a fantastic opportunity to get connected to the community and form bonds with colleagues. "
- "It showed me that this college values my development and cares about how connected and informed I am."

Faculty Success Center 2018-2019

Faculty Summer Institute 2018

“Ease on Down the Road: Empowering Student Success”



32 participants



20 hours



4 days

FSI 2018 Topics:

- Habits of Mind
- Ice Breakers
- Norm Setting
- Metacognition Strategies
- Guided Pathways
- 21st Century Skills
- Experiential Learning
- Makerspace and Living Lab
- Growth Mindset
- Syllabus Design
- Reading Apprenticeship Strategies
- Active and Collaborative Learning
- Career Exploration for Students
- Connections to Campus Services & Programs
- Action Research

“It’s a good way to meet other faculty at Chaffey and to make new connections with them. It’s also a good way to learn new pedagogies, teaching strategies, approaches and coming up with new activities for your class. It’s a good four days to become inspired. It’s a lot of work, but worth it.”

Pre-to-Post Changes on Familiarity Items and Corresponding Effect Sizes

Statements	N	Mean Response		Effect Size	Significant
		Pre	Post		
Metacognitive Strategies	20	3.2	4.25	1.05	Yes
21 st Century Skills	20	3.2	4.15	0.95	Yes
Habits of Mind	20	3.15	4.15	1.00	Yes
Growth Mindset	20	3.7	4.53	0.83	Yes

FSC CHAMPIONS

FSC Champions are representatives for the FSC to each school at Chaffey. They have attended training in active learning and can serve as resources to faculty in their schools. If you cannot attend an FSC workshop or if you need ideas for innovating in your instruction, feel free to contact the FSC or your champion.

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CHINO CAMPUS

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PERFORMING ARTS**

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COUNSELING

Fall 2018 Workshops



- Microaggressions (with Special Populations and Equity Programs—2 offerings)
- BLOOM 1 (with Special Populations and Equity Programs)
- BLOOM 2
- Inbox Zero
- Getting to Know CalWorks

Spring 2019 Workshops



- Google Docs
- Leadership and Team Development
- Outlook Workshop
- Office 365 & OneDrive
- Excel (Intermediate to Advanced) Part 1
- Excel (Intermediate to Advanced) Part 2
- Conflict to Solution

Summer 2019 Workshops



- First Aid



Example of Assessment Results

Descriptive Statistics Stemming from Responses to Statements about First Aid Training (N = 7)

Field	Strongly Disagree	Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Agree	Strongly Agree
I would recommend this workshop to a colleague.	0	0	0	0	0	0	7
I feel confident in my First Aid skills.	0	0	0	0	1	2	4
I will use what I learned today while doing my work.	0	0	0	1	0	1	5
The skills I learned today will be useful in the future.	0	0	0	0	0	1	6
The workshop was effective in teaching new skills and abilities.	0	0	0	0	0	0	7

Examples of Open-ended Feedback Comments:

- "I was very pleased with what I learned in the workshop and I would love to explore Excel even further. I would like to attend more workshops that teach Microsoft Office, especially Word."
- "A good leader takes the blame and doesn't blame others. That will stick with me forever."
- "The training was extremely helpful in helping us move forward with utilizing OneDrive as my main source for being able to share files with colleagues and being able to edit at the same time. The amount of usage is amazing that we have available! Thank you for a great training."

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

November 20, 2019

Board Meeting Date

TOPIC **QUARTERLY INVESTMENT REPORT AND ANNUAL STATEMENTS OF INVESTMENT GUIDELINES**

Communication No. IV.D.2.b

SUPPORTS BOARD POLICY

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

PROPOSAL

To present the quarterly investment report and the annual statements of investment guidelines for information only.

BACKGROUND

As provided in Government Code 53646, the district investment reports may be presented to the board quarterly and the investment guidelines annually. The quarterly investment report for the quarter ended September 30, 2019, and the investment guidelines are attached. The investment guidelines include the general investment guidelines statement and the investment guidelines statement for construction funds.

BUDGET IMPLICATIONS

Funding Source – All funds

Status of Funds – N/A

Future Implications – N/A

RECOMMENDATION

To review the quarterly investment report for the quarter ended September 30, 2019 and the investment guidelines as presented.

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

Chaffey Community College District Investment Report



Governing Board

Gloria Negrete McLeod, President
Gary C. Ovitt, Vice President
Lee C. McDougal, Clerk
Katherine Roberts, Member
Kathleen R. Brugger, Immediate Past President

Nikeenia Williams, Student Trustee

Dr. Henry D. Shannon, Superintendent/President

September 30, 2019

Chaffey Community College District

Investment Report

Summary

For The Period Ended September 30, 2019

General Portfolio	Fund Value	Market Value
General Portfolio		
District Funds Investment Pool	\$ 302,580,924	\$ 304,539,302
Other Investments	4,447,903	4,479,529
Irrevocable Trusts	8,319,810	10,330,118
Chaffey District Funds with Financial Institutions - Bank Deposits	1,789,728	1,789,728
Total General Portfolio	\$ 317,138,365	\$ 321,138,676

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



Lisa Bailey

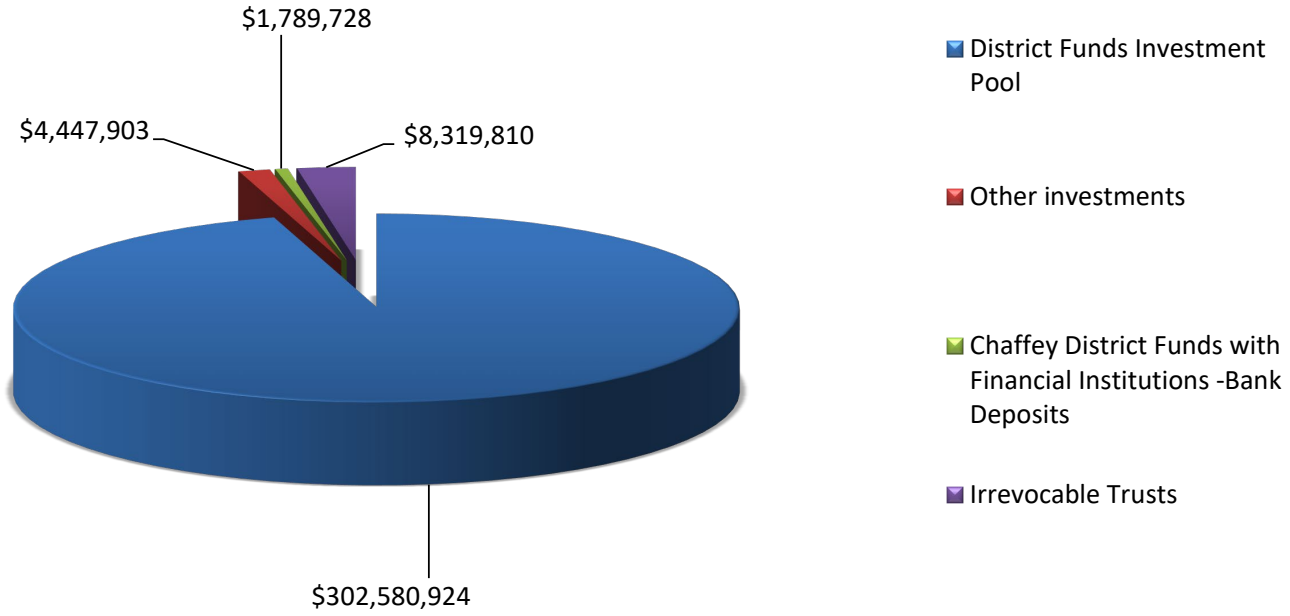
Associate Superintendent, Business Services & Economic Development

Chaffey Community College District

Investment Report

Summary

For The Period Ended September 30, 2019



Chaffey Community College District

Investment Report

Chaffey District Funds in San Bernardino County Investment Pool

For The Period Ended Septmeber 30, 2019

Funds/Accounts in County Investment Pool	Fund Number	Account Number	Fund Total	
General Fund	10	9110	\$ 45,223,522	
Bond Debt Service Fund	21	9110	34,317,896	
Children's Center	33	9110	2,649,764	
Bond Fund - Measure L	40	9110	5,703,544	
Capital Projects	41	9110	12,937,720	
Scheduled Maintenance	42	9110	255,708	
Bond Fund - Measure P	43	9110	199,355,574	
Bond Fund - Measure L: Series D	45	9110	3,718	
Bond Fund - Measure L: Series E	46	9110	6,262	
Self-Insurance Fund	61	9110	1,621,099	
Vacation Liability	69	9110	506,117	
Total Funds in County Investment Pool			\$ 302,580,924	*Market Value Share
			\$ 302,580,924	\$ 304,539,302
Annualized Yield for Quarter Ended	9/30/2019	2.16%		
Annualized Yield for Quarter Ended	6/30/2019	2.27%		

Other Investments	Fund Total	Market Value
US Bank/Payden & Rygel - Series E	4,447,903	4,479,529
Total Other Investments	\$ 4,447,903	\$ 4,479,529

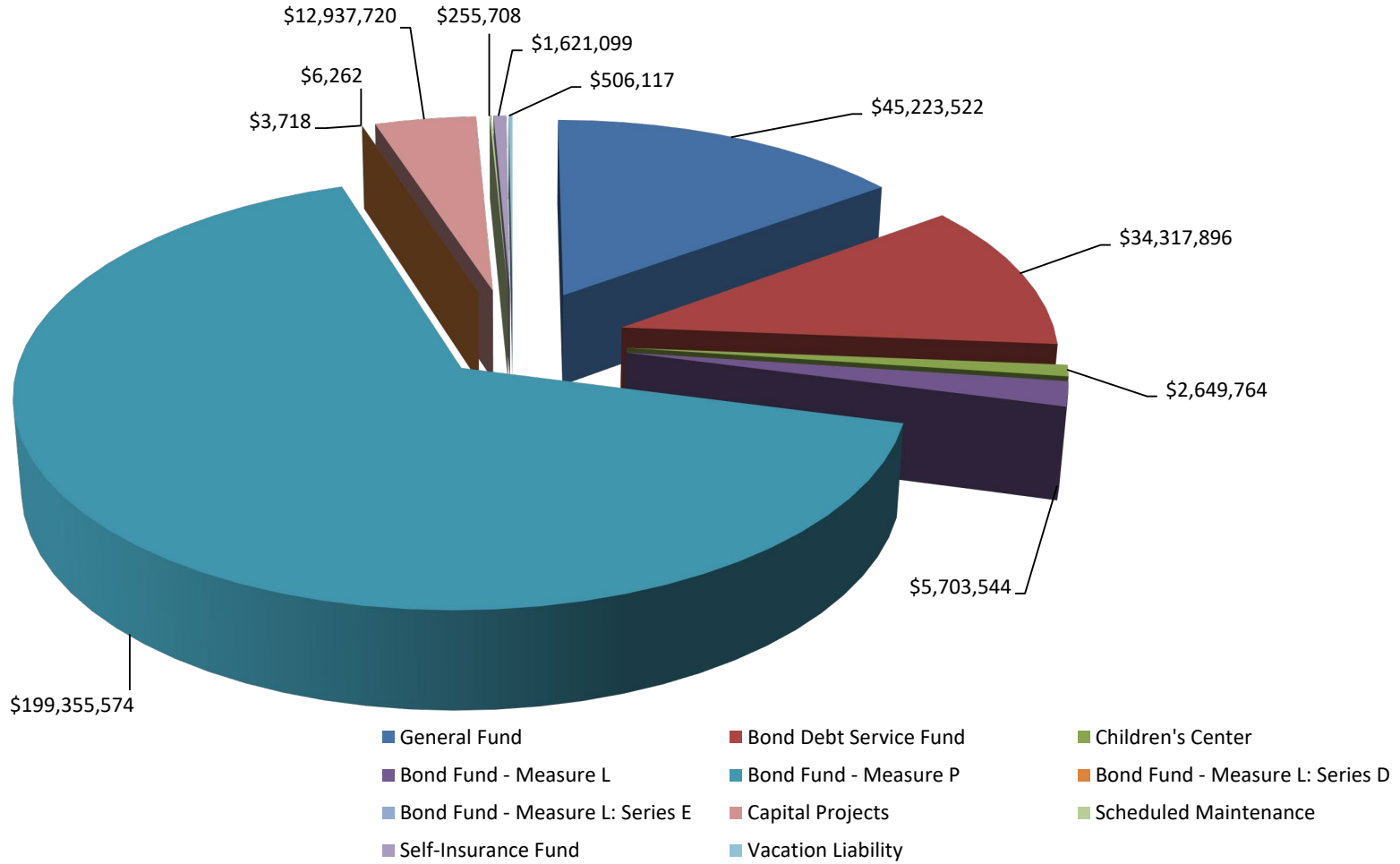
Irrevocable Trusts	Fund Total	Market Value
Benefit Trust Company - Other Post Employment Benefits (OPEB)	7,176,491	8,869,436
Benefit Trust Company - Pension Stabilization Trust (PST)	1,143,319	1,460,681
Total Irrevocable Trusts	\$ 8,319,810	\$ 10,330,118

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

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

Chaffey Community College
Investment Report

Chaffey District Funds in San Bernardino County Investment Pool
For The Period Ended September 30, 2019



Chaffey Community College District

Investment Report

San Bernardino County Pool Summary

For The Period Ended September 30, 2019

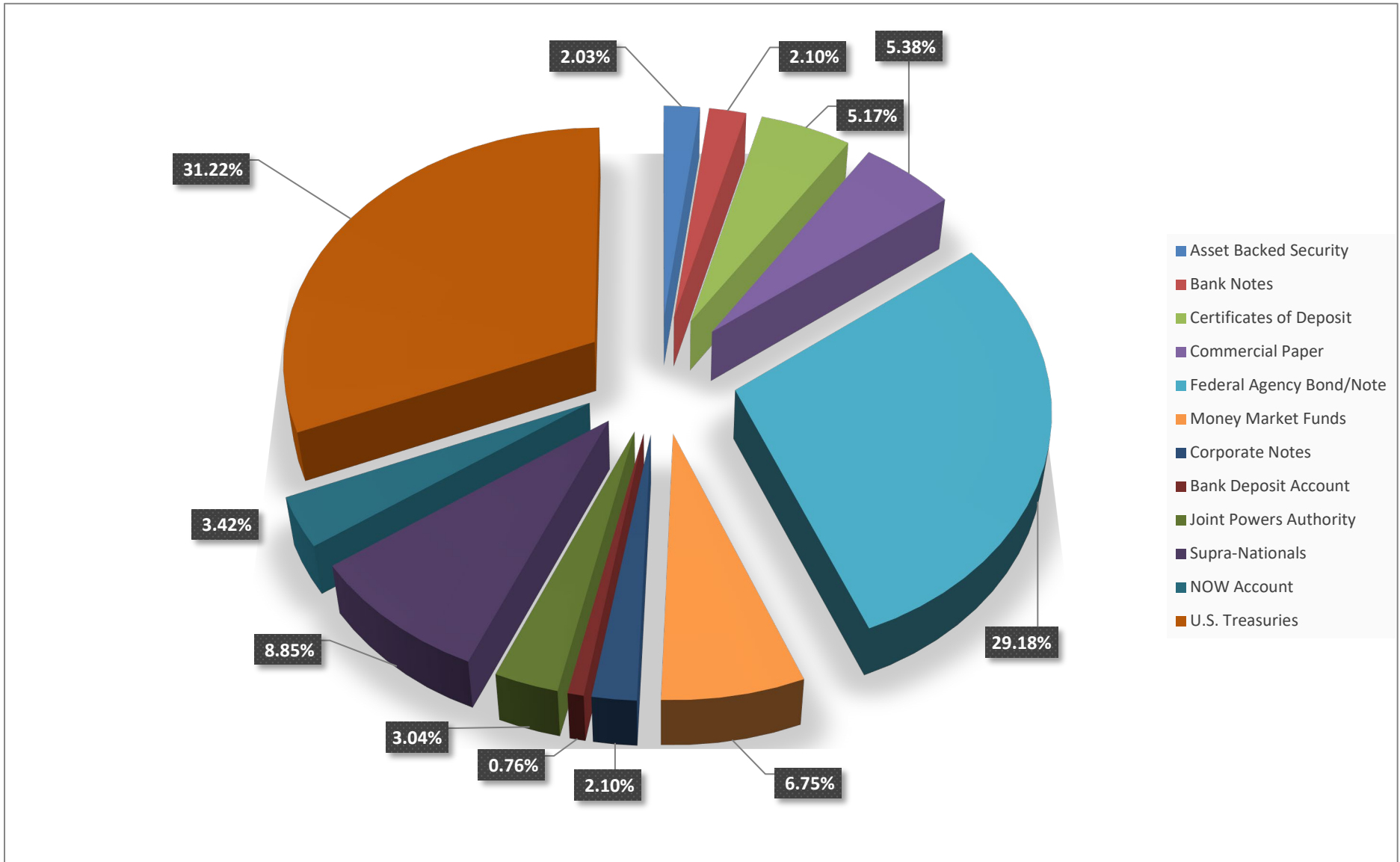
Security Type	Par(\$)	Amortized Cost	Market Value	Yield to Maturity
Asset backed Security	\$ 132,600,000	\$ 132,820,197	\$ 133,474,260	2.37%
Bank Notes	137,000,000	137,045,124	137,817,115	2.56%
Certificates of Deposit	340,000,000	340,000,000	339,797,626	2.18%
Commercial Paper	355,000,000	354,140,222	354,170,145	2.22%
Corporate Notes	137,050,000	136,467,580	138,075,540	2.64%
Federal Agencies	1,900,698,000	1,900,966,718	1,919,287,379	4.22%
Supre - National	580,000,000	577,802,610	581,954,580	4.31%
Money Market Funds	444,000,000	444,000,000	444,000,000	1.80%
Bank Deposit Account	50,000,000	50,000,000	50,000,000	1.80%
Joint Powers Authority	200,000,000	200,000,000	200,000,000	2.12%
NOW Account	225,000,000	225,000,000	225,000,000	2.10%
U.S. Treasuries	2,050,000,000	2,034,748,474	2,053,577,675	2.13%
Total Securities	\$ 6,551,348,000	\$ 6,532,990,925	\$ 6,577,154,320	2.16%
Cash Balances	\$ 263,849,361	\$ 263,849,361	\$ 263,849,361	
Total Investments	\$ 6,815,197,361	\$ 6,796,840,286	\$ 6,841,003,681	
Accrued Interest		26,661,583	26,661,583	
Total Portfolio	\$ 6,815,197,361	\$ 6,823,501,869	\$ 6,867,665,264	

Chaffey Community College District

Investment Report

San Bernardino County Pool Summary Distribution

For The Period Ended September 30, 2019



Chaffey Community College District

Investment Report

Chaffey District Funds with Financial Institutions - Bank Deposits

For The Period Ended September 30, 2019

Institution	Account Name	Collateralized Deposits	Total Deposits	Interest Rate	Maturity Date
Citizen's Business Bank	Associated Student Body Bus. Analyzed Public Funds Acct.	291,623	291,623	*	N/A
Citizen's Business Bank	Associated Student Body Insured Money Market Public Acct.	149,974	149,974	0.35%	N/A
Citizen's Business Bank	Revolving Cash Fund Bus. Analyzed Public Funds Acct.	23,831	23,831	*	N/A
Citizen's Business Bank	Clearing Account Bus. Analyzed Public Funds Acct.	1,324,299	1,324,299	*	N/A
Total All Banking Institutions		<u>\$ 1,789,728</u>	<u>\$ 1,789,728</u>		

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

All funds are collateralized and fully insured.

**CHAFFEY COMMUNITY COLLEGE DISTRICT
GENERAL INVESTMENT GUIDELINES STATEMENT
NOVEMBER 20, 2019**

It shall be the investment guidelines of Chaffey Community College District to achieve the highest possible fiscal return on monies derived from all sources consistent with:

- A. State law (Sections 53601 et seq. and 53635 et seq. of the California Government Code).
- B. Good fiscal practice.
- C. A quasi-liquid position.
- D. Concern as to the source of funds available for investment.
- E. Appropriate procedures in place to safeguard all cash and investments.

Acceptable Investments:

U.S. Treasury Instruments	Federal Agency Securities
Collateralized Mortgage Issues	Repurchase Agreements
Domestic Money Market Certificates	Certificates of Deposit
Market Sweep Accounts	Bankers Acceptances
Commercial/Financial Paper	Medium Term Note Obligations
Asset Backed Securities	Municipal Securities
Money Market Sweep Accounts	

Maturity Parameters

Maximum maturity of any single issue: 5 years

Credit Quality & Concentration Restrictions

- A. Commercial paper must carry the highest letter and numerical ranking (A- 1 /P- 1/F- 1) as provided for by at least two of the three following nationally recognized rating services: Standard & Poor's (A-1), Moody's Investment Services (P-1) or Fitch IBCA Inc. (F-1). Eligible paper is further limited to issuing corporations of \$500,000,000 and have long-term debt ratings, if any, of "A" or better.

In addition, no more than 15% of the portfolio may be invested in commercial paper; unless the dollar-weighted average of commercial paper held is less than 31 days. Given this restriction, a maximum of 30% of the portfolio can be invested in

commercial paper. Purchases of commercial paper may not exceed 270 days maturity nor represent more than 10% of the outstanding paper of the issuing corporation.

- B. No more than 30% of the portfolio can be invested in certificates of deposit or in corporate obligations (rated A or better).
- C. No more than 20% of the portfolio may be invested in any issuer except for U.S. government securities and federal agency securities.
- D. No more than 40% of the portfolio can be invested in bankers acceptances and may not exceed 180 days maturity. No more than 30% of the portfolio can be placed in bankers acceptances of any single commercial bank. Issuing banks must be rated by two of the nationally recognized rating agencies (see above) and must not be rated below the following minimum short-term ratings: A- I /P- 1 /F- 1.
- E. No more than 20% of the portfolio can be invested in collateralized mortgage obligations (CMOs) and asset backed securities. Securities eligible for investment shall have a credit rating of "AA" or better and its issuer shall have a credit rating of "A" or higher for the issuer's debt by at least two nationally recognized rating services (see above).
- F. No more than 30% of the portfolio may be invested in medium-term notes. Eligible notes shall be rated "A" or better by at least two of the three nationally recognized rating agencies (see above). Additionally, if the medium-term note issuer has any short-term rating, it may not be less than the following: A-I/P-I/F-1.
- G. At the time of purchase, all permitted investments shall conform in all respects with these investment guidelines statement and with California Government Code Sections 53601, 53601.1, 53601.2, 53601.6, 53601.5 and 53635 as such may be amended from time to time. If a percentage restriction is adhered to at the time of purchase, a later increase or decrease in percentage resulting from a change in values or assets will not constitute a violation of that restriction. Furthermore, if a credit rating standard is adhered to at the time of purchase; a later downgrade in credit rating will not constitute a violation of that standard. Securities which are downgraded below the minimum acceptable rating levels must be reviewed for possible sale within a reasonable amount of time.
- H. Any investment transactions, credit risk criterion, or market valuation which is not in compliance with this investment policy must be documented and approved, by the president or associate superintendent of business services and economic development, in writing. Thereafter, action shall be taken by the president or associate superintendent of business services and economic development to correct such matter as soon as practical.

Memorandum of Investment
(Effective November 20, 2019)

Consistent with board investment guidelines, the president and associate superintendent of business services and economic development are authorized to invest as follows:

- A. County treasury through the San Bernardino County Schools pool
- B. Investments required through participation in tax revenue anticipation notes (TRANS) and certificates of participation
- C. Banks or savings associations whose deposits are insured by the Federal Deposit Insurance Corporation (FDIC Insured)
- D. State or federal credit unions whose accounts are insured by the National Credit Union Share Insurance Fund or guaranteed by the California Credit Union Share Guaranty Corporation. Investment in state or federal credit unions is prohibited if any member of the Governing Board or any individuals responsible for investment-making decisions of the district also serve on the board of directors or any board appointed committee of the state or federal credit union.

**CHAFFEY COMMUNITY COLLEGE DISTRICT
INVESTMENT GUIDELINES FOR CONSTRUCTION FUNDS
NOVEMBER 20, 2019**

I. STATEMENT OF PURPOSE

The purpose of this statement is to establish a clear understanding between Chaffey Community College District and the Investment Advisors regarding investment objectives, goals, and guidelines for the Construction Funds investment portfolio. It is intended to provide meaningful guidance in the management of the portfolio and not be overly restrictive given the changing economic and investment market conditions. This policy statement shall be reviewed no less than annually by the Investment Committee or its authorized representative and the Investment Advisor. Any modifications to this policy should be immediately provided to the Investment Advisors.

II. RULES

- A.** General Rule: Chaffey Community College will operate its Construction Fund investments under the prudent-man. This affords Chaffey CCD a broad spectrum of investment opportunities as long as the investment is deemed prudent and is allowable under current legislation of the State of California {Government Code Section 53600, et. seq.}.
- B.** Criteria for selecting investments and the order of priority are known by the California Municipal Treasurer's Association as "SLY":
- 1.) **Safety:** The safety and risk associated with an investment refers to the potential loss of principal, interest, or a combination of these amounts. Chaffey Community College District only operates in those investments that are considered very safe.
 - 2.) **Liquidity:** This refers to the ability to "cash in" at any moment in time with a minimal chance of losing some portion of principal or interest. Liquidity is an important investment quality, especially when the need for unexpected funds appears occasionally.
 - 3.) **Yield:** This is the potential dollar earnings an investment can provide, and sometimes is described as the "rate of return".

III. INVESTMENT OBJECTIVES

Preservation and protection of Chaffey CCD'S capital is the guiding philosophy of the investment advisor which will manage each portfolio to meet the guidelines stated in the California Government Code 53600 and 53601. This is primarily a fixed income portfolio comprised of domestic fixed income instruments and cash equivalents, and is intended to be structured in accordance with Chaffey CCD's objectives. This portfolio will be managed less aggressively than strictly discretionary fixed income portfolios. In accordance with the investment objectives stated below, assets in the portfolio will be managed in a conservative manner.

The primary investment objective is:

Safety of Principal

The safety and risk associated with an investment refers to the potential loss of principal, interest, or a combination of these amounts. Chaffey CCD will only operate in those investments that are considered to have a high degree of safety of principal and that concurs with the provisions of this Investment Policy.

Preservation of Purchasing Power

Asset growth, exclusive of contributions and withdrawals, should exceed the rate of inflation in order to preserve the purchasing power of Chaffey CCD's assets.

The secondary, but also important investment objective is:

Growth of Capital

- A.** Asset growth, exclusive of contributions and withdrawals, should also exceed the return of the Local Agency Investment Fund (LAIF) plus fees on a consistent basis. If the investment policies of LAIF should change, this objective will be re-evaluated.
- B.** Asset growth, exclusive of contributions and withdrawals, should provide a rate of return competitive with that of an index comprised of the Barclay's 1-3 Year Government/Corporate Index and 90 Day Treasury Bills, while incurring similar or less risk than such index. Growth of capital shall be expected to be somewhat less than that of a more aggressively structured discretionary fixed income portfolio over time.
- C.** Cash flow and asset/liability matching information will be made readily available to the investment advisor. Adequate liquid cash should be maintained by Chaffey CCD so that a forced sale of longer-term securities at a loss is unnecessary to cover short-term cash needs. The overall program shall be designed and managed with a degree of professionalism worthy of the public trust. Losses are acceptable on a sale before maturity and should be taken only if the reinvested proceeds will earn a total return greater than what would have been earned by the old investment considering any capital loss or foregone interest on the original investment, or to accommodate an unforeseen or immediate, unpredicted need for funds. While

active management of the account will be utilized to attain the highest returns with the least amount of risk the investment advisor should only buy securities that could be held to maturity without loss to Chaffey CCD.

The above objectives are expected to be achieved over a minimum time horizon of 1.0 – 5 Years. Should these parameters change, the Investment Advisor will be authorized to make the appropriate adjustments and allocations to the portfolio to meet the new requirements. All changes and adjustment will be approved by the Investment Committee or their authorized representative.

IV. INVESTMENT GUIDELINES

General: Subject to the limitations stated herein, if an approved outside investment advisor is utilized, they may be given full discretion consistent with the investment objective of this portfolio. The asset allocation of the portfolio between fixed income and cash equivalents will vary according to the investment advisor's outlook for the economy and the financial markets. A portion of the portfolio may be allocated to cash equivalents when the investment advisor deems prudent.

Fixed Income Investments: The fixed income portion of the portfolio will consist entirely of U.S. dollar denominated, investment grade issues. The portfolio will be well diversified, utilizing U.S. Treasuries, and securities issued by Federal Agencies. Corporate Securities will be allowable as indicated in Section VI. Portfolio Restrictions. Securities may have a maximum -5-Year final stated maturity. The maturity structure of the portfolio will vary according to the investment advisors interest rate outlook, tailored within the restrictions Chaffey CCD has specified. The investment advisor is an active fixed income manager, and securities will not necessarily be held until maturity.

Short-Term Investment: Short-Term investments will consist of U.S. Treasury Bills, floating rate notes or similar instruments and/or U.S. Government Money Market funds.

Endowment Proceeds. Notwithstanding any other provision herein stated, the investment of proceeds of the District's Election of 2002 General Obligation Bonds, Series 2012E (the "Endowment Proceeds"), and interest earnings thereon, shall be separately invested and accounted for in accordance with the restrictions contained in Section 12(b)(1) of the resolution of the Board of Trustees of the District authorizing the issuance of the such bonds, adopted on June 28, 2012 (the "Endowment Resolution").

V. INVESTMENT PERFORMANCE REVIEW and REPORTS

Monthly statements with positions marked to the market, all transactions and summary of income will be sent to the Investment Committee or its designated representative.

The portfolio performance results will be measured on a quarterly basis by the investment advisor. Investment performance will be measured against commonly accepted market benchmarks which approximate the specific restrictions on the portfolio in accordance with applicable current legislation by the State of California.

Notwithstanding the foregoing, with respect to the investment of the District's Endowment Proceeds, statements and portfolio performance results shall be delivered in such a time and manner as to permit the District to comply with the recordkeeping and monitoring requirements of Section 12(b)(2) of the Endowment Resolution.

VI. PORTFOLIO RESTRICTIONS

Within the framework of the above stated objectives, Chaffey CCD has placed the following further restrictions in California Government Code on the investment advisors:

1. No derivatives will be allowed in the portfolio.
2. Up to 100% of available funds are allowed to be placed in U. S. Treasury issues, FNMA, or FHLMC. However, not more than 30% of the available funds at the time of investment shall be placed in any one particular Agency of the U. S. Government (GNMA, FFCS, and FHLB). Furthermore, investments in any one financial institution in combination with any other debt from that institution shall not exceed 20% of Chaffey CCD's available funds.
3. Corporate Securities are allowed in Chaffey CCD's portfolio up to a maximum of 30% at the time of issuance, a credit rating of A or better, and a maximum maturity of five years. Except as provided in Section VI(4) below, the maximum remaining maturity on any position may be no longer than 5 years.
4. The investment of Endowment Proceeds, and interest earnings thereon, shall be invested in accordance with the provision of Section 12(b)(1) of the Endowment Resolution. In service thereof, the investment of such Endowment Proceeds in investments with maturities exceeding 5 years is hereby authorized.

VII. DELEGATION OF AUTHORITY

Chaffey CCD's Investment Committee or its authorized representative is authorized to:

- A. Formulate any and all procedures necessary to implement this policy.
- B. Determine the allocation of the Chaffey CCD's total available funds available for investment.
- C. Engage consultants to assist in the investment, management, oversight, evaluation, or other services related to Chaffey CCD's investments.
- D. Take other actions, as appropriate and necessary, to implement and carry out this policy.

VIII. ETHICS AND CONFLICT OF INTEREST

Officers, employees, and agents involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment

program, or which could impair their ability to make impartial decisions. Officers, employees, and agents involved in the investment process shall abide by the California Government Code Section 1090 et. seq. and the California Political Reform Act (California Government Code Section 81000 et. seq.)

IX. SUMMARY

All investments are to be made in a prudent manner. (Per Prudent Man rule Civil Code 2261).

The investment advisors will manage the assets in strict adherence to California Government Code 53600 - 53601 and to any other restrictions set forth in Chaffey CCD's Policy Statement.

This policy statement will be reviewed annually. Any additions or modifications of objectives and goals on the part of Chaffey CCD shall be brought to the attention of the investment advisor.

The investment of Endowment Proceeds shall be conducted and monitored in accordance with the specific requirements set forth in the Endowment Resolution.

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

November 20, 2019

Board Meeting Date

TOPIC **APPROVAL OF MINUTES, OCTOBER 24, 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 October 24, 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 October 24, 2019, regular board meeting.

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

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

A regular meeting of the Chaffey Community College District Governing Board was held on Thursday, October 24, 2019, in the boardroom of the Marie Kane Center for Student Services/Administration. Board President McLeod called the meeting to order at 2:00 p.m.

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

Members absent: Ms. Roberts

CLOSED SESSION

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

The Board convened in closed session at 2:00 p.m. Closed session was adjourned at 2:39 p.m.

STUDY SESSION

The study session on the Chaffey College Chino Community Center was postponed to the November Board meeting.

REGULAR SESSION

The regular session reconvened at 2:44 p.m., and Julie Sanchez, executive assistant, superintendent/president's office, led the Pledge of Allegiance to the Flag.

PUBLIC COMMENTS

There were no public comments.

COMMUNITY LINKAGES
GOVERNING BOARD

Student Trustee and Chaffey College Student Government (CCSG) President Nikeenia Williams provided a report which included: "special gifts" for students; CCSG appeared on the 99.1 Morning Show; game/rec room for students; Pizza with the Presidents; Hispanic Heritage Month; Makers Day; pumpkin patch; Undocumented Students Week; Child Development Center trick or treat; Trunk or Treat; Dia de los Muertos event; associate superintendent,

student services, current advisor; professional parliamentarian training with Shirley Vanderbeck; professional Brown Act training with Ryan Church; review of current constitution name and bylaws; CCSG website; student kiosks and television screens; and CCSG multimedia outlet.

Trustee Ovitt reported that he attended the Promise Scholars event, and that he had raffle tickets for sale. He also attended the following events: West End YMCA Board meeting, YMCA Champions of Youth luncheon, Ontario-Montclair School District renaming of De Anza Middle School, Children's Fund Board meeting, Ontario Chaffey Community Show Band meeting, Children's Fund Development Committee meeting, Etiwanda vs. Los Osos high school football game, Esperanza Scholarship Foundation Board meeting, First 5 Regional Board meeting, Chaffey High School Alumni Association Board meeting, Promise Scholars bingo fundraiser, Promise Scholars Board meeting, First 5 Advisory Committee meeting, Parks and Recreation Special Commission meeting, Ontario Chaffey Community Show Band production meeting, memorial service, The Leaven Dr. Phil taping, Ontario Chaffey Community Show Band concert, National CORE/Hope Through Housing fundraiser, University of La Verne Well Being and Research Center ribbon cutting, Rancho Cucamonga High School Booster golf tournament, and West End YMCA Governance Committee meeting.

Trustee McDougal will hold his report for the next meeting.

Trustee Brugger reported that she attended the Senior Disabled Fund Board meeting, the Chaffey College Dialogue with the Board meeting, and the AAUW scholarship fundraiser. Ms. Brugger also provided candy for the Halloween costume contest for Chaffey College students and staff and will serve as a judge at the Rancho Cucamonga campus.

Board President McLeod reported that she attended the Manufacturing Day Event at the InTech Center and the Dialogue with the Board meeting. She also served on the LatinX panel for Hispanic Heritage Month at the Center for Social Justice and will serve as a judge for the Halloween contest in Chino.

LEGISLATIVE UPDATE

Dr. Eric Bishop provided a handout, which included information regarding: new bills, 2020 elections in March, and Norma Torres Student Town Hall meeting.

PRESENTATIONS

There were no presentations at the October meeting.

FOUNDATION

Lisa Nashua, executive director of the Foundation, provided a written report which included: Fall 2019 Scholarship process, JP Morgan Chase and Wells Fargo philanthropy, Chaffey College Foundation 30th Annual Golf Tournament save the date for Monday, June 22, 2020 at Red Hill Country Club, Foundation mini grants, CCLFSA Scholarship Awards Reception, Feeding America request for partnership, CAPS application for Campus Cupboard, and Promise Scholar apprentice partnership.

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:

Ramssey Ochoa to the position of grounds maintenance attendant, 1.0 FTE, 12 months, range 11, step A of the CSEA salary schedule, effective November 1, 2019.

Cubby Rincon to the position of grounds maintenance attendant, 1.0 FTE, 12 months, range 11, step B of the CSEA salary schedule, effective November 4, 2019.

Sally Fam to the position of instructional assistant IV, interior design, .475 FTE, 10 months, range 19, step A of the CSEA salary schedule, effective November 1, 2019.

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

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

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

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

Joseph Sanchez to the temporary, unclassified, professional expert position of second assistant coach, football/out-of-season, all sports, effective November 1, 2019, through June 30, 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.

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

Appointment of:

The Governing Board approved the revised educational services coordinator assignments for the 2019–20 academic year.

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, effective July 1, 2019, through December 31, 2019.

MONITORING

The following report was submitted to the Governing Board for their information:

Budget Monitoring Report

CONSENT AGENDA

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

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

Through this action, the following were approved (Approval of Minutes, September 19, 2019, through Quarterly Financial Status Report).

GOVERNANCE PROCESS

The minutes of the September 19, 2019, regular board meeting were approved as presented.

The Governing Board adopted the attached resolution to compensate Katherine Roberts, Governing Board member, for the September 19, 2019, meeting from which she was absent.

ACADEMIC AFFAIRS

The Governing Board approved nine course modifications, five distance education courses, one program of study modification, and one program of study deactivation for the *Chaffey College 2020-2021 Catalog*.

BUSINESS/FISCAL AFFAIRS

The Governing Board approved the Child Development Training Consortium Grant Agreement between Chaffey College and Yosemite Community College District for the 2019-2020 year in the amount of \$7,800.

The Governing Board adopted Resolution No. 102419, which delegates authority to the superintendent/president or his designee to sell or otherwise dispose of the electronic equipment and miscellaneous materials listed in Exhibit A of the resolution, and to execute all documents in connection therewith, in

accordance with the terms and conditions of the resolution. (This resolution has been made part of the minutes of this meeting.)

The Governing Board approved the five-year agreement with MDRC for the Scaling Up Community College Efforts for Student Success project (SUCCESS) in the amount of \$120,000 for the period of July 1, 2019 through December 31, 2024.

The Governing Board approved the Regional Director, Industry Engagement - Advanced Manufacturing Grant from the California Community Colleges Chancellor's Office in the amount of \$200,000 for the period of July 1, 2019 through September 30, 2020.

The Governing Board approved the Budget Transfer Board Reports for the 2018-2019 fiscal year-end closing and the period of July 1, 2019 through September 30, 2019.

The Governing Board approved the Quarterly Financial Status Report for the period ending September 30, 2019.

ACTION AGENDA BUSINESS/FISCAL AFFAIRS

The Governing Board authorized the District to enter into Contract No. 2020PW98 with HMC Group of Ontario, California, for Architectural Design Services – Chino Instructional Building in the amount not to exceed \$1,830,200 for all architectural and engineering services including reimbursable expenses on the motion of Mr. McDougal, second of Ms. Brugger.

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

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

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

CEO/STAFF REPORTS

Henry Shannon, superintendent/president, presented the Board with copies of his monthly report. The report highlighted the National Manufacturing Day event at the InTech Center, Amazon Letter of Intent, Rancho Cucamonga Chamber of Commerce Business Connection Network luncheon, Leadership Excellence and Development (LEAD) program, passage of SB 554, legislative site visit, and updates from instruction and institutional effectiveness and student services.

Dr. Shannon asked Dean Rundquist to discuss the STEM posters on the walls in the boardroom and the *Proceedings of Chaffey College 2019 Summer Research Symposium* booklet distributed to the Board. Dean Younglove added that the College has doubled the number of STEM internships. Dr. Shannon commented that the students would be invited to a future Board meeting.

Nicole DeRose provided Board Members with the Faculty Senate's monthly report which highlighted Garrett Kenehan, music professor; Marc Meyer, anthropology professor; and Dr. Deepak Shimkhada, art history faculty.

Trisha Albertsen, Classified Senate president, provided a monthly report which highlighted Gina Valdez, administrative assistant II, economic development, and Kevin Curwin, senior research analyst, institutional research.

CSEA had no report.

Emily Avila reported on behalf of CCFA President Jonathan Ausubel. She read Mr. Ausubel's statement into the record:

"The last full week of October is designated as Campus Equity Week, during which the work of part-time faculty is recognized. Chaffey's 1000+ part-time faculty deliver almost 60% of Chaffey's instruction and student services; without their dedication the College would not function. Yet despite their doctoral degrees and other experiences, part-time faculty are drastically underpaid, have no legal guarantee of employment, and no health care benefits. CCFA hopes that in the future the College will work both with state legislators and internally to address the inequities suffered by these and all undervalued employees."

CDCFA had no report.

BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

Trustee McDougal suggested that the Quarterly Financial Status Report, CCFS-311Q, page 31 of the agenda, be signed before being placed in the agenda.

ADJOURNMENT

The meeting was adjourned at 2:58 p.m. in memory of Paul Treadway, former Chaffey College Governing Board member and former Mayor of Ontario.

The next regular meeting of the Chaffey Community College District Governing Board will be Wednesday, November 20, 2019 at the Fontana City Council Chambers.

President

Clerk

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

November 20, 2019

Board Meeting Date

TOPIC RESOLUTION – COMPENSATION FOR TRUSTEE WHEN ABSENT

Communication No. IV.E.1.b

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 Katherine Roberts, Governing Board member, for the October 24, 2019, meeting from which she was absent.

BACKGROUND

Ms. Roberts was absent on October 24, 2019, due to illness.

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 2019–2020 adopted budget.

Future Implications – None

RECOMMENDATION

It is recommended that the Governing Board adopt the attached resolution to compensate Katherine Roberts, Governing Board member, for the October 24, 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 October 24, 2019, Katherine Roberts, Governing Board member, was absent due to illness; 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 September;

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 October 24, 2019, Katherine Roberts, Governing Board member, was absent due to illness, 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 20th day of November, 2019, and passed by a majority of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand this 20th day of November, 2019.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

November 20, 2019

Board Meeting Date

TOPIC 2020 SUMMER ACADEMIC CALENDAR

Communication No. IV.E.2.a

SUPPORTS BOARD POLICY

BP 4010 Academic Calendar – The Superintendent/President shall present annually for Governing Board approval an academic calendar that includes consultation with CCFA and CSEA.

PROPOSAL

To approve the 2020 Summer Academic Calendar.

BACKGROUND

The proposed 2020 Summer Academic Calendar was developed by the Calendar Committee, which includes representatives from Faculty Senate, Classified Senate, faculty association, and management and reflects the provisions of Article 17 (Academic Calendar) of the Chaffey Community College District/Chaffey College Faculty Association Agreement.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended the Governing Board approve the 2020 Summer Academic Calendar.

Prepared by:	Robert Rundquist, Interim Dean, Institutional Effectiveness and Intersegmental Partnerships
Submitted by:	Laura Hope, Acting Associate Superintendent, Instruction and Institutional Effectiveness
Recommended by:	Henry D. Shannon, Superintendent/President

Chaffey College 2020 Summer Sessions Calendar

Summer Sessions 2020

June 8 - July 31

- 8 Week Session June 8 – July 31
- First 6 Week Session June 8 – July 17
- Second 6 Week Session June 22 – July 31

■ 8 Week Session

Memorial Day Holiday May 25

Independence Day Holiday July 4

■ First 6 Week Session

DRAFT

■ Second 6 Week Session

		2020																			
		M T W T F S S							S M T W T F S S												
		WEEK							WEEK												
March								1	1	2	3	4	5	6	7					June	1
		2	3	4	5	6	7	8	8	9	10	11	12	13	14						2
		9	10	11	12	13	14	15	15	16	17	18	19	20	21						3
		16	17	18	19	20	21	22	22	23	24	25	26	27	28						4
		²³ / ₃₀	²⁴ / ₃₁	25	26	27	28	29	29	30											
April				1	2	3	4	5			1	2	3	4	5					July	5
		6	7	8	9	10	11	12	6	7	8	9	10	11	12						6
		13	14	15	16	17	18	19	13	14	15	16	17	18	19						7
		20	21	22	23	24	25	26	20	21	22	23	24	25	26						8
	27	28	29	30				27	28	29	30	31									
May				1	2	3					1	2							August		
		4	5	6	7	8	9	10	3	4	5	6	7	8	9						
		11	12	13	14	15	16	17	10	11	12	13	14	15	16						
		18	19	20	21	22	23	24	17	18	19	20	21	22	23						
		²⁵ / ₃₁	26	27	28	29	30	31	²⁴ / ₃₁	25	26	27	28	29	30						

LEGEND	
●	= 8 Week Session and First 6 Week Session Instruction Begins
●	= Second 6 Week Session Instruction Begins
▲	= Holiday
■	= Instruction Ends

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

November 20, 2019

Board Meeting Date

TOPIC 2020-2021 ACADEMIC CALENDAR

Communication No. IV.E.2.b

SUPPORTS BOARD POLICY

BP 4010 Academic Calendar – The Superintendent/President shall present annually for Governing Board approval an academic calendar that includes consultation with CCFA and CSEA.

PROPOSAL

To approve the 2020-2021 academic calendar.

BACKGROUND

The proposed 2020-2021 academic calendar was developed by the Calendar Committee, which includes representatives from Faculty Senate, Classified Senate, faculty association, and management and reflects the provisions of Article 17 (Academic Calendar) of the Chaffey Community College District/Chaffey College Faculty Association Agreement.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended the Governing Board approve the 2020-2021 academic calendar.

Prepared by:	Robert Rundquist, Interim Dean, Institutional Effectiveness and Intersegmental Partnerships
Submitted by:	Laura Hope, Acting Associate Superintendent, Instruction and Institutional Effectiveness
Recommended by:	Henry D. Shannon, Superintendent/President

Chaffey College 2020–2021 Academic Calendar

Fall Semester 2020

August 17 – December 20

89 service days








- Convocation August 12
- Institutional Flex Days August 13-14
- INSTRUCTION BEGINS** **August 17**

- Labor Day Holiday September 7

- Veterans Day Holiday (observed) November 11
- Thanksgiving Holiday (college closed) November 26-29
- FINAL EXAMINATIONS** **December 14-20**
- Winter Recess (college closed) December 24 – January 1

DRAFT

		2020							2021								
		M	T	W	T	F	S	S	M	T	W	T	F	S	S		
August							1	2						1	2	3	January
		3	4	5	6	7	8	9	4	5	6	7	8	9	10		
		10	11	12	13	14	15	16	11	12	13	14	15	16	17	1	
	1	17	18	19	20	21	22	23	18	19	20	21	22	23	24	2	
	2	24	25	26	27	28	29	30	25	26	27	28	29	30	31	3	
September	3		1	2	3	4	5	6	1	2	3	4	5	6	7	4	
	4	7	8	9	10	11	12	13	8	9	10	11	12	13	14	5	
	5	14	15	16	17	18	19	20	15	16	17	18	19	20	21	6	
	6	21	22	23	24	25	26	27	22	23	24	25	26	27	28	7	
	7	28	29	30													
	8						1	2						1	2	8	
	9	5	6	7	8	9	10	11	8	9	10	11	12	13	14	9	
October	10	12	13	14	15	16	17	18	15	16	17	18	19	20	21	10	
	11	19	20	21	22	23	24	25	22	23	24	25	26	27	28	11	
		26	27	28	29	30	31		29	30	31						
November	12	2	3	4	5	6	7	8	5	6	7	8	9	10	11	12	
	13	9	10	11	12	13	14	15	12	13	14	15	16	17	18	13	
	14	16	17	18	19	20	21	22	19	20	21	22	23	24	25	14	
	15	23	24	25	26	27	28	29	26	27	28	29	30			15	
	16		1	2	3	4	5	6						1	2		
December	17	7	8	9	10	11	12	13	3	4	5	6	7	8	9	16	
	18	14	15	16	17	18	19	20	10	11	12	13	14	15	16	17	
		21	22	23	24	25	26	27	17	18	19	20	21	22	23	18	
		28	29	30	31				24	25	26	27	28	29	30		

LEGEND			
	= Instruction Begins		= Spring Break
	= Holiday		= Institutional/Flex Days. No classes held.
	= Final Examinations		= Commencement
	= Convocation		

NOTE: Weekend classes meet following Friday holidays and before Monday holidays unless specifically designated as a holiday on this calendar.

IMPORTANT SAFETY EVENTS
The Great California Shakeout Earthquake Drill
Emergency Drill

Chaffey College 2020–2021 Academic Calendar

87 service days

Spring Semester 2021

January 11 – May 19

- FLEX JANUARY 7 & 8
- INSTRUCTION BEGINS January 11

- Martin Luther King, Jr. Holiday January 18








- Lincoln Holiday February 12
- Washington Holiday February 15
- Spring Break March 15-21

- Faculty Lecture (no classes held) April 20

- FINAL EXAMINATIONS May 13-19
- Commencement May 20

DRAFT

		2020							2021								
		M	T	W	T	F	S	S	M	T	W	T	F	S	S		
August							1	2						1	2	3	January
		3	4	5	6	7	8	9	4	5	6	7	8	9	10		
		10	11	12	13	14	15	16	11	12	13	14	15	16	17	1	
	1	17	18	19	20	21	22	23	18	19	20	21	22	23	24	2	
	2	²⁴ / ₃₁	25	26	27	28	29	30	25	26	27	28	29	30	31	3	
September	3		1	2	3	4	5	6	1	2	3	4	5	6	7	4	
	4	7	8	9	10	11	12	13	8	9	10	11	12	13	14	5	
	5	14	15	16	17	18	19	20	15	16	17	18	19	20	21	6	
	6	21	22	23	24	25	26	27	22	23	24	25	26	27	28	7	
	7	28	29	30													
October	8			1	2	3	4	5	1	2	3	4	5	6	7	8	
	9	5	6	7	8	9	10	11	8	9	10	11	12	13	14	9	
	10	12	13	14	15	16	17	18	15	16	17	18	19	20	21	10	
	11	19	20	21	22	23	24	25	22	23	24	25	26	27	28	11	
	12	26	27	28	29	30	31		29	30	31						
November	13						1	2			1	2	3	4	12		
	14	2	3	4	5	6	7	8	5	6	7	8	9	10	11	13	
	15	9	10	11	12	13	14	15	12	13	14	15	16	17	18	14	
	16	16	17	18	19	20	21	22	19	20	21	22	23	24	25	15	
	17	23	24	25	26	27	28	29	26	27	28	29	30			16	
December	18		1	2	3	4	5	6					1	2	17		
	19	7	8	9	10	11	12	13	3	4	5	6	7	8	9	16	
	20	14	15	16	17	18	19	20	10	11	12	13	14	15	16	17	
	21	21	22	23	24	25	26	27	17	18	19	20	21	22	23	18	
	22	28	29	30	31			²⁴ / ₃₁	25	26	27	28	29	30	18		

LEGEND	
	= Instruction Begins
	= Holiday
	= Final Examinations
	= Convocation
	= Spring Break
	= Institutional/Flex Days. No classes held.
	= Commencement

NOTE: Weekend classes meet following Friday holidays and before Monday holidays unless specifically designated as a holiday on this calendar.

IMPORTANT SAFETY EVENTS
The Great California Shakeout Earthquake Drill
Emergency Drill

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

November 20, 2019
Board Meeting Date

TOPIC **CURRICULUM**

Communication No. IV.E.2.c

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the following changes to the *Chaffey College 2020-2021 Catalog*, as recommended by the Faculty Senate, the college Curriculum Committee, and the Acting Associate Superintendent of Instruction and Institutional Effectiveness:

- 10 new courses
- 36 course modifications
- 31 distance education courses
- 2 new programs of study
- 1 program of study modification

BACKGROUND

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

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board approve 10 new courses, 36 course modifications, 31 distance education courses, two new programs of study, and one program of study modification for the *Chaffey College 2020-2021 Catalog*.

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

Curriculum 2019-2020

COURSES – NEW COURSES					
	Discipline	Course ID	TOP Code	Title	Units
1.	Employability Skills	EMP-600	1301.10	Adaptability on the Job	0
2.	Employability Skills	EMP-601	1301.10	Self-Awareness on the Job	0
3.	Employability Skills	EMP-602	1301.10	Digital Fluency on the Job	0
4.	Employability Skills	EMP-603	1301.10	Communication on the Job	0
5.	Employability Skills	EMP-604	1301.10	Collaboration on the Job	0
6.	Employability Skills	EMP-605	1301.10	Empathy on the Job	0
7.	Employability Skills	EMP-606	1301.10	Analysis/Solution Mindset on the Job	0
8.	Employability Skills	EMP-607	1301.10	Resilience on the Job	0
9.	Employability Skills	EMP-608	1301.10	Entrepreneurial Mindset on the Job	0
10.	Employability Skills	EMP-609	1301.10	Social/Diversity Awareness on the Job	0
COURSES – MODIFICATIONS					
	Discipline	Course ID	TOP Code	Title	Units
1.	Arabic	ARABIC-1	1112.00	Elementary Modern Standard Arabic I	4
2.	Arabic	ARABIC-2	1112.00	Elementary Modern Standard Arabic II	4
3.	American Sign Language	ASL-1	0850.00	Elementary American Sign Language I	4
4.	American Sign Language	ASL-18	0850.00	Introduction to Deaf Studies	3
5.	American Sign Language	ASL-2	0850.00	Elementary American Sign Language II	4
6.	American Sign Language	ASL-3	0850.00	Intermediate American Sign Language III	4
7.	American Sign Language	ASL-4	0850.00	Intermediate American Sign Language IV	4
8.	Biology	BIOL-22	0410.00	Human Physiology	4
9.	Child Development Education	CDE-2	1305.00	Child Growth and Development	3
10.	Child Development	CDE-3	1305.00	Observation and Assessment	3
11.	Chinese	CHIN-1	1107.00	Elementary Mandarin Chinese I	4
12.	Chinese	CHIN-2	1107.00	Elementary Mandarin Chinese II	4
13.	Chinese	CHIN-3	1107.00	Intermediate Mandarin Chinese I	4
14.	Chinese	CHIN-4	1107.00	Intermediate Mandarin Chinese II	4
15.	Communication Studies	COMSTD-72	1506.00	Logic and Argumentation	3
16.	Engineering	ENGIN-11	0901.00	Introduction to Engineering	2
17.	Engineering	ENGIN-26	0953.00	Engineering Graphics and CAD	3
18.	Engineering	ENGIN-30	0901.00	Engineering Application of Digital Computation	3
19.	Engineering	ENGIN-50	0901.00	Engineering Statics	3

20.	Engineering	ENGIN-60	0901.00	Materials of Engineering	3
21.	English	ENGL-1C	1501.00	Introduction to Literature	3
22.	English	ENGL-32	1503.00	Introduction to the Novel	3
23.	English	ENGL-80A	1503.00	Survey of British Literature I	3
24.	English	ENGL-80B	1503.00	Survey of British Literature II	3
25.	English	ENGL-81	1503.00	Shakespeare	3
26.	Geography	GEOG-1	2206.00	World Regional Geography	3
27.	Geography	GEOG-11	2206.00	Human Geography	3
28.	Geography	GEOG-2	2206.00	Global Climate Change: An Introduction to Weather and Climate	3
29.	Geography	GEOG-3	2206.00	Geography of California	3
30.	Geography	GEOG-4	2206.00	Physical Geography	3
31.	Geography	GEOG-5	2206.00	Physical Geography Laboratory	1
32.	Geology	GEOL-1	1914.00	Physical Geology	4
33.	Interior Design	ID-27	1302.00	Computer Drafting & Design for Interiors	3
34.	Spanish	SPAN-13	1105.00	Survey of Mexican Literature	3
35.	Spanish	SPAN-14	1105.00	Latin American Literature	3
36.	Spanish	SPAN-3SS	1105.00	Spanish for Heritage Speakers I	4

COURSES – DISTANCE EDUCATION

	Discipline	Course ID	TOP Code	Title	Units
1.	Arabic	ARABIC-1	1112.00	Elementary Modern Standard Arabic I	4
2.	Arabic	ARABIC-2	1112.00	Elementary Modern Standard Arabic II	4
3.	American Sign Language	ASL-1	0850.00	Elementary American Sign Language I	4
4.	American Sign Language	ASL-18	0850.00	Introduction to Deaf Studies	3
5.	American Sign Language	ASL-2	0850.00	Elementary American Sign Language II	4
6.	American Sign Language	ASL-3	0850.00	Intermediate American Sign Language III	4
7.	American Sign Language	ASL-4	0850.00	Intermediate American Sign Language IV	4
1.	Biology	BIOL-22	0410.00	Human Physiology	4
8.	Child Development Education	CDE-2	1305.00	Child Growth and Development	3
2.	Chinese	CHIN-1	1107.00	Elementary Mandarin Chinese I	4
3.	Chinese	CHIN-2	1107.00	Elementary Mandarin Chinese II	4
4.	Chinese	CHIN-3	1107.00	Intermediate Mandarin Chinese I	4
5.	Chinese	CHIN-4	1107.00	Intermediate Mandarin Chinese II	4
6.	Communication Studies	COMSTD-72	1506.00	Logic and Argumentation	3
9.	Employability Skills	EMP-600	1301.10	Adaptability on the Job	0
10.	Employability Skills	EMP-601	1301.10	Self-Awareness on the Job	0
11.	Employability Skills	EMP-602	1301.10	Digital Fluency on the Job	0
12.	Employability Skills	EMP-603	1301.10	Communication on the Job	0
13.	Employability Skills	EMP-604	1301.10	Collaboration on the Job	0

14.	Employability Skills	EMP-605	1301.10	Empathy on the Job	0
15.	Employability Skills	EMP-606	1301.10	Analysis/Solution Mindset on the Job	0
16.	Employability Skills	EMP-607	1301.10	Resilience on the Job	0
17.	Employability Skills	EMP-608	1301.10	Entrepreneurial Mindset on the Job	0
18.	Employability Skills	EMP-609	1301.10	Social/Diversity Awareness on the Job	0
19.	English	ENGL-1C	1501.00	Introduction to Literature	3
20.	English	ENGL-32	1503.00	Introduction to the Novel	3
21.	English	ENGL-80A	1503.00	Survey of British Literature I	3
22.	English	ENGL-80B	1503.00	Survey of British Literature II	3
23.	English	ENGL-81	1503.00	Shakespeare	3
24.	Geography	GEOG-1	2206.00	World Regional Geography	3
25.	Geography	GEOG-11	2206.00	Human Geography	3
26.	Geography	GEOG-2	2206.00	Global Climate Change: An Introduction to Weather and Climate	3
27.	Geography	GEOG-3	2206.00	Geography of California	3
28.	Geography	GEOG-4	2206.00	Physical Geography	3
29.	Interior Design	ID-27	1302.00	Computer Drafting & Design for Interiors	3
30.	Spanish	SPAN-13	1105.00	Survey of Mexican Literature	3
31.	Spanish	SPAN-14	1105.00	Latin American Literature	3
PROGRAMS OF STUDY – NEW PROGRAMS					
	Program of Study	AA/AS/C	TOP Code	Title	Units
1.	Business: Legal Studies	AA-T	1401.00	Law, Public Policy, and Society	31-32
2.	Chemistry	A.S.	1905.00	University of California Transfer Pathway: Chemistry	66-73
PROGRAMS OF STUDY – PROGRAM MODIFICATIONS					
	Program of Study	AA/AS/C	TOP Code	Title	Units
1.	Public Health	AS-T	1201.00	Public Health Science	32-33

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

November 20, 2019

Board Meeting Date

TOPIC **SABBATICAL REPORT – RACHEL HANNA**

Communication No. IV.E.2.d

SUPPORTS BOARD POLICY

Board Policy 7340 Leaves – The Superintendent/President shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District.

PROPOSAL

To review and accept the sabbatical leave report from Rachel Hanna, School of Language Arts, who was granted a sabbatical leave for the spring 2019 semester.

BACKGROUND

Pursuant to district procedures, faculty on leave must return to the service of the district for a period of time not less than twice that of their leaves and must, no later than Friday of the eighth week of instruction, submit a report of sabbatical leave activities to the Chief Instructional Officer. In accord with district sabbatical leave procedures, the Faculty Senate has carefully reviewed this report, and has formally recommended its acceptance. The Dean and Associate Superintendent of Instruction and Institutional Effectiveness have also reviewed the report and concur in the recommendation of acceptance. Attached with the board materials, is a copy of the executive summary of the sabbatical leave report. The full report and materials are available through the Office of the Acting Associate Superintendent of Instruction and Institutional Effectiveness. In addition to the written report, the faculty recipient will present an oral report to the board.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board approve the sabbatical leave report.

Submitted by:	Laura Hope, Acting Associate Superintendent, Instruction and Institutional Effectiveness
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Recommended by:	Henry D. Shannon, Superintendent/President
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Rachel Hanna
Spring 2019 sabbatical

Sabbatical Purpose

I am a firm believer that study abroad changes lives because it changed mine. It was while living in Spain in the early nineties that I decided that teaching Spanish would be my life's vocation. As a Spanish language educator, there is no better way to hone communication skills than by spending time in a Spanish speaking country. The purpose of the proposed leave is to attend one course for Spanish teachers at the Instituto Mediterráneo Sol (IMSOL) in Granada, Spain and another course (focusing on culture and communication) at Spanish Immersion School in Oaxaca, Mexico. Both immersion programs (which are accredited by the renown Instituto Cervantes) will allow me to enhance my communication skills and exchange ideas with other Spanish instructors from all over the world. The sabbatical will contribute to my professional growth by allowing me to study new technologies used in the foreign language classroom, explore culture through a 21st century lens, and participate in round table discussions about current events concerning Spain and Latin America. All the knowledge gained will also help me to develop a Culture and Conversation course that has been a Spanish Department VIP goal.

Sabbatical Objectives

*Develop or explore new concepts or ideas within your assignment.
Enhance performance through travel.*

While on this one semester sabbatical leave I will:

1. Attend two language and culture immersion programs for non-native teachers of Spanish in Spain and Mexico and compile materials that can be used in all Spanish language and literature courses. The course objectives for both programs include:
 - Raise communicative ability
 - Strengthen listening and spoken linguistic abilities
 - Reflect on new second language teaching models
 - Design materials and activities
 - Develop a broader understanding of culture in the Spanish speaking world
2. Photograph and record video of cultural landmarks and interview groups (the Roma in Granada and Zapotec in Oaxaca and Maya in Chiapas) that can be used in current Spanish courses.
3. Compile all material from my study abroad to inform the design of a new Culture and Conversation course to be offered as a face-to-face and/or hybrid class.

Sabbatical Activities

The activities of the sabbatical leave will be to complete a two-week IMSOL course for non-native teachers of Spanish in Granada, Spain and a two-week Spanish teacher course along with cultural workshops at the Spanish Immersion School in Mexico. Each course is around 40 hours in total.

The course formats are as follows:

- Spanish grammar in group lessons, depending on level.
- Methodology of Spanish as a Foreign Language: techniques, resources, classroom management. Lessons recorded on video for later analysis and comment by the group and instructor.
- General topics of Spanish culture (literature, history, traditions)
- Conversation and round table about general affairs concerning Spain and/or Mexico.
- Methods and dynamics: using technology in class

The information gleaned from both programs (over 80 hours of lessons) will help inform the content and creation of a Culture and Conversation course to be added to the Spanish Department's curriculum. In addition, I will develop lesson plans and didactic materials based on the photos and videos I take and interviews I conduct in both countries.

Benefits of Sabbatical

Benefit to the student

My travel to Spain and Mexico can only serve to inspire and impact my students' learning. My goal is to always encourage students to not only learn Spanish, but to appreciate how language and culture intertwine. Even if my students have never travelled abroad, by sharing my anecdotes, photos, videos and interviews from my travels with students, they will have a more meaningful and lasting connection to the subject. I will be traveling to the state of Chiapas where I hope to interview indigenous Maya artisans. I also plan to visit an autonomous Zapatista village in the Chiapas highlands in hopes to speak to Zapatista women about their involvement as insurgents, educators and political leaders in the Zapatista rebellion movement. Students in all classes will also benefit from fresh lesson plan ideas and new activities I create. In addition, one of the Spanish Department's VIP goals has been to add a Culture and Conversation course to our curriculum to give students majoring in Spanish an additional course to help them earn their AA-T degree more quickly.

Benefit to the district or college

I will share all information from the immersion programs with my colleagues who can use any of the grammar, culture or history information in their own classes. The creation of a Culture and Conversation course helps expand our AA-T degree and aligns with Chaffey's Institutional Goal to "create, maintain, and support innovative and effective learning environments that engage students toward success and completion."

Benefit to me as an educational professional

This sabbatical will give me the time to travel abroad and become a student again. It is imperative that instructors not forget what it is like to be a student. This project also gives me the opportunity to model for my students the importance of life-long learning. Cultures and languages are *living* and it is important to experience how language evolves. I am eager to study new slang and idioms, learn new technologies used in the classroom and discuss methodology with other Spanish professors from all over the globe. I will return to the classroom inspired and invigorated.

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

November 20, 2019

Board Meeting Date

TOPIC SABBATICAL REPORT – PAULA SNYDER

Communication No. IV.E.2.e

SUPPORTS BOARD POLICY

Board Policy 7340 Leaves – The Superintendent/President shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District.

PROPOSAL

To review and accept the sabbatical leave report from Paula Snyder, School of Social and Behavioral Science, who was granted a sabbatical leave for the spring 2019 semester.

BACKGROUND

Pursuant to district procedures, faculty on leave must return to the service of the district for a period of time not less than twice that of their leaves and must, no later than Friday of the eighth week of instruction, submit a report of sabbatical leave activities to the Chief Instructional Officer. In accord with district sabbatical leave procedures, the Faculty Senate has carefully reviewed this report, and has formally recommended its acceptance. The Dean and Associate Superintendent of Instruction and Institutional Effectiveness have also reviewed the report and concur in the recommendation of acceptance. Attached with the board materials, is a copy of the executive summary of the sabbatical leave report. The full report and materials are available through the Office of the Acting Associate Superintendent of Instruction and Institutional Effectiveness. In addition to the written report, the faculty recipient will present an oral report to the board.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board approve the sabbatical leave report.

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

Executive Summary

Much of this project was exploratory in attempting to discern the most effective investigatory methods for answering questions about culture, skin color, and policing. Studies on religion, mass media, and education reveal the mechanisms for normalizing colorism within American culture and, thus, reproducing it for each successive generation. Despite officers appearing to be only minimally cognizant of skin color variation as operationalized in their descriptions and assessments of skin color and criminal suspects, scholarly research points to colorism as a significant variable in arrests and use of force in addition to sentencing. Critical Race Theory reminds us that colorism (as well as other ideologies like racism, ethnocentrism, heterosexism, sexism, etc.) has been absorbed within the very structure of policies, laws, and social relations. Thus, applying policies and laws objectively perpetuates inequalities and ensures the continuation of the dichotomous tension between pro-law enforcement/anti-media groups and minorities. The inability (or refusal) to recognize systemic colorism (i.e., a pigmentocracy) amongst some law enforcement officers and criminal justice faculty, is an illustration of doxa, the realm of hidden social forces. In turn, this dynamic gives rise to increased hostility toward minority groups and the propagation of systemic injustices like discrepancies in arrests and sentencing by skin color.

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

November 20, 2019

Board Meeting Date

TOPIC **SABBATICAL REPORT – CHARLES WILLIAMS**

Communication No. IV.E.2.f

SUPPORTS BOARD POLICY

Board Policy 7340 Leaves – The Superintendent/President shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District.

PROPOSAL

To review and accept the sabbatical leave report from Charles Williams, School of Language Arts, who was granted a sabbatical leave for the spring 2019 semester.

BACKGROUND

Pursuant to district procedures, faculty on leave must return to the service of the district for a period of time not less than twice that of their leaves and must, no later than Friday of the eighth week of instruction, submit a report of sabbatical leave activities to the Chief Instructional Officer. In accord with district sabbatical leave procedures, the Faculty Senate has carefully reviewed this report, and has formally recommended its acceptance. The Dean and Associate Superintendent of Instruction and Institutional Effectiveness have also reviewed the report and concur in the recommendation of acceptance. Attached with the board materials, is a copy of the executive summary of the sabbatical leave report. The full report and materials are available through the Office of the Acting Associate Superintendent of Instruction and Institutional Effectiveness. In addition to the written report, the faculty recipient will present an oral report to the board.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board approve the sabbatical leave report.

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

During the sabbatical, I designed a course for English 1A with leadership as its theme. The work in this class includes 4 three to four-page essays addressing these modalities: reflection, compare and contrast, analysis, and argument. A seven to ten-page research paper is required, along with a short presentation at the end of the term. There is a minimum of ten readings assigned throughout this course. The reading and writing assignments center around the Social Change Model of Student Leadership. This is the dominant leadership theory promoted on college campuses throughout the nation. In addition, each student will be part of a semester long collaborative project. This activity introduces students to an Agile project management system called "Scrum." This methodology is one of the most commonly practiced in the corporate world, specifically in the technology sector. Its high utilization is due its manageability, flexibility, and accountability. This is how high stakes groups accomplish complex tasks frequently, under budget, and on time.

This project concludes by commenting on ways to enhance the student government experience for all, especially students and advisors. I even address how a variant of this structure can be applied to not just my literature classes but courses in other disciplines as well.

Finally, I must note that this is only the beginning of my understanding of student leadership development; by no means am I claiming this work exhaustive. I am certain the more I teach this theme the more my thinking on these matters will grow.

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

November 20, 2019

Board Meeting Date

TOPIC 2019-2020 CALIFORNIA STATE PRESCHOOL (CSPP-9418) AMENDMENT 01

Communication No. IV.E.3.a

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve Amendment 01 to increase the amount of the California Department of Education 2019-2020 California State Preschool program (CSPP-9418) by \$14,290.

BACKGROUND

On June 27, 2019, the Governing Board approved contract CSPP-9418 with the California Department of Education (CDE) in the amount of \$359,862. The CDE has amended the contract by increasing the maximum reimbursable amount by \$14,290, due to the minimum days of enrollment increasing from 7,453.0 to 7,505.6.

BUDGET IMPLICATIONS

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

Status of Funds – The 2019-2020 restricted Child Development Center fund adopted budget will be increased as indicated below for this amendment:

48xxx	Income	<u>\$14,290</u>
52xxx	Classified Salaries	\$13,500
53xxx	Benefits	<u>790</u>
	Total	<u>\$14,290</u>

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

RECOMMENDATION

It is recommended that the Governing Board approve Amendment 01 to increase the amount of the California Department of Education 2019-2020 California State Preschool program (CSPP-9418) by \$14,290.

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

November 20, 2019
Board Meeting Date

TOPIC **2019-2020 GENERAL CHILD CARE AND DEVELOPMENT PROGRAMS (CCTR-9187) AMENDMENT 01**

Communication No. IV.E.3.b

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve Amendment 01 to increase the amount of the California Department of Education 2019-2020 General Child Care and Development Programs Contract (CCTR-9187) by \$82,250.

BACKGROUND

On June 27, 2019, the Governing Board approved contract CCTR-9187 with the California Department of Education (CDE) in the amount of \$445,305. The CDE has amended the contract by increasing the maximum reimbursable amount by \$82,250, due to MRA increase from \$47.98 to \$49.54, as well as the day of enrollment from 9,282 to 10,649.

BUDGET IMPLICATIONS

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

Status of Funds – The 2019-2020 restricted Child Development Center fund adopted budget will be increased as indicate below for this amendment:

48xxx	Income	<u>\$82,250</u>
52xxx	Classified Salaries	\$70,000
53xxx	Benefits	9,320
54xxx	Supplies	<u>2,930</u>
	Total	<u>\$82,250</u>

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

RECOMMENDATION

It is recommended that the Governing Board approve Amendment 01 to increase the amount of the California Department of Education 2019-2020 General Child Care and Development Program contract (CCTR-9187) by \$82,250.

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

November 20, 2019
Board Meeting Date

TOPIC **BUDGET INCREASE - MEASURE P BOND FUND - SERIES A ISSUANCE**

Communication No. IV.E.3.c

SUPPORTS BOARD POLICY

Supports and complies with Policies: 6100 Delegation of Authority, 6300 Fiscal Management and 6600 Capital Construction.

PROPOSAL

To approve the budget allocation increase of \$181,563,895 resulting from the net proceeds of the first series of general obligation bonds sold for the purpose of providing funds to finance projects approved by Measure P.

BACKGROUND

On November 6, 2018, the voters of the Chaffey Community College District passed Measure P, a bond measure for \$700 million for the site acquisition, renovation, and new construction of facilities throughout the college district.

In accordance with the bond Resolution No. 71119 approved on July 11, 2019, the college has issued the necessary first series of bonds in the amount of \$200,000,000 to provide funding for the first phase of site acquisition, renovation, and new construction projects over the next 36-48 months. The net amount available after the cost of issuance of \$644,261 is \$199,355,739. The approved adopted budget included \$17,791,844 for allowable pre-issuance costs. This Board item increases the budget by the remaining \$181,563,895.

The projects in the first phase include:

- Instructional Building 1, Rancho
- Instructional Building 1, Chino
- Instructional Building 1, Fontana
- Campus Center, Fontana
- Library
- Auto Tech Lab Renovation
- Chino Main Instructional Building Renovation
- Site Acquisitions – Ontario and Fontana
- Swing Space
- Ontario Campus Development
- Instructional Equipment
- District Wide Upgrades Phase 1 – Security, Utilities Infrastructure, and ADA

BUDGET IMPLICATIONS

Funding Source – Restricted Measure P bond funds.

Status of Funds – The 2019-2020 adopted Measure P bond fund budget will be increased as indicated below:

48xxx	Income	<u>\$181,563,895</u>
52xxx	Classified Salaries	35,800
53xxx	Benefits	15,343
56xxx	Capital Outlay	170,730,675
57xxx	Project Contingencies	10,782,077
	Total	<u>\$181,563,895</u>

Future Implications – Funds not expensed in the 2019–2020 fiscal year will be carried over to future year bond budgets.

RECOMMENDATION

It is recommended that the Governing Board approve the budget allocation increase of \$181,563,895 resulting from the net proceeds of the first series of general obligation bonds sold for purpose of providing funds to finance projects approved by Measure P.

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

November 20, 2019
 Board Meeting Date

TOPIC **BUDGET INCREASE – RESTRICTED GENERAL FUND**

Communication No. IV.E.3.d

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the budget increase of \$484,783 to the 2019-2020 restricted general fund budget for the addition of the Guided Pathways third year allocation.

BACKGROUND

The adopted restricted budgets were based on an estimated advance allocation. Per notification from the Chancellor's Office, the District is receiving the third year of the Guided Pathways allocation.

<u>Program</u>	<u>Current Budgeted Allocation</u>	<u>Adjustments</u>	<u>Revised Allocation</u>
Guided Pathways	\$519,009	\$484,783	\$1,003,792
Total	<u>\$519,009</u>	<u>\$484,783</u>	<u>\$1,003,792</u>

BUDGET IMPLICATIONS

Funding Source – California Community Colleges Chancellor's Office.

Status of Funds – The 2019-2020 restricted general fund budget will be increased as indicated below for this program:

48xxx	Income	\$484,783
51xxx	Academic Salaries	\$41,511
52xxx	Classified Salaries	166,215
53xxx	Benefits	100,274
55xxx	Other Services	176,783
	Total	\$484,783

Future Implications – N/A

RECOMMENDATION

It is recommended that the Governing Board approve the budget increase of \$484,783 to the 2019-2020 restricted general fund budget for the addition of the Guided Pathways third year allocation.

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

November 20, 2019

Board Meeting Date

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

Communication No. IV.E.3.e

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 112019, 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 112019 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 112019, 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 112019

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. 112019

**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 20th day of November 2019, at a regular meeting by the following vote:

Ayes:
Noes:
Abstentions:
Absent:

I, Lee McDougal, 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.

Lee McDougal
Clerk, Governing Board

EXHIBIT A

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

BOARD MEETING DATE: NOVEMBER 20, 2019

<u>Quantity</u>	<u>Description (Make, Model, Color, Dimensions, Etc.)</u>	<u>Serial #s (Asset #'s)</u>
1	Original Heidelberg Einfarben Offset Oder Letterset (Rund), 52x72 cm 20 ½ x 28 3/8"	328335 (4826)
1	Binding Machine (Fastback Model 15xs)	N/A (N/A)
1	Film Machine – DuPont Easy Compact	N/A (N/A)
2	Illuminator Boxes	N/A (N/A), N/A (N/A)

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

November 20, 2019

Board Meeting Date

TOPIC HOURLY POSITION CERTIFICATION

Communication No. IV.E.4.a

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the attached short-term worker and apprentice position and salary schedule effective January 1, 2020.

BACKGROUND

The administration recommends salary changes as reflected in the attached short-term worker position schedule due to the increase in the state minimum wage to \$13.00 per hour effective January 1, 2020.

BUDGET IMPLICATIONS

Funding Source – Restricted and unrestricted general fund

Status of Funds – Affected budgets will absorb any increased expenditures as a result of this hourly position certification proposal

Future Implications – N/A

RECOMMENDATION

It is recommended the Governing Board approve the attached short-term worker and apprentice position and salary schedule effective January 1, 2020.

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

POSITION DESCRIPTION LISTING

(170 days or 980 hours in an academic year is the maximum an employee can work in a short-term position)

Short-Term Workers

Short-Term Worker 1: Positions in this pay group work under supervision; require minimal skill level; perform routine tasks which require a brief training period; provide instructional or departmental assistance; perform routine tasks; may require knowledge, training and experience; may require knowledge of software packages; may exercise judgment appropriate to level of assignment.

\$13.00/hr

Short-Term Worker 2: Positions in this pay group perform under general supervision; require knowledge, training and experience in the position for which hired; require knowledge of software packages; and exercise judgment appropriate to level of assignment.

\$14.00/hr

Short-Term Worker 3: Positions in this pay group perform skilled work under minimal direction; require extensive knowledge, education/training and experience; and exercise independent judgment and initiative.

\$15.50/hr

Short-Term Worker 4: Positions in this pay group perform highly skilled work with minimal direction; require extensive knowledge, education/training and experience; and exercise independent judgment and initiative.

\$18.00/hr

Short-Term Worker 5: Positions in this pay group perform at advanced level. Positions in this group are generally regarded as paraprofessional and require advanced knowledge, education/training, and experience; exercise independent judgment and initiative.

\$22.00/hr

Short-Term Worker 6: Positions in this pay group perform at a highly advanced level. Positions in this pay group are regarded as professional and/or highly technical advanced education and/or training is required; makes recommendations and exercises independent judgment and initiative.

\$25.00/hr

Short-Term Worker 7: Positions in this pay group perform at a highly advanced level. Positions in this pay group are regarded as professional and/or have highly technical or advanced education and/or training; makes recommendations and exercises independent judgment and initiative specific to the area/program employed.

\$30.00/hr

Short-Term Worker 8: Positions in this pay group perform at the highest level of expertise; require expert knowledge, education/training, and experience; make recommendations and exercise independent judgment and initiative.

\$40.00/hr

Short-Term Worker 9: Positions in this pay group perform at the highest level of expertise; require expert knowledge, education/training, and experience; make recommendations and exercise independent judgment and initiative, specific to the area/program employed.

\$48.00/hr

Governing Board Member

\$400.00/mo

Apprentices

Apprentice 1: Trainees in this pay group perform under close instruction; develop skills, abilities, and sensitivities for assisting a diverse population in an educational setting. Trainees in this pay group may perform work in the Child Development Center and must be enrolled in at least three (3) units, showing continuous progress towards a child development permit and/or degree in Early Childhood Education and have successfully completed at least six (6) units in Early Childhood Education. These trainees perform under very close instruction, work directly with children, oversee daily activities, and with help of the center teachers develop and implement activities. Trainees in this pay group may require tutoring experience or subject competency; and provide tutoring, basic computer, and online instructional support for faculty, staff, and students.

\$13.00/hr

Apprentice 2, 3, 4, 5, 6 & 7: Not currently assigned.

Apprentice 8: Trainees in this pay group perform skilled work under general direction and exercise independent decision-making within the scope of responsibility; and provide support for productions, exhibitions, and presentations for faculty, staff, students, and the community.

\$14.00/hr

Apprentice 9: Trainees in this pay group perform skilled work under general instruction; may require a bachelor's degree; and provide assistance to faculty, management, and staff including individual and small group tutoring, mentoring, coaching, and/or accounting support. May provide advanced instructional/technological support.

\$15.00/hr

Master Tutor Apprentice 10: Trainees in this pay group have already demonstrated leadership and expertise and have 2 years' experience in a learning lab, tutorial center, learning resource center, or the equivalent; must complete Level 2 CRLA certification, NADE or other appropriate organization certification); require a bachelor's degree; play a mentoring role for the developing apprentices to better assist students in individual and small group tutoring, directed learning activities, learning groups, and through the use of instructional technology.

\$17/hr

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

November 20, 2019
Board Meeting Date

TOPIC MANAGEMENT PERSONNEL PLAN/EMPLOYMENT CONTRACT

Communication No. IV.E.4.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.

PROPOSAL

To approve the employment contract between the Governing Board of the Chaffey Community College District and the management employee in position listed below:

<u>Level I</u>	<u>Proposed Contract Expiration Date</u>
Associate Superintendent, Instruction and Institutional Effectiveness	June 30, 2022

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 (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 – Unrestricted general fund
Status of Funds – The personnel costs associated with this position are included in the 2019–20 budget.
Future Implications – It is anticipated that these costs will be ongoing.

RECOMMENDATION

It is recommended the Governing Board approve the employment contract between the Governing Board of the Chaffey Community College District and the management employee in position 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

November 20, 2019

Board Meeting Date

TOPIC STUDENT WORKER POSITION CERTIFICATION

Communication No. IV.E.4.c

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the attached student worker salary schedule effective January 1, 2020.

BACKGROUND

The administration recommends salary changes as reflected in the attached position schedule due to the increase in the state minimum wage to \$13.00 per hour effective January 1, 2020.

BUDGET IMPLICATIONS

Funding Source – Restricted and unrestricted general fund

Status of Funds – Affected budgets will absorb any increased expenditures as a result of this hourly position certification proposal.

Future Implications – N/A

RECOMMENDATION

It is recommended the Governing Board approve the attached student worker salary schedule effective January 1, 2020.

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

POSITION DESCRIPTION LISTING

Student Workers

Student Worker 1, Entry-Level-Positions: Student Workers in this pay group require minimal previous experience. Acceptable performance levels can be reached primarily through on-the-job training. Examples: entry-level office assistants, entry-level lab assistants, entry-level bookstore clerks, police cadets, Maintenance and Operations assistants, student ambassadors and food service workers

\$13.00/hour

Student Worker 2, Intermediate-Level Positions: Student Workers in this pay group require some previous experience. Acceptable performance levels can be reached primarily through a combination of prior knowledge, skills and abilities working in conjunction with on-the-job training. Examples: Intermediate-level office assistants and lab assistants, peer advisors and senior bookstore clerks.

\$13.50/hour

Student Worker 3, Advanced-Level Positions: Student Workers in this pay group have considerable previous experiences or certification such as a medical assistant certificate or CPR certificate. Although on-the-job training may be provided, acceptable performance levels can only be reached through a sufficient amount of specific prior knowledge, skills and abilities. Examples: Tutors, medical assistants and Information Technology interns.

\$14.00/hour

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

November 20, 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 October 2019.

BUDGET IMPLICATIONS

Funding Source – All Funds

Status of Funds – Funding for these contracts, purchase orders, and warrants are included in the 2019-2020 adopted district budgets.

Future Implications – None

RECOMMENDATION

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

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

CONTRACT AND CHANGE ORDER LIST¹

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2020PW306	Alert Security Systems Inc.	Upland, CA	For a not-to-exceed amount, to install a new Blue Emergency Talk-A-Phone Tower in the soccer field located at Chaffey College, Rancho Cucamonga Campus, for the period of October 21, 2019 through March 30, 2020, as approved by Facilities Development.	\$11,400.00	Unrestricted General Fund
2020CS275	Anne Harley	Claremont, CA	For a not-to-exceed amount, perform during the <i>Sunday Recital Series</i> at Chaffey College Theatre, on September 15, 2019, as approved by Visual and Performing Arts.	250.00	Unrestricted General Fund
2020CS313	Arly Productions	Riverside, CA	For a not-to-exceed amount, provide sound system services during a movie presentation on October 21, 2019, as approved by Marketing and Public Relations.	950.00	Unrestricted General Fund
2020CS175	Baldy Fire and Safety Inc.	Alta Loma, CA	For a not-to-exceed amount, to provide annual inspection and maintenance of fire extinguishers, fire sprinklers, fire hydrants, and fire suppression systems at the Rancho Cucamonga, Chino, and Fontana Campuses, and Off-Campus Centers, for the period of July 1, 2019 through June 30, 2020, as approved by Facilities and Construction.	8,500.00	Unrestricted General Fund
2020CS278	Best Best & Krieger LLP	Riverside, CA	For a not-to-exceed amount, to provide as-needed general and special legal services for District matters related to District's general legal issues or Measure P bond matters, for the period of July 1, 2019 through June 30, 2020, as approved by the Office of the Associate Superintendent, Business Services and Economic Development.	40,000.00	Unrestricted General Fund and Measure P Bond Fund
2020CS247	Brandon Paul Morse	Norco, CA	For a not-to-exceed amount, to provide training and consulting services for workers of District's business clients and community partners in the areas of but not limited to: business skills, continuous improvement, manufacturing skills, commercial skills, health care, literacy skills, computer skills, management skills and safety skills, for the period of August 29, 2019 through June 30, 2020, as approved by Economic Development. ²	6,000.00	Restricted General Fund
2020CS285	BSN Sports, LLC.	Corona, CA	For a not-to-exceed amount, to provide inspection and repair of the basketball operating systems in the Sports Center Gym, located at the Rancho Cucamonga Campus, for the period of September 9, 2019 through June 30, 2020, as approved by Facilities and Construction.	1,626.18	Unrestricted General Fund

¹ Funding for all contracts and change orders on this list are included in the 2019-2020 adopted district budgets.

² Funded by Economic Development grant funds.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2020CS320	CareerAmerica, LLC	Boulder, CO	Contract for Service/End User License Agreement for GetAnswers a customizable highly visual library of videos. Service includes 24/7/365 artificial intelligence chatbot, customizable financial aid knowledgebase, indexing of financial aid webpages, and mobile responsiveness, for the period of July 1, 2019 through June 30, 2020, as approved by Financial Aid. ³	\$19,000.00	Restricted General Fund
2020CS206	EMSI	Moscow, ID	For a not-to-exceed amount, to complete an economic impact analysis toward faculty, staff, work study students and operations and an investment analysis toward student, taxpayer, and societal perspective, for the period of July 1, 2019 through June 30, 2020, as approved by Institutional Research and Resource Development.	13,000.00	Unrestricted General Fund
2020CS300	Edgar Pazmino	Ontario, CA	For a not-to-exceed amount, to provide DJ services for the 16 th annual International Education Week event at the Rancho Cucamonga Campus, for period of November 12, 2019 through November 14, 2019, as approved by Financial Aid and International Students.	400.00	Auxiliary Services Fund
2020CS266	Edwin Ordubegian	Los Angeles, CA	For a not-to-exceed amount, to edit two (2) videos for District's legal matters, for the period of September 1, 2019 through June 30, 2020, as approved by Human Resources.	500.00	Unrestricted General Fund
2020CS288	Ellucian Company	Reston, VA	Year 1 of a 3-year agreement, to provide access and use of web-based training programs, as approved by Administrative Services.	18,000.00	Unrestricted General Fund
2020CS308	Enviser	Garden Grove, CA	For a not-to-exceed amount, to inspect and rebuild Central Plant Condenser Pump #2 with a new shaft seal and sleeve, and new bearings, located at the Rancho Cucamonga Campus, for the period of August 1, 2019 through June 30, 2020, as approved by Facilities and Construction.	6,628.00	Unrestricted General Fund
2020CS280	Erica Arias	Covina, CA	For a not-to-exceed amount, provide a presentation for the Girl Talk event on July 27, 2019, as approved by Student Services.	300.00	Unrestricted General Fund
2020CS301	Farah Manekia	Rancho Cucamonga, CA	For a not-to-exceed amount, to provide Henna Tattoos during the International Education week event at the Rancho Cucamonga Campus on November 13, 2019, as approved by International Student Program.	150.00	Auxiliary Services Fund
2020CS276	Gayle Ruth Blankenburg	Foothill Ranch, CA	For a not-to-exceed amount, perform songs and poems for Sunday Recital Series titled, "Unheard Voices: Songs and Poems from the Margins" at the Chaffey College Theatre, on September 15, 2019, as approved by Visual and Performing Arts.	250.00	Unrestricted General Fund

³ Funded by Board Financial Assistance Program (BFAP) Financial Aid budget.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2020CS305	Gold Arc, Inc.	Pomona, CA	For a not-to-exceed amount, to provide as-needed repair services on automatic doors at the Rancho Cucamonga, Fontana, and Chino campuses, and off-campus centers, for the period of July 1, 2019 through June 30, 2020, as approved by Facilities and Construction.	\$5,000.00	Unrestricted General Fund
14P23-15	HMC Architects	Ontario, CA	Amendment 3 to Project Assignment No. 15, to extend the term date to June 30, 2020 for the Vision 2025 facilities Master Plan Addendum Project, as approved by Administrative Services.	No Cost Impact	Unrestricted General Fund
2020CS268	Immaculata Studios, LLC	Columbia Falls, CA	For a not-to-exceed amount, to provide promotional videos and digital advertising services for the Financial Aid department, for the period of September 5, 2019 through June 30, 2020, as approved by Equity, Outreach & Communications. ⁴	30,000.00	Restricted General Fund
2020CS221	Impact Coaching	Upland, CA	For a not-to-exceed amount, to provide coaching, mentoring, and consulting services for the Associate Superintendent of Student Services and Legislative Engagement department, for the period of August 1, 2019 through June 30, 2020, as approved by Student Services.	15,000.00	Unrestricted General Fund
2020CS178	Jeffrey Thomas Daigneault	Riverside, CA	Amendment 1 to increase the not-to-exceed amount for additional training services, as approved by Economic Development. ⁵	3,770.00	Restricted General Fund
2020CS299	Joel M. Daniel	Twentynine Palms, CA	For a not-to-exceed amount, to provide bagpipe performance music services for events held during International Education Week at the Fontana, Chino, and Rancho Cucamonga Campuses, for the period of November 12, 2019 through November 14, 2019, as approved by International Student program.	599.00	Auxiliary Services
2020CS262	Jose A. Montelongo	Lancaster, CA	For a not-to-exceed amount, to disassemble and clean all optical components, lubricate mechanicals parts, clean internal optics, and set focus locks on microscopes located at the Rancho Cucamonga, Chino, and Fontana Campuses, for the period of July 1, 2019 through June 30, 2020, as approved by Math and Science.	6,864.00	Unrestricted General Fund
2020CS282	Jose Guadalupe Olivarez	New York, NY	For a not-to-exceed amount, serve as a guest speaker for Poetry Reading at the Fontana Campus for National Hispanic Heritage Month, on October 16, 2019, as approved by Fontana Center. ⁶	1,000.00	Unrestricted and Restricted General Fund
2020CS215	Leibert Cassidy Whitmore	Los Angeles, CA	For a not-to-exceed amount, facilitate a workshop for faculty and administrators titled, " <i>Interest Based Bargaining</i> ," held on September 13, 2019, at the Rancho Cucamonga Campus, as approved by Business Services and Economic Development.	4,000.00	Unrestricted General Fund

⁴ Funded by Title V, Hispanic Serving Institution grant funds.

⁵ Funded by Economic Development grant funds.

⁶ Funded by Student Equity budget.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2020CS297	Lorbel Inc.	Rancho Cucamonga, CA	For a not-to-exceed amount, to provide materials and equipment necessary to furnish and install a wall mounted Maintenance Bypass System, at the Rancho Cucamonga Campus, for the period of October 22, 2019 through November 23, 2019, as approved by Technical Services.	\$12,749.68	Unrestricted General Fund
2020CS319	Lorbel Inc.	Rancho Cucamonga, CA	For a not-to-exceed amount, to provide semi-annual and annual preventative maintenance of uninterruptible power supply, battery and generator, at the Rancho Cucamonga Campus, for the period of August 25, 2019 through August 24, 2020, as approved by Technical Services.	3,700.00	Unrestricted General Fund
2020CS291	LVI Technologies	Los Angeles, CA	For a not-to-exceed amount, to provide all labor, material, and equipment necessary to install fifteen data locations in the Gymnasium building located at the Rancho Cucamonga Campus, for the period of September 2, 2019 through November 30, 2019, as approved by Facilities and Construction.	6,985.00	Unrestricted General Fund
2020CS254	Matlock Design Build, Inc.	Ontario, CA	For a not-to-exceed amount, to provide all labor, materials and equipment necessary to install a display wall in room CHCM 201, located at the Chino Campus, for the period of September 24, 2019 through June 30, 2020, as approved by Chino Campus. ⁷	4,307.65	Restricted General Fund
2020CS19	Michael Wahome	Rancho Cucamonga, CA	For a not-to-exceed amount, to provide vocational training for workers of District's business clients and community partners in the areas of, but not limited to: goal setting, emotional intelligence, beliefs and affirmations and Quickbooks, for the period of July 1, 2019 through June 30, 2020, as approved by Economic Development. ⁸	4,000.00	Restricted General Fund
2020CS294	Michelle Carla Handel	Los Angeles, CA	For a not-to-exceed amount, provide an artist talk during the <i>These Creatures</i> presentation on October 23, 2019, as approved by Wignall Museum.	150.00	Unrestricted General Fund
2020CS317	Nohemi B. Flores	Pomona, CA	For a not-to-exceed amount, to provide translation services at outreach events, for the period of September 3, 2019 through June 30, 2020, as approved by Student Services.	500.00	Unrestricted General Fund
2020CS214	Concentra Medical Centers	Rancho Cucamonga, CA	For a not-to-exceed amount, to provide as-needed health services, which include but are not limited to: pre-employment and fitness for duty exams, urine drug screening, Hepatitis B vaccines, breath alcohol test, and Tuberculosis skin test for faculty and staff, for the period of July 1, 2019 through June 30, 2020, as approved by Human Resources.	1,500.00	Unrestricted General Fund
2018CS543	OmniUpdate Inc.	Camarillo, CA	Amendment 1, to add an additional 30 hours for communication, meetings and other items requested for the Website Redesign project, as approved by Marketing and Public Relations.	4,950.00	Unrestricted General Fund

⁷ Funded by Strong Workforce budget.

⁸ Funded by Economic Development grant funds.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2020CS302	Presto Sports	Rockville, MD	Year 1 of a 2-year software license subscription for Presto Sports, which includes website hosting and standard features including, but not limited to: content management system, email marketing tool, custom design/responsive website, online forms and year-round support, for the period of August 1, 2019 through July 31, 2021, as approved by Kinesiology, Nutrition and Athletics.	\$3,150.00	Unrestricted General Fund
2020CS304	Professional Personnel Leasing Inc.	South Lake Tahoe, CA	For a not-to-exceed amount, to pay commission fees to provide an interim employee to serve as the Dean of Business, Applied Technology and Economic Development, for the period of August 19, 2019 through May 29, 2020, as approved by Human Resources.	18,916.00	Unrestricted General Fund
2020CS318	Ryan Nonprofit Consulting	San Anselmo, CA	For a not-to-exceed amount, to provide consulting and strategic planning for the Chaffey College Energy, Construction and Utilities Sector Navigator (ECU), for the period of October 1, 2019 through June 30, 2020, as approved by Economic Development. ⁹	10,500.00	Restricted General Fund
2019PW310	S&K Engineers	Monrovia, CA	Amendment 1, to extend the term end date to September 30, 2019 for additional time to complete project, as approved by Facilities Development. ¹⁰	No Cost Impact	Restricted General Fund
2019PW310	S&K Engineers	Monrovia, CA	Amendment 2 to extend the term end date to June 30, 2020 for additional time to complete project and increase the not-to-exceed amount for additional services for HVAC Retrofit, as approved by Facilities Development. ¹¹	30,900.00	Restricted General Fund
2020CS283	Sherry King	Laguna Niguel, CA	For a not-to-exceed amount, to provide as-needed counseling and mediation services, for the period of July 1, 2019 through June 30, 2020, as approved by Human Resources.	600.00	Unrestricted General Fund
2020CS307	Siemens Industry Inc.	Cypress, CA	For a not-to-exceed amount, to provide as needed fire alarm testing and security services for the Rancho Cucamonga, Chino, and Fontana campuses, for the period of July 1, 2019 through June 30, 2020, as approved by Facilities and Construction.	8,000.00	Unrestricted General Fund
2020CS311	Sneary Construction, Inc.	Upland, CA	For a not-to-exceed amount, to provide installation for insulation and plywood to cover an area of glass in Office I8I-A in Wargin Hall, for the period of July 1, 2019 through June 30, 2020, as approved by Administrative Services/Facilities.	1,000.00	Unrestricted General Fund
2020CS255	Southern California Occupational Health Services	San Bernardino, CA	For a not-to-exceed amount, to provide as-needed pre-employment functional capacity testing including strength examinations and physical assessment, for the period of July 1, 2019 through June 30, 2020, as approved by Human Resources.	300.00	Unrestricted General Fund

⁹ Funded by Economic Development grant funds.

¹⁰ Funded by Physical Plant & Instructional Support Block grant budget.

¹¹ Funded by Physical Plant & Instructional Support Block grant budget.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2020CS289	Strongside Youth Basketball Officials	Rancho Cucamonga, CA	For a not-to-exceed amount, officiate the 3 on 3 basketball tournament on October 19, 2019, as approved by Student Activities.	\$560.00	Unrestricted General Fund
2020CS314	Toyota Arena	Ontario, CA	For a not-to-exceed amount, to provide venue rental, associated services, and catering for the <i>Chaffey College's 103rd Commencement Ceremony</i> at Toyota Arena on May 21, 2020, as approved by Associate Superintendent of Student Services and Legislative Engagement.	90,000.00	Unrestricted General Fund
2020CS316	Treslisa Glazatov	Fontana, CA	For a not-to-exceed amount, to provide administrative oversight and implementation of the Online CTE Pathways Grant by implementing Virtual Center for Career Pathways, for the period of July 1, 2019 through June 30, 2020, as approved by Instruction and Institutional Effectiveness. ¹²	50,000.00	Restricted General Fund
2020CS243	White House Photo, Inc.	Alta Loma, CA	For a not-to-exceed amount, to provide photography services for Chaffey College athletic team practices, for the period of July 1, 2019 through June 30, 2020, as approved by Marketing and Public Relations.	2,400.00	Unrestricted General Fund
2020CS269	William Joe Morgan	San Bernardino, CA	For a not-to-exceed amount, to provide training and consulting services for workers of District's business clients and community partners in the areas of, but not limited to: business skills, continuous improvement, manufacturing skills, commercial skills, health care, literacy skills, computer skills, management skills and safety skills, for the period of August 29, 2019 through June 30, 2020, as approved by Economic Development. ¹³	9,500.00	Restricted General Fund

List reflects contracts entered into and change orders to existing contracts through October 30, 2019.¹⁴

¹² Funded by Online Education Initiative grant.

¹³ Funded by Economic Development grant funds.

¹⁴ Funding for all contracts and change orders on this list are included in the 2019-2020 adopted district budgets.

CHAFFEY COMMUNITY COLLEGE

WARRANT REGISTER REPORT

FOR THE MONTH OF OCTOBER 2019

GENERAL FUNDS (10)

PAYROLL	7,553,814.52	
COMMERCIAL	<u>6,103,973.67</u>	
TOTAL FUND (10)		13,657,788.19

SCHEDULED MAINTENANCE FUND (42) 16,340.27

BUILDING FUND (40 and 43) 417,588.39

EARLY RETIREMENT FUND (61) 961.19

VACATION LIABILITY (69) -

CAPITAL OUTLAY PROJECT FUND (41) 852,334.39

CHILD DEVELOPMENT FUND (33)

PAYROLL	121,095.50	
COMMERCIAL	<u>125,546.61</u>	
TOTAL FUND (33)		246,642.11

TOTAL ALL FUNDS **\$ 15,191,654.54**

PAYROLL WARRANT/ADVICE NUMBERS

126154-126259 416904-418938

COMMERCIAL WARRANT NUMBERS

1014259-1014391 1722497-1723982 *(1722494-96 voided)*

PURCHASE ORDER NUMBERS

BPO's	14433-14462	\$	74,432.00	<i>(14432 voided)</i>
PO's	53376-53597	\$	567,510.74	