



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

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

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

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

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

- III. **STUDY SESSION**
 - A. CONVENE IN OPEN SESSION
 - B. AGENDA
 1. Chino Monitoring Report
 2. Fontana Monitoring Report

- IV. **REGULAR SESSION**
 - A. RECONVENE IN REGULAR SESSION
 1. Pledge of Allegiance
 - B. PUBLIC COMMENTS
 - C. COMMUNITY LINKAGES
 1. Governing Board
 2. Legislative Update
 3. Foundation
 - D. REPORTS
 1. Closed Session Actions
 2. Monitoring
 - a. 2019-2020 Audit Report

E. CONSENT AGENDA

1. Governance Process
 - a. Approval of Minutes, February 25, 2021
 - b. Board Meeting Date Change
 - c. California Community College Trustees Board of Directors Election – 2021
 - d. Resolution to Observe Black Student Success Week
2. Academic Affairs
 - a. Curriculum
3. Business/Fiscal Affairs
 - a. Budget Increase – Restricted General Fund
 - b. Chaffey College Bond Citizens' Oversight Committee Membership
 - c. Fee Schedule Updates
 - d. Higher Education Emergency Relief Fund II (HEERF II) Project – Institutional Allocation
 - e. Higher Education Emergency Relief Fund II (HEERF II) Project – Minority Serving Institutions Allocation
 - f. Higher Education Emergency Relief Fund II (HEERF II) Project – Minority Serving Institutions Allocation (Supplemental Award)
 - g. Higher Education Emergency Relief Fund II (HEERF II) Project – Student Aid Allocation
 - h. Masonry Industry Training Association (MITA)
4. Human Resources
 - a. Memorandums of Understanding – Chaffey Community College District and California School Employees Association (CSEA), Chapter 431

F. ACTION AGENDA

1. Business/Fiscal Affairs
 - a. Approval to Contract On-Call Professional Services Agreement for Furniture, Fixtures, and Equipment Consulting Services
 - b. Approval to Award Bid No. 2021PW151 – HVAC Replacement Project
 - c. 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, April 22, 2021.

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

March 25, 2021
Board Meeting Date

TOPIC **2019-2020 AUDIT REPORT**

Communication No. IV.D.2.a

SUPPORTS BOARD POLICY

Board Policy 6400 Audits - The Superintendent/President shall assure that an annual outside audit of all funds, books, and accounts of the District is completed in accordance with the regulations of Title 5. The Superintendent/President shall recommend a certified public accountancy firm to the Governing Board with which to contract for the annual audit.

PROPOSAL

To present the 2019-2020 audit report as prepared by the accounting firm of Eide Bailly LLP.

BACKGROUND

The Education Code requires that the Governing Board contract for an independent audit of the district's financial records each year to assure good business practices and compliance with state regulations. The audit for the 2019-2020 fiscal year ending June 30, 2020, is presented to the Governing Board by the district's independent auditing firm Eide Bailly LLP.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

The 2019-2020 audit report prepared by Eide Bailly LLP is presented for information only.

Prepared by:	Anita D. Undercoffer, Executive Director, Budgeting & Fiscal Services Patrick Cabildo, Internal Auditor
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

March 25, 2021
Board Meeting Date

TOPIC APPROVAL OF MINUTES, FEBRUARY 25, 2021

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 February 25, 2021, regular meeting.

BACKGROUND

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

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

Approval of the minutes of the February 25, 2021, regular Board meeting.

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

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

A regular meeting of the Chaffey Community College District Governing Board was held on Thursday, February 25, 2021, virtually via videoconference. Board President Ovitt called the meeting to order at 2:07 p.m.

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

Members absent: none

CLOSED SESSION

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

No comments were made.

The Board convened in closed session at 2:09 p.m. Closed session was adjourned at 3:06 p.m.

STUDY SESSION

AB 705 Update – Laura Hope, associate superintendent of instruction and institutional development, presented on the following: overview of the 2017 legislation; the purpose of AB 705; shift from course success to “throughput” measurements; students start at transfer-level rather than a developmental sequence; Chaffey’s response to implementation; first-time students enrolling in transfer-level English, STEM, and SLAM (statistics and liberal arts math) in first semester; increase in first-time students completing both transfer-level English and math; proof of concept in English; first-time students throughput rates in transfer level English by gender/ethnicity; first-time students throughput rates in transfer-level STEM by gender/ethnicity/first time students throughput rates in transfer-level SLAM by gender/ethnicity and conclusions.

Dr. Shannon thanked Laura Hope for her work on this legislation. Ms. Hope thanked Dean Fillpot and the math and English faculty for their work.

REGULAR SESSION

The regular session reconvened at 3:35 p.m., and Board President Ovitt led the Pledge of Allegiance to the Flag.

PUBLIC COMMENTS

There were no public comments.

COMMUNITY LINKAGES GOVERNING BOARD

Student Trustee Lauren Sanders reported attending the following: Chaffey College Student Government (CCSG) interviews for six senator positions; appointed five senators for spring 2021 for CCSG; Chaffey College Pantry Day; Chaffey College Guided Pathways meeting; CCSG Finance Committee meeting; Chaffey College Curriculum Committee meeting; Chaffey College (virtual) Club Rush; Student Trustee Caucus meeting; San Bernardino Valley College Pantry Day; CCSG Special Activities meeting; Chaffey College Chinese New Year; CCSG Delegations Committee – General Assembly; Hip Hop Summit with guest speaker Bettina Love; CCSG Interclub Council meeting; CCSG Activities Committee Valentine’s Day trivia event; Black Caucus California Community Colleges Conference Planning meeting; facilitated Fun with Fundraising and Grant Writing webinar; CCSG Executive meeting; CCSG Delegations meeting; CCSG Communication meeting; San Bernardino Valley College Human Services Club meeting; Chaffey College Learning Styles Workshop; CCSG Finance Committee meeting; virtual statewide Umoja Conference; Chaffey College - College Planning Council meeting; and the Black Caucus California Community Colleges virtual conference.

Trustee McLeod had no report.

Trustee Brugger reported that she made her monthly donations to the College, and attended via Zoom the San Bernardino County Senior Disabled Fund meeting and the Chaffey College Dialogue with the Board. She appreciates these Dialogue meetings because she feels it is very important to hear from the Chaffey College community directly.

Trustee McDougal had no report.

Trustee Olivares-Lambert reported that she attended the 3-day virtual National Legislative Congress; the monthly Excellence in Trusteeship webinar focusing on racial equity; the Chaffey College Hip Hop Summit with Dr. Bettina Love; her first meeting with Upland Unified School District Superintendent Lynn Carmen Day; and that she is planning to meet with Upland Mayor and City Councilmembers to discuss the possibility of replicating the Montclair to College program in Upland; and is also planning to meet with Montclair city officials and school board members to introduce herself and discuss the community’s priorities and needs.

Board President Ovitt reported that he attended the following meetings: Promise Scholars Esperanza Scholarship; Children’s Fund; First 5 Commission;

Chaffey College Dialogue with the Board; Ontario Parks and Recreation Commission, and West End YMCA.

LEGISLATIVE UPDATE

Dr. Janeth Rodriguez, director, alumni and community relations, provided a written presentation which included updates on AB 288, California Ban on Scholarship Displacement Act of 2021; SB 330 California Community Colleges: Affordable Housing; and SB 228 Public Postsecondary Education: Support Services for Foster Youth; Cooperating Agencies Foster Youth Educational Support Program.

FOUNDATION

Dr. Lisa Nashua, executive director of the Foundation, provided a written report which included: spring scholarship cycle; Cardenas Markets Foundation; Kaiser Permanente Scholarships; Foundation for California Community Colleges scholarship; scholarship endowments; InTech Center budget allocation; private funders; Chaffey College Foundation Virtual Event; and Chaffey College Foundation Golf Tournament save the date, August 30, 2021.

REPORTS

CLOSED SESSION ACTIONS

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

Employment or Ratification of:

- Aspyn Audibert to the position of administrative assistant II, language arts, 1.0 FTE, 12 months, range 18, step A of the CSEA salary schedule, effective February 18, 2021.
- Hourly personnel including adjunct faculty, contract faculty overload, and short-term workers.
- The Governing Board ratified a modification to the employment agreement of professional expert Dena Mangini, effective February 1, 2021, through June 30, 2021.
- Gerald Sanchez to the temporary, unclassified, professional expert position of logistics coordinator/inspector, effective March 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.
- Craig Robbins to the temporary, unclassified, professional expert position of out-of-season/all sports, effective March 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.
- Ryan Washington to the temporary, unclassified, professional expert position of out-of-season/all sports, effective March 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.
- Janice Sewell to the temporary, unclassified, professional expert position of title V coordinator, dual enrollment and work-based learning, effective March 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Appointment of:

- The Governing Board approved the revised educational services coordinator assignments for the 2020-21 academic year (this list has been made a part of these meeting minutes.)
Jeffrey Laguna to the position of interim dean, health sciences, 1.0 FTE, range 32, step A of the management salary schedule, effective February 17, 2021, through June 30, 2021.
- The Governing Board approved a reduced workload assignment for Rachel Arciniega, instructor, associate degree nursing, from 1.00 FTE to .60 FTE for the 2021–22 academic year, pursuant to the provisions of Education Code § 87483 and contingent upon approval from STRS.
- The Governing Board approved a reduced workload assignment for Jonathan Ausubel, instructor, English, from 1.00 FTE to .70 FTE for the 2021–22 academic year, pursuant to the provisions of Education Code § 87483 and contingent upon approval from STRS.
- The Governing Board approved a reduced workload assignment for Mercedes Limón, instructor, Spanish, from 1.00 FTE to .5332 FTE for the 2021–22 academic year, pursuant to the provisions of Education Code § 87483 and contingent upon approval from STRS.
- The Governing Board approved a reduced workload assignment for Heather MacDonald, instructor, associate degree nursing, from 1.00 FTE to .80 FTE for the 2021–22 academic year, pursuant to the provisions of Education Code § 87483 and contingent upon approval from STRS.
- The Governing Board approved a reduced workload assignment for Mary Jane Ross, instructional specialist, from 1.00 FTE to .80 FTE for the 2021–22 academic year, pursuant to the provisions of Education Code § 87483 and contingent upon approval from STRS.
- The Governing Board approved a sabbatical leave request for Sean Connelly, instructor, English, for the 2021-22 academic year.
- The Governing Board approved a sabbatical leave request for Jin Liu, instructor, Chinese, for the 2021-22 academic year.
- The Governing Board approved the temporary increase in assignment for Jacqueline Romero, grant generalist, from .75 to 1.0 FTE for the period of March 1, 2021 through May 31, 2021.
- The Governing Board confirmed regular status with the District for Stacey DeLaune, instructor, American Sign Language.
- The Governing Board confirmed regular status with the District for Omar Dphrepaulezz, instructor, U.S. and African-American history.
- The Governing Board confirmed regular status with the District for Kathleen Galipeau, instructor, interior design.
- The Governing Board confirmed regular status with the District for Robert “Ian” Jones, instructor, English.
- The Governing Board confirmed regular status with the District for Erik Kolb, instructor, biology.
- The Governing Board confirmed regular status with the District for Michelle Newsome, counselor, CalWORKS.
- The Governing Board confirmed regular status with the District for Anas Nimri, instructor, computer information systems.
- The Governing Board confirmed regular status with the District for Jacob Peck, counselor, disability programs and services.
- The Governing Board confirmed regular status with the District for Laura Picklesimer, instructor, English.
- The Governing Board confirmed regular status with the District for Selene Pineda, reference librarian.
- The Governing Board confirmed regular status with the District for Morgan Rea, instructor, mathematics.
- The Governing Board confirmed regular status with the District for Pamela Valfer, instructor, art.

The Governing Board confirmed regular status with the District for Matthew Vincent, instructor, psychology.

The Governing Board ratified a settlement agreement (Case No: CIVDS1821334) between the District and a former employee that contained monetary and non-monetary provisions.

MONITORING

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

Quarterly Investment Report

PUBLIC HEARINGS

HUMAN RESOURCES

Public Virtual Hearing – Joint Proposal/Preliminary Agreement of the California School Employees Association (CSEA), Chapter 431, and Chaffey Community College.

President Ovitt opened the public hearing and asked for comments. No comments were made. President Ovitt closed the public hearing.

Communication No. IV.E.1.b – Joint Proposal/Preliminary Agreement of the California School Employees Association (CSEA), Chapter 431, and Chaffey Community College was approved on the motion of Brugger, second of McLeod.

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

CONSENT AGENDA

President Ovitt noted that consent agenda item IV.F.3.c was pulled per staff request.

A motion was made by Ms. Brugger, seconded by Mr. McDougal, to approve the consent agenda with the above-mentioned deletion.

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

Through this action, the following were approved (2021-2022 Board Meeting Dates through Umoja Community Education Foundation Award.)

GOVERNANCE PROCESS

The Board approved the regular meeting dates of the Governing Board for the 2021-2022 academic year (this list has been made a part of the meeting minutes.)

The minutes of the January 21, 2021, special Board meeting were approved as presented.

The minutes of the January 22, 2021, regular Board meeting were approved as presented.

The minutes of the January 28, 2021, regular Board meeting were approved as presented.

ACADEMIC AFFAIRS

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

BUSINESS/FISCAL AFFAIRS

The Governing Board approved the nonresident tuition fee of \$307 per semester unit with a capital outlay fee of \$17.

The Governing Board adopted Resolution 22521, which delegates authority to the superintendent/president or his designee to sell or otherwise dispose of the electronic equipment and miscellaneous materials listed in Exhibit A of the resolution, and to execute all documents in connection therewith, in accordance with the terms and conditions of the resolution (this resolution has been made a part of the meeting minutes.)

The Governing Board approved increase of the Individual Training Account (ITA) budget by \$271,000 for the 2020-2021 fiscal year.

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

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

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

ACTION AGENDA

BUSINESS/FISCAL AFFAIRS

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

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

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

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

CEO/STAFF REPORTS

Dr. Henry Shannon, superintendent/president, presented the Board with copies of his monthly report. The report highlighted the Fontana master planning process; the 2021-22 Budget Forum; Chaffey College Black History Month activities; and updates from the offices of equity, outreach and communications, instruction, and student services.

Faculty Senate President Nicole DeRose submitted a report which included accomplishments by Marc Meyer, anthropology; Mary Beierle, art; Ken Koenigshofer, psychology; and continuing education efforts by Carly Gomez, art and English; and Kendy Mendez-Flores, career center counseling.

Classified Senate President Trisha Albertsen submitted a report highlighting the Classified Senate Backpack Program; See's Candy fundraiser; and distribution of spring scholarships including eight \$400 scholarships to students and four \$250 scholarships to classified professionals.

CSEA President Sapna Jethani-Prado was represented by CSEA Vice President Corinthia Crawford who reported that CSEA and the District concluded successful negotiations for the 2020-2023 Chaffey College and CSEA Collective Bargaining Agreement.

CCFA Jonathan Ausubel congratulated CSEA and the District for concluding negotiations. Mr. Ausubel reported that in a meeting yesterday regarding the deplorable attack on the Hip Hop Summit, Ryan Church summarized the relevant criminal and penal codes. Mr. Ausubel stated that it was clear from his contribution that, in part, a legislative remedy may be a worthwhile undertaking to refine the California Penal Code definition of hate as it relates to the definition and commission of crimes. Mr. Ausubel further stated that developing legislation is a multi-year process and asked the Board to connect with the Boards of the other schools in the region to explore the potential for legislative action within the next few years.

CDCFA had no report.

BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

Dr. Shannon thanked the Board for approving the 13 newly tenured faculty members and the two sabbatical requests.

ADJOURNMENT

The meeting was adjourned at 4:18 p.m. in memory of Ginny Zientara, retired AAll, counseling department; and Colonel Charles Milhiser.

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

President

Clerk

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

March 25, 2021

Board Meeting Date

TOPIC BOARD MEETING DATE CHANGE

Communication No. IV.E.1.b

SUPPORTS BOARD POLICY

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

PROPOSAL

To change the dates of the April Board meeting to Thursday, April 22, 2021, and the September Board meeting to Tuesday, September 21, 2021.

BACKGROUND

It is proposed that the dates of the April and September Board meetings be changed to accommodate Board member schedules.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board change the dates of the April Board meeting to Thursday, April 22, 2021, and the September Board meeting to Tuesday, September 21, 2021.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

March 25, 2021

Board Meeting Date

TOPIC CALIFORNIA COMMUNITY COLLEGE TRUSTEES BOARD OF DIRECTORS ELECTION – 2021

Communication No. IV.E.1.c

SUPPORTS BOARD POLICY

N/A

PROPOSAL

To vote for up to seven seats up for re-election on the California Community College Trustees (CCCT) Board of Directors.

BACKGROUND

The election of members to the CCCT board of the Community College League of California will take place between March 10 and April 25. Each member community college district has one vote for each of the seven seats up for re-election on the CCCT board.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended the Governing Board cast a vote for up to seven seats up for re-election on the CCCT Board of Directors.

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



2021 CCCT BOARD ELECTION
CANDIDATES LISTED IN SECRETARY OF STATE'S
RANDOM DRAWING ORDER OF FEBRUARY 12, 2021

1. Yvette Davis, Glendale CCD
2. Tina Arias Miller, Rancho Santiago CCD
3. Marguerite Bulkin, Yosemite CCD
4. Edralin Maduli, Chabot- Las Positas CCD
5. Bernardo Perez, Ventura County CCD
6. Gregory Pensa, Allan Hancock Joint CCD*
7. Kendall Pierson, Shasta-Tehama-Trinity Joint CCD
8. Mary Strobridge, San Luis Obispo County CCD
9. Alan Siemer, Lassen CCD
10. Cindi Reiss, Peralta CCD
11. Mark Edney, Imperial CCD
12. Barbara Calhoun, Compton CCD
13. Nan Gomez-Heitzeberg, Kern CCD
14. Margaret Fishman, Sonoma County Junior College District
15. Mary Lombardo, Copper Mountain CCD
16. Michele Jenkins, Santa Clarita CCD
17. Carolyn Inmon, South Orange County CCD
18. Deborah Ikeda, State Center CCD

* Incumbent

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

March 25, 2021

Board Meeting Date

TOPIC RESOLUTION TO OBSERVE BLACK STUDENT SUCCESS WEEK

Communication No. IV.E.1.d

SUPPORTS BOARD POLICY

Board Policy 3410 –The District is committed to equal opportunity in educational programs, employment, and access to all institutional programs and activities. The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

PROPOSAL

To adopt the attached resolution for adopting/observing Black Student Success Week.

BACKGROUND

During the past year, Chaffey College lost approximately 20 percent of its men of color. While the pandemic certainly had an impact on this, there are likely other factors impacting this as well. Among other things, a large number of Black and African American community college students are adult learners who work full-time while attending college part-time, have family commitments/responsibilities, and struggle with basic needs insecurities.

Since 2015, 7.7 percent of our first-time, no prior college experience minority males earned a degree within five years. Approximately 14.2 percent of first-time, no prior college experience minority males transfer to a four-year institution within five years (14.2 percent of Black males). This is an issue that the College wants to address with a variety of support elements for students. This week observance is one proactive method to further support a sense of belonging for our Black and African-American students at Chaffey College

The attached resolution memorializes the College’s support of Black and African American students and reaffirms the College’s commitment to the success of our Black and African American students.

BUDGET IMPLICATIONS

Equity funding (amount unknown) will be used to cover costs associated with this.

RECOMMENDATION

It is recommended that the Governing Board adopt the resolution observing Black Student Success Week.

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

GOVERNING BOARD RESOLUTION

WHEREAS, the Mission Statement of Chaffey College promises to “improve the lives” of the students it serves; a commitment that is threaded throughout the college’s 138-year history; and

WHEREAS, California Community Colleges (CCC) represent and serve highly diverse populations in terms of race, ethnicity, language, culture, nationality, socio-economic class, age, physical ability, sexual orientation, and religious beliefs; and

WHEREAS, almost three-quarters of California’s Black and African American undergraduates (72 percent) are enrolled in a California Community College, making the CCC system the primary source of higher education for members of this demographic group; and

WHEREAS, the overwhelming majority (77%) of Black and African American students attend community college part-time (fewer than 12 units in a term) due to employment, family, and other commitments; and

WHEREAS, most Black and African American community college students are adult learners who work full-time while attending college part-time, have family commitments/responsibilities, and struggle with basic needs insecurities; and

WHEREAS, we believe in the potential of all Black and African American students and their ability to thrive at Chaffey College despite the obstacles that they may face; and

WHEREAS, research indicates that students, particularly those from underrepresented minority backgrounds and especially first-generation college students, are more likely to complete educational goals when feeling they belong on their campuses. When students continue academic journeys and complete educational goals, the benefits have a multiplier effect, impacting positive change within each student’s family and the communities in which they live. Education statistically correlates with a variety of lifestyle changes generating social savings across three main categories: 1) health, 2) crime, and 3) unemployment. When students continue educational endeavors, it makes for a stronger local and statewide economy;

AND WHEREAS, the Chaffey College Governing Board recognizes that a sense of belonging is critical to student success and that specific programming for specific demographics does connect our students better and provide a sense of home to them, therefore be it:

RESOLVED: The Chaffey College Governing Board declares the last week of April, annually, as Black Student Success Week. This year's week, April 26 through April 30, should include a weeklong of programming designed to provide our Black and African American students with resources, information, and support. The Center for Culture and Social Justice will be responsible for funding, planning and offering this to students each year as we work to improve recruitment, retention, and completion for Black and African American students of Chaffey College.

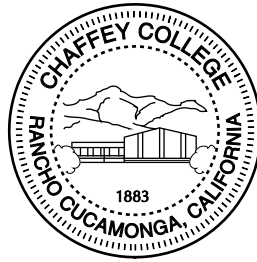
March 25, 2021

Gary C. Ovitt
President, Governing Board

Lee C. McDougal
Vice President, Governing Board

Gloria Negrete-McLeod
Immediate Past President, Governing Board

Henry D. Shannon
Superintendent/President



Kathleen Brugger
Clerk, Governing Board

Deana Olivares-Lambert
Member, Governing Board

Lauren Sanders
Student Trustee

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

March 25, 2021
Board Meeting Date

TOPIC **CURRICULUM**

Communication No. IV.E.2.a

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the following changes to the *Chaffey College 2021-2022 Catalog*, as recommended by the Faculty Senate, the college Curriculum Committee, and the Associate Superintendent of Instruction and Institutional Effectiveness:

- 8 new courses
- 13 course modifications
- 1 course reactivation
- 19 distance education courses
- 2 course deactivations
- 2 new programs of study
- 7 program of study modifications

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, course reactivation, distance education courses, course deactivations, 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 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 8 new courses, 13 course modifications, 1 course reactivation, 19 distance education courses, 2 course deactivations, 2 new programs of study, and 7 program of study modifications for the *Chaffey College 2021-2022 Catalog*.

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

Curriculum 2020-2021

COURSES – NEW COURSES			
	Discipline	Course ID	Title
1.	Health Science	HS-30	Beginning Medical Terminology
2.	Nursing Assistant	NURAST-405L	Nursing Assistant Skills Laboratory
3.	Nursing Assistant	NURAST-415	Professional Development for the Nursing Assistant
4.	Nursing Assistant	NURAST-600	Nursing Assistant
5.	Nursing Assistant	NURAST-600L	Nursing Assistant Laboratory
6.	Nursing Assistant	NURAST-605L	Nursing Skills Laboratory
7.	Nursing Assistant	NURAST-620	Home Health Aide
8.	Nursing Assistant	NURAST-620L	Home Health Aide Laboratory
COURSES – MODIFICATIONS			
	Discipline	Course ID	Title
1.	Biology	BIOL-30	Beginning Medical Terminology
2.	Biology	BIOL-424	Anatomy and Physiology
3.	Culinary	CUL-22	Restaurant and Catering Operations
4.	History	HIST-19	History of Ethnic Relations in the United States
5.	History	HIST-4	History of Slavery
6.	History	HIST-50	African-American History I
7.	History	HIST-51	African-American History II
8.	Interior Design	ID-27	Computer Drafting & Design for Interiors
9.	Nursing Assistant	NURAST-400	Nursing Assistant
10.	Nursing Assistant	NURAST-400L	Nursing Assistant Laboratory
11.	Theatre	THEATRE-35	Musical Theatre Performance
12.	Theatre	THEATRE-50ABCD	Theatre Practicum - Rehearsal and Performance
13.	Theatre	THEATRE-52ABCD	Theatre Practicum - Technical Theatre in Production
COURSES – REACTIVATIONS			
	Discipline	Course ID	Title
1.	Child Development Education	CDE-50	Administration of Child Development Programs
COURSES – DISTANCE EDUCATION			
	Discipline	Course ID	Title
1.	Biology	BIOL-424	Anatomy and Physiology
2.	Child Development Education	CDE-50	Administration of Child Development Programs
3.	Culinary	CUL-22	Restaurant and Catering Operations
4.	History	HIST-19	History of Ethnic Relations in the United States
5.	History	HIST-4	History of Slavery
6.	History	HIST-50	African-American History I
7.	History	HIST-51	African-American History II
8.	Health Science	HS-30	Beginning Medical Terminology

9.	Interior Design	ID-27	Computer Drafting & Design for Interiors
10.	Nursing Assistant	NURAST-400	Nursing Assistant
11.	Nursing Assistant	NURAST-400L	Nursing Assistant Laboratory
12.	Nursing Assistant	NURAST-405L	Nursing Assistant Skills Laboratory
13.	Nursing Assistant	NURAST-415	Professional Development for the Nursing Assistant
14.	Nursing Assistant	NURAST-600	Nursing Assistant
15.	Nursing Assistant	NURAST-600L	Nursing Assistant Laboratory
16.	Nursing Assistant	NURAST-605L	Nursing Skills Laboratory
17.	Theatre	THEATRE-35	Musical Theatre Performance
18.	Theatre	THEATRE-50ABCD	Theatre Practicum - Rehearsal and Performance
19.	Theatre	THEATRE-52ABCD	Theatre Practicum - Technical Theatre in Production
COURSES – DEACTIVATIONS			
	Discipline	Course ID	Title
1.	Nursing Assistant	NURAST-405	Nursing Assistant Skills Laboratory
2.	Nursing Assistant	NURAST-450	Professional Development for the Nursing Assistant
PROGRAMS OF STUDY – NEW PROGRAMS			
	Program of Study	AA/AS/C	Title
1.	Nursing Assistant	Certificate of Completion	Nursing Assistant
2.	Nursing Assistant	Certificate of Completion	Nursing Assistant/Home Health Aide
PROGRAMS OF STUDY – PROGRAM MODIFICATIONS			
	Program of Study	AA/AS/C	Title
1.	Criminal Justice	AS-T	Administration of Justice
2.	Child Development Education	A.S.	Child Development
3.	Geology	AS-T	Geology
4.	Nursing Assistant	Certificate of Career Preparation	Home Health Aide
5.	Interior Design	Certificate of Achievement	Interior Design
6.	Nursing Assistant	Certificate of Career Preparation	Nursing Assistant
7.	Photography	A.A.	Photography

March 25, 2021 Curriculum Board Report

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

March 25, 2021
 Board Meeting Date

TOPIC **BUDGET INCREASE – RESTRICTED GENERAL FUND**

Communication No. IV.E.3.a

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the budget increase of \$438,137 to the 2020-2021 restricted general fund budget for the NextUp, Veteran’s Program, Veteran’s Resource Center and Strong Workforce Program allocations.

BACKGROUND

The adopted restricted budgets were based on estimates. Per notification from the Chancellor’s Office, the District is receiving additional funding for the following programs:

<u>Program</u>	<u>Current Budgeted Allocation</u>	<u>Adjustments</u>	<u>Revised Allocation</u>
NextUP	\$670,240	\$ 32,110	\$ 702,350
Strong Workforce Program (Local)	1,845,228	288,607	2,133,835
Veteran’s Program one-time	0	45,380	45,380
Veteran’s Resource Center on-going	<u>17,699</u>	<u>72,040</u>	<u>89,739</u>
Total	<u>\$2,533,167</u>	<u>\$438,137</u>	<u>\$2,971,304</u>

BUDGET IMPLICATIONS

Funding Source – California Community Colleges Chancellor’s Office.

Status of Funds – The 2020-2021 restricted general fund budget will be increased as indicated below for these programs:

48xxx	Income	\$438,137
55xxx	Other Services	\$406,027
57xxx	Student Aid	<u>32,110</u>
	Total	<u>\$438,137</u>

Future Implications – N/A

RECOMMENDATION

It is recommended that the Governing Board approve the budget increase of \$438,137 to the 2020-2021 restricted general fund budget for the NextUp, Veteran’s Program, Veteran’s Resource Center and Strong Workforce Program allocations.

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

AGENDA ITEM

Chaffey Community College District

GOVERNING BOARD

March 25, 2021

Board Meeting Date

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

Communication No. IV.E.3.b

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve six existing members to serve a second term on the Bond Citizens’ Oversight Committee.

BACKGROUND

The Citizens’ Oversight Committee monitors and reports to the public on an annual basis the proper expenditure of bond revenues. The committee provides oversight that the bond revenues are expended only for projects identified in Measures L and P.

Existing members recommended to serve a second term are indicated in bold-italics.

Member	Residence	Occupation	Category	Term
<i>Ed Cook</i>	<i>Montclair</i>	<i>Member at Large</i>	<i>Member</i>	<i>2</i>
<i>Jamie Harwood</i>	<i>Chino</i>	<i>Business Organization</i>	<i>Member</i>	<i>2</i>
<i>Richard Riley</i>	<i>Ontario</i>	<i>Taxpayer’s Organization</i>	<i>Member</i>	<i>2</i>
<i>Loren E. Sanchez</i>	<i>Upland</i>	<i>Advisory/Foundation</i>	<i>Member</i>	<i>2</i>
Lauren Sanders	San Bernardino	Student/Chaffey College	Member	1
Wayne Scaggs	Chino Hills	Member at Large	Member	1
<i>Aaron T. Skeers</i>	<i>Rancho Cucamonga</i>	<i>Member at Large</i>	<i>Member</i>	<i>2</i>
<i>Audrey Voight</i>	<i>Upland</i>	<i>Senior Advisory</i>	<i>Member</i>	<i>2</i>

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

To approve six existing members to serve a second term on the Bond Citizens’ Oversight Committee.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

March 25, 2021
Board Meeting Date

TOPIC **FEE SCHEDULE UPDATES**

Communication No. IV.E.3.c

SUPPORTS BOARD POLICY

Board Policy 5030 Fees – The Superintendent/President shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from the fee, or for whom the fee is waived, are properly enrolled and accounted for. Fee amounts shall be published in the college catalog.

PROPOSAL

To approve the attached changes to the fee schedule as authorized by the applicable provisions of the Education Code.

BACKGROUND

The attached list is a reflection of the updates to previously approved fees. The attached materials fees updates will be effective beginning with the fall 2021 semester. The fees have been reviewed to ensure that the most current legal opinion by the Chancellor’s Office is enforced and that the fees are charged appropriately.

BUDGET IMPLICATIONS

Funding Source – General Fund

Status of Funds – Funds will be deposited in appropriate accounts to meet state requirements.

Future Implications – N/A

RECOMMENDATION

It is recommended the Governing Board approve the changes to the fee schedule as authorized by the applicable provisions of the Education Code.

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

CHAFFEY COMMUNITY COLLEGE DISTRICT

PROPOSED FEE SCHEDULE CHANGES

Materials Fees Effective Fall 2021

Existing Courses with Material Fee Changes

Course	Title	School	Subj	Course AR Code	Current Fee	Proposed Fee
ART-10	Fundamentals of Design in Two Dimensions	VPA	ART	AG	\$4.00	\$0.00
ART-12	Fundamentals of Design in Three Dimensions	VPA	ART	AG	\$10.00	\$0.00
ART-14	Introduction to Drawing	VPA	ART	AG	\$5.00	\$0.00
ART-30	Figure Drawing	VPA	ART	AG	\$5.00	\$0.00
ART-32	Intermediate Drawing	VPA	ART	AG	\$5.00	\$0.00
ART-44	Mixed-Media Studio and Theory	VPA	ART	AG	\$5.00	\$0.00
ART-474	Identity System Design	VPA	ART	AG	\$15.00	\$0.00
ART-478	Illustration on the Computer	VPA	ART	AG	\$15.00	\$0.00
ART-482	Editing Digital Media	VPA	ART	AG	\$4.00	\$0.00
ART-484	Motion Graphic Animation	VPA	ART	AG	\$4.00	\$0.00
ART-62A	Illustration I	VPA	ART	AG	\$4.00	\$0.00
ART-63	Introduction to Graphic Design	VPA	ART	AG	\$15.00	\$0.00
ART-73	Typography and Layout	VPA	ART	AG	\$15.00	\$0.00
ART-82	Introduction to Digital Media	VPA	ART	AG	\$4.00	\$0.00
ART-83	Web Design	VPA	ART	AG	\$4.00	\$0.00
ART-89	Student Invitational Exhibition	VPA	ART	AG	\$10.00	\$0.00
ASTRON-26	Stars and Galaxies	MS	ASTRON	AST	\$2.00	\$0.00
ASTRON-27	Life in the Universe	MS	ASTRON	AST	\$2.00	\$0.00
ASTRON-35	Planets and the Solar System With Lab	MS	ASTRON	AST	\$3.00	\$0.00
BIOL-1	General Biology	MS	BIOL	BI	\$2.00	\$0.00
BIOL-10	Concepts in Biology	MS	BIOL	BI	\$1.00	\$0.00
BIOL-12	Introduction to Human Genetics	MS	BIOL	BI	\$1.00	\$0.00
BIOL-14	Health Science	MS	BIOL	BI	\$1.00	\$0.00
BIOL-2	Environmental Science	MS	BIOL	BI	\$2.00	\$0.00
BIOL-20	Human Anatomy	MS	BIOL	BI	\$1.00	\$0.00
BIOL-22	Human Physiology	MS	BIOL	BI	\$1.00	\$0.00
BIOL-23	General Microbiology	MS	BIOL	BI	\$1.00	\$0.00
BIOL-23L	General Microbiology Laboratory	MS	BIOL	BI	\$2.00	\$0.00
BIOL-3	California Environmental Issues	MS	BIOL	BI	\$2.00	\$0.00
BIOL-30	Beginning Medical Terminology	MS	BIOL	BI	\$1.00	\$0.00
BIOL-424	Anatomy and Physiology	MS	BIOL	BI	\$1.00	\$0.00
BIOL-424L	Anatomy and Physiology Laboratory	MS	BIOL	BI	\$1.00	\$0.00
BIOL-62	Biology of Organisms	MS	BIOL	BI	\$2.00	\$0.00
BIOL-63	Evolutionary Ecology	MS	BIOL	BI	\$2.00	\$0.00

Course	Title	School	Subj	Course AR Code	Current Fee	Proposed Fee
BRDCAST-3	Introduction to Electronic Media	VPA	BRDCAST	BR	\$2.00	\$0.00
BRDCAST-55	Beginning Audio Production	VPA	BRDCAST	BR	\$15.00	\$0.00
BRDCAST-62	Beginning TV Studio Production	VPA	BRDCAST	BR	\$10.00	\$0.00
BRDCAST-70	Postproduction for Broadcasting And Cinema	VPA	BRDCAST	BR	\$25.00	\$0.00
CDE-8	Curriculum Development: Math and Sciences	SBS	CDE	CH	\$3.00	\$0.00
CHEM-10	Introductory Chemistry	MS	CHEM	CM	\$1.00	\$0.00
CHEM-12	Elementary Organic and Biochemistry	MS	CHEM	CM	\$1.00	\$0.00
CHEM-24A	General Chemistry I	MS	CHEM	CM	\$2.00	\$0.00
CHEM-24B	General Chemistry II	MS	CHEM	CM	\$1.00	\$0.00
CHEM-7	Chemistry in Everyday Life With Lab	MS	CHEM	CM	\$1.00	\$0.00
CHEM-70	Quantitative Analysis	MS	CHEM	CM	\$2.00	\$0.00
CHEM-76A	Organic Chemistry I	MS	CHEM	CM	\$7.00	\$0.00
CHEM-76B	Organic Chemistry II	MS	CHEM	CM	\$7.00	\$0.00
CHEM-8	Chemistry in Society	MS	CHEM	CM	\$1.00	\$0.00
CHEM-9	Health Science Chemistry	MS	CHEM	CM	\$1.00	\$0.00
CINEMA-20	Screenwriting - Cinema	VPA	CINEMA	CN	\$3.00	\$0.00
CINEMA-30	Beginning Motion Picture Production	VPA	CINEMA	CN	\$50.00	\$0.00
GEOG-1	World Regional Geography	MS	GEOG	GEO	\$2.00	\$0.00
GEOG-11	Human Geography	MS	GEOG	GEO	\$2.00	\$0.00
GEOG-3	Geography of California	MS	GEOG	GEO	\$2.00	\$0.00
GEOG-4	Physical Geography	MS	GEOG	GEO	\$2.00	\$0.00
GEOG-5	Physical Geography Laboratory	MS	GEOG	GEO	\$3.00	\$0.00
GEOG-6	Environmental Geography	MS	GEOG	GEO	\$2.00	\$0.00
MATH-25	College Algebra	MS	MATH	MA	\$1.00	\$0.00
MATH-31	Plane Trigonometry	MS	MATH	MA	\$1.00	\$0.00
MATH-4	Mathematical Concepts for Elementary School Teachers	MS	MATH	MA	\$1.00	\$0.00
MATH-401	Mathematics for Health Science	MS	MATH	MA	\$1.00	\$0.00
MATH-60	Calculus for Business	MS	MATH	MA	\$1.00	\$0.00
MATH-61	Pre-Calculus	MS	MATH	MA	\$1.00	\$0.00
MATH-65A	Calculus I	MS	MATH	MA	\$1.00	\$0.00
MATH-65B	Calculus II	MS	MATH	MA	\$1.00	\$0.00
MATH-75	Calculus III	MS	MATH	MA	\$1.00	\$0.00
MATH-81	Linear Algebra	MS	MATH	MA	\$1.00	\$0.00
MATH-85	Differential Equations	MS	MATH	MA	\$1.00	\$0.00
PHOTO-50	Introduction to Color Photography	VPA	PHOTO	PH	\$17.00	\$0.00
PHOTO-7	Introduction to Digital Photography	VPA	PHOTO	PH	\$8.00	\$0.00
PHOTO-9	Digital Imaging	VPA	PHOTO	PH	\$17.00	\$0.00
PHYS-20A	Algebra/Trigonometry College Physics I	MS	PHYS	PHY	\$2.00	\$0.00
PHYS-20B	Algebra/Trigonometry College Physics II	MS	PHYS	PHY	\$2.00	\$0.00
PHYS-30A	Physics for the Medical and Life Sciences I	MS	PHYS	PHY	\$2.00	\$0.00

Course	Title	School	Subj	Course AR Code	Current Fee	Proposed Fee
PHYS-30B	Physics for the Medical and Life Sciences II	MS	PHYS	PHY	\$2.00	\$0.00
PHYS-44	Introduction to Motion	MS	PHYS	PHY	\$4.00	\$0.00
PHYS-45	Physics for Scientists and Engineers I	MS	PHYS	PHY	\$4.00	\$0.00
PHYS-46	Physics for Scientists and Engineers II	MS	PHYS	PHY	\$4.00	\$0.00
PHYS-47	Physics for Scientists and Engineers III	MS	PHYS	PHY	\$4.00	\$0.00
PHYS-5	The Ideas of Physics	MS	PHYS	PHY	\$1.00	\$0.00
SCSCI-13	Introduction to Social Work	SBS/HS	SCSCI	SS	\$3.00	\$0.00
STAT-10	Elementary Statistics	MS	STAT	STA	\$1.00	\$0.00

AGENDA ITEM

Chaffey Community College District

GOVERNING BOARD

March 25, 2021
Board Meeting Date

TOPIC **HIGHER EDUCATION EMERGENCY RELIEF FUND II (HEERF II) PROJECT – INSTITUTIONAL ALLOCATION**

Communication No. IV.E.3.d

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the U.S. Department of Education Higher Education Emergency Relief Fund II (HEERF II) Project - Institutional Allocation, in the amount of \$5,723,242.

BACKGROUND

The Purpose of the Higher Education Relief Fund II Project is to address the pressing financial need of students due to the disruption of campus operations from coronavirus. Pursuant to Section 314(c) of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA), recipient may use these supplemental grant funds for Recipient’s Institutional Costs to defray expenses associated with coronavirus (including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll); carry out student support activities authorized by the Higher Education Act of 1965, as amended (HEA) that address needs related to coronavirus; and make additional financial grants to students, which may be used for any component of the student’s cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or child care.

BUDGET IMPLICATIONS

Funding Source – U.S. Department of Education

Status of Funds – The 2020-2021 restricted general fund budget will be increased in the amount of \$5,723,242 as indicated below:

48xxx	Income	\$5,723,242
51xxx	Academic Salaries	\$ 900,000
53xxx	Benefits	243,933
54xxx	Supplies	775,000
55xxx	Other Services	2,654,309
56xxx	Capital Outlay	650,000
57xxx	Student Aid	<u>500,000</u>
	Total	<u>\$5,723,242</u>

Future Implications – N/A

HIGHER EDUCATION EMERGENCY RELIEF FUND II (HEERF II) PROJECT – INSTITUTIONAL ALLOCATION
March 25, 2021
Page 2

RECOMMENDATION

It is recommended that the Governing Board approve the U.S. Department of Education Higher Education Emergency Relief Fund II (HEERF II) Project - Institutional Allocation, in the amount of \$5,723,242.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

March 25, 2021
 Board Meeting Date

TOPIC **HIGHER EDUCATION EMERGENCY RELIEF FUND II (HEERF II) PROJECT – MINORITY SERVING INSTITUTIONS ALLOCATION**

Communication No. IV.E.3.e

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the U.S. Department of Education Higher Education Emergency Relief Fund II (HEERF II) Project – Minority Serving Institutions Allocation, in the amount of \$6,840.

BACKGROUND

The Purpose of the Higher Education Relief Fund II Project is to address the pressing financial need of students due to the disruption of campus operations from coronavirus. These funds are primarily intended to defray institutional expenses associated with the COVID-19 pandemic. Pursuant to Section 314(c) of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA), recipient may use this award to defray expenses associated with the coronavirus (including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll); carry out student support activities authorized by the HEA that address needs related to the coronavirus; and make financial aid grants to students, which may be used for any component of the student’s cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or child care.

BUDGET IMPLICATIONS

Funding Source – U.S. Department of Education

Status of Funds – The 2020-2021 restricted general fund budget will be increased in the amount of \$6,840 as indicated below:

48xxx	Income	\$6,840
57xxx	Other Outgo	\$6,840

Future Implications – N/A

RECOMMENDATION

It is recommended that the Governing Board approve the U.S. Department of Education Higher Education Emergency Relief Fund II (HEERF II) Project – Minority Serving Institutions Allocation, in the amount of \$6,840.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

March 25, 2021

Board Meeting Date

TOPIC **HIGHER EDUCATION EMERGENCY RELIEF FUND II (HEERF II) PROJECT – MINORITY SERVING INSTITUTIONS ALLOCATION (SUPPLEMENTAL AWARD)**

Communication No. IV.E.3.f

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the U.S. Department of Education Higher Education Emergency Relief Fund II (HEERF II) Project – Minority Serving Institutions Allocation (Supplemental Award), in the amount of \$1,486,356.

BACKGROUND

The Purpose of the Higher Education Relief Fund II Project is to address the pressing financial need of students due to the disruption of campus operations from coronavirus. These funds are primarily intended to defray institutional expenses associated with the COVID-19 pandemic. Pursuant to Section 314(c) of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA), recipient may use this award to defray expenses associated with the coronavirus (including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll); carry out student support activities authorized by the HEA that address needs related to the coronavirus; and make financial aid grants to students, which may be used for any component of the student’s cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or child care.

BUDGET IMPLICATIONS

Funding Source – U.S. Department of Education

Status of Funds – The 2020-2021 restricted general fund budget will be increased in the amount of \$1,486,356 as indicated below:

48xxx	Income	\$1,486,356
57xxx	Other Outgo	\$1,486,356

Future Implications – N/A

RECOMMENDATION

It is recommended that the Governing Board approve the U.S. Department of Education Higher Education Emergency Relief Fund II (HEERF II) Project (Supplemental Award) – Minority Serving Institutions Allocation, in the amount of \$1,486,356.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

March 25, 2021

Board Meeting Date

TOPIC HIGHER EDUCATION EMERGENCY RELIEF FUND II (HEERF II) PROJECT – STUDENT AID ALLOCATION

Communication No. IV.E.3.g

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the U.S. Department of Education Higher Education Emergency Relief Fund II (HEERF II) Project - Student Aid Allocation, in the amount of \$5,393,777.

BACKGROUND

The Purpose of the Higher Education Relief Fund II Project is to address the pressing financial need of students due to the disruption of campus operations from coronavirus. Pursuant to Section 314(c)(3) of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA), recipient must make financial aid grants to students (including students exclusively enrolled in distance education), which may be used for any component of the student’s cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care) or child care.

BUDGET IMPLICATIONS

Funding Source – U.S. Department of Education

Status of Funds – The 2020-2021 restricted general fund budget will be increased as indicated below:

48xxx	Income	<u>\$5,393,777</u>
57xxx	Student Financial Aid	<u>\$5,393,777</u>
	Total	<u>\$5,393,777</u>

Future Implications – N/A

RECOMMENDATION

It is recommended that the Governing Board approve the U.S. Department of Education Higher Education Emergency Relief Fund II (HEERF II) Project - Student Aid Allocation in the amount of \$5,393,777.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

March 25, 2021

Board Meeting Date

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

Communication No. IV.E.3.h

SUPPORTS BOARD POLICY

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

PROPOSAL

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

BACKGROUND

In response to MITA the purpose of this bootcamp is to deliver an accelerated pilot masonry/construction trades for high school students who are interested in the craft-trades. The training will consist of 120-hours of theory, hands-on, and Cal OSHA-10 General Industry safety certification training.

BUDGET IMPLICATIONS

Funding Source – Masonry Industry Training Association

Status of Funds – The 2020-21 unrestricted general fund budget will be increased by \$30,000 for this contract education program as indicated below:

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

Future Implications – None

MASONRY INDUSTRY TRAINING ASSOCIATION

March 25, 2021

Page 2

RECOMMENDATION

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

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

March 25, 2021

Board Meeting Date

TOPIC **MEMORANDUMS OF UNDERSTANDING – CHAFFEY COMMUNITY COLLEGE DISTRICT AND CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 431**

Communication No. IV.E.4.a

SUPPORTS BOARD POLICY

Board Policy 7140, Collective Bargaining – The superintendent/president shall:

- Conduct collective bargaining in a manner that is fair, applies principles of interest-based bargaining, and complies with Governing Board-established parameters.
- Approve collective bargaining contracts.

PROPOSAL

It is recommended that the Governing Board approve the attached memorandums of understanding between the Chaffey Community College District and California School Employees Association (CSEA), Chapter 431.

BACKGROUND

The District recognizes the importance of maintaining safe facilities and operations, for the benefit of the students, faculty, staff and communities we serve. The District and CSEA convened to negotiate the effects of issues related to the COVID-19 pandemic. The attached MOUs reflect the agreed upon provisions through May 20, 2021.

BUDGET IMPLICATIONS

Funding Source – Unrestricted general fund

Status of Funds – The estimated personnel costs associated with these MOUs will be approximately \$117,641 (salary \$107,385; benefits \$10,256) for the 2020-21 year. These costs are unanticipated, but funds have been identified and are included in the 2020-21 budget.

Future Implications – It is anticipated that these costs will not be on-going.

RECOMMENDATION

It is recommended the Governing Board approve the attached memorandums of understanding between the Chaffey Community College District and California School Employees Association (CSEA), Chapter 431.

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

TA'd
3/3/2021

MEMORANDUM OF UNDERSTANDING
BETWEEN
CHAFFEY COMMUNITY COLLEGE DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAFFEY COLLEGE
CHAPTER #431
COVID-19 RESPONSE

March 3, 2021

This memorandum is agreed between The Chaffey Community College District ("District") and the California School Employees Association and its Chaffey College Chapter #431 (together "CSEA") concerning the District's response to the coronavirus (COVID-19) epidemic.

The District and CSEA recognize the importance of maintaining safe facilities and operations, for the benefit of the students and communities served by the District and its faculty and staff. We recognize the importance of prudent measures to prevent District employees, students, their families, or other people using District facilities from being exposed to or infected with COVID-19. Care should be taken to identify potential exposure and prevent the spread of the disease.

To these ends, the District and CSEA agree as follows:

1. The District will inform CSEA immediately should it learn of a confirmed COVID-19 infection of any District employee or student.
2. The District will communicate to employees information regarding public health measures, hygiene, and sanitation to help prevent the spread of the virus and will ensure, to the extent possible under the circumstances, that its facilities have the necessary supplies for preventive sanitation measures (such as soap and water, disposable towels or tissues, and hand sanitizer). The District shall take all necessary steps to comply with recommended social distancing guidelines. The District shall supply employees with face coverings and disposable gloves. CSEA will cooperate with this communication effort.
3. Effective March 1, 2021 all classified employees will remain in paid status for the duration of this MOU which is from March 1, 2021 through May 20, 2021.

CSEA agrees that all previous COVID-19 MOUs and this current COVID-19 MOU do not prohibit the District from disciplining, releasing, or separating employees for reasons unrelated to COVID-19. The District maintains the right to discipline, release, or separate employees for reasons unrelated to COVID-19.

During the duration of this MOU, employees will either need to 1) report to work remotely as needed; or 2) report on-site, as needed. Classified employees who are required to work on-site from March 1, 2021 through May 20, 2021 shall be compensated at 5% above their regular hourly rate for the time actually worked while at the on-site location. A district manager will notify classified employees by District email of their work assignments.

The district will provide a monthly list of all bargaining unit members that have worked at a District work site to CSEA.

During normal work hours, all employees not working on-site must be available to timely receive and respond to work-related communications and directions, if able, as appropriate to the assignment.

When called to return to work on-site, employees must report within three (3) hours or as directed by the supervisor, whichever is later.

If an employee has been called into work during the period of March 1, 2021 through May 20, 2021 and fails to report, he/she shall be required to use sick or other accruals for absences.

Bargaining unit members shall use video conferencing and other technology in a similar manner as if they were working on-site. Bargaining unit members shall be trained on such technology and software prior to implementation. Bargaining unit members working remotely should take frequent ergonomic breaks, consistent with the District's training.

Any classified employee who is currently on a leave unrelated to COVID-19 will continue to use his/her accrued leave.

4. If an employee is working on-site and meets the COVID-19 restrictions as identified by the CDC or Governor, or is determined by a certified health care professional to be immunocompromised, the employee will be permitted to work remotely. If under the age of 65, the employee must provide documentation from a certified health care professional, to the Office of Human Resources within 30 days. The District may require other classified employees to temporarily perform work outside of classification. Members required to temporarily perform work outside of classification shall be compensated in accordance with Article 18 – Temporary Assignments.
5. Managers shall communicate with bargaining unit members via district email, video conferencing, and/or phone. Employees shall be offered training on computer-based phone systems, Zoom, and other applicable technology and software in order to communicate with students, vendors, and/or other employees prior to implementation. Upon prior notification,

group meetings conducted via Zoom may be recorded for training purposes only. Individual meetings shall not be recorded.


6. Employees who have questions about the Federal "Families First Coronavirus Response Act" HR 6201 can access information on the District's Human Resources website. This flier is also posted on the HR Public z-drive (intranet) and at various break areas at the District campuses.
7. During the period of March 1, 2021 through May 20, 2021 management and confidential employees may perform bargaining unit work, if necessary. The District will bargain future decisions to contract out bargaining unit work when applicable and required by law.
8. Employees identified to work remotely are expected to have the necessary equipment to do so. In the event employees do not have the necessary equipment, employees will report their equipment needs, and the equipment request shall be reviewed by the manager on a case-by-case basis. Employees who need supplies from the District may arrange with their manager to retrieve such supplies from their work site. Ergonomic support shall be coordinated by the Office of Human Resources.
9. At the District's sole discretion, when needed, the District shall provide remote desk top access, for those employees temporarily assigned to work remotely.
10. The District will comply with all federal and state leave laws regarding COVID-19 that apply to community college classified employees, including members rights to leave per HR 6021, the Families First Coronavirus Response Act.
11. Members that are immunocompromised or that meet restrictions identified by the CDC or the Governor and not able to work on site or remotely shall not have leave deducted from their leave balance due to their immunocompromised status meeting the restrictions identified by the CDC or Governor.
12. The District shall comply with and direct classified employees to follow San Bernardino County Health Department guidelines.
13. When an employee is called to work on campus, the District shall encourage and practice social distancing, including ensuring workspaces are distanced in accordance with the San Bernardino County Health Department guidelines.
14. Disagreements arising from the enforcement of this agreement shall be referred to the grievance procedure as outlined in Article 21 – Grievance Procedure of the collective bargaining agreement.
15. This MOU is being entered into solely under the context and circumstances of the COVID-19 epidemic and is non-precedent setting.

16. The District and CSEA agree that the COVID-19 Reopening Task Force is an advisory body and does not replace CSEA's right to negotiate the terms and conditions of employment.
17. The District and CSEA agree to meet to negotiate over any additional effects including an extension of the current provisions contemplated in this MOU, if the coronavirus pandemic or related emergency declaration is extended beyond that which is currently known or contemplated.
18. This MOU and all of the provisions herein end at the close of the day on May 20, 2021 unless otherwise extended through a written agreement between the District and CSEA. In the event the County of San Bernardino meets the State of California's criteria to reopen before May 20, 2021, the District has the right to require all classified employees return to work under the current CSEA-District collective bargaining agreement. In the event this occurs, the District will continue to provide the necessary supplies for preventive sanitation measures in accordance with San Bernardino Health Department Guidelines (such as soap and water, disposable towels or tissues, and hand sanitizer). Further, the District will continue to adhere to all of the social distancing and other directives set forth by the San Bernardino Health Department.


It is agreed and understood that this agreement is subject to all approvals required by CSEA's 610 policy.

Dated this 3rd day of March 2021.

Association:



 Monica Han
 Chief Negotiator, CSEA Chapter #431



 Noah Snyder
 Labor Relations Representative

District:



 Lisa Bailey
 Associate Superintendent, Business Services and Economic
 Development

MEMORANDUM OF UNDERSTANDING
BETWEEN
CHAFFEY COMMUNITY COLLEGE DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAFFEY COLLEGE
CHAPTER #431
COVID-19 RESPONSE SUPPLEMENTAL MOU
March 3, 2021

This supplemental memorandum to the CSEA 7th COVID-19 MOU is agreed between The Chaffey Community College District ("District") and the California School Employees Association and its Chaffey College Chapter #431 (together "CSEA") concerning the District's response to the coronavirus (COVID-19) pandemic.

To these ends, the District and CSEA agree as follows:

1. The District agrees to maintain specific plans for health screenings and clear standards in accordance with CDC/CalOSHA/State of California/County of San Bernardino guidelines.
 - A. The District agrees to utilize touchless thermometers for the purpose of screening for fever.
 - B. The District agrees to encourage staff to self-screen before work (check temperatures to ensure temperatures below 100.4 degrees Fahrenheit, check for symptoms outlined by public health officials), and to stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.
 - C. Bargaining unit members shall not be required to respond to the offsite screening questionnaire in writing.
 - D. Effective April 1, 2021, employees working on campus shall utilize the employee only temperature screening station(s) separate from the student temperature screening station(s). The employee only temperature screening station(s) shall be established at the Maintenance and Operations yard. The District shall take all measures to clearly define the student temperature screening station(s) from the employee only temperature screening station(s). Students reporting to the employee only temperature screening station shall be directed to the student temperature screening station(s).


- E. The District shall ensure that physical markers are in place so employees waiting in line at temperature screening stations stand no closer than eight (8) feet apart.
- F. Bargaining unit members required to log their names shall be provided with sanitized pens, hand sanitizer and/or gloves.
- G. Temperature checks and questionnaires shall be performed in a confidential manner as much as possible.
- H. Employees who require an accommodation regarding screening shall notify Human Resources and provide appropriate documentation. Human Resources shall provide appropriate accommodations.
- I. Classified bargaining unit members shall be required to wear identifying markers related to screening.
- J. Under certain circumstances, the District may authorize bargaining unit members to conduct a self-screening in lieu of reporting to the employee only temperature screening station. The District shall provide the appropriate screening equipment to each department where bargaining unit members have been authorized to conduct self-screenings. Approved employees shall complete the temperature screening process, shall immediately complete the required log, and, provided the member has a District issued cell phone, text their supervisor advising whether they passed the self-screening. If the employee does not have a District-issued cell phone, they shall email their immediate supervisor.
- K. Bargaining unit members whose temperature is 100.4 degrees Fahrenheit or higher and/or do not clear the screening questions shall immediately inform Director of Human Resources or designee, and exit the campus, and shall work with Human Resources to determine if testing and/or leave needs to be taken.
- L. Bargaining unit members that exhibit a temperature of 100.4 degrees Fahrenheit or higher but feel that there are mitigating circumstances, unrelated to COVID-19, causing them to exhibit a temperature of 100.4 degrees Fahrenheit or higher, shall be allowed to wait in a space best suited for confidentiality (e.g. the employee's car), for fifteen (15) minutes before receiving a second temperature screening. There shall be no further temperature screening conducted unless approved by the Director of Human Resources.
- M. Screening records shall be kept confidential consistent with San Bernardino Health Department standards.
- N. Screening records shall be destroyed in accordance with OSHA and workers' compensation requirements.

- O. The parties agree no employee discipline may occur if employees are delayed to report to work due to screenings.
 - P. Safety screenings and any necessary medical examinations are strictly limited to COVID-19 and shall not be used to inquire into other medical conditions.
 - Q. The parties agree that screening shall be considered a part of the standard workday. No employee shall be required to be screened prior to their designated start time.
 - R. Bargaining unit members may be required to undergo COVID-19 tests. Member's required to undergo COVID-19 tests shall pay no out of pocket costs for COVID-19 tests and shall not suffer a loss of leave related to the requirement to undergo COVID-19 tests.
 - S. The parties agree that classified employees shall not be utilized to staff COVID-19 screening stations.
2. Bargaining unit members that exhibit a temperature of 100.4 degrees Fahrenheit or higher, exhibit other symptoms of COVID-19, or have come into contact with an individual known to have contracted COVID-19 shall be required to produce a negative COVID-19 test to Human Resources prior to returning to work on campus. Employees that do not have District provided medical insurance shall be provided information on procuring a free COVID-19 test.
 3. Bargaining unit members required to take a COVID-19 test, shall utilize available Families First Coronavirus Response Act (FFCRA) leave. If such leave is not available to employee(s), they shall be placed on paid administrative leave until they receive the results of their COVID-19 test.
 - a. Members that receive a positive COVID-19 test shall utilize available Families First Coronavirus Response Act or equivalent leave first before utilizing sick leave or other forms of leave.
 4. This agreement shall sunset on the date that these provisions are no longer legally mandated regulations. This agreement may be modified or extended upon mutual agreement in writing by the parties.

It is agreed and understood that this agreement is subject to all approvals required by CSEA's 610 policy.

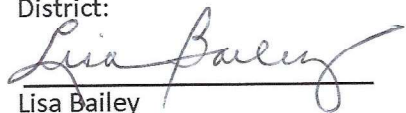
Dated this 3rd day of March 2021.

Association:



 Monica Han
 Chief Negotiator, CSEA Chapter #431

District:



 Lisa Bailey
 Associate Superintendent, Business Services and Economic
 Development



Noah Snyder
 Labor Relations Representative

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

March 25, 2021

Board Meeting Date

TOPIC **APPROVAL TO CONTRACT BY ON-CALL PROFESSIONAL SERVICES AGREEMENT FOR FURNITURE, FIXTURES AND EQUIPMENT CONSULTING SERVICES**

Communication No. IV.F.1.a

SUPPORTS BOARD POLICY

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

PROPOSAL

To authorize the District to enter into a five-year term, on-call professional services agreement in the amount not to exceed \$500,000 with Dovetail Decision Consultants, Inc. of San Anselmo, California, for Request for Proposal (RFP) No. 2021PW284 Furniture, Fixtures, and Equipment Consulting Services.

BACKGROUND

In November 2018, voters in the District approved Measure P a \$700 million general obligation bond. In order to implement the Measure P bond program, the District will need to establish Furniture, Fixture and Equipment (FF&E) standards for Measure P projects and will require FF&E coordination for all projects on all campus locations. On January 20, 2021, the district released RFP 2021PW284 Furniture, Fixtures, and Equipment Consulting Services. The services include assisting with the development of District FF&E standards, providing oversight and coordination for FF&E planning, procurement and installation services from preplanning through project closeout for a variety of upcoming projects as defined in the District's Vision 2025 Facilities Master Plan. The RFP specified that the district intends to hire a firm for on-call services and will award task order agreements for a specific project assignment on an as needed basis. The project assignment will include: scope of work, cost estimates, and conditions specific to the project. As the need for services on a project arises, a task order agreement will be brought to the board for ratification. Six firms submitted proposals by the RFP deadline on February 9, 2021. District staff evaluated each proposal based on the evaluation criteria as identified in the RFP. Upon completion of the due diligence review, Dovetail Decision Consultants, Inc., of San Anselmo, California was determined by staff to be the best qualified to perform FF&E consulting services and recommends that the district enter into five-year term, on-call professional services agreement in the amount not to exceed \$500,000.

BUDGET IMPLICATIONS

Funding Source – Measure P bond fund: Appropriate project funding source to be determined when task order agreements are assigned to projects.

Status of Funds – Funds are available in the appropriate bond project budget.

Future Implications – N/A

APPROVAL TO CONTRACT BY ON-CALL PROFESSIONAL SERVICES AGREEMENT FOR FURNITURE,
FIXTURES AND EQUIPMENT CONSULTING SERVICES

March 25, 2021

Page 2

RECOMMENDATION

To authorize the District to enter into a five-year term, on-call professional services agreement with Dovetail Decision Consultants, Inc. of San Anselmo, California for Request for Proposal No. 2021PW284 Furniture, Fixtures, and Equipment Consulting Services in the amount not to exceed \$500,000.

Attachment: RFP 2021PW284: FF&E Consulting Services Firm Proposals

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

RFP 2021PW284 - Furniture, Fixtures, and Equipment Consulting Services

Firm Name	City	State
Corgan Associates, Inc.	Culver City	CA
Creative Resource Associates	Los Angeles	CA
Dovetail Decision Consultants	San Anselmo	CA
HMC Architects	Ontario	CA
LPA Inc.	Irvine	CA
PAL id Studio Inc.	Fullerton	CA

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

March 25, 2021

Board Meeting Date

TOPIC **BID NO. 2021PW151, HVAC REPLACEMENT PROJECT**

Communication No. IV.F.1.b

SUPPORTS BOARD POLICY

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

PROPOSAL

To reject Horizon Construction Company Int'l, Inc.'s bid as non-responsive and authorize the District to waive any immaterial errors in the bid received by NKS Mechanical Engineering, Inc. and award and enter into a contract with NKS Mechanical Engineering, Inc. of Anaheim, California, for Bid No. 2021PW151, HVAC Replacement Project, in the amount of \$880,000, which equals the base bid, as described on the attached Bid Opening Results.

BACKGROUND

On January 19, 2021, the District advertised and released Bid No. 2021PW151 for the HVAC Replacement Project. The Project involves the replacement of HVAC units at the Aeronautics, Child Development Buildings A, B, C, and D, Library, Campus Police, M & O restrooms, with minor structural components including platforms, curbs to comply with current building codes per HMP and framing a new roof opening on Campus Police, Library, Skills Laboratory, and the Aeronautics buildings located on the Rancho Cucamonga Campus.

Twenty-four contractors attended the mandatory pre-bid conference and job walk on February 2, 2021. Five contractors submitted bids by the Bid Opening Deadline on February 23, 2021.

Upon completion of the District's due diligence review, NKS Mechanical Engineering, Inc. is the lowest responsive and responsible bidder, and acceptance of the base bid is in the best interests of the District.

BUDGET IMPLICATIONS

Funding Source – Restricted General Fund, Physical Plant Block Grant and Capital Projects Fund.

Status of Funds – The funds of \$880,000 are included in the 2020-2021 adopted restricted general fund budget and capital projects budget.

Future Implications – N/A

RECOMMENDATION

It is recommended that the Governing Board reject Horizon Construction Company Int'l, Inc.'s bid as non-responsive and authorize the District to waive any immaterial errors in the bid received by NKS Mechanical Engineering, Inc. and enter into Contract No. 2021PW151 with the lowest responsive and responsible bidder, NKS Mechanical Engineering, Inc. of Anaheim, California, for the HVAC Replacement Project, in the amount of \$880,000, which equals the base bid, as described on the attached Bid Opening Results.

Attachment: Bid No. 2021PW151, HVAC Replacement Project Bid Opening Results

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

BID NAME: HVAC Replacement Project
BID NO: 2021PW151
BID Due Date/Time: February 23, 2021 @2:00pm

PRIME CONTRACTOR	TOTAL BASE BID PRICE
Horizons Construction	Non-Responsive
NKS Mechanical	\$880,000.00
Western Air	Non-Responsive
Bon Air, Inc.	\$1,042,000.00
Enviser	\$1,203,735.00

Bid Openings were displayed publicly at 2:00pm on PlanetBids on opening day.

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

March 25, 2021

Board Meeting Date

TOPIC CONTRACT, PURCHASE ORDER, AND WARRANT LISTS

Communication No. IV.F.1.c

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 February 2021.

BUDGET IMPLICATIONS

Funding Source – All Funds

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

Future Implications – None

RECOMMENDATION

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

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

CONTRACT AND CHANGE ORDER LIST¹

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2021CS315	3PlayMedia	Boston, MA	For a not-to-exceed amount, to provide captioning and transcription services for the period of January 1, 2021 through December 31, 2023, as approved by Visual and Performing Arts Department.	\$18,051.00	Unrestricted General Fund
2021CS302	ACTenviro	Santa Fe Springs, CA	For a not-to-exceed amount, to remove and dispose of hazardous waste from the Rancho campus, for the period of February 5, 2021 through June 30, 2021, as approved by Human Resources.	3,803.00	Unrestricted General Fund
2021CS267	Ann Le	Los Angeles, CA	For a not-to-exceed amount, to provide a virtual lecture for the Wignall Museum spring 2021 virtual series "Home Edition," for the period of January 11, 2021 through May 1, 2021, as approved by Visual and Performing Arts Department.	200.00	Unrestricted General Fund
2021CS11	Arthur H. Marquez	Corona, CA	Amendment #1 – to increase the not-to-exceed amount for additional training services, as approved by Economic Development Department. ²	1,400.00	Restricted General Fund
2021CS319	Bradford Hurte	Woodinville, WA	For a not-to-exceed amount, to provide marketing and communication services to support the Energy, Construction and Utilities Sector to maximize the employability of graduates for the period of February 1, 2021 through June 30, 2021, as approved by Energy Construction and Utilities Sector Navigator. ³	30,000.00	Restricted General Fund
2021CS299	Brett S. Dooley	Hemet, CA	For a not-to-exceed amount, to provide a virtual presentation on having a career in STEM on November 11, 2020, as approved by Math and Science Department. ⁴	150.00	Restricted General Fund
2021CS322	Bryce Jordan Celotto	Oakland, CA	For a not-to-exceed amount, to provide a virtual workshop related to race, gender, educational identities, and experiences on February 24, 2021, as approved by Special Populations and Equity Program. ⁵	1,000.00	Restricted General Fund
2021CS326	Christopher M. Bonomo	Crestline, CA	For a not-to-exceed amount, to provide an ADN Program graduation video for fall semester for the period of December 9, 2020 through December 24, 2020, as approved by Health Sciences.	500.00	Unrestricted General Fund
2021CS298	Crystal Cortez	Riverside, CA	For a not-to-exceed amount, to provide a virtual presentation on having a career in STEM on November 11, 2020, as approved by Math and Science Department. ⁶	150.00	Restricted General Fund

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

² Funded by Economic Development grant funds.

³ Funded by Economic Development grant funds.

⁴ Funded by Title III, STEM grant funds.

⁵ Funded by Veteran's Resource Center budget.

⁶ Funded by Title III, STEM grant funds.

2021CS250	CW Security Group	Simi Valley, CA	For a not-to-exceed amount, to provide security guards as-needed at the Chaffey College Chino Community Center for the period of January 1, 2021 through June 30, 2021, as approved by Chino Campus.	\$1,500.00	Chino Community Center Fund
2021CS291	CW Security Group	Simi Valley, CA	For a not-to-exceed amount, to provide security guards as-needed at the IT/Chino Education Center and Fontana Campus, for the period of January 25, 2021 through June 30, 2021, as approved by Fontana Campus. ⁷	5,000.00	Restricted General Fund
2021CS280	Devon Walkerreid	Canoga Park, CA	For a not-to-exceed amount, to provide a virtual Black Wall Street Workshop Triple Play on February 02, 2021, as approved by Special Populations and Equity Programs. ⁸	1,000.00	Restricted General Fund
2021CS275	Diamond Kinetics	Pittsburg, PA	Amendment #1 – to revise the start date from January 12, 2021 to August 1, 2021, as approved by Kinesiology, Nutrition, and Athletics Department.	No Cost Impact	Unrestricted General Fund
2021CS294	Dora Lopez	Ontario, CA	For a not-to-exceed amount, to facilitate a workshop entitled “Radical Self Love” on April 22, 2021, as approved by Special Populations and Equity Program. ⁹	500.00	Restricted General Fund
2021CS278	Ezequiel Pena	Fayetteville, AK	For a not-to-exceed amount, to provide a virtual lecture for the Wignall Museum spring 2021 virtual series “Home Edition,” for the period of January 11, 2021 through May 1, 2021, as approved by Visual and Performing Arts Department.	200.00	Unrestricted General Fund
2021CS246	Frasca Plumbing Company	La Verne, CA	For a not-to-exceed amount, to install two District owned drinking fountains at the Academic Center located on the Fontana campus, for the period of February 8, 2021 through April 30, 2021, as approved by Facilities and Physical Plant Department.	3,841.90	Unrestricted General Fund
2021CS303	Full Measure Education, Inc.	Washington, DC	For a not-to-exceed amount, to provide a platform for a virtual graduation commencement for the period of February 2, 2021 through June 30, 2021, as approved by Student Services.	14,200.00	Unrestricted General Fund
2020PW273B	Geocon West, Inc.	Burbank, CA	For a not-to-exceed amount, to perform an Environmental Site Assessment for the property located on the southeast corner of the intersection of Ontario Rancho Road and Scholar Way in the City of Ontario, for the period of February 1, 2021 through August 1, 2021, as approved by Measure P Construction Program.	3,500.00	Measure P Bond Fund
2021CS321	Gregg D. Ander, LLC.	Sacramento, CA	For a not-to-exceed amount, to provide the Energy, Construction & Utilities Statewide Sector Navigator with energy and climate change initiatives, activities, and reports for the period of February 1, 2021 through June 30, 2021, as approved by Economic Development Department. ¹⁰	32,000.00	Restricted General Fund

⁷ Funded by restricted Parking budget.

⁸ Funded by Student Equity budget.

⁹ Funded by Student Equity budget.

¹⁰ Funded by Economic Development grant funds.

2021PW132A	Hammel, Green & Abrahamson, Inc.	Santa Monica, CA	Task Order #1 to the District's RFQ #2021PW5-Architecture Services Pool: the project consists of architectural services for the redesign and a one-story addition on the west side for the Michael Alexander Campus Center (MACC) building located at the Rancho campus for the period of January 19, 2021 through September 24, 2025, as approved by Measure P Construction Program.	\$1,291,786.00	Measure P Bond Fund
2021CS22	Henry Charles Rogers	San Pedro, CA	Amendment #1 – to increase the not-to-exceed amount for additional training services, as approved by Economic Development Department. ¹¹	11,200.00	Restricted General Fund
2021CS307	Hit Labs, Inc.	Lehi, UT	For a not-to-exceed amount, for the purchase of an LMS subscription service (Pronto) integrated into Canvas which allows easy communication between faculty and students, for the period of January 1, 2021 through December 31, 2021, as approved by Instruction and Institutional Effectiveness. ¹²	25,728.45	Restricted General Fund
2021CS301	Inland Signs, Inc.	Ontario, CA	For a not-to-exceed amount, to manufacture and install room identification signage in the Campus Center East Building located on the Rancho campus for the period of February 2, 2021 through March 3, 2021, as approved by Facilities Department.	1,888.60	Unrestricted General Fund
2021CS256	Jessica Wimbley	Sacramento, CA	For a not-to-exceed amount, to provide an online lecture recording to discuss the topic of Biomythography for the period of December 9, 2020 through January 31, 2021, as approved by Visual and Performing Arts Department.	500.00	Unrestricted General Fund
2021CS304	Jodi Trujillo	Honolulu, HI	For a not-to-exceed amount, to serve as a guest painter on the NextUP virtual event on November 20, 2020, as approved by Student Services. ¹³	100.00	Restricted General Fund
2021CS305	Juana Lozano	Rialto, CA	For a not-to-exceed amount, to serve as a guest speaker for EOPS Dreamers workshop on October 1, 2020, as approved by Student Services. ¹⁴	250.00	Restricted General Fund
2021CS296	Konica Minolta Business Solutions	San Bernardino, CA	Year 1 of 5-Yr lease agreement for Konica/Minolta ACCURIOPRESS 6136 copy machine for the period of January 1, 2021 through January 1, 2026, as approved by Marketing and Public Relations Department.	2,500.00	Unrestricted General Fund
2021CS297	Konica Minolta Business Solutions	San Bernardino, CA	Year 1 of 5-Yr lease agreement for a Konica/Minolta PRESS1250 copy machine for the period January 1, 2021 through January 1, 2026, as approved by Marketing and Public Relations Department.	5,000.00	Unrestricted General Fund

¹¹ Funded by Economic Development grant funds.

¹² Funded by CARES Institutional grant funds.

¹³ Funded by NextUp Cooperating Agencies Foster Youth Educational Support (CAFYES Next Up) budget.

¹⁴ Funded by restricted Extended Opportunities Programs and Services funds.

2021PW84F	Leighton Consulting, Inc.	Rancho Cucamonga, CA	Task Order #6 to the Districts RFQ #2020PW273 Hazmat, Geotech, Special Testing, Inspection Services; to perform a hazardous materials survey for the roofs of four buildings located on the Rancho campus for the period of January 29, 2021 through November 17, 2021, as approved by Facilities Development. ¹⁵	\$3,427.00	Restricted General Fund
2021CS316	Mark R. Potter	Cheney, KS	For a not-to-exceed amount, to provide a presentation entitled "The Silent Epidemic," reflecting experience with mental health on March 4, 2021, as approved by Special Populations and Equity Program. ¹⁶	1,000.00	Restricted General Fund
2021CS306	Mayra Barragan-O'Brien	San Bernardino, CA	For a not-to-exceed amount, to serve as a guest speaker for EOPS Dreamers workshop on November 4, 2020, as approved by Student Services. ¹⁷	250.00	Restricted General Fund
2021CS325	Muditha Senanayake	Diamond Bar, CA	For a not-to-exceed amount, to serve as a subject specialist for course FD45, section 15686; to review faculty evaluation materials, attend online meetings and complete faculty evaluation forms for the period of February 2, 2021 through April 6, 2021, as approved by Chino Campus.	500.00	Unrestricted General Fund
2021CS195	Quark Communications Inc.	Cardiff, CA	For a not-to-exceed amount, to convert the current HVAC automation system from an internet application to a desktop application for eighteen buildings located at the Chino, Fontana and Rancho campuses, for the period of November 1, 2020 through October 31, 2025, as approved by Facilities and Physical Plant Department.	55,826.00	Unrestricted General fund
2021CS314	Renee Ramos	Chino, CA	For a not-to-exceed amount, to provide training and industry consulting services for the period of February 1, 2021 through June 30, 2021, as approved by Economic Development Department. ¹⁸	6,300.00	Restricted General Fund
2021CS249	Risher Sutherland, Inc.	San Bernardino, CA	Amendment # 1 – to increase the not-to-exceed amount for the installation of a coping flat sheet at the CA building on the Rancho Campus, as approved by Human Resources Department.	3,935.00	Unrestricted General Fund
2021CS179	Siemens Industry, Inc.	Cypress, CA	For a not-to-exceed amount, to perform Fire Life Safety Testing and inspection services at the Chino IT Center, Chino Center and the Rancho, Fontana, and Chino campuses, for the period of October 1, 2020 through September 30, 2023, procured under Resolution No. 121720 approved on December 17, 2020, as approved by Facilities and Physical Plant Department.	188,295.00	Unrestricted General Fund

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

¹⁶ Funded by Student Equity budget.

¹⁷ Funded by restricted Extended Opportunities Programs and Services funds.

¹⁸ Funded by Economic Development grant funds.

2021CS323	SoCal Office Technologies	San Diego, CA	For a not-to-exceed amount, to provide an inclusive agreement for maintenance, and service supplies on three Xerox Copy machines for the period of July 1, 2021 through June 30, 2021, as approved by Purchasing Services Department.	\$800.00	Unrestricted General Fund
2021CS327	Tahil Sharma	Claremont, CA	For a not-to-exceed amount, to provide a virtual presentation entitled "From Allies to Accomplices: Using Storytelling and Solidarity to Fuel Intersectional Justice" on May 13, 2021, as approved by Special Populations and Equity Programs. ¹⁹	550.00	Restricted General Fund
2021CS309	Trelisa Glazatov	Fontana, CA	For a not-to-exceed amount, to provide consulting services for the Chaffey New World of Work implementation project for the period of January 1, 2021 through January 31, 2021, as approved by Instruction and Institutional Effectiveness. ²⁰	5,000.00	Restricted General Fund
2021CS324	West Coast Arborists, Inc.	Anaheim, CA	For a not-to-exceed amount, to prune trees and remove stumps located at the Rancho Campus for the period of February 18, 2021 through June 30, 2021, as approved by Human Resources Department.	13,555.00	Unrestricted General Fund

List reflects contracts entered into and change orders to existing contracts through February 28, 2021.²¹

¹⁹ Funded by Student Equity budget.

²⁰ Funded by Student Equity budget.

²¹ Funding for all contracts and change orders on this list are included in the 2020-2021 adopted district budgets.

CHAFFEY COMMUNITY COLLEGE

WARRANT REGISTER REPORT

FOR THE MONTH OF FEBRUARY 2021

GENERAL FUNDS (10)

PAYROLL	6,366,770.88	
COMMERCIAL	<u>4,645,651.73</u>	
TOTAL FUND (10)		11,012,422.61

SCHEDULED MAINTENANCE FUND (42) 13,454.63

BUILDING FUND (40 and 43) 457,384.09

EARLY RETIREMENT FUND (61) 1,594.66

VACATION LIABILITY (69) -

CAPITAL OUTLAY PROJECT FUND (41) 577.04

CHILD DEVELOPMENT FUND (33)

PAYROLL	4,583.87	
COMMERCIAL	<u>8,984.82</u>	
TOTAL FUND (33)		13,568.69

TOTAL ALL FUNDS **\$ 11,499,001.72**

PAYROLL WARRANT/ADVICE NUMBERS

127462-127501 446828-448195

COMMERCIAL WARRANT NUMBERS

1016318-1016449 1741533-1742461

PURCHASE ORDER NUMBERS

BPO's	14900-14909	\$	26,939.00
PO's	55229-55306	\$	705,135.69