



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

Thursday, May 27, 2021

Chaffey College Chino Community Center

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 May 27, 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>

The College plans to hold the meeting both via Zoom and live at the Chaffey College Chino Community Center at 5890 College Park Avenue, Chino, for those who wish to attend in person. It will be limited to 25% seating capacity due to COVID-19 restrictions.

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 May 27, 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 (2:05 p.m.)

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

- III. **STUDY SESSION**
 - A. CONVENE IN OPEN SESSION
 - B. AGENDA
 1. Fontana Campus Master Plan

- IV. **REGULAR SESSION**
 - A. RECONVENE IN REGULAR SESSION
 1. Pledge of Allegiance
 - B. PUBLIC COMMENTS
 - C. COMMUNITY LINKAGES
 1. Governing Board
 2. Legislative Update
 3. Presentations
 - a. Presentation of Plaques
 4. Foundation

D. REPORTS

1. Closed Session Actions
2. Monitoring
 - a. Information Technology Services Monitoring Report
 - b. Quarterly Investment Report
3. Informational
 - a. Board Policies for Information
 - b. Fontana Campus Master Plan

E. CONSENT AGENDA

1. Governance Process
 - a. Approval of Minutes, April 22, 2021
 - b. Board Policies for Adoption
2. Academic Affairs
 - a. Curriculum
3. Business/Fiscal Affairs
 - a. 2021-23 Employment Training Panel (ETP) Agreement
 - b. Approval to Designate Advanced Technologies Consultants as a Single Source Vendor for a Sole Source Procurement
 - c. Approval to Designate Avotek as a Single Source Vendor for a Sole Source Procurement
 - d. Approval to Designate Echo Healthcare as a Single Source Vendor for a Sole Source Procurement
 - e. Approval to Designate Klein Educational Systems as a Single Source Vendor for a Sole Source Procurement
 - f. California Steel Industries Shield Metal Arc Welding Training Agreement
 - g. Disposal of District Property: Electronic Equipment and Miscellaneous Materials
 - h. Strong Workforce Program Participation Agreement 2017/20-20-B (P00 R4-XX, P01 R3-XX, P31 R4-XX, P44 R3-XX and P47 R3-XX)
 - i. Temporary Interfund Borrowing
 - j. Vocational Education and Training Services Contract – Amendment 1
4. Human Resources
 - a. Confidential Professional Development/Evaluation Personnel Plan
 - b. Management Personnel Plan/Employment Contracts
 - c. Management Professional Development/Evaluation Personnel Plan
 - d. Memorandum of Understanding – Chaffey Community College District and Chaffey College Faculty Association (CCFA)

F. ACTION AGENDA

1. Business/Fiscal Affairs
 - a. Approval to Contract by On-Call Professional Services Agreement for Program-Wide Commissioning Consulting Services
 - b. Approval to Contract by On-Call Professional Services Agreement for Storm Water Pollution Prevention Plan Consultant and Civil Engineering Consulting Services
 - c. Approval to Purchase Vacant Land in Ontario, California
 - d. 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, June 24, 2021.

[Complete agenda may be viewed at www.chaffey.edu/leadership/governingboard.php](http://www.chaffey.edu/leadership/governingboard.php)

REPORTS

MONITORING

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

May 27, 2021
Board Meeting Date

TOPIC **INFORMATION TECHNOLOGY SERVICES MONITORING REPORT**

Communication No. IV.D.2.a

SUPPORTS BOARD POLICY

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

ACTIVITIES THAT ADDRESS THE BOARD POLICY

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

MEANS OF ASSESSMENT

Assessment is performed regularly and includes an annual analysis of the progress made and efficacy of identified projects included in the College's Strategic Technology Plan, as well as projects prioritized by the Colleague Steering Committee and/or Technology Committee.

SUMMARY OF EVIDENCE

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

USE OF RESULTS FOR PLANNING

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

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



**Information Technology Services
Governing Board Monitoring Report 2021**

Chaffey  College

www.chaffey.edu/its

May 27, 2021

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Introduction

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

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

Information Technology Services Mission

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



Strategic Technology Plan Goals/Initiatives

The following address specific actions that have been taken to further the goals identified in the College's Strategic Technology Plan:

ORGANIZATIONAL 02 – ANALYZE AND ADDRESS IT STAFFING NEEDS

The Information Technology Services (ITS) department continues to run lean. Still, assessments of staffing levels in conjunction with increasing demands for technical support are ongoing, and staffing plans are adjusted accordingly. Due to increasing demands for help desk support for students, faculty, and staff, and in an effort to improve overall response time, the department was able to hire an additional Help Desk Coordinator this year. Additionally, the department was able to fill another Help Desk position that was vacant due to a retirement last year.

ORGANIZATIONAL 04 – FORMALIZE DISASTER RECOVERY PLANS

ITS has completed a draft of the Disaster Recovery Plan. Detailed steps to recover District systems are being documented. New systems added to support the Horizon Virtual Labs have been documented and added to the Plan. Vendor information and product lines for replacement equipment is being updated. Due to COVID restrictions, networking staff have been delayed in verifying the recovery procedures. It is anticipated that all procedures will be verified and the Plan completed by the end of summer 2021.

ORGANIZATIONAL 08 - FORMALIZE DATA AND INFORMATION SECURITY PLANS

The workgroup working on the Data and Information Security Plan completed all revisions and incorporated all the suggestions made last year by the District's legal counsel during their review. The Technology Committee has reviewed the Plan and has completed the task of identifying an appropriate Security Awareness training program. The Technology Committee is working with Human Resources to make the training mandatory for all district employees.

ADMINISTRATIVE 01 – OPTIMIZE THE USE OF THE ELLUCIAN COLLEAGUE SYSTEM

As part of its efforts to optimize the use of the Ellucian Colleague system, the ITS department has continued to further the Ellucian Path to Modernization project and transition web-based services from My ChaffeyVIEW to the Ellucian Self-Service system. Those efforts have resulted in the successful completion of multiple projects, which are outlined on the following pages.

Ellucian Path to Modernization

During the past year, significant progress has been made in several focus areas related to the College's *Path to Modernization* initiative. Those projects have focused on creating efficiencies throughout Ellucian Colleague (the College's student information system/enterprise resource planning system (SIS/ERP) and include the following projects:



Intelligent Learning Platform (ILP)

The integration between the Ellucian Colleague and the College's learning management system (Canvas) has successfully been implemented in a test environment. This new process will eliminate the need for transferring files between the two systems using stale data. The project, once complete, will provide for a dynamic integration between Colleague and Canvas for various data, including classes, faculty information, and grades.

Ellucian Analytics



To date, Ellucian Analytics has been successfully implemented in a test environment. Configurations will soon be completed and tested, and users will be trained on the module. The use of analytics will provide data insights that can be used for planning and informed decision-making.

Ellucian Customer Relationship Management (CRM) Advise

The use of CRM Advise has moved into phase II, which incorporates the use of communication plans to connect with students along their educational path. The communications delivered to students are based on criteria developed for student actions and include such triggers as to when a student drops a course, misses a registration appointment, or fails to access their Canvas courses. Phase II will measure outcomes and assess activities against identified key performance indicators (KPIs). Phase II will also expand data integrations to make use of all data sources, including students' educational plans and other student services data.

Ellucian Customer Relationships Management (CRM) Recruit

During this past year, with the help of consulting services, the department completed a project integrating CCCApply application data into CRM Recruit – a module used to communicate to and cultivate relationships with potential/prospective students. Ultimately, the application data will flow into the CRM Recruit module and then to Colleague, allowing the College to complete more effective recruiting and admission processing.

Ellucian Self-Service

Significant to the ability to provide a more effective student experience has been the continuing migration from our old My ChaffeyVIEW web service interface to the more effective and flexible Ellucian Self-Service model. The new interface has a more modern look and feel and is more manageable and configurable, saving time and effort to manage while providing more flexibility with deploying new services. During the last year, efforts for expanding the use of Self-Service have

concentrated on the registration and portal experience and have provided for the new workflows listed below.

Self-Service Registration

In the past, students were required to use two separate interfaces to complete their registration: Self-Service during the standard registration period and My ChaffeyVIEW once classes had begun. With the completion of the new Self-Service Add Authorization process (a process which faculty use to grant students authorization to add their class, students now use only Ellucian Self-Service for all registration activity, providing a more unified and efficient registration experience.

Revision of Billing Rules for Enrollment Charges

The revision of the numerous billing rules used to calculate enrollment charges has created efficiencies and has eliminated the need to bill some student populations manually. This, in turn, has saved staff many hours of manual tracking and billing.

Curriculum Tracks

In the past, when counselors met with students, courses were manually loaded into a student's educational plan. With the implementation of curriculum tracks, which serve as templates, counselors are now able to load a complete course map for a student based on their academic and career community program. This project has created not only increased efficiencies for counselors but also increased level of service to and better experience for students.



Information/Cyber Security

PASSWORD POLICY CHANGE




According to the National Institute of Standards and Technology (NIST), passwords are responsible for more than 80% of data breaches and represent a critical component to maintaining a strong [security posture](#). As Institutions started trying to strengthen passwords, they adopted password complexity policies meant to increase entropy so that passwords would be more difficult to crack. An unfortunate by-product of those policies was that passwords also became much more difficult for users to remember.

The result?

- More passwords are written down.
- More passwords are reused.
- Predictable "complexity" that diminishes the point of complexity (for example, adding a "1" to the end of one's password).

NIST and Carnegie Mellon conducted multiple studies and determined that by changing password policies, an institution could gain a massive improvement in password protection while improving usability. This could be accomplished by changing to a minimum 15-character password that allows but does not require uppercase, lowercase, numeric and special characters and eliminates a password expiration date. The guideline is documented in NIST [Special Publication 800-63B: Digital Identity Guidelines](#). The chart below shows the difference in time to crack a password based on length and complexity.

Number of Characters	Numbers Only	Lowercase Letters	Upper and Lowercase Letters	Numbers, Upper and Lowercase Letters	Numbers, Upper and Lowercase Letters, Symbols
4	Instantly	Instantly	Instantly	Instantly	Instantly
5	Instantly	Instantly	Instantly	Instantly	Instantly
6	Instantly	Instantly	Instantly	1 sec	5 secs
7	Instantly	Instantly	25 secs	1 min	6 mins
8	Instantly	5 secs	22 mins	1 hour	8 hours
9	Instantly	2 mins	19 hours	3 days	3 weeks
10	Instantly	58 mins	1 month	7 months	5 years
11	2 secs	1 day	5 years	41 years	400 years
12	25 secs	3 weeks	300 years	2k years	34k years
13	4 mins	1 year	16k years	100k years	2m years
14	41 mins	51 years	800k years	9m years	200m years
15	6 hours	1k years	43m years	600m years	15 bn years
16	2 days	34k years	2bn years	37bn years	1tn years
17	4 weeks	800k years	100bn years	2tn years	93tn years
18	9 months	23m years	6tn years	100 tn years	7qd years

 -Data sourced from HowSecureIsMyPassword.net

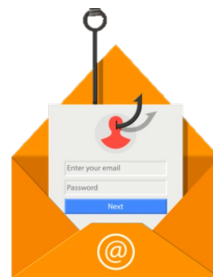
As a result of the information identified above, this past year, the Technology Committee recommended that the College implement such a password policy change to improve overall security. The previous policy required an eight-character password that only allowed for upper/lowercase letters and numbers and expired every 90 days. The new password policy, which was implemented on May 3 of this year, changed to a 15-character password that allows for any combination of upper/lowercase letters, numbers, and special characters, with no expiration date. The change follows the new guidelines published by NIST.

PHISHING ATTEMPTS

Social Engineering attacks are the hardest to defend as they circumvent much of the security that has been put in place to protect the District's assets. In the past few months alone, the College has seen several successful phishing attempts propagate our network.

Below are some facts about Phishing from Barracuda (our email protection software) and the Federal Bureau of Investigation:

1. 85% of organizations have experienced a successful phishing attack in the last 12 months.
2. Phishing was the 3rd most common scam reported to the FBI last year, regardless of the organization's size.
3. 97% of people cannot identify a phishing attempt.
4. 1 in every 99 emails is a phishing attempt.
5. 45% of the 15 billion emails sent daily are spam.
6. 45% of phishing attempts were answered.
7. 66% of successful Ransomware is installed via a malicious email attachment.



Although the College has implemented several industry-leading products to protect against social engineering (O365 Advanced Threat Protection, Barracuda spam filtering, Sophos anti-virus, and Microsoft Defender), the District still encounters approximately 36 successful phishing attempts per year, with at least 6 of those being large-scale phishing attempts that multiple users answer. These events create a disruption in email delivery, requiring hundreds of hours to remediate the end-users' accounts and working with internet providers to remove the College from email blacklists.

To further improve the District's information data security footprint and conform with several State and Federally mandated security guidelines, the Technology Committee is working with the Human Resources department to provide all employees with security awareness training accessible via the Learning Hub.

Response To Covid-19 Pandemic

LOANER EQUIPMENT

As the COVID-19 pandemic began in March of 2020, the ITS department developed a plan to retrieve all of the mobile devices (laptops and tablets) used in the classrooms so that they could be reissued as loaner equipment to faculty and staff who began working remotely. To date, over 200 laptops, 50 iPads, 300 webcams, 100+ hotspots, and multiple headsets and extra monitors have been issued.

CLASSROOM TECHNOLOGY

During this past year, Information Technology Services has integrated 50 lecture capturing (Pan/Tilt/Zoom (PTZ)) cameras into classrooms. These cameras capture the front of the classroom. Additionally, 15 overhead document cameras were installed in classrooms. Both of these are compatible with multiple platforms such as Zoom, Google Classroom, Microsoft Teams and can be used to record lectures for asynchronous learning or to stream and broadcast hybrid courses synchronously. An additional 150 PTZ cameras and 15 document cameras have been ordered to outfit the remaining classrooms.



VIRTUAL LABS

To provide students with access to District-owned software to participate in distance learning, ITS staff repurposed the software and servers running the Virtual-Desktop labs (2 labs in Language Arts had been piloting the software). ITS staff also created the Horizon virtual lab. These virtual labs are web-based products that present a desktop similar to what students would see if they were physically in a lab on-campus. These virtual labs can run the majority of the District's applications regardless of the speed and power of the device a student may be using.

Once ITS was able to assess the efficacy of this solution, additional servers and licenses were purchased to increase the number of available virtual seats in the labs from 70 – 450.

Unfortunately, Apple products do not work in the same virtual environment. ITS staff found and implemented a different application for Apple products called Splashtop. Splashtop provides remote access to the physical Apple desktops, allowing students to connect from home and use software loaded on these machines in the labs. While Splashtop has been successful, it does have some limitations. In an effort to bridge the gap, ITS staff is working with the School of Visual and Performing Arts to provide a pool of loaner MAC laptops and at-home licenses for several of the products.

VIRTUAL PRIVATE NETWORK (VPN) TECHNOLOGY

ITS networking staff leveraged an available feature in our Fortinet firewalls to allow staff to VPN into their District workstations from home. The VPN setup provided access to critical applications, including Ellucian Colleague, Image Now, and documents stored on the Z-drive.



Other Technology Updates



TECHNOLOGY RESOURCES WORKGROUP

This past year, ITS staff has been spearheading a combined workgroup with Distance Education, Disability Programs and Services, and several other departments/areas to identify and consolidate information regarding the technology resources available to students, faculty, and staff. The goal is to make the identification and use of available resources easily accessible, especially for students.

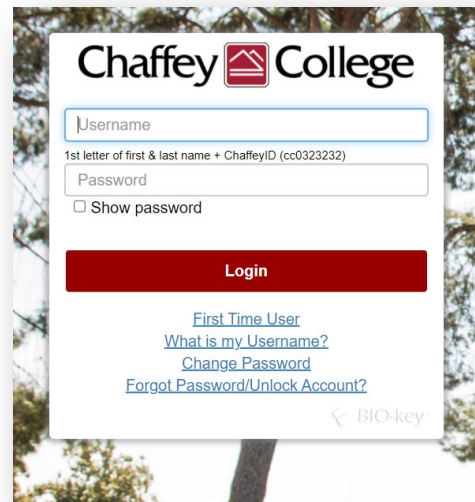
DIGITAL FORMS, SIGNATURES, AND WORKFLOWS

This past year, a workgroup was formed to assess and recommend a District standard for the creation of digital forms, electronic signatures, and related workflows. After viewing multiple solutions, the workgroup unanimously recommended the use of Formstack. The College is in the process of developing a phased implementation plan for this new solution.

MY CHAFFEY PORTAL

- **Single Sign-On (SSO) Authentication**

During the past couple of years, the performance of the College's single sign-on process to the portal had degraded significantly, most especially at the start of each term. Single sign-on is the door through which all students pass to reach the services required for success at Chaffey. To improve that entryway for students, as well as faculty, and staff, and provide a more secure dependable method for accessing crucial services, the single sign-on process was moved from Unified (our current portal vendor) to PortalGuard. PortalGuard is an identity management service provider that is reliable and widely used among other community colleges. The transition to PortalGuard occurred this past December and has proven successful.



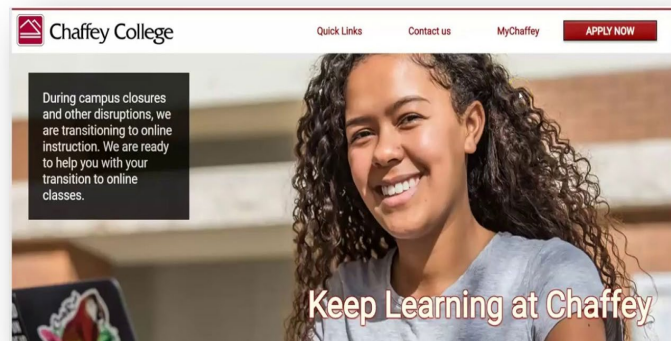
- **Outdated Portal**

The current portal interface uses older technology and does not provide students and employees with a modern look and feel. The portal is also reaching its end-of-life and will no longer be supported after December of 2021. A portal workgroup was formed this past February to investigate other solutions. The workgroup focused its efforts on finding a new solution that is easy to configure and manage and provides a modern interface that will drive student engagement. The workgroup participated in product demonstrations from five different companies and evaluated the solutions each company offered.

Additionally, members of the student design team also reviewed the demonstrations and completed evaluations. One product was ranked #1 overall by both the portal workgroup and student design team members. The District will be moving forward with procuring and implementing that solution.

- **Student Registration Improvements**

The COVID-19 pandemic in many ways changed the way services are delivered to students. As a result, the role of the entire registration process in the delivery of those services required significant review to provide those services in a digitally significant manner. To identify and address ways in which the registration experience



could be improved upon, a registration experience workgroup was formed that included faculty, managers, classified professionals, and a student representative. The workgroup was charged with collecting input from the various service groups on campus to improve and modernize the registration process for students. The changes ranged from improving the language used to describe course offerings in the course catalog and class schedule to moving registration to one single interface, Ellucian Self-Service. Some of the student registration experience changes implemented include the following:

- Messaging improvements were made throughout the schedule of classes.
- Students are now able to register for a class regardless of when the class actually starts. Previously, 14-week, Fast Track 1, and Fast Track 2 classes had different registration dates that started later in the term.
- Waitlist history is available to allow for future planning.
- The "Search for Sections" functionality has been moved from My ChaffeyVIEW to the new Ellucian Self-Service model allowing for a more modern look and feel and expanded filtering of course offerings.
- All registration has been moved from My ChaffeyVIEW to the new Self-Service model.
- Add codes are no longer used for registration. Instead, the College has moved to the new Ellucian Self-Service Add Authorization model, which provides a more modern look a feel and improved student experience.
- Applications are now processed twice a day to provide more rapid access to registration.
- Language has been clarified in the system to more easily identify remote versus on-site courses and locations.
- The number of registration appointments assigned per day has been increased to expedite the time in which new students who have applied to the College are able to register for classes.
- Workshops, video tutorials, and improved communication describing the registration experience improvements have been provided to students, faculty, and staff.

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

May 27, 2021
Board Meeting Date

TOPIC QUARTERLY INVESTMENT REPORT

Communication No. IV.D.2.b

SUPPORTS BOARD POLICY

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

PROPOSAL

To present the quarterly investment report for the quarter ended March 31, 2021, for information only.

BACKGROUND

As recommended in Government Code 53646, the district investment reports may be presented to the board quarterly. The quarterly investment report for the period ended March 31, 2021 is attached.

BUDGET IMPLICATIONS

Funding Source – All funds

Status of Funds – N/A

Future Implications – N/A

RECOMMENDATION

To review the quarterly investment report for the quarter ended March 31, 2021, as presented.

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

Chaffey Community College District Investment Report



Governing Board

Gary C. Ovitt, President
Lee C. McDougal, Vice President
Kathleen R. Brugger, Clerk
Deana Olivares-Lambert, Member
Gloria Negrete McLeod, Immediate Past President

Lauren Sanders, Student Trustee

Dr. Henry D. Shannon, Superintendent/President

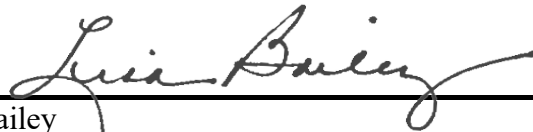
March 31, 2021

Chaffey Community College District
Investment Report

Summary
For The Period Ended March 31, 2021

General Portfolio	Fund Value	Market Value
General Portfolio		
District Funds Investment Pool	\$ 319,889,741	\$ 322,723,323
Irrevocable Trusts	14,775,414	18,478,926
Chaffey District Funds with Financial Institutions - Bank Deposits	1,383,966	1,383,966
Total General Portfolio	\$ 336,049,120	\$ 342,586,214

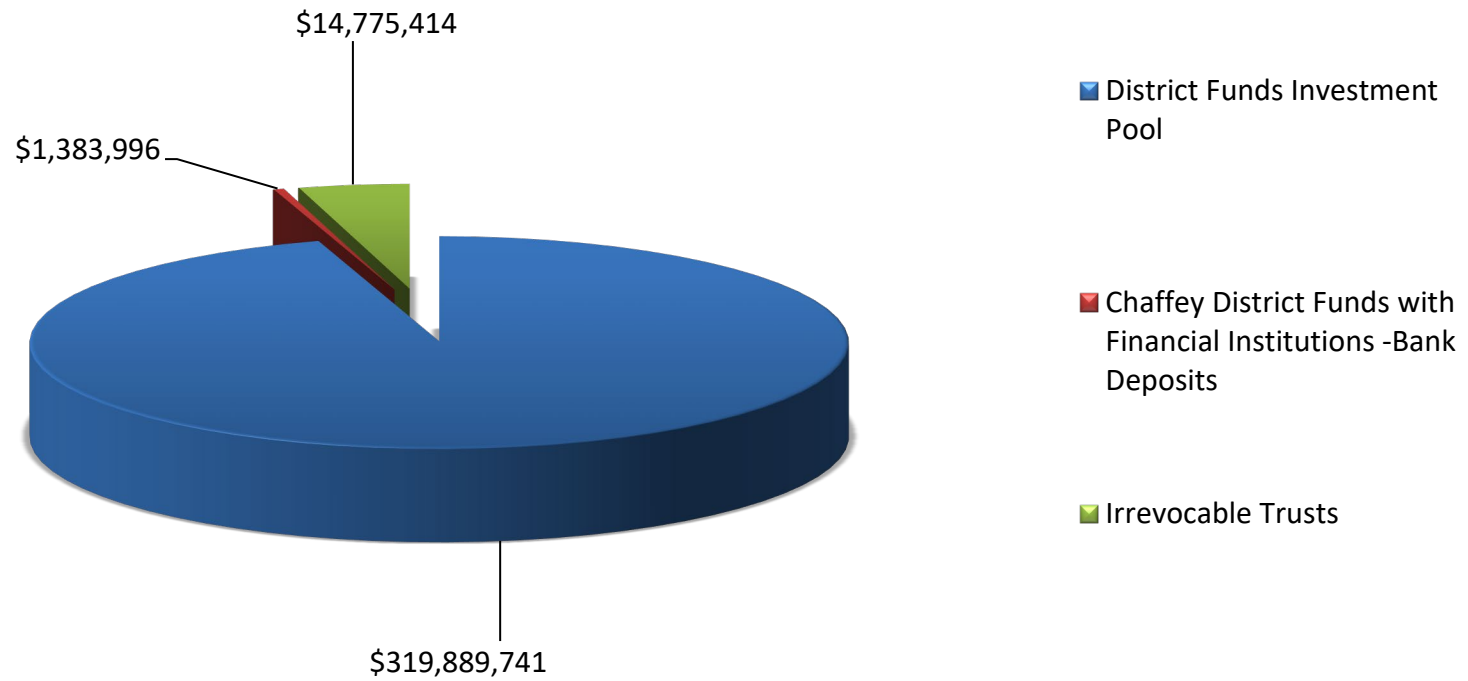
1. I hereby certify that the investments are in compliance with the investment guidelines statement adopted by the Governing Board.
2. The District has the ability to meet its budgeted expenditures for the next six months.
3. The market values for funds held in checking accounts and money market funds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



Lisa Bailey
Associate Superintendent, Business Services & Economic Development

Chaffey Community College District
Investment Report

Summary
For The Period Ended March 31, 2021



Chaffey Community College District

Investment Report

Chaffey District Funds in San Bernardino County Investment Pool

For The Period Ended March 31, 2021

Funds/Accounts in County Investment Pool	Fund Number	Account Number	Fund Total	
General Fund	10	9110	\$ 62,645,368	
Bond Debt Service Fund	21	9110	43,045,965	
Children's Center	33	9110	3,201,157	
Bond Fund - Measure L	40	9110	8,681,372	
Capital Projects	41	9110	15,154,465	
Scheduled Maintenance	42	9110	176,598	
Bond Fund - Measure P	43	9110	178,418,596	
Bond Fund - Measure L: Series D	45	9110	3,817	
Bond Fund - Measure L: Series E	46	9110	6,429	
Bond Fund - Measure P: Taxable	47	9110	7,119,946	
Self-Insurance Fund	61	9110	916,226	
Vacation Liability	69	9110	519,802	
Total Funds in County Investment Pool			\$ 319,889,741	\$ 322,723,323
Annualized Yield for Quarter Ended	12/31/2020	0.96%		
Annualized Yield for Quarter Ended	3/31/2021	0.88%		
Irrevocable Trusts			Fund Total	Market Value
Benefit Trust Company - Other Post Employment Benefits (OPEB)			10,514,246	13,946,057
Benefit Trust Company - Pension Stabilization Trust (PST)			4,261,168	4,532,869
Total Irrevocable Trusts			\$ 14,775,414	\$ 18,478,926

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

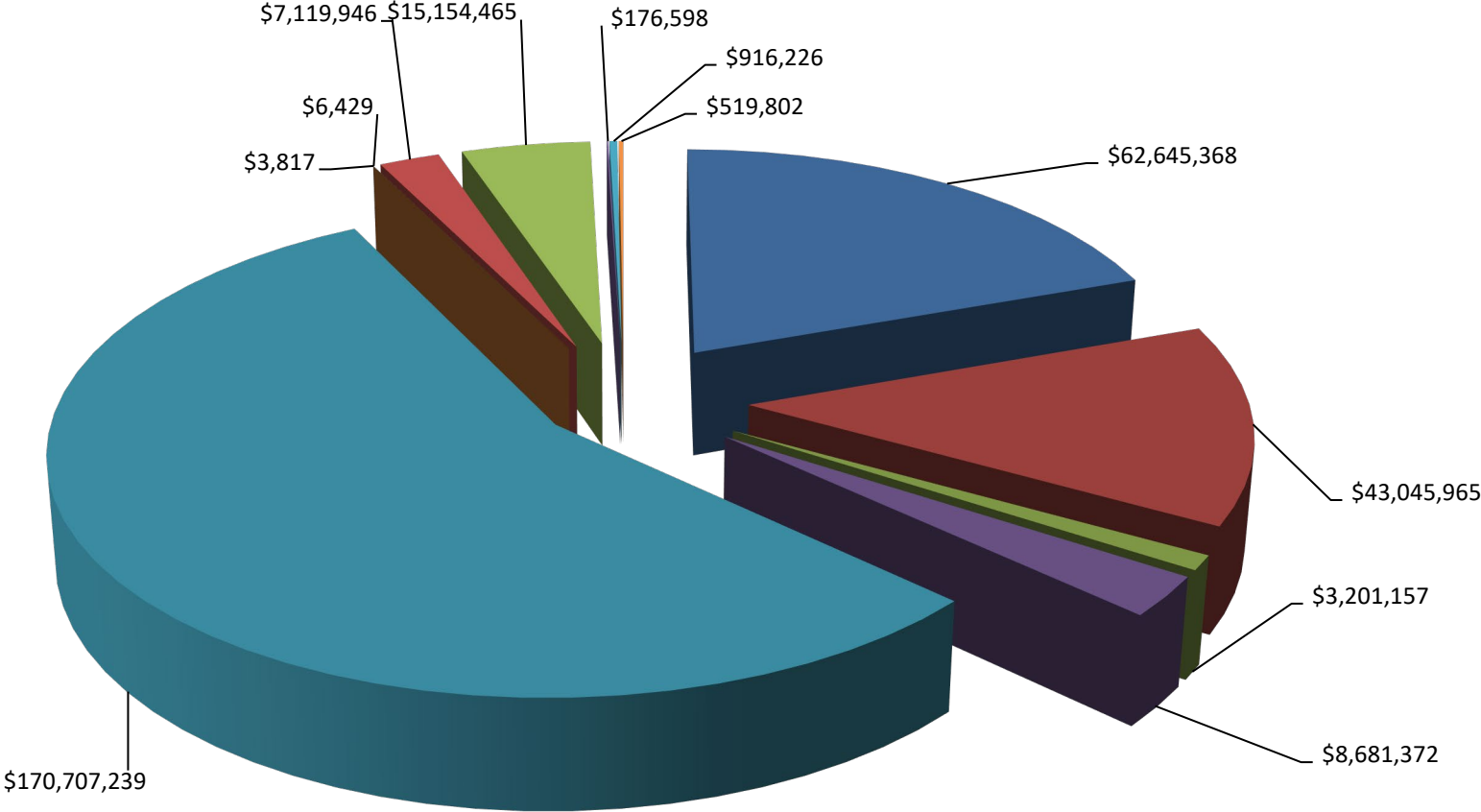
*Note 2: See County Pool Summary on page 5 for further details of County Treasury Investments.

Chaffey Community College

Investment Report

Chaffey District Funds in San Bernardino County Investment Pool

For The Period Ended March 31, 2021

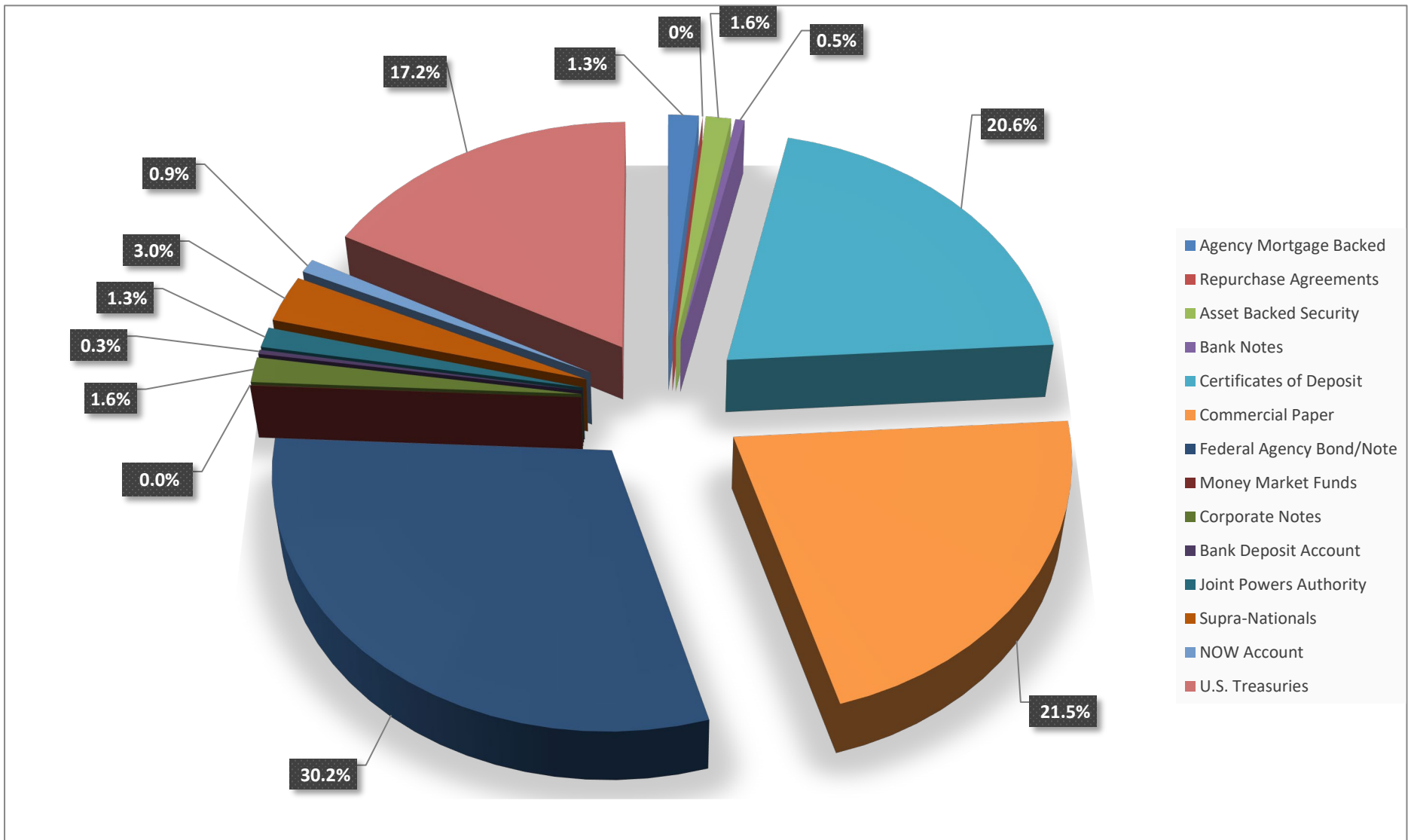


- General Fund
- Bond Debt Service Fund
- Children's Center
- Bond Fund - Measure L
- Bond Fund - Measure P
- Bond Fund - Measure L: Series D
- Bond Fund - Measure L: Series E
- Bond Fund - Measure P: Taxable
- Capital Projects
- Scheduled Maintenance
- Self-Insurance Fund
- Vacation Liability

Chaffey Community College District
Investment Report
San Bernardino County Pool Summary
For The Period Ended March 31, 2021

Security Type	Par(\$)	Amortized Cost	Market Value	Yield to Maturity
Asset Backed Security	\$ 117,838,339	\$ 125,651,649	\$ 124,028,263	0.58%
Agency Mortgage-Backed	\$ 147,827,097	\$ 147,965,596	\$ 149,788,514	1.97%
Bank Notes	45,000,000	44,993,164	45,576,285	2.45%
Certificates of Deposit	1,910,000,000	1,910,022,077	1,909,843,330	0.23%
Commercial Paper	2,000,000,000	1,998,976,778	1,998,884,975	0.18%
Corporate Notes	147,300,000	147,224,791	148,710,568	1.90%
Federal Agencies	2,772,240,000	2,774,412,616	2,807,107,000	1.18%
Supre - National	275,000,000	275,935,143	279,267,880	1.79%
Money Market Funds	2,000,000	2,000,000	2,000,000	0.02%
Repurchase Agreements	-	-	-	0.00%
Bank Deposit Account	25,000,000	25,000,000	25,000,000	0.05%
Joint Powers Authority	120,000,000	120,000,000	120,000,000	0.07%
NOW Account	83,000,000	83,000,000	83,000,000	0.10%
U.S. Treasuries	1,550,000,000	1,548,474,540	1,594,132,810	1.76%
Total Securities	<u>\$ 9,195,205,436</u>	<u>\$ 9,203,656,354</u>	<u>\$ 9,287,339,625</u>	<u>0.88%</u>
Cash Balances	<u>\$ 224,529,918</u>	<u>\$ 224,529,918</u>	<u>\$ 224,529,918</u>	
Total Investments	<u>\$ 9,419,735,354</u>	<u>\$ 9,428,186,272</u>	<u>\$ 9,511,869,543</u>	
Accrued Interest	0	19,015,749	19,015,749	
Total Portfolio	<u>\$ 9,419,735,354</u>	<u>\$ 9,447,202,021</u>	<u>\$ 9,530,885,292</u>	

Chaffey Community College District
Investment Report
San Bernardino County Pool Summary Distribution
For The Period Ended March 31, 2021



Chaffey Community College District
Investment Report

Chaffey District Funds with Financial Institutions - Bank Deposits
For The Period Ended March 31, 2021

Institution	Account Name	Collateralized Deposits	Total Deposits	Interest Rate	Maturity Date
Citizen's Business Bank	Associated Student Body Bus. Analyzed Public Funds Acct.	540,808	540,808	*	N/A
Citizen's Business Bank	Associated Student Body Insured Money Market Public Acct.	150,511	150,511	0.10%	N/A
Citizen's Business Bank	Revolving Cash Fund Bus. Analyzed Public Funds Acct.	24,891	24,891	*	N/A
Citizen's Business Bank	Clearing Account Bus. Analyzed Public Funds Acct.	667,756	667,756	*	N/A
Total All Banking Institutions		<u>\$ 1,383,966</u>	<u>\$ 1,383,966</u>		

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

All funds are collateralized and fully insured.

INFORMATIONAL

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

May 27, 2021
Board Meeting Date

TOPIC **BOARD POLICIES FOR INFORMATION**

Communication No. IV.D.3.a

SUPPORTS BOARD POLICY

Board Policy 2410 Board Policies and Administrative Procedures - The Governing Board may adopt such policies as are authorized by law or determined by the Governing Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Governing Board on a specific issue within its subject matter jurisdiction.

PROPOSAL

To receive Board Policies for first reading and discussion.

BACKGROUND

In July, 2011, the district began working with a consultant from the Community College League of California (CCLC) to update its Board Policies to align with the recommended policies developed through the legal firm of Liebert Cassidy Whitmore in conjunction with the CCLC. Utilizing the CCLC Policy and Procedure Subscription Service templates, the district will ensure that all legal requirements, recommendations, suggested good practices, and accreditation requirements are fully addressed.

The district is continuing its work to review and update policies during the 2020–2021 academic year. As part of this process, board policies were reviewed by Board Member Ovitt in his capacity as Governing Board Policy Liaison prior to their submission to the Governing Board for first reading. The Board Policies included for first reading are from Chapter 2 (Governing Board), Chapter 4 (Instruction), and Chapter 5 (Student Services).

RECOMMENDATION

It is recommended that the Governing Board receive board policies for first reading and discussion.

Prepared by:	<u> Jim Fillpot, Dean, Institutional Research, Policy, and Grants </u>
Recommended by:	<u> Henry D. Shannon, Superintendent/President </u>



**Governing Board Policies
Presented to the Governing Board for Information
May 27, 2021**

Chapter 2 – Governing Board

BP 2100 Governing Board Election

Chapter 4 – Instruction

BP 4231 Grade Changes

BP 4240 Academic Renewal

Chapter 5 – Student Services

BP 5012 International Students

BP 5120 Transfer Center

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

May 27, 2021
Board Meeting Date

TOPIC **FONTANA CAMPUS MASTER PLAN**

Communication No. IV.D.3.b

SUPPORTS BOARD POLICIES

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

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

PROPOSAL

To receive the Chaffey College Fontana Campus Master Plan for information and review.

BACKGROUND

Over the past several months, a diverse workgroup from the District has been working with architects from DLR Group to develop a Master Plan for the new Fontana campus that will be built on approximately 14.35 acres of vacant land that the District acquired last year. The property is located at 11070 Sierra Avenue in the city of Fontana, CA.

This Master Plan not only culminates the work, input, and feedback from the workgroup, it also includes feedback from multiple focus groups that were conducted and incorporates the results of a District-wide survey that was disseminated to all faculty, classified professionals, administrators, and students. The plan has been made available for public review by posting it on the Governing Board webpage of the College's website at <https://www.chaffey.edu/leadership/governingboard.php>. The plan will be presented to the Governing Board for approval at the June 24, 2021 meeting.

BUDGET IMPLICATIONS

Funding Source – N/A

Status of Funds – N/A

Future Implications – N/A.

RECOMMENDATION

It is recommended that the Governing Board receive the Chaffey College Fontana Campus Master Plan for information and review.

Submitted by:	Melanie Siddiqi, Associate Superintendent, Administrative Services
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Recommended by:	Henry D. Shannon, Superintendent/President
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CHAFFEY COLLEGE

FONTANA CAMPUS MASTER PLAN

PROGRESS DRAFT 01
MAY 8, 2021



DLR Group



Chaffey College

ABOUT CHAFFEY COLLEGE



VISION

Chaffey College: Improving lives through education.

MISSION

Chaffey College inspires hope and success by improving lives and our community in a dynamic, supportive, and engaging environment of educational excellence where our diverse students learn and benefit from foundation, career, and transfer programs.



Chaffey Community College District (Chaffey CCD) is a single-college district that serves the growing communities of western San Bernardino County. Chaffey College has a rich history as one of California's earliest colleges. Founded in 1883 as a private institution, Chaffey College has been a publicly funded college since 1916. Today, Chaffey College is nationally recognized as a center of learning excellence. It serves more than 20,000 students annually on three campuses, at many teaching sites in its communities, and online. It offers a full complement of general education, transfer level, and career and technical education classes leading to an associate degree or career technical certificate. Students are supported in these instructional programs with a full range of services.

TABLE OF CONTENTS

Project Overview and Introduction	01
Campus Context	02
Campus Program and Space Needs	03
Campus Vision Plan	04
Campus Experience Guidelines	05
Additional Information	06

ACKNOWLEDGMENTS

Thank you for all of the participants who provided thoughts, ideas, and comments throughout the planning process. For an overview of all campus engagement, see Chapter 08, or click the links below.



CAMPUS-WIDE SURVEY RESULTS



FOCUS GROUP SUMMARY



WORKSHOP- BASED PROCESS

EXECUTIVE COMMITTEE

- Henry D. Shannon, Ph.D. Superintendent/ President
- Laura Hope, Associate Superintendent, Instruction and Institutional Effectiveness
- Lisa Bailey, Associate Superintendent, Business Services and Economic Development
- Alisha Rosas, Interim Vice President, Student Services/Executive Director, Equity, Outreach, and Communications
- Melanie Siddiqi, Associate Superintendent, Administrative Affairs

CORE GROUP

- Ashira Murphy, Executive Assistant
- Mike Fink, Director, Technical Services
- Mike Villegas, Bond Consultant, Safeworks CM
- Myriam Arellano, Manager, Accounting
- Troy Ament, Executive Director, Facilities and Construction
- Sarah Riley, Director, Facilities and Construction
- Samir Shah, Manager, Measure P Bond Program
- James Rogers, Senior Project Manager/CM

WORK GROUP

- Annette Henry, Faculty Coordinator, Kinesiology, Nutrition, and Athletics
- David Nimri, Faculty, Computer Science
- Heather Nishioka, Manager, Community Partnerships and Advancement
- Jason Chevalier, Dean, Fontana Campus and Language Arts
- Kevin Baccari, Faculty, Mathematics
- Rich Levine, Manager, Maintenance
- Roni Osifeso, Educational Program Assistant
- Sam Gaddie, Sustainability and Environmental Officer
- Sean Connelly, Faculty, English
- Sergio Lopez, Manager, Grounds
- Sonia Diaz, Instructor, Math & Science/Biology
- Yolanda Friday, Dean, Economic Development and Business and Applied Technology

MESSAGE FROM LEADERSHIP



Sincerely,

Dr. Henry Shannon

01 PROJECT OVERVIEW AND INTRODUCTION

THE MASTER PLAN FOR THE NEW FONTANA CAMPUS WILL BE A HIGH LEVEL, STRATEGIC, AND TACTICAL GUIDE FOR THE PHYSICAL DEVELOPMENT OF THE NEW CAMPUS.



PURPOSE OF THE PLAN

Opened in 1996, the existing Chaffey College Fontana Campus is located in central Fontana at the intersection of Merrill Avenue and Sierra Avenue. **One of several projects funded from the Measure P Bond Program outlined in the Vision 2025 Facilities Master Plan includes the expansion of the Fontana Campus**, which is a high growth area in the District's service area. To further that objective, the District purchased five (5) parcels of vacant land three miles south of the current Fontana campus, located at the intersection of Sierra Avenue and Under Wood Drive. The College will relocate existing Fontana Campus' programs to the new property. **This Fontana Campus Master Plan provides a vision for the new property.**

The purpose of this master plan is to:

- Create a vision for a new Fontana Campus that aligns with the strategic direction of Chaffey College.
- Support academic planning to relocate, expand, and add new programs to the new Fontana Campus.
- Establish a road-map for informed decision making around project implementation.

KEY ELEMENTS TO THE PLAN

INCORPORATING PAST PLANNING

The Fontana Campus Master Plan is informed by past planning completed by the College such as Vision 2025, and the College's Sustainability Plan.

A COLLECTIVE VISION

The Fontana Campus Master Plan is an ambitious yet realistic vision for the College, crafted by listening to the needs of campus and community stakeholders.

DATA-INFORMED

The Fontana Campus Master Plan is informed and supported by analyzing space needs and physical site conditions.

FLEXIBLE FRAMEWORK

Planning is an ongoing process, and requires a flexible framework in place that can respond to current and future needs. The Fontana Campus Master Plan is developed with the ability to adapt to the changing needs of the institution.



MEASURE P

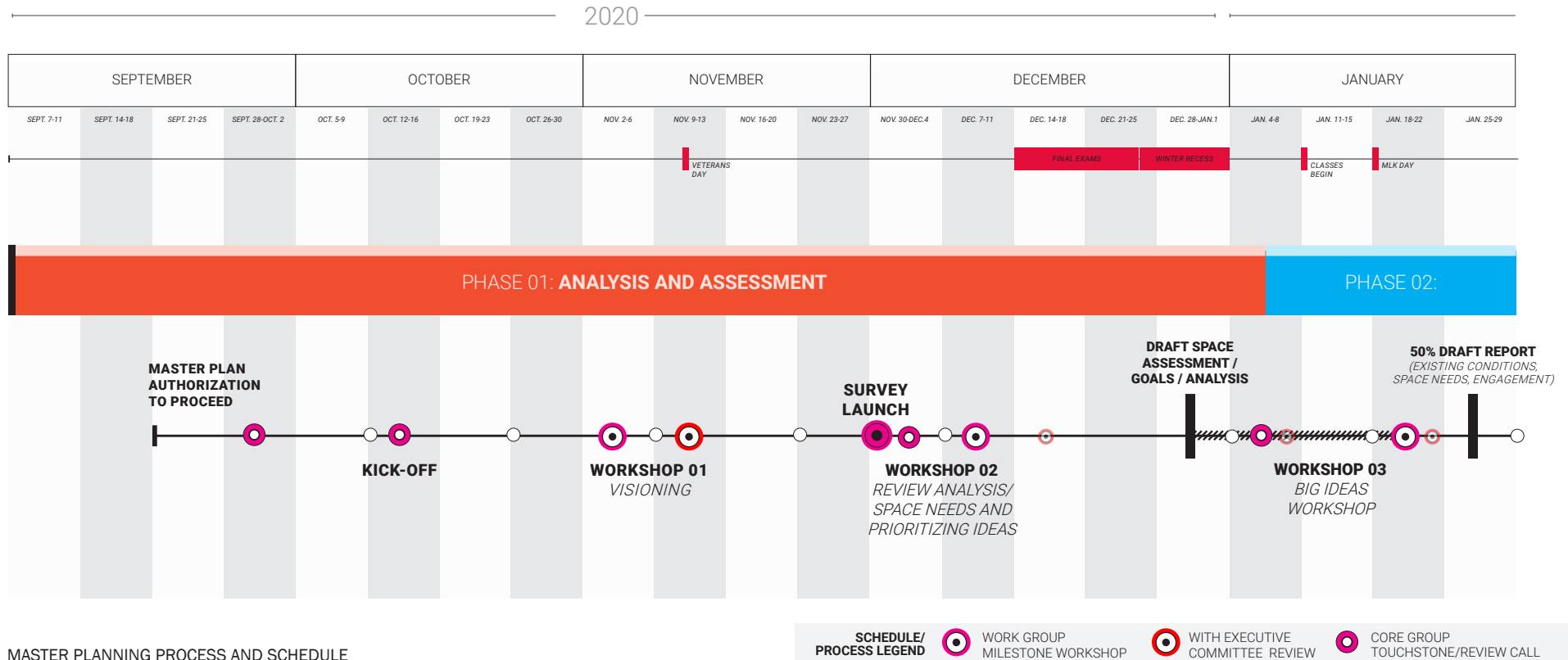
In November 2018, voters in the District approved Measure P – a general obligation bond. Measure P will provide Chaffey College with up to \$700 million for significant upgrades to vocational, science, computer classrooms, and labs; student safety; and facilities supporting veterans and other student services. The projects that will be funded from Measure P are outlined in the District's Vision 2025 Facilities Master Plan addendum, approved by the Governing Board in June of 2018. The District plans to implement the Master Plan over the next 5-10 years.

[VISIT THE MEASURE P WEBSITE](#)

PLANNING PROCESS AND SCHEDULE

The planning process began in September 2020 and concluded in June 2021. The project was completed during the COVID-19 pandemic and was fully remote. The Master Plan was developed through a comprehensive planning process led by College administrators. It comprises four phases of work:

Phase 01 - Analysis and Assessment: The planning process began with collecting baseline data and working with campus stakeholders to create a vision for the new campus and define objectives for the plan. The planning team analyzed the site conditions to shape the physical requirements of the site plan. The planning team also partnered with College leaders to define space needs and parking analysis once the enrollment and campus' program was determined.



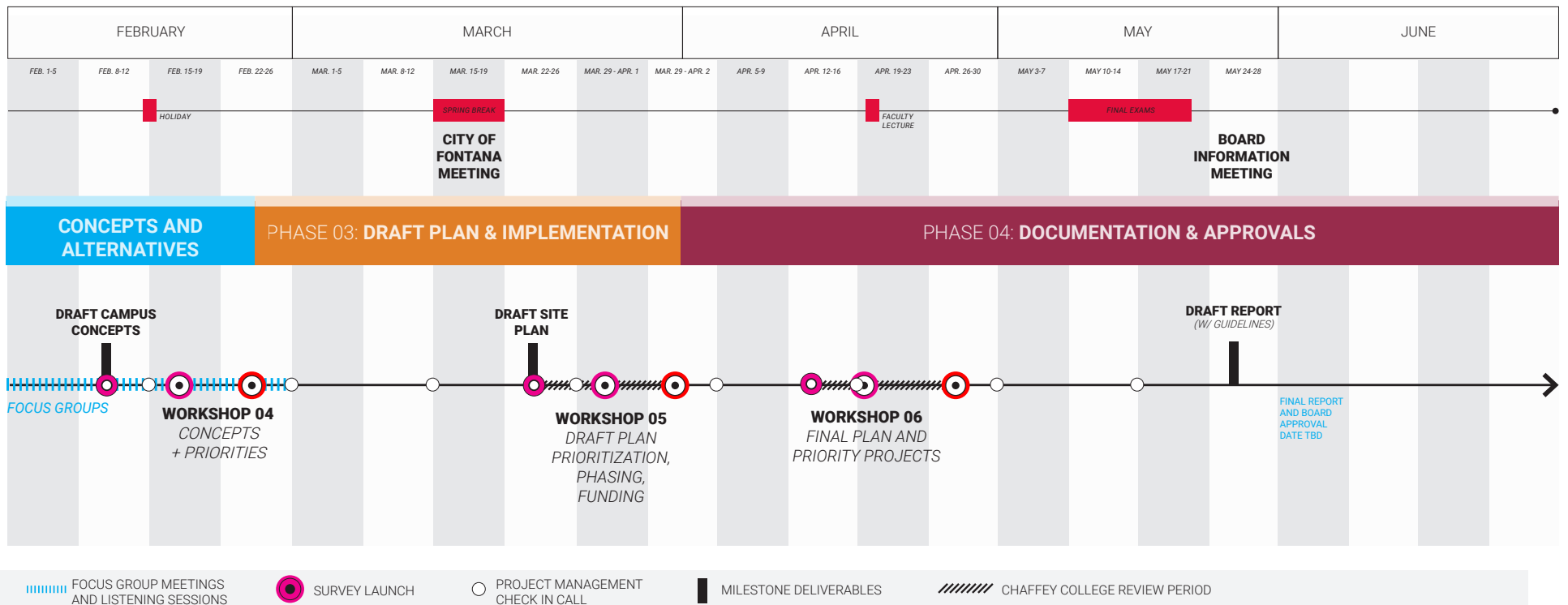
Phase 02 - Big Ideas and Concepts: In this phase, the planning team and stakeholder groups explored a range of planning and design strategies for the campus to synthesize the best ideas of the concepts into a single draft plan.

Phase 03 - Planning for Implementation: Once the draft site plan was established, it was refined as the planning team received feedback from the campus stakeholders. The planning team and College collaborated on program

priorities to develop a desired phasing for the campus over the next 20 years.

Phase 04 - Documentation and Approvals: The planning team documented the final Master Plan and presented the plan to the campus community plan for final feedback. The Master Plan was presented to the Board of Trustees in May 2021 and was approved in June 2021.

2021



ENGAGEMENT OVERVIEW

Through stakeholder engagement, the planning process defined goals, prioritized planning solutions, and encouraged participatory decision-making.

A master plan is strengthened by the inclusion of participants who have a vested interest in the future success of the campus. The collaborative approach to the new Fontana Campus Master Plan provided opportunities for campus stakeholders to envision a new campus through a dynamic process that crafted a shared vision for the future.

Interactive workshops, focus group sessions, surveys, and presentations were used to connect with stakeholders. These interactions included interactive workshops where stakeholders worked alongside the planning team to progress the plan in real-time.

A structure for planning and approvals was established at the beginning of the project to establish roles, responsibilities, and focus to standing committees. This structure allowed for comprehensive input from the campus as well as coordination with concurrent planning efforts.

ENGAGEMENT STRUCTURE

DECISION MAKING

Executive Committee

PROVIDES INPUT

Core Group

Working Group

BROAD ENGAGEMENT

Campus-Wide Survey

Focus Groups

PARTNER COORDINATION

City of Fontana

Outside Partner Coordination

FOCUS GROUPS

The planning team met with five focus groups - sustainability, faculty, staff, students, and the Fontana Advisory Committee. Each focus group answered a series of high-level questions about successful and unsuccessful elements of other Chaffey College campuses, and completed an activity voting on images which they believe would be appropriate and inappropriate for the new Fontana Campus. Throughout the sessions, active discussions captured ideas and desires. In summary, the focus groups stated the following views:

SAFETY

- Site lighting throughout campus
- Campus police presence is important
- Safe and convenient access from campus to bus stop

ACCESSIBILITY + EQUITY

- Plan for Universal Design
- The campus should have multi-cultural representation and support
- Full service resources for students

TECHNOLOGY

- Hybrid courses to continue
- Use newest technology, but be able to adapt and change quickly

FLEXIBILITY IN SPACE

- Provide large, flexible classrooms
- Provide ample student spaces and dining throughout the campus
- Lounges create space to build campus community

SUSTAINABILITY

- Reduce water use
- Implement a green building program for facilities
- Design buildings for reduced energy use

COLLABORATION SPACE

- Provide space for student clubs
- Storage for students and programs
- Collaboration and meeting spaces



[VIEW ALL FOCUS GROUP RESULTS](#)

CAMPUS-WIDE SURVEY

A campus-wide survey was administered in December 2020. The survey drove a large portion of the Master Plan’s engagement process and outreach. Due to the pandemic, this survey was in lieu of a campus forum for visioning. The purpose of the survey was to gather feedback about the campus from the current campus users (faculty, staff, students). Topics focused on services and resources, circulation, wellness, dining and retail, and points of interest.

SURVEY PARTICIPANTS

The Chaffey College Fontana survey had an overwhelming response rate, with **952 participants total**, 740 students, 133 faculty, and 79 staff. The response rate of the faculty attributed to around 30% of the overall faculty population.

WHO TOOK THE SURVEY?



SURVEY KEY FINDINGS



Hours of operation and lack of parking are barriers to learning.



People love the libraries and want more places to study.



The great thing about the existing Fontana Campus is the small, community-feel.



More outdoor space which students can use for extended periods of time.



Students want to display diversity and culture through arts and food.



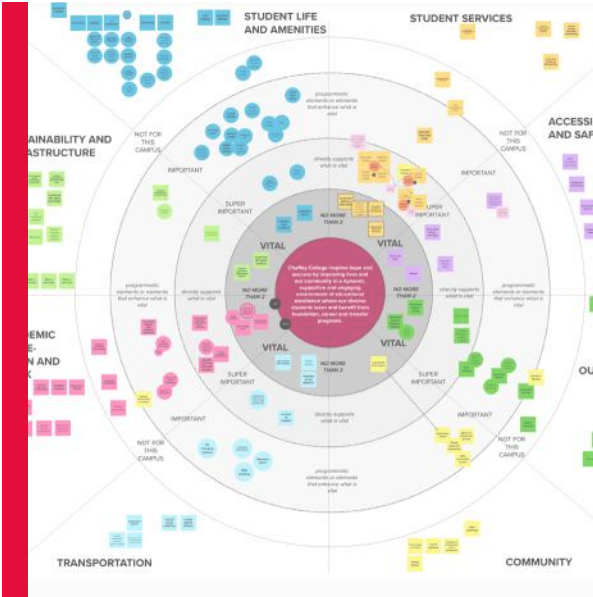
The new campus should prioritize safety and accessibility.



[VIEW CAMPUS-WIDE SURVEY RESULTS](#)

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WORKSHOP-BASED APPROACH



VISIONING

WORKSHOP 01

Campus stakeholders participated in various activities to envision a new campus by identifying successful and unsuccessful elements of other campuses and pondering what future students may expect. Participants were asked to stretch their thinking around stewardship and environmental responsibility, effective use of space, and campus identity in a headline activity.

PRIORITIZING IDEAS

WORKSHOP 02

After a large volume of ideas were collected in Workshop 01 and the campus-wide survey, stakeholders worked to prioritize those ideas from ‘vital’ (must be considered first) to ‘important’ (considered as supporting other efforts). The ideas identified as ‘vital’ were translated into the plan’s guiding principles (see chapter 04). Some ideas were identified as low priority and not applicable for the new campus.

BIG IDEAS

WORKSHOP 03

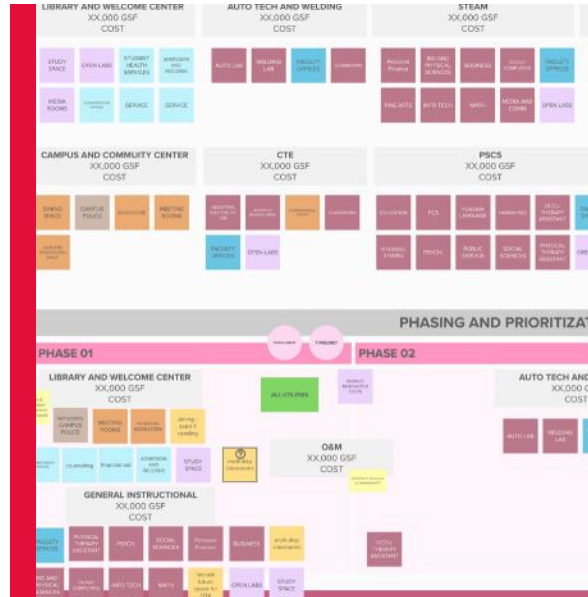
After the campus program and needs were established, small participant groups worked together to ideate a future campus. The activity revealed critical adjacencies, circulation elements, open space integration, and desired edge conditions. These “Big Ideas” were translated directly into the site planning concepts.



CONCEPTS

WORKSHOP 04

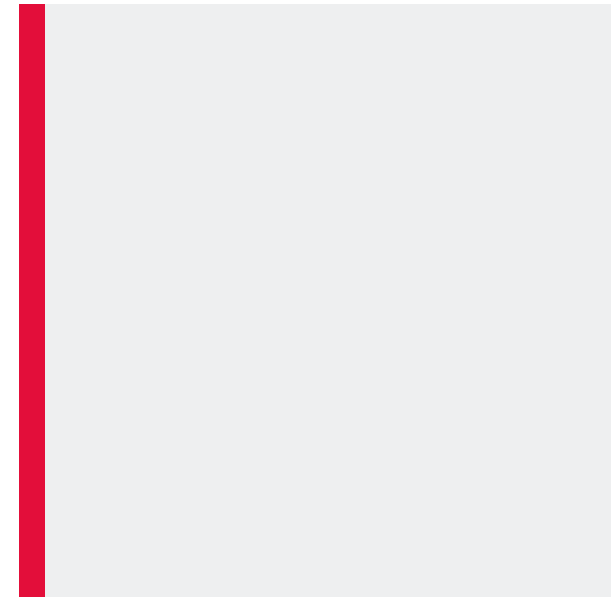
During the Concepts Workshops, the planning team presented three site planning concepts and alternatives. Each of the themed concepts organized the framework of the campus differently, testing different ideas for discussion. Participants were tasked with choosing the best ideas from each concept that would form into the draft site plan through an activity.



DRAFT PLAN

WORKSHOP 05

Stakeholders reviewed the draft site plan and provided feedback on the plan's strengths and weaknesses. This feedback was integrated into the final site plan. Campus leadership also worked to identify priority programs that need to be located on the new campus in the first phase.



FINAL PLAN & IMPLEMENTATION

WORKSHOP 06

During the final workshop, the planning team presented the final site plan with phasing diagrams for last feedback. The City of Fontana also reviewed the plan for initial comments. [In May 2021, the final plan was presented to the Board of Trustees and was approved in June 2021.](#)

02 CAMPUS CONTEXT AND SITE ANALYSIS

CAMPUS CONTEXT

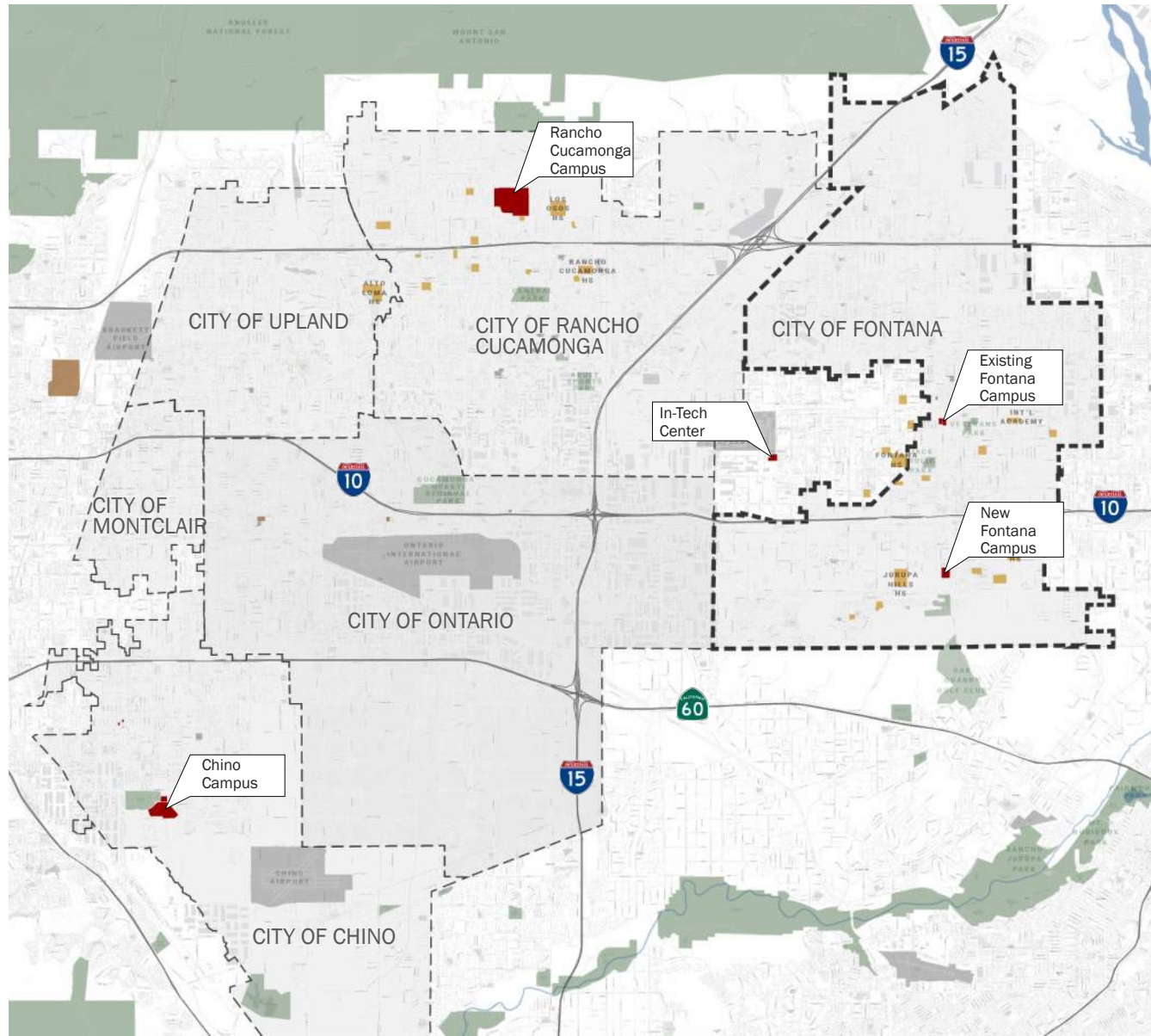
DISTRICT INFORMATION

The District Service Area encompasses 310 square miles that include Chino Hills, Fontana, Gusti, Montclair, Mt. Baldy, Ontario, Rancho Cucamonga (Alta Loma, Cucamonga, and Etiwanda), and Upland. Chaffey College has campuses in Rancho Cucamonga, Chino and Fontana and serves four school districts: Chaffey Joint Union High School District, the Chino Unified School District, the Fontana Unified School District, and the Upland Unified School District.

Since its establishment in 1883, Chaffey College has integrated itself in the region through various partnerships and community [a firm educational platform]. The College serves 29,000 students in various academic, career, and vocational coursework delivered in person and online.

As the College continued to grow geographically, the

College’s service area expanded to have a heavier regional presence with many academic and career opportunities. From an academic perspective, the College supports dual enrollment opportunities for students at 25 local high schools within four high school districts, including Chaffey Joint Union High School District, Fontana Unified High School District, Upland High School District, and Chino Valley High School District. Partnerships with local manufacturing and distribution companies, ranging from minor to large employers, have provided a career perspective with an excellent employment platform for current and future students.



- City of Fontana Boundary
- Surrounding City Boundaries
- Major Roadways
- Parks
- Chaffey College campus locations

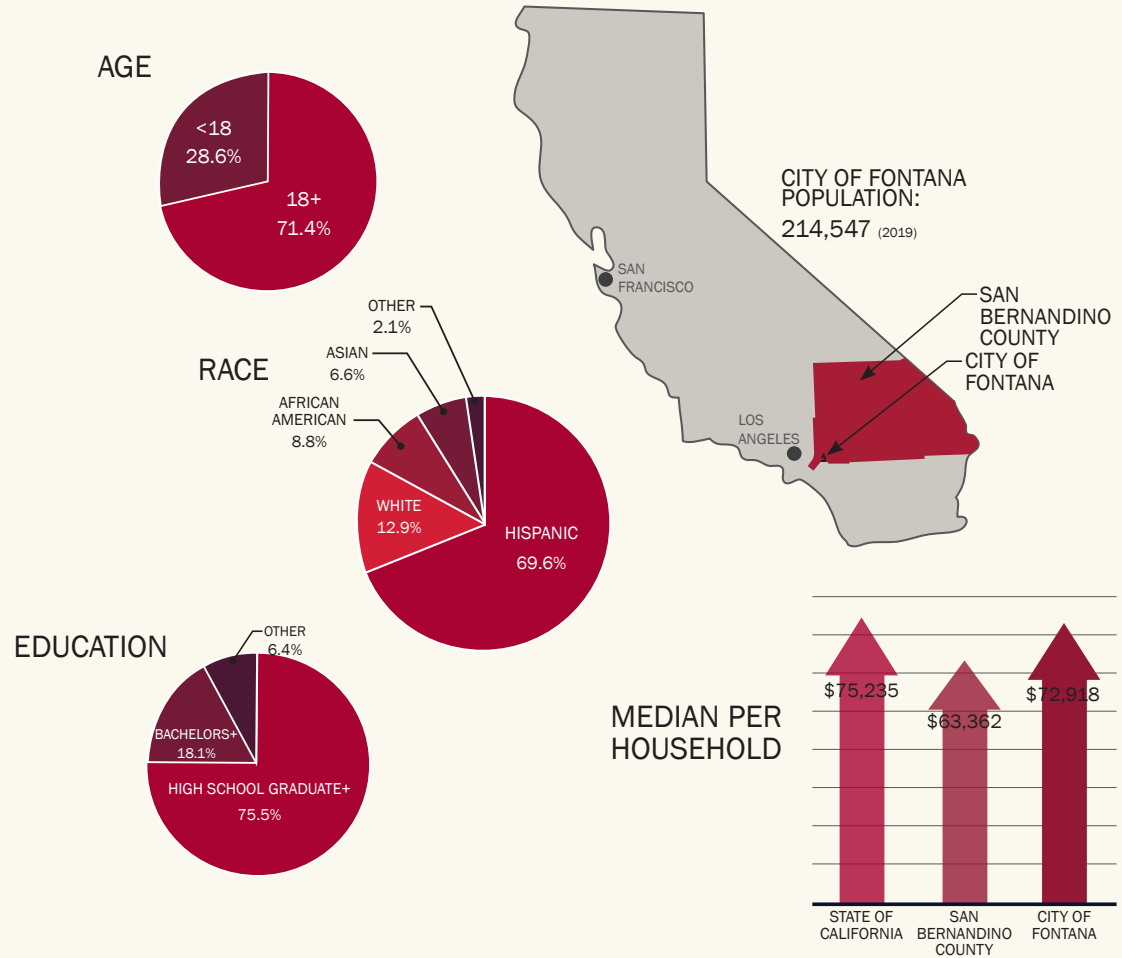
CHAFFEY COLLEGE DISTRICT AND SERVICE AREA

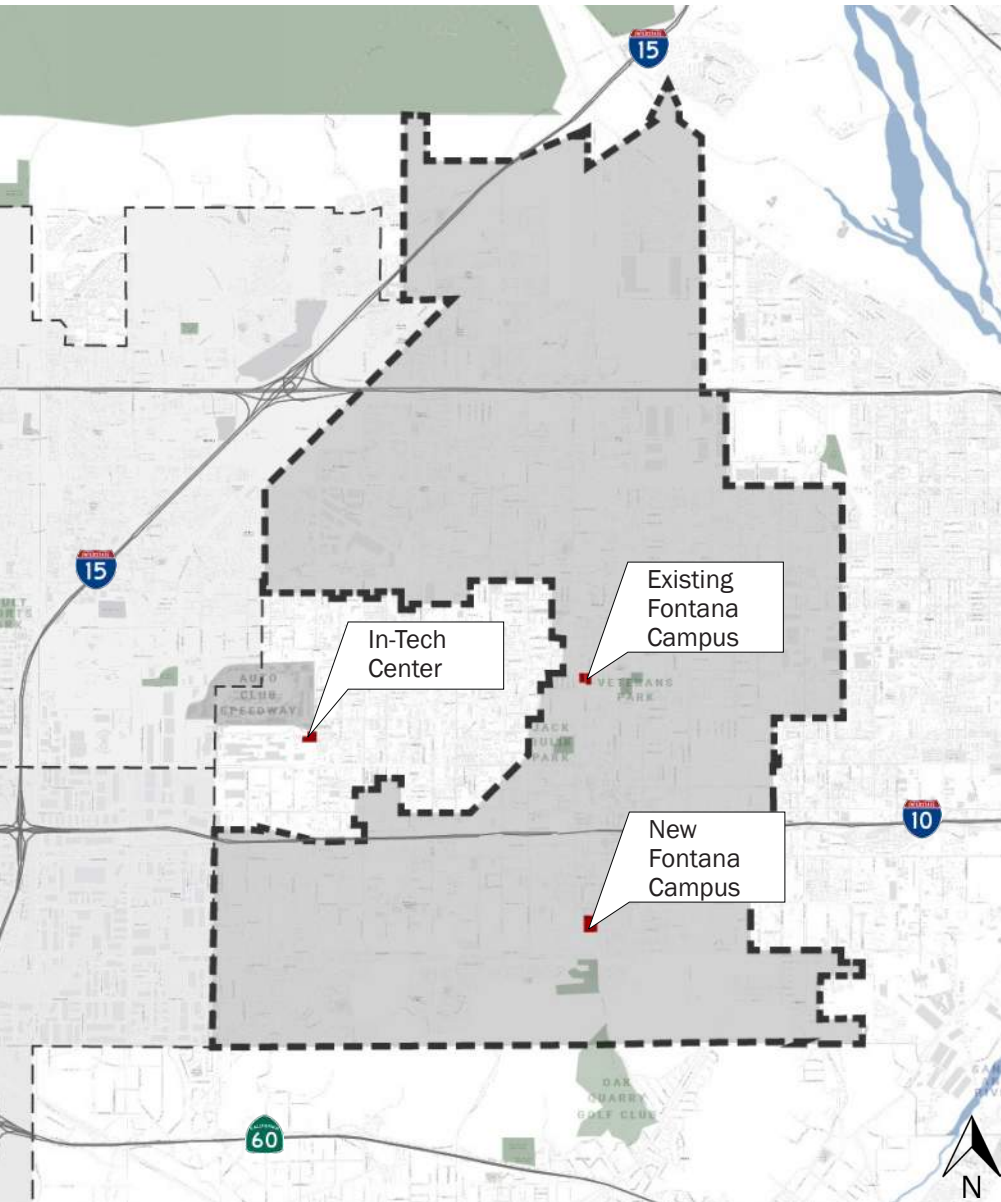
CITY OF FONTANA

In 2015, the City of Fontana launched an effort to advance the economic vitality of the community and promote small business growth and other opportunities for residents. Over the past 20 years, the City has seen a growth in population, including some re-urbanization. Chaffey College’s presence within the City has helped maintain that initiative, providing educational opportunities to the local community and viable economic workforce.

CITY OF FONTANA DEMOGRAPHICS

INFORMATION PROVIDED BY U.S. CENSUS BUREAU





CITY OF FONTANA



EXISTING FONTANA CAMPUS

THE EXISTING FONTANA CAMPUS

The existing 50,000-square-foot Fontana campus, spread out on eight-acres in central Fontana, serves Chaffey Community College District’s eastern side. Since opening the campus in 1996, the College has served as a prominent partner with the City of Fontana and will continue to do so with the new Fontana campus, just three miles south of the current Fontana campus.

- City of Fontana Boundary
- - Surrounding City Boundaries
- Major Roadways
- Parks
- Chaffey College campus locations

NEW FONTANA CAMPUS SITE INFORMATION

The vision for a new campus is set to become a comprehensive, vibrant, and inspirational learning environment that is safe, accessible, and sustainable. It will enhance not only the community vibrancy to South Fontana, but also act as an economic stimulator for future commercial development. As a destination for students, faculty, staff, and community members, the campus will provide a platform for future success. The site also provides great view and access to the Jurupa Hills Regional Park, an important local amenity and landmark.

The planned southern campus will be close to two other significant future projects -- a 155-unit multi-family housing development to the south and a large industrial warehouse development to the west.



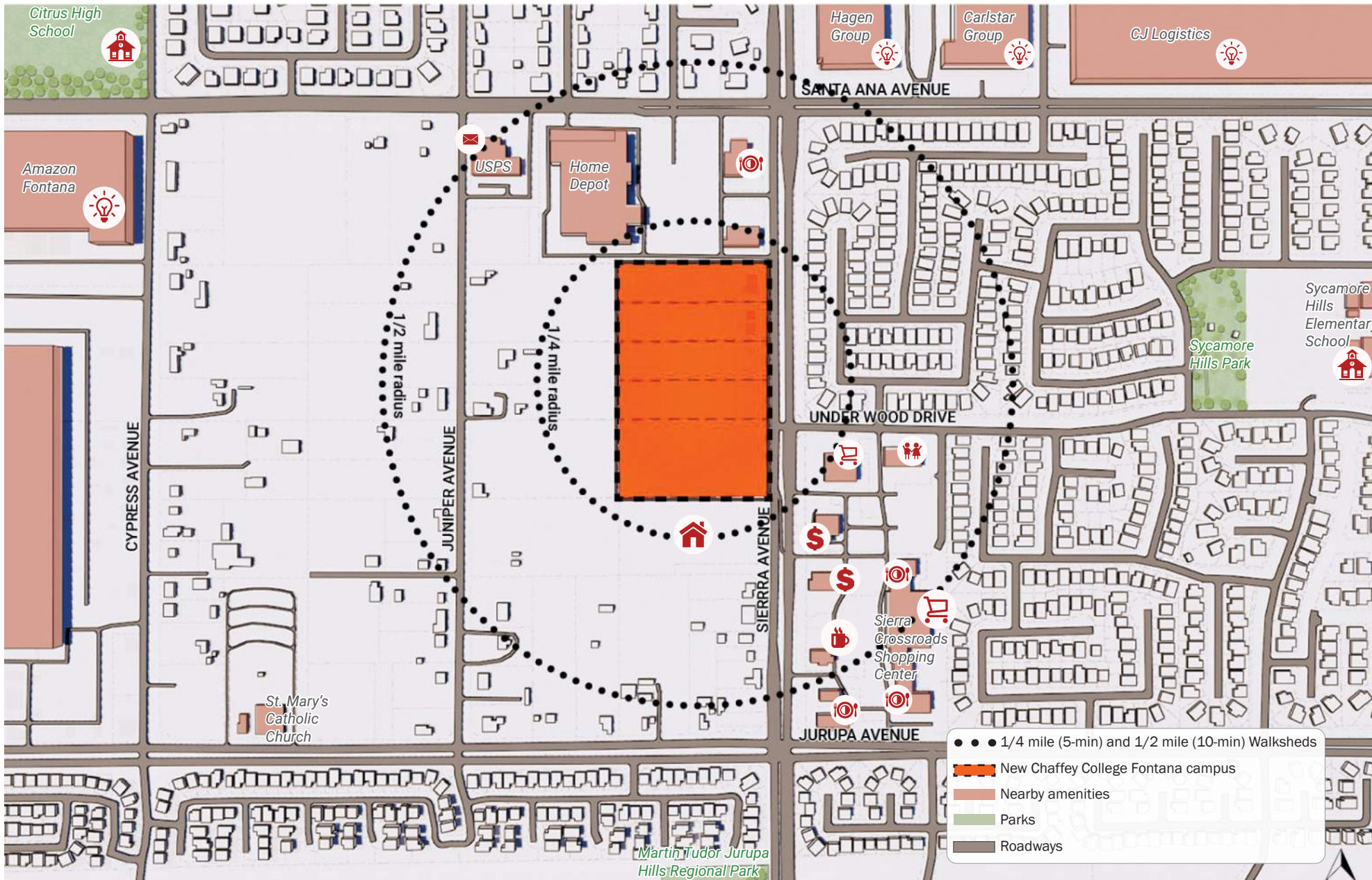
1 NORTH VIEW OF SIERRA AVENUE



2 SOUTH VIEW OF SIERRA AVE SHOWING JURUPA



3 UNDER WOOD DRIVE ACROSS FROM THE

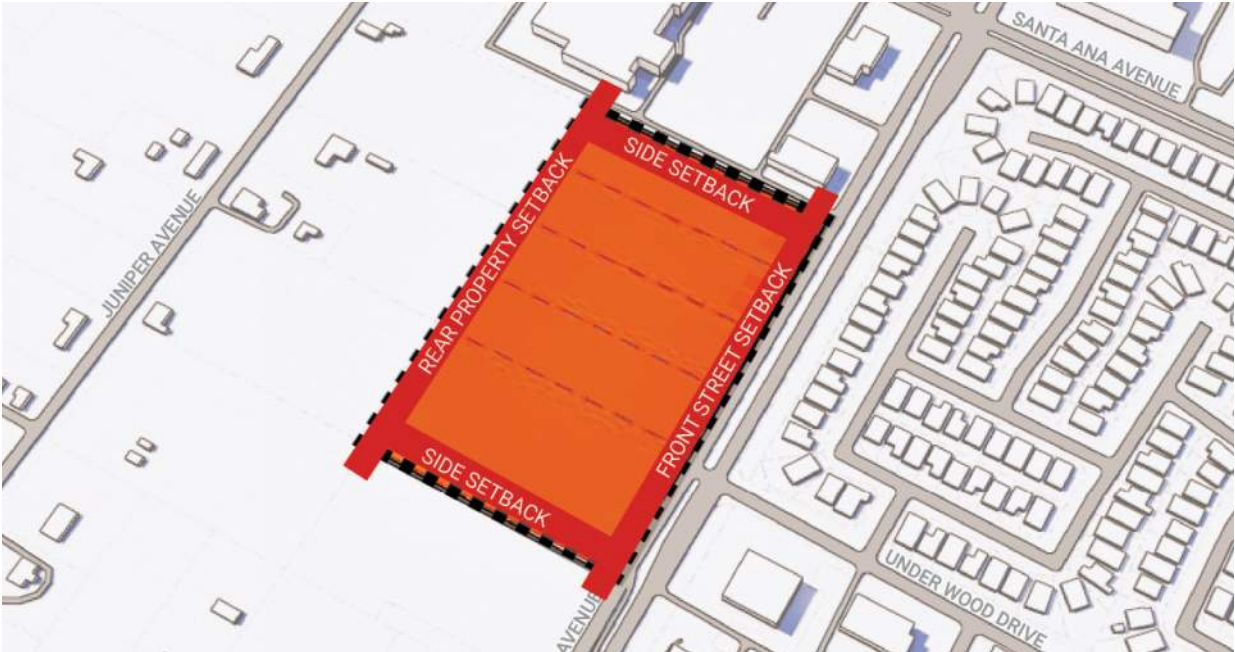


SURROUNDING AMENITIES

CITY OF FONTANA DESIGN GUIDELINES AND DRIVERS

The Fontana Forward Vision includes a complete and flourishing community of opportunity – with excellent quality of life and city services, high educational achievement and jobs for Fontana residents, transportation choices to connect city destinations, and local entertainment centers. As part of that vision, the City allocated an overlay of form-based code districts and designated areas, including several transitional districts throughout the downtown and further north and south along Sierra Avenue. The transitional district is adjacent to more intense commercial uses providing a transition to more sensitive uses and a mixture of commercial office, retail, personal services, and residential.

In addition, the general land use plan for the City of Fontana includes walkable mixed-use designations intended for the creation and development of areas which encourage residents and visitors to walk, bike, and take transit for work, recreation, and entertainment. **As a state agency, the College is not required to follow these standards, however, many of the standards were used as a baseline for the new Fontana campus site, addressing important planning and place-making standards.**



CHAFFEY COLLEGE SITE ZONING ANALYSIS

TRADITIONAL DISTRICT			
Site	14.3 acres		
BUILDING DEVELOPMENT CODE			
Building Types	Min.		Max.
	18' or 1 story		40' or 3 stories
Setbacks	Front		Side/Rear
	Min. (ft)	Max. (ft)	Min. (ft)
Front Street	10	30	-
Side Street	10	15	-
Side (Interior)	-	-	5
Rear Property/ Rear Yard	-	-	20
Parking	65% of cumulative parking requirements per FMC		
Open Space	Min. 5% of total acreage		
FAR (building/ site ratio)	2.0 Max.		

PEDESTRIAN CIRCULATION

Efforts from the City have prioritized a broad array of athletic and recreational activities through parks, trails, and open spaces. One of the Fontana Forward principles is to connect people and places by providing safe and efficient transportation choices, including improved pedestrian infrastructure and well-maintained streets, in order to connect people to city destinations. The campus framework is designed to prioritize the pedestrian experience through a series of open spaces protected from the wind and sun and a circulation framework that limits pedestrians and vehicles' interaction.

Opportunities

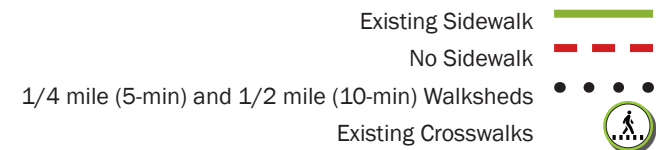
- Sidewalk accessibility surrounding site that connect to all near-by community amenities
- Ability to design safe and viable pedestrian connection to community
- Near-by connection to Jurupa Hill trails

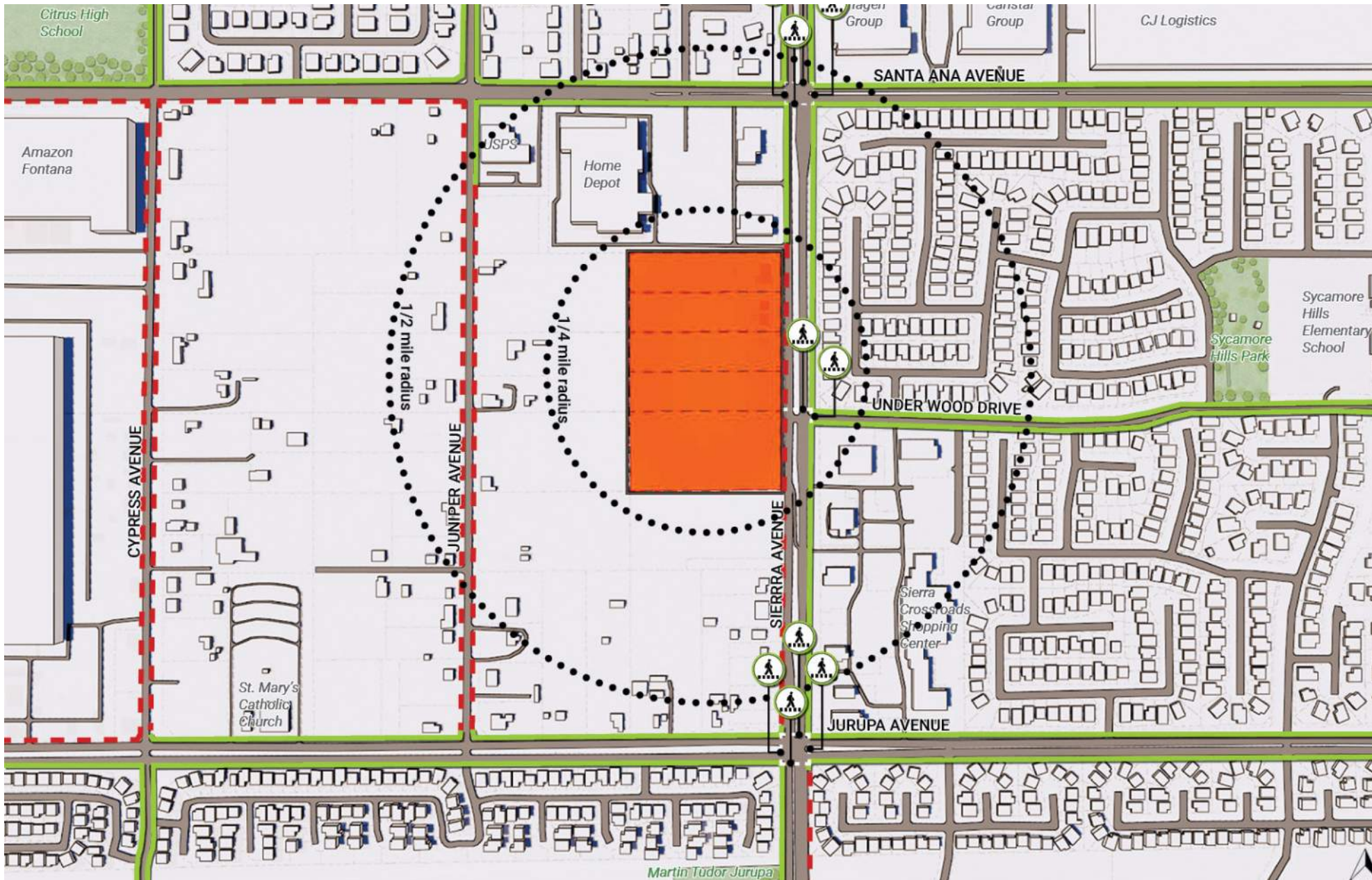
Challenges

- Lack of sidewalk along campus edge
- Lack of ADA infrastructure
- Lack of crosswalk infrastructure on the south side of Under Wood Ave intersection will need to be addressed



PEDESTRIAN HEAT MAP





PEDESTRIAN INFRASTRUCTURE

BICYCLE CIRCULATION

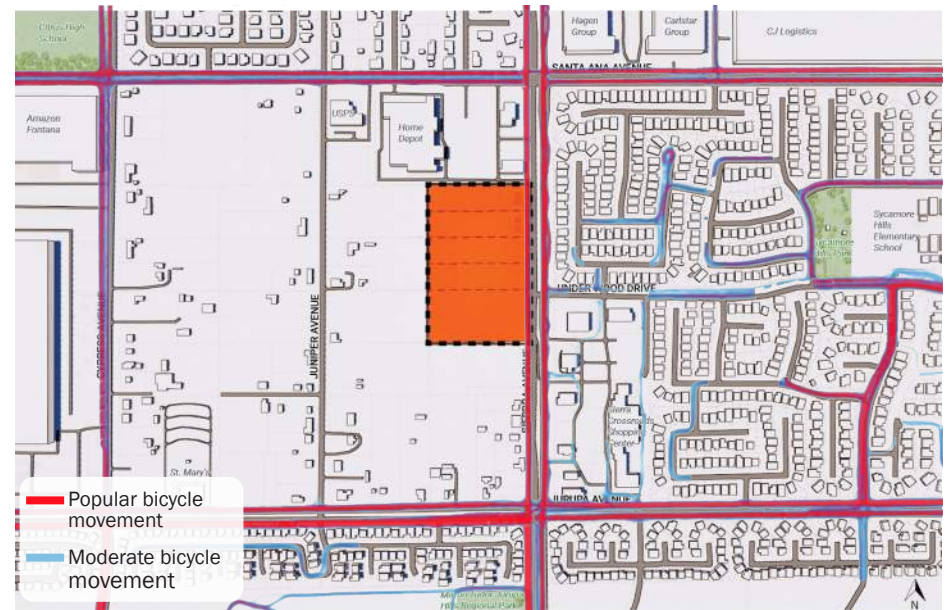
As part of the City of Fontana’s principles, providing efficient transportation choices, including safe bicycle transit options is an important aspect of future of Fontana. Creating policies and physical conditions promote healthy lifestyles through easy access to physical activity, healthy food, and medical care. Utilizing the campus proximity to the Jurupa Hills, nearby residential neighborhoods, schools, and commercial businesses provides nearby points of interests that are within the mile radius and could benefit from safe bike infrastructure. Future plans for the City of Fontana has provided a Class IV separated bike lane along Sierra Avenue, which will improve the current bicycle infrastructure already in place near the new campus.

Opportunities

- Future bicycle infrastructure to help improve regional connectivity to the campus

Challenges

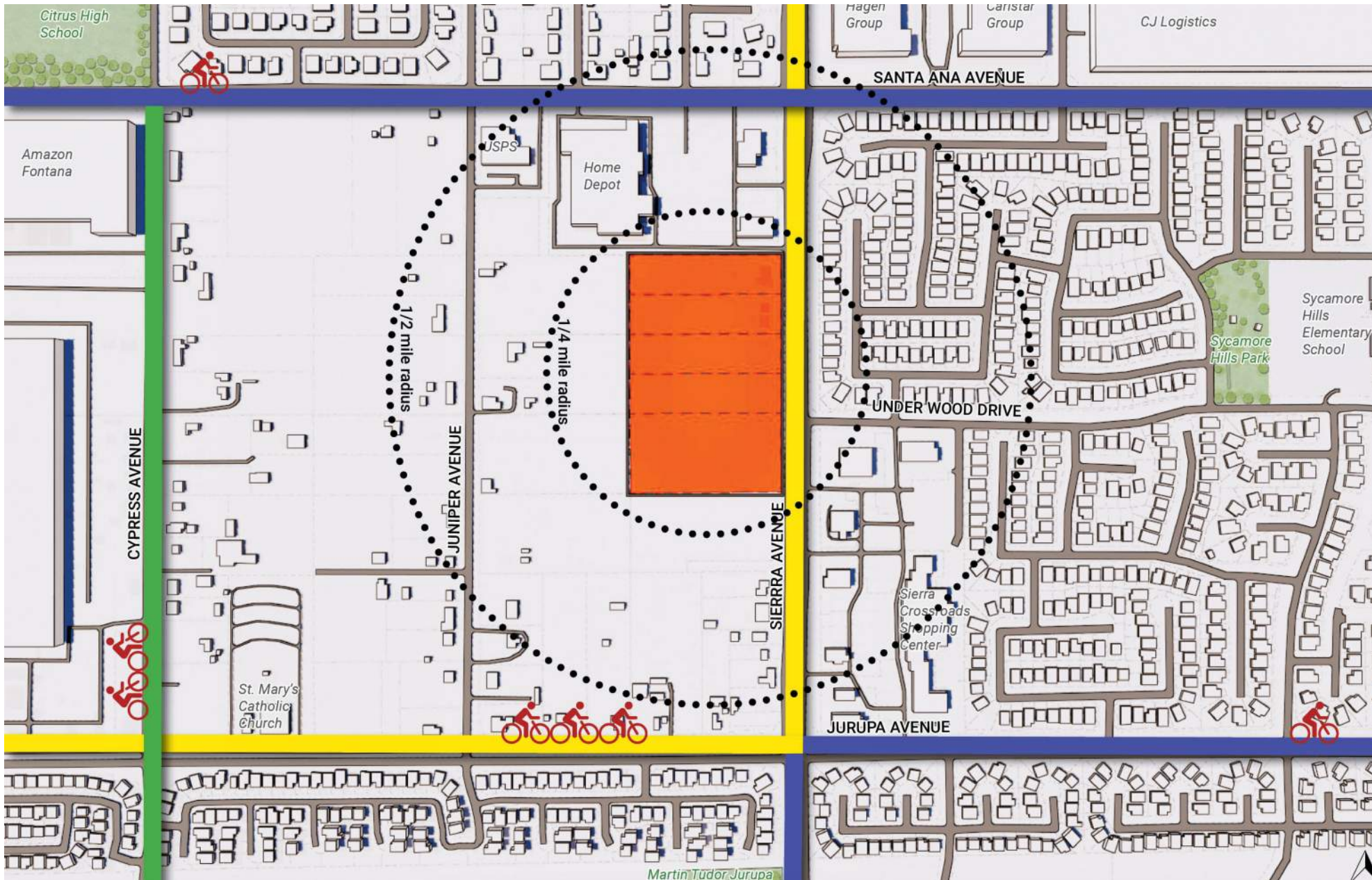
- No infrastructure currently in place along Sierra Ave



BICYCLE HEATMAP

Planned (Future) Bike Routes:

- Class II - Bike Lane
- Class III - Bike Route
- Class IV - Separated Bike Lane
- 1/4 mile (5-min) and 1/2 mile (10-min) Walksheds



BICYCLE INFRASTRUCTURE

VEHICULAR CIRCULATION

Narrative forthcoming




Opportunities

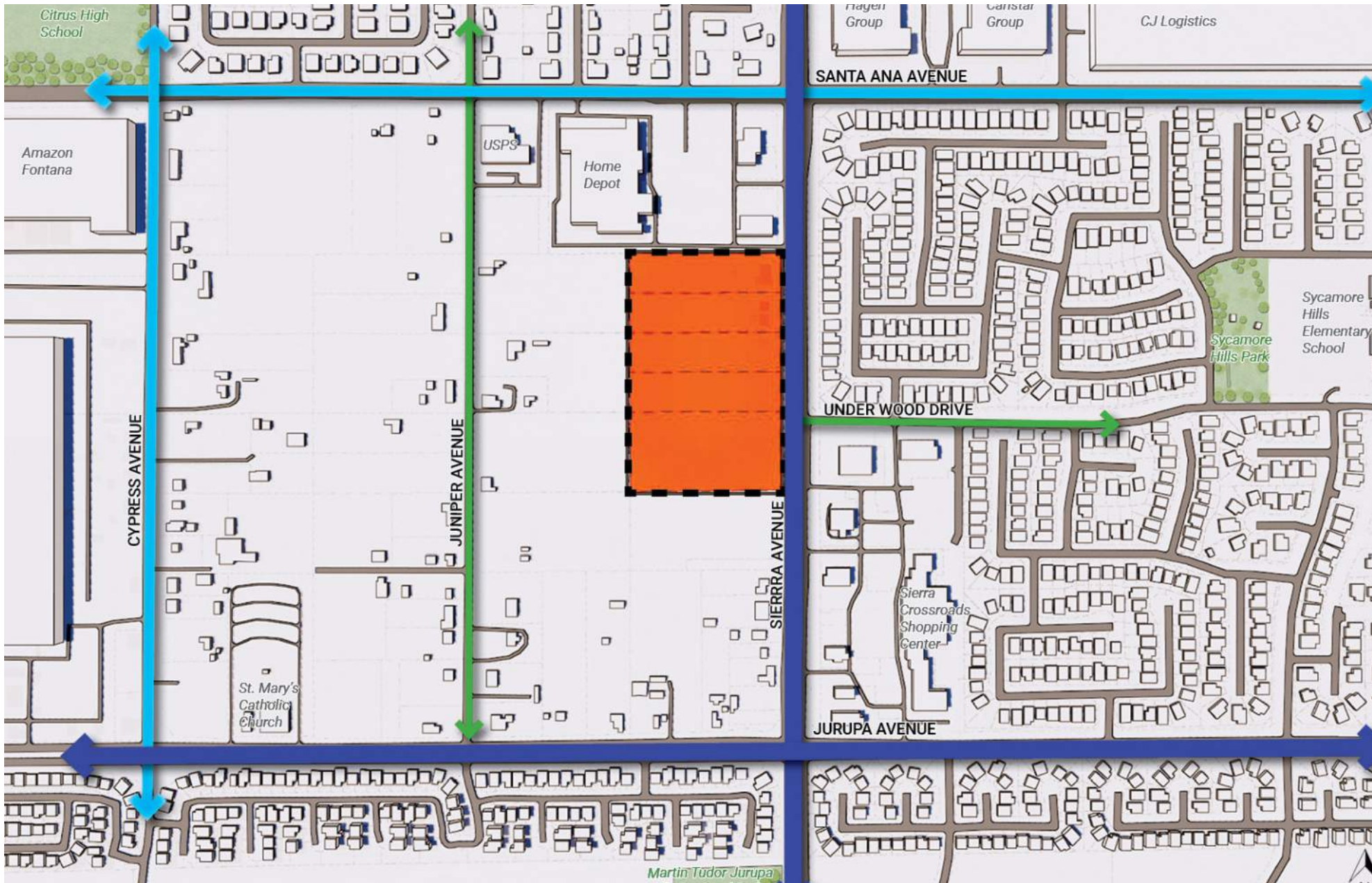
- Main entry point and gateway opportunity at Under Wood Drive intersection

Challenges

- Sierra Ave is a major divided roadway with only one 4-way entry/exit access point at intersection of Under Wood Drive
- Posted speed along Sierra Ave and lack of crosswalk infrastructure on the south side of intersection will need to be addressed
- Signal Modification Required

Roadway Functional Class:

- Major/Primary Divided Arterial Roadway 
- Secondary Roadway 
- Collector Street 



VEHICULAR INFRASTRUCTURE

TRANSIT CIRCULATION

Narrative forthcoming

Opportunities

- Bus stop location on west and east-side of Sierra Ave across from campus currently provides well utilized local transit access options

Challenges

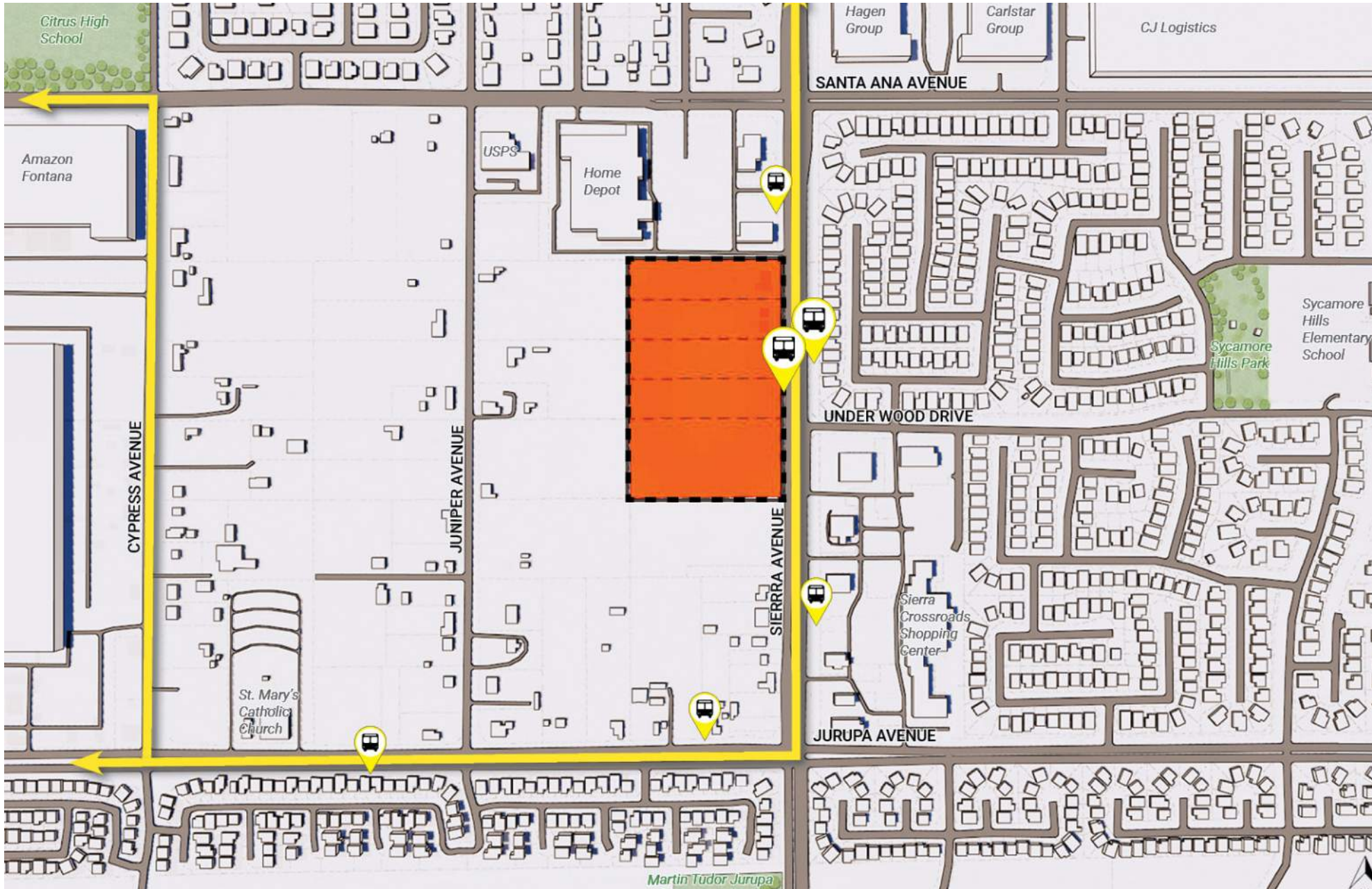
- Per OmniTrans, the future bus stop and turn out lane to be relocated south of Under Wood Drive to serve the campus and the housing development

Local Transit:

Omnitrans Route 82 (yellow line)

Omnitrans Bus Stops





TRANSIT INFRASTRUCTURE

UTILITIES

The College completed a survey and underground utility study prior to the start of the master plan. The survey located major utilities, all of which are located along Sierra Avenue. As part of the planning process, the planning team and College met with the housing development team to coordinate on the ongoing sewer planning is currently being completed. The College provided high-level data to estimate the anticipated sewer flow. (See *appendix for sewer report*) The College also met with various utility companies to discuss coordination and process once the College begins to implement construction.

Fontana Water Company:

- There will need to be a main extension and size increase to serve the property.
- Fire Department will determine the size of the main based on Fire Flow requirements.
- Recycled water stops at the south of our site and could be extended for campus irrigation.

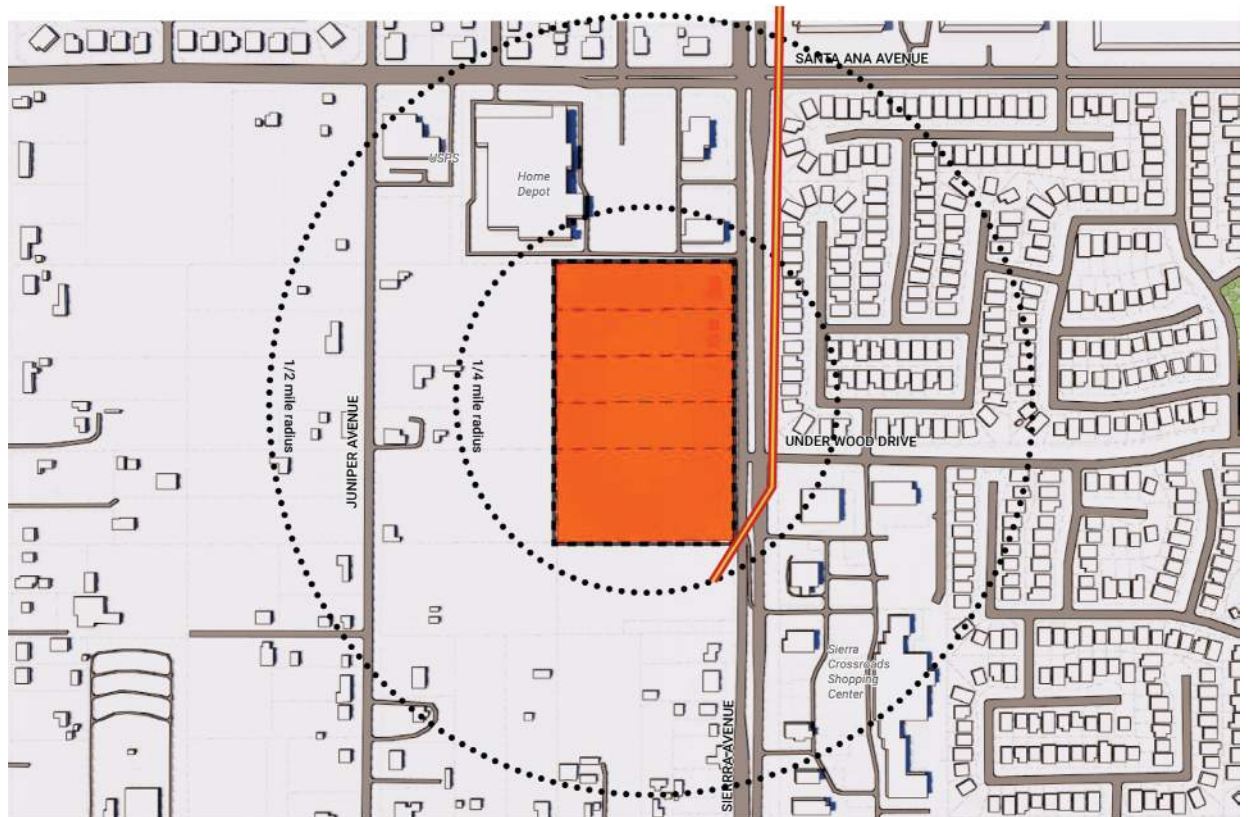
Southern California Edison:

- The City may require under-grounding of poles, and if under-grounding is required, there will need to be a street improvement plan.
- One point of service for the whole site should be centrally located; it could be placed at the

main entrance Under Wood. The location is not required now, but closer to Sierra Ave. Is better and cheaper.



EXISTING UTILITY INFRASTRUCTURE

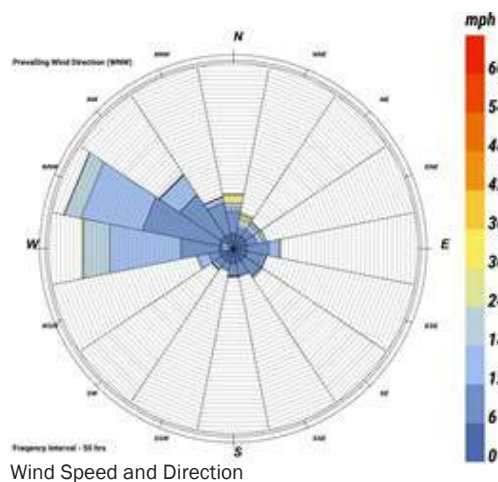


EXISTING WATER INFRASTRUCTURE

ENVIRONMENTAL ANALYSIS

The new campus site is located in ASHRAE Climate Zone 3B, experiencing warm & dry weather for most part of the year. The temperature varies from 26 °F in the winter months to 110 °F during the summer months.

The wind experienced at any given location is highly dependent on local topography and other factors, and instantaneous wind speed and direction vary more widely than hourly averages. The average wind speed in Fontana typically ranges between 4-10 mph. The winds are typically strong during midday/afternoon. The wind patterns for this site are typically, Westerly winds. **Campus users reported feeling strong winds throughout Fontana, and expressed a desire for outdoor spaces that were protected from the strong winds.**



ENVIRONMENTAL DESIGN OPPORTUNITIES:

- **Building Orientation:** Elongate blocks E/W to create shaded campus pathways and open spaces.
- **Shading:** Narrow N/S pathways for shade. This will help reduce surface heat up & shade pedestrians.
- **Urban Heat Island:** Decrease Urban Heat Island by increasing building heights, increasing presence of vegetation, planning for light colors & high albedo for roofs and parking areas.
- **Green Areas:** Campus green areas will act as heat sinks (transpiration) & wind modifiers, while filtering/controlling dust, reducing pollution. The green areas located upwind on the edge of urban areas will help cool the incoming prevailing winds.

ENVIRONMENTAL DESIGN CHALLENGES:

- **Heat Gain:** Minimize heat gain through design by orienting the buildings along E/W axis, optimizing wall/window ratios, identified landscape areas & tree selections and site materials.
- **Strong Winds:** The site may experience Santa Ana winds between October and March. These are strong, dry, warm winds that blow westward through Southern California toward the coast. These wind with average speed of 40mph could dry out vegetation and create critical fire weather conditions.

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03 CAMPUS PROGRAM AND SPACE NEEDS

NEW FONTANA CAMPUS PROGRAM

ACADEMIC PROGRAMS

Physical Therapy Assistant: This program was approved through the College's Program Initiation process and would situate a unique health care career at Fontana, which is meaningful given the proximity to Kaiser Fontana and the lack of competition for the program within the local region. Starting salary is \$60,000, and Accreditation groundwork has begun.

Cloud Computing: This program was approved through the College's Program Initiation process and is an extension of Cyber Security, which is growing momentum. Starting salary is \$80,000, and an existing faculty member is poised to develop the curricula. The costs associated with starting the program can be covered by SWP, but additional faculty will be needed to expand the program once it is initiated at Fontana in approximately 3 years.

Automotive Technology: This existing program is currently housed at Rancho, and it has been determined that the existing building cannot be inexpensively retrofitted and updated, making a new structure necessary. Because a new structure is inevitable, Fontana may be a better location given the partnership opportunities in Fontana if the faculty are willing to relocate the program in three years.

Advanced Manufacturing: This existing program has an inextricable link to the In-tech Center, and so expanding the hub for this program extends the relationship at the new campus location. Additionally, manufacturing has strong job placement opportunities in the Fontana region.

Industrial Electricity: This existing program is currently housed at the Chino Technology Center, but for the same reasons that it makes sense to situate Advanced Manufacturing, Industrial Electricity can also benefit from potential partnerships in Fontana and will relieve the College from maintaining a separate site in Chino at the Technology Center.

Transfer Degrees: The College will continue to focus transfer education efforts in Business, Psychology, and Sociology, which are the three most popular transfer degrees.

Economic Development/Continuing Education: As a result of intended growth for Economic Development, it will need a home beyond the In-tech Center, and Fontana was discussed as a potential site—Perhaps include English as Second Language (ESL) as well.

ACADEMIC PROGRAM SHIFTING

Existing Fontana Campus (Relocated)
 All academic programs and services

- Arts and Sciences
- Business and Math
- Information Tech
- Humanities and Social Sciences

Relocated from Rancho Campus
 Automotive Technology

Relocated from In-tech Center
 Advanced Manufacturing
 Economic Development

Relocated from Chino Tech. Center
 Industrial Electricity

New Programs
 Cloud Computing
 Physical/Occupational Therapy Assistant
 Welding



CAMPUS ENROLLMENT PROJECTIONS

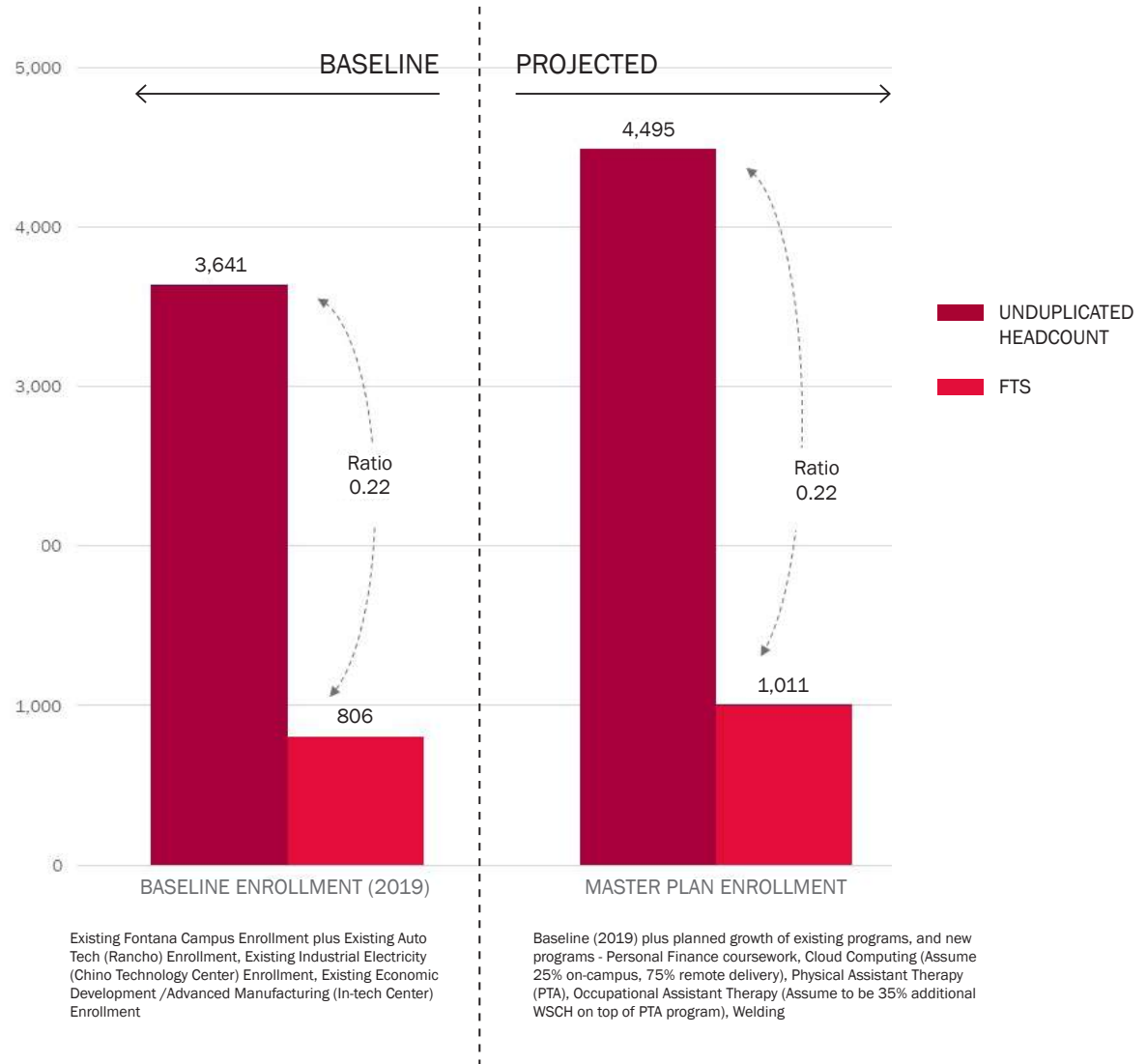
ENROLLMENT

2019 was established as a base year, which includes the current enrollment for the Fontana Campus programs as well as the existing programs identified to be relocated to the new campus. The baseline enrollment is 3,641 unduplicated headcount, or 806 full time students (FTS).

Projections to 2030 represent the long-term enrollment goals for each program as projected by campus leadership, including new programs that will be on the new Fontana Campus. The long-term projected enrollment is planned at 4,495 unduplicated headcount or 1,011 FTS.

The projected enrollment and weekly student contact hours were the basis of planning for future space needs.

TOTAL CAMPUS ENROLLMENT



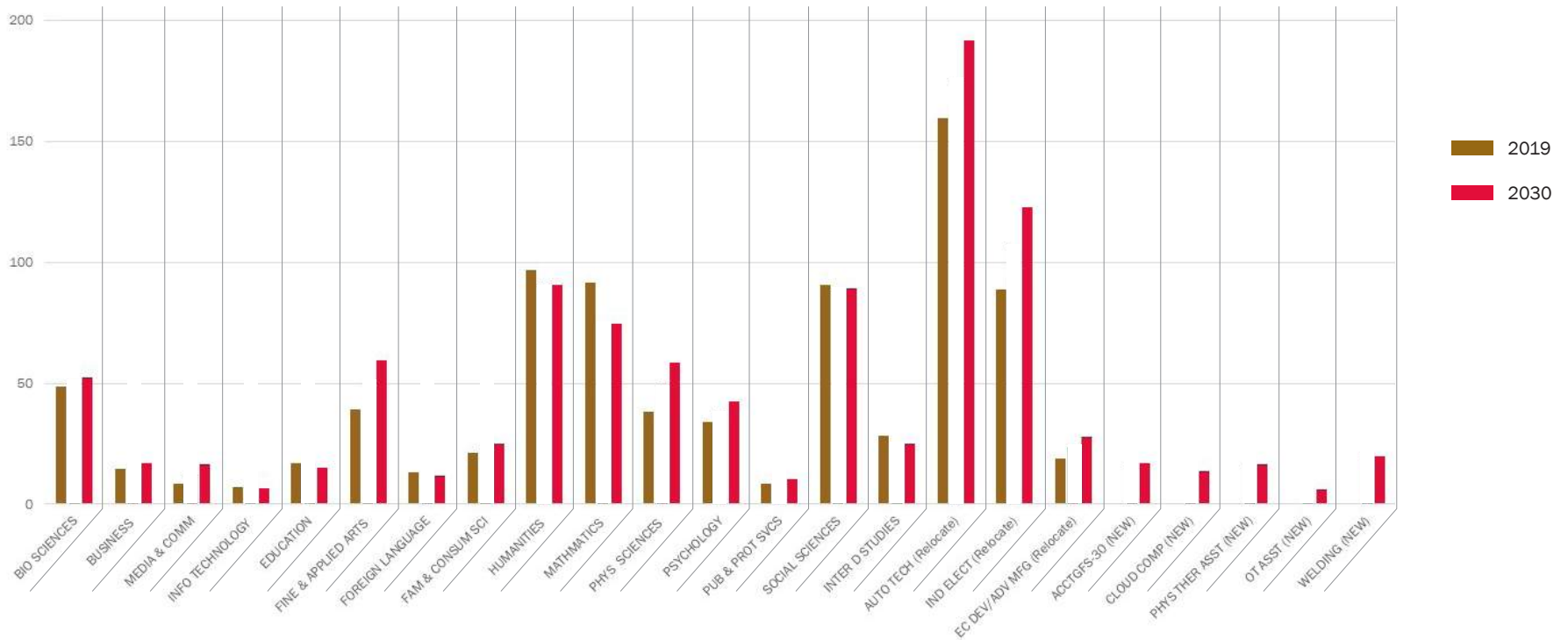
ENROLLMENT BY PROGRAM

Outlining program enrollment changes reveals what programs may need additional or less space overtime when compared to the program’s weekly student contact hours (WSCH).

There is planned growth in the sciences, arts, psychology, cloud computing, and CTE programs such as automotive technology, industrial electricity, and advanced manufacturing.

Details for enrollment baseline and projections by program are included in the table located in the appendix.

ON-SITE STUDENT ENROLLMENT FTS



BASE YEAR (2019) INCLUDES RELOCATED PROGRAMS
 MASTER PLAN ENROLLMENT INCLUDES RELOCATED + NEW PROGRAMS

SPACE NEEDS BY TYPE

METHODOLOGY

A space needs analysis enables the planning team and the College to identify the types of space it needs today, the types of space it may hold in excess today, and the how much space will be needed in the future to align with enrollment projections.

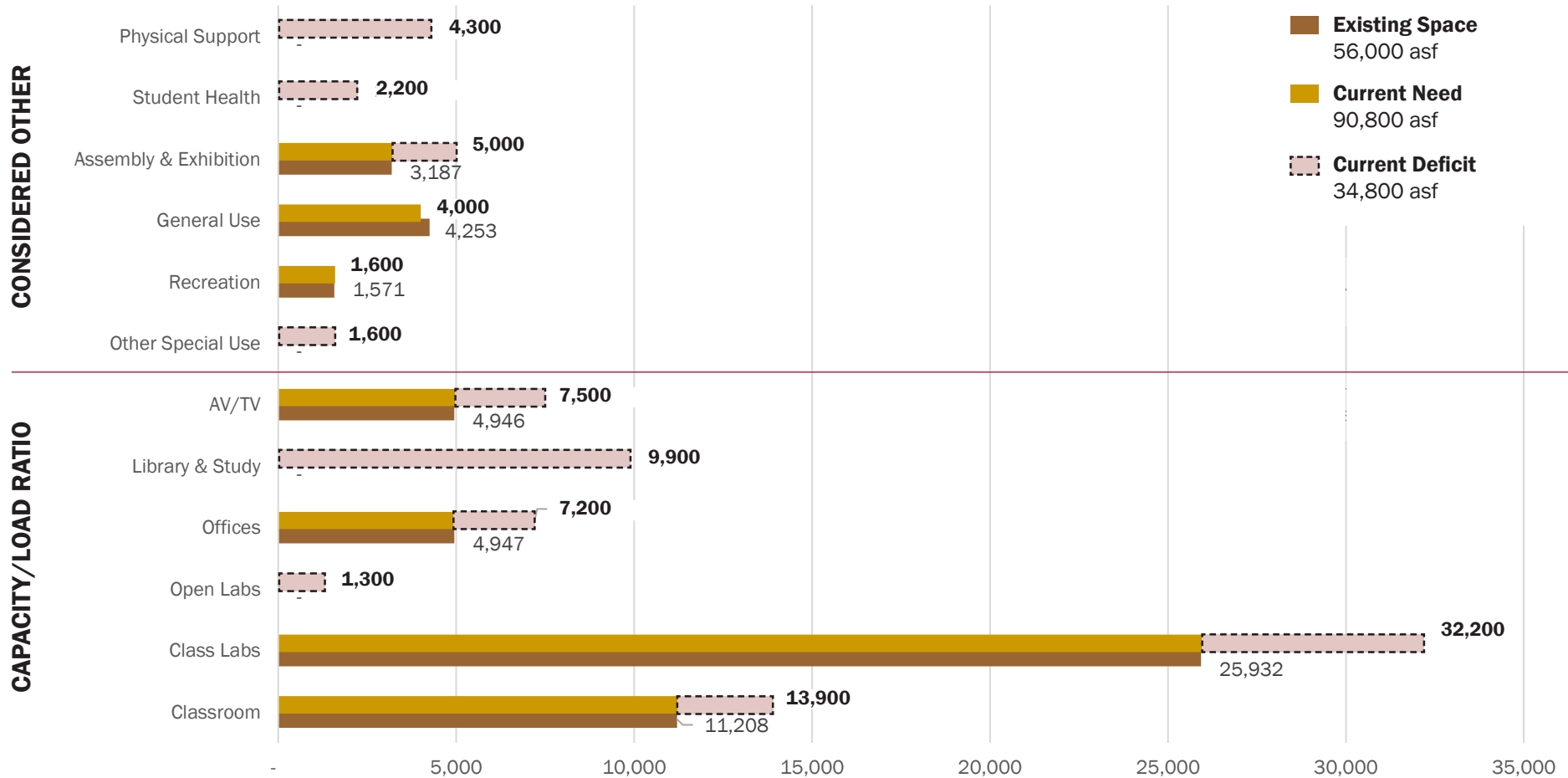
The analysis for the Fontana Campus Master Plan studies spaces are measured by the California Community Colleges Chancellor's Office (CCCCO), including classrooms, instructional labs, offices, library & study, and AV / TV. These space types are measured by Space Capacity/Load (CAP Load) targets, which is the relationship between the amount of space available and the number of students participating in campus programs.

In addition several 'other' space types are not analyzed by the CCCCCO in relation to utilization and efficiency, but are important as part of the college's inventory related to campus experience and operations. These spaces include student space, exhibit and assembly space, and campus support space. These other space categories are analyzed using current, classification-specific metrics informed by Association for Learning Environments (A4LE) standards, peer institutions, and national trends in higher education as defined by organizations such as Society for College and University Planning (SCUP), Leadership in Educational Facilities (APPA), and others. Similar to those defined by CCCCCO, these metrics also determine whether a surplus or deficit of space exists, and provide the data to inform the amount of space needed to support the desired programs.

CURRENT DEFICITS

The analysis revealed that before enrollment growth is applied there is a deficit in many space types. Some space types such as physical support space, student health, open labs, and library/study are simply not present at the existing Fontana campus, and should be planned for on the new campus to support a complete, and comprehensive campus experience. Other space types are undersized in relation to the enrollment it supports, such as classrooms, class labs, AV/TV, and assembly space. In total, the deficit of space today is over 34,000 assignable square feet (asf). This deficit is planned to be covered on the new campus to ensure the relocated programs are right-sized in their new location.

ACCOUNTING FOR 2019 DEFICIT



NOTE DIFFERENCE IN SCALE FROM NEXT CHART

PROJECTED SPACE NEEDS

This deficit grows significantly for the College to meet its long-term enrollment growth targets. **By the master plan enrollment target, the campus will need 136,100 asf in physical space on the campus.**

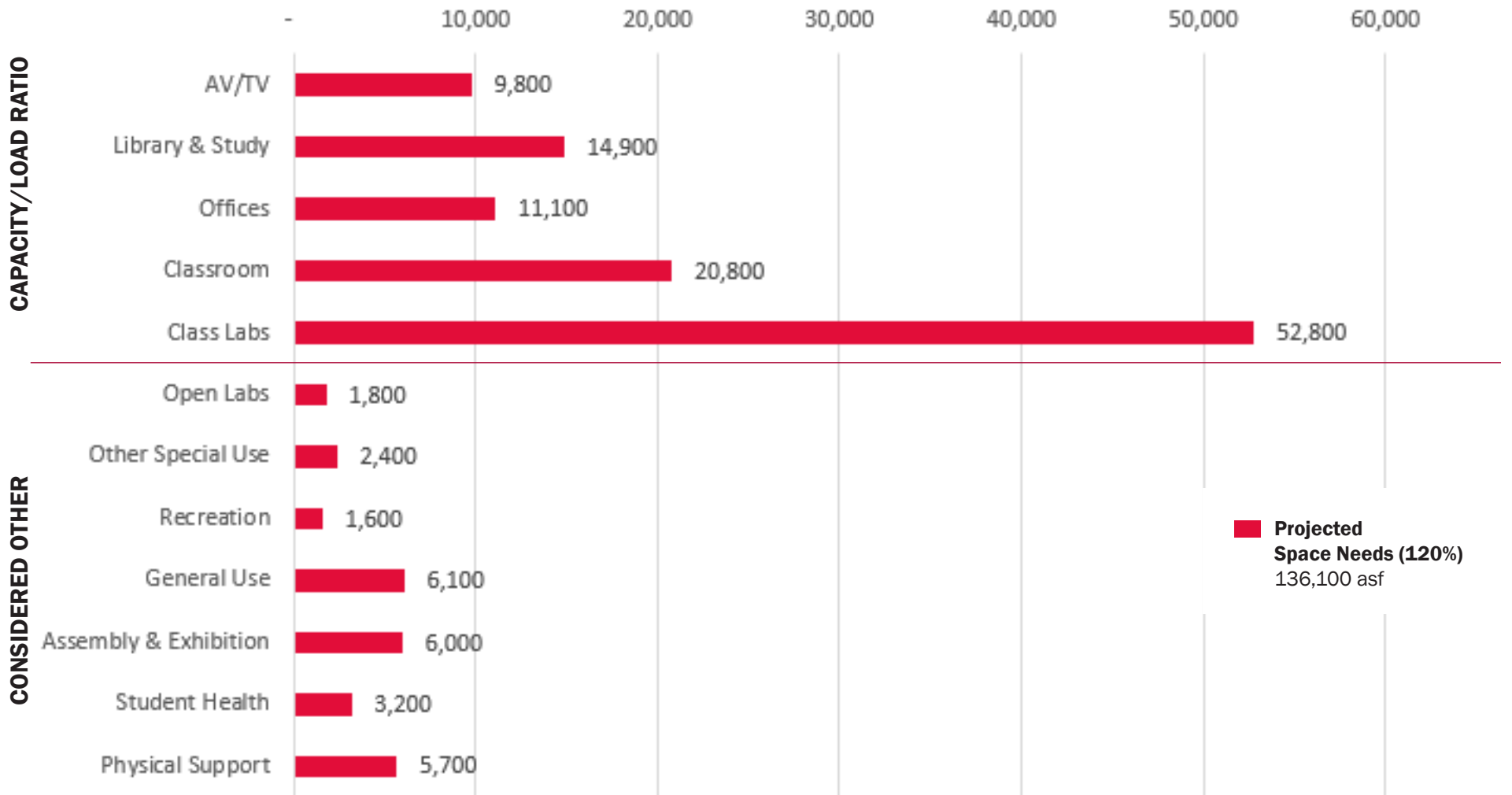
For state-mandated Cap Load categories (Instructional, Lab, Office, AV/ TV and Library), a Cap Load Ratio of 120% was chosen as a planning target. While a 100% Cap Load theoretically meets the existing demand for a campus population in any given space category, there are some limitations to using this as a planning target for a new campus. Increasing the number up to 120% provides the flexibility that is needed for additional growth should enrollments exceed expectations, and also allows for innovation in program offerings and/or potential partnerships not yet defined.

FTE: FULL-TIME EQUIVALENT
DGE: DAY-GRADED ENROLLMENT
DGS: DAY-GRADED STUDENT

SPACE METRICS:

<p>CLASSROOMS</p> <p>20 ASF/Student Station</p> <p>66% Station Utilization</p> <p>48 hours/week</p>	<p>CLASS LABS</p> <p>ASF/Student Station based on program</p> <p>85% Station Utilization</p> <p>27.5 hours/week</p>	<p>OFFICES</p> <p>175 ASF/Instructional Staff FTE;</p> <p>150 ASF/Staff FTE</p>	<p>LIBRARY/STUDY</p> <p>Reader stations - 50 stations at 27.5 ASF + 0.10 station;</p> <p>Staff Stations - 3 FTE @ 140 ASF per station + .002 / DGE</p>
<p>AV/TV</p> <p>Base Allowance - 3,500 ASF + 1.50 ASF/DGE</p>	<p>OPEN LABS</p> <p>1.50 ASF/ Student FTE</p>	<p>STUDENT-CENTERED SPACE</p> <p>5 ASF/ Student FTE</p>	<p>RECREATION</p> <p>No new projected recreation space; Existing recreation space will be relocated to the new campus.</p>
<p>SPECIAL USE</p> <p>2 ASF/ Student FTE</p>	<p>ASSEMBLY</p> <p>Based on 3,000 SF multi-purpose meeting spaces.</p>	<p>STUDENT HEALTH</p> <p>0.60 ASF/ Student Headcount</p>	<p>PHYSICAL SUPPORT</p> <p>5% of total square footage</p>

SPACE NEEDS ASSESSMENT BY SPACE CATEGORY



NOTE DIFFERENCE IN SCALE FROM PREVIOUS CHART

CAPACITY/LOAD RATIO

CLASSROOMS

Weekly Student Contact Hours (WSCH) were calculated using the factors outlined in the California Community College Board of Governors (CCCCO BOG) and Chancellor's Office Policy on Utilization and Space Standards for an institution with < 140,000 WSCH which states that classrooms shall not be used less than 48 hours per 70-hour week. The base year space need was established using the Fall 2019 schedule for the courses taught on the existing Fontana campus as well as the courses taught for the programs to be relocated from other campuses.

Caveats:

- The classroom space needs associated with the new welding program were established by benchmarking against other welding programs of similar student size and activity level.
- A similar process was followed for the Economic Development and Advanced Manufacturing program which supports training for individuals who are out of work. While there are no scheduled courses, it is anticipated that the students will be on campus eight (8) hours / day, five (5) days / week and require both classroom and class laboratory space.

Classroom Size and Features

Campus stakeholders expressed a need for spaces that can easily allow for changes in programs and curriculum. **The College is planning to use 40-45 capacity flat-floor classrooms as a typical module for planning purposes.** This results in an 800-900 square foot classroom. This mid-size classroom will allow for flexibility in space use and furniture arrangement.

It will be important to plan classrooms for hybrid learning environments as a standard classroom model. Students reported a desire for online lectures and hybrid classes to continue in a post-pandemic campus. Online and remote learning can be more accessible and convenient for many students, given they have adequate technology and wifi access at home. On-campus, a focus on creating technology-rich learning spaces is already happening at other Chaffey locations in both classrooms and labs.

As the College is implementing the series of academic buildings overtime, **larger and smaller classrooms may be planned to support the specific programmatic needs** within each academic building. This will be explored within programming for each building.

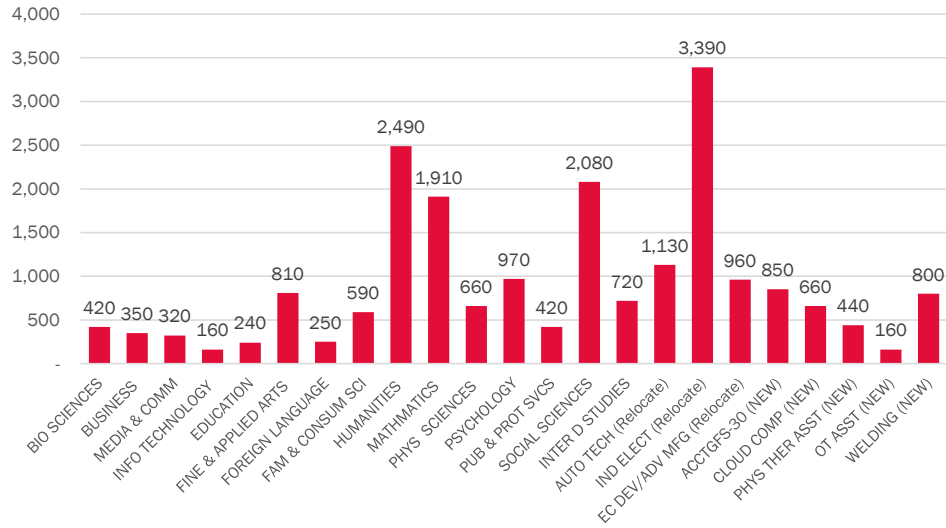
CLASS LABS

Class Laboratories are program specific and the CCCCCO BOG has developed a schedule outlining station size standards by area of study. Weekly Student Contact Hours (WSCH) for class laboratories were calculated for the base year and the master plan years using the factors outlined by the BOG.

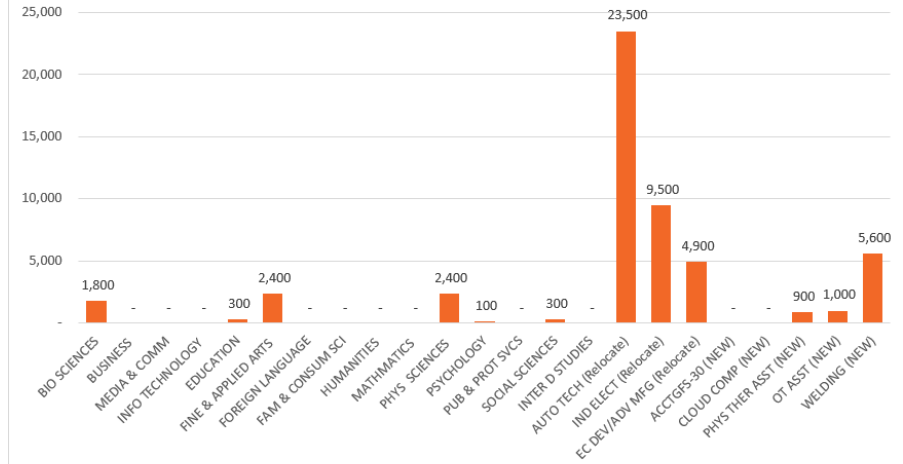
Caveats:

- Class laboratory space for the welding program was established by benchmarking similar sized programs. A factor of 224 ASF per student station as determined to best support the activities associated with the courses anticipated for this program.
- Class laboratory space for the Economic Development/Advanced Manufacturing program fell into two categories, equipment intensive (mechanical & electrical) and information technology training (computer lab). For the equipment intensive lab, a factor of 165 ASF / student station was used and for the computer lab, a factor of 40 ASF / student station was used.

CLASSROOMS



CLASS LABS



OFFICES AND WORKSPACE

Office space is calculated based on two categories of staff. Instructional Staff FTE as outlined by the CCCCCO BOG and factored at 175 ASF/faculty & staff FTE. Office/Workspace for all other staff was factored at 150 ASF/staff FTE.

Office Configuration and Features

In the plan, faculty offices are arranged as centralized spaces at the top floor of each academic building. Campus stakeholders expressed a desire for multi-purpose workspace that includes a variety of space types to support a range of activities, including:

- Secure, and confidential spaces for faculty to work independently and meet with students privately.
- Lounge and community space for informal interactions between faculty of different disciplines and to meet more informally with students.
- Collaboration areas for meetings and small group sessions with students.

LIBRARY

Library and Study space need is developed based on three factors: collection size, staff spaces and reader stations. It has been determined no library collection will be on the new campus; therefore, it was removed from the analysis.

Reader stations are factored with a base increment of 50 stations at 27.5 ASF with additional stations added at a rate of 0.1 station per Day Graded Student for institutions with < 3,000 DGE. For Institutions with a DGE ranging between 3,000 – 9,000, the additional DGE over the 3,000 base is factored at the lower rate of 0.09 stations/DGE.

Staff Stations are factored with a base increment of 3 FTE @ 140 ASF per station. Additional FTEs are factored at a rate of .002 /DGE for the first 3,000 DGE with the incremental DGE over the 3,000 Threshold factored at a slightly lower rate of .0015.

AV/TV

A base increment of 3,500 ASF is the initial increment outlined by the CCCCCO BOG. In addition, there is 1.5 ASF/DGE applied for institutions with a DGE enrollment of < 3,000 students. For institutions with a DGE ranging between 3,000 – 9,000, the additional DGE over the 3,000 base is factored at the lower rate of 0.75/DGE.

**The baseline (2019) Day Graded Student Enrollment was provided by Chaffey College for the Fontana Campus and projected at the same rate for Master Plan Enrollment.*

SPACES CONSIDERED “OTHER”

STUDENT-CENTERED SPACES

Student-centered space includes dining facilities, bookstores, student lounges, and student government, clubs, and organization offices and space. While sometimes referred to as a center or a union, quite often these spaces are dispersed throughout a campus.

ASSEMBLY

Assembly space is defined as any room designed and equipped for the assembly of a large number of people. For the new campus, this space type includes spaces planned for events, general student gatherings and community sponsored activities. Per discussions with College leadership and campus stakeholders, the campus will require two large multi-purpose meeting spaces.

OPEN LABS

Open labs can resemble class labs with the exception that they are irregularly scheduled or are not scheduled at all. This can include open access labs and may provide equipment that serves the particular needs of a discipline for group instruction. It is key for these spaces to typically not be scheduled in a formal manner.

STUDENT HEALTH SERVICES

Student health care includes both medical and counseling services that serves the campus population. This is a critical component to the new campus and will be present adjacent to a suite of student services.

SPECIAL USE

Activities supporting other special use (i.e. media production, demonstration, faculty development and support centers, departmental resource rooms, etc) are varied in use and are not included in the CCCC BOG guidelines.

PHYSICAL SUPPORT

The physical plant space supports the campus including maintenance shops, central storage, shipping and receiving, landscape services, vehicle maintenance and storage space and custodial services. For purposes of planning the new campus, the total ASF was factored at 5% factor was to derive the space needed to support the campus, this is in keeping with industry standard for a campus of this size and complexity.



*SEE FULL SPACE
ANALYSIS TABLE*

04 CAMPUS VISION PLAN



CAMPUS PLANNING VISION STATEMENT

The new Fontana Campus will be a vibrant and inspirational learning environment that is safe, accessible, and sustainable. The campus will be a destination for students, the surrounding community, and partners to learn, collaborate, and prepare for their future success.

MEASURE P GUIDING PRINCIPLES

To support and frame the success of the projects completed as part of the Measure P bond programs, a set of guiding principles were established. These became the framework for the vision and objectives created for the new Fontana Campus Master Plan.



CAMPUS VISION FRAMEWORK



PLANNING OBJECTIVES



INSTRUCTION AND WORK SPACES

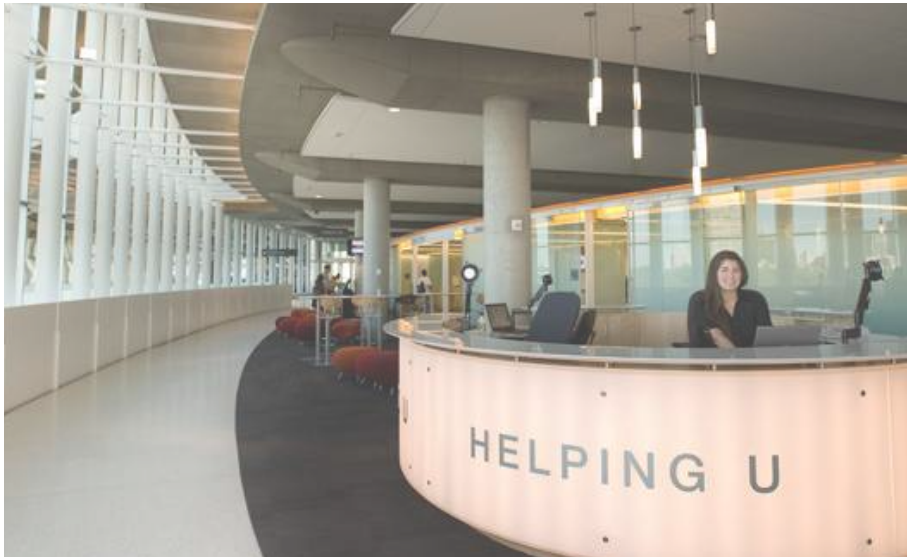
Prioritize flexible / hybrid / multi-purpose learning and working environments.

- Group faculty together in large, multi-purpose shared spaces that accommodate both privacy and collaboration.
- Inspire users with high-quality educational and work-spaces designed to meet their needs.
- Instructional spaces should be large and “tech-rich.”
- Use the campus environment as a ‘living lab.’

CAMPUS LIFE AND AMENITIES

Provide a range of environments (indoors and outdoors) for collaboration, study, dining, physical activity, computing, virtual engagement and special events.

- Represent the Fontana campus and community culture.
- Design amenity space for flexibility, comfort, and well-being.



STUDENT SERVICE SPACES

Design a campus experience where students and staff feel supported and inspired to be their best.

- Centralized hub with comprehensive service offerings.
- Provide spaces that promote student health and wellness on the campus.
- Provide a front-door student services space that is welcoming and accessible.

COMMUNITY OUTREACH

Provide a welcoming environment for the community on the new campus.

- Provide easily accessible community event space.
- Place partnership spaces on the campus perimeter.
- Create a sense of place for the community outdoors.

PLANNING OBJECTIVES



ACCESSIBILITY AND SAFETY

Plan a campus environment that prioritizes a safe and equitable experience for all.

- Plan for well-lit outdoor spaces that connect the campus.
- All campus spaces should be easily accessible to provide an equitable campus experience.
- Increase visibility of campus safety office/ officers

OPEN SPACE AND LANDSCAPE

Outdoor spaces should be welcoming for college and community and support collaboration, programs and events.

- Plan a variety of open spaces that accommodate both large and small gatherings.
- Outdoor spaces should be flexible, maintainable and multi-purpose.
- Outdoor spaces should be protected from wind and sun.
- Provide charging and wifi outdoors.



CIRCULATION AND PARKING

Plan and design for a safe campus environment that supports all modes of circulation.

- Ensure sufficient and convenient parking for campus users.
- Support alternative modes of transit that are on-and near the campus.
- Provide clear points of entry into the campus.
- Integrate safe pedestrian pathways throughout the campus.

SUSTAINABILITY + INFRASTRUCTURE

Put sustainability on display in the physical environment.

- Plan for up-front sustainable infrastructure.
- Buildings should be designed to LEED Silver or better; with a focus on reducing energy use.
- Use trees and landscape to mitigate urban heat island impacts.
- Plan for a majority native and drought-tolerant plantings.
- Design for smart irrigation controls

CAMPUS FRAMEWORK

The Campus Vision Plan was developed based upon:

- Listening to the needs of campus stakeholders
- An analysis of campus space needs and the physical site conditions
- The intent to address each of the planning principles and planning objectives

A major driver of the plan is to create a collegiate campus where students and staff feel supported and inspired to be their best. To achieve this, organization of the site plan is designed to support academic success:

- A strong “front-door” is created with an iconic Welcome Center/Library positioned to be closest to Sierra Avenue, and the tallest building on the campus.
- The organization of circulation for both pedestrians and vehicles provides simple wayfinding and equitable access throughout the campus. The major pedestrian promenade provides ease of access and direction for campus visitors and new students. In addition, clear drop-off/pick-up locations provide safe and protected spaces for students to wait.
- Academic buildings are arranged around the perimeter of the campus quad. Front doors to each of the buildings face the quad, for easy wayfinding.
- The central campus quad provides a dynamic and vibrant outdoor space for events, recreation, learning environments, and community engagement.
- A public-facing Student and Community Center is placed at the perimeter of the campus and adjacent to the main entry as away to directly engage with the community on the campus.

PLANNED BUILDINGS

- A Welcome Center/Library**
- B Instructional Building I**
- C Automotive Technology Building**
- D CTE Building**
- E Operations and Maintenance Building**
- F Instructional Building II**
- G Student and Community Center**



CAMPUS VISION PLAN

BUILDING USE

To follow the vision of a collegiate appearance, an iconic building will be located as the “front door” of campus. The Welcome Center/Library is placed centrally on the campus, with a grand yet welcoming appearance. As the tallest on campus, this building will be the obvious front door for new campus visitors. The primary function of the Welcome Center/Library student services functions including health services, a satellite location for campus police, as well as library and study space.

To facilitate a vibrant campus atmosphere, academic buildings are located along the edge of campus to create a centralized quad space. Adjacent to the quad, academic buildings are massed to form protected outdoor courtyard spaces.

Faculty Offices shall be located as a consolidated space in each academic building. These multi-purpose spaces in each academic building will enhance cross-disciplinary collaboration between faculty, and easier access for students to interact with faculty.

In an effort to encourage community interaction on the new campus, a Student and Community Center is located in close proximity to the main entrance, main drop-off, and parking area. It will have a dominant facade facing the public realm on Sierra Avenue. This building will be the primary location of student spaces on campus, such as dining, retail, meeting spaces, and clubs and organizations.

The Operations and Maintenance building shall be located in the northwest corner of the campus, away from the most populated areas. This building will house campus police, central deliveries, operations and maintenance, and their fleet space.



BUILDING USE

VEHICULAR CIRCULATION AND PARKING

The main entrance into campus will be at the signaled intersection of Sierra Avenue and Under Wood Drive. To enhance the iconic entrance, the drive will be lined with a tree allee and monument gateway signage. A main-entry drop-off area is designated at the roundabout, while also leading into the main parking lot circulation. To develop equally dispersed parking access, the parking lot surrounds the campus on the south, west, and north sides. A central-loop provides seamless connection throughout.

A secondary access point into the campus is along Sierra Avenue, along the north edge of campus. This entry will be a right-in right-out, for individuals coming from the north and heading south towards Under Wood Drive. The campus is limited to two access points based on the proximity to surrounding developments, but an additional access point into the retail plaza to the north (for emergency purposes only) could be planned with the adjacent property owners. A secondary drop-off area is provided along with access to the main parking lot.

The campus is planned to have approximately 740 parking stalls. This was planned in accordance with the Institute of Transportation Engineers metrics for Junior and Community Colleges. (See appendix for full study) Handicap-accessible parking stalls are equally distributed throughout the campus. Locations were strategically placed for easy access to all buildings throughout the campus, with minimal conflicts between pedestrians and vehicles.

Three limited access, emergency fire-lane drives are provided, along the east, central, and west corridors of the campus. The areas will be designed to operate and aesthetically feel like pedestrian promenades. However, they will also be designed to withstand heavy-duty vehicles and provide easy access in case of emergency.

Access to the Operation and Maintenance building can be from either of the two access points, although more conveniently from the secondary-access point. Sufficient area is provided for large vehicles and semi-trucks to access the loading dock area, while being away from the primary views of the central campus. The main campus buildings will primarily be serviced from the Operations and Maintenance building. However, supplemental service was considered. The west buildings may be accessed from the west fire-lane corridor or parking lot, while the east building may be accessed from the east fire-lane corridor.

Along Sierra Avenue, the OmniTrans bus stop will be relocated south of the Under Wood Drive intersection with a shelter and turn-out lane. This stop will serve both the campus and housing development to the south.



CIRCULATION

PEDESTRIAN AND BIKE CIRCULATION

Pedestrian circulation throughout the campus is a primary organizational component of the plan. A central pedestrian promenade extends from the north parking lot, through central campus / quad area, through the south parking lot. The prominent connection between the two main drop-off areas provides clarity on circulation for any new visitor to campus.

Secondary pedestrian corridors are located along the west and east edges of the central campus, also located on the emergency fire-lane access drives. The secondary corridors also extend from the north to the south parking lots.

At each end of the pedestrian corridors are designated crosswalk locations. Additional crosswalk locations are provided at strategic locations between the parking lot and central campus. Enhanced crosswalks clearly define where pedestrians will be crossing vehicular circulation. Pedestrian circulation is identified throughout the parking lots with walkways within the medians, leading to the main corridors. Circulation routes shall be clearly defined to minimize risk for pedestrians in a vehicular area.

Public pedestrian circulation along Sierra Avenue is provided, connecting individuals from developments to the north and south. Access points from the public realm are identified to connect pedestrians into the core of the campus. A clear path is identified from the main drop-off area to the public bus stop along Sierra Avenue.

Bicycle parking locations are identified at strategic locations on campus to include the public bus stop, primary and secondary drop-off locations, and the main library building. Secure and visible bike racks shall be provided to encourage bicycle transportation to and from the campus.



CIRCULATION

OPEN SPACE

The iconic central quad space enhances the ideal collegiate feeling of the campus. This critical space creates a vibrant and comfortable campus environment by providing learning and socializing spaces, both formal or informal. The open quad space allows a space for the students, campus users, and the community to come together in a vibrant environment.

Nestled between the academic buildings along the west are strategically located outdoor plazas and learning spaces. Two-story building connections enclose the outdoor spaces providing protection from wind, creating a pleasant outdoor environment. The outdoor plazas shall be developed with flexible use, providing spaces for socializing, studying, and learning.

Along the north facade of the Automotive Technology Building is an outdoor workspace. While still situated on the central campus, this location is ideal to be in close proximity to the parking lot and out-of-view from the central quad.

An outdoor plaza will be located on the western edge of the Library/Welcome Center as a space for socialization. The central location engages with the central quad green space.

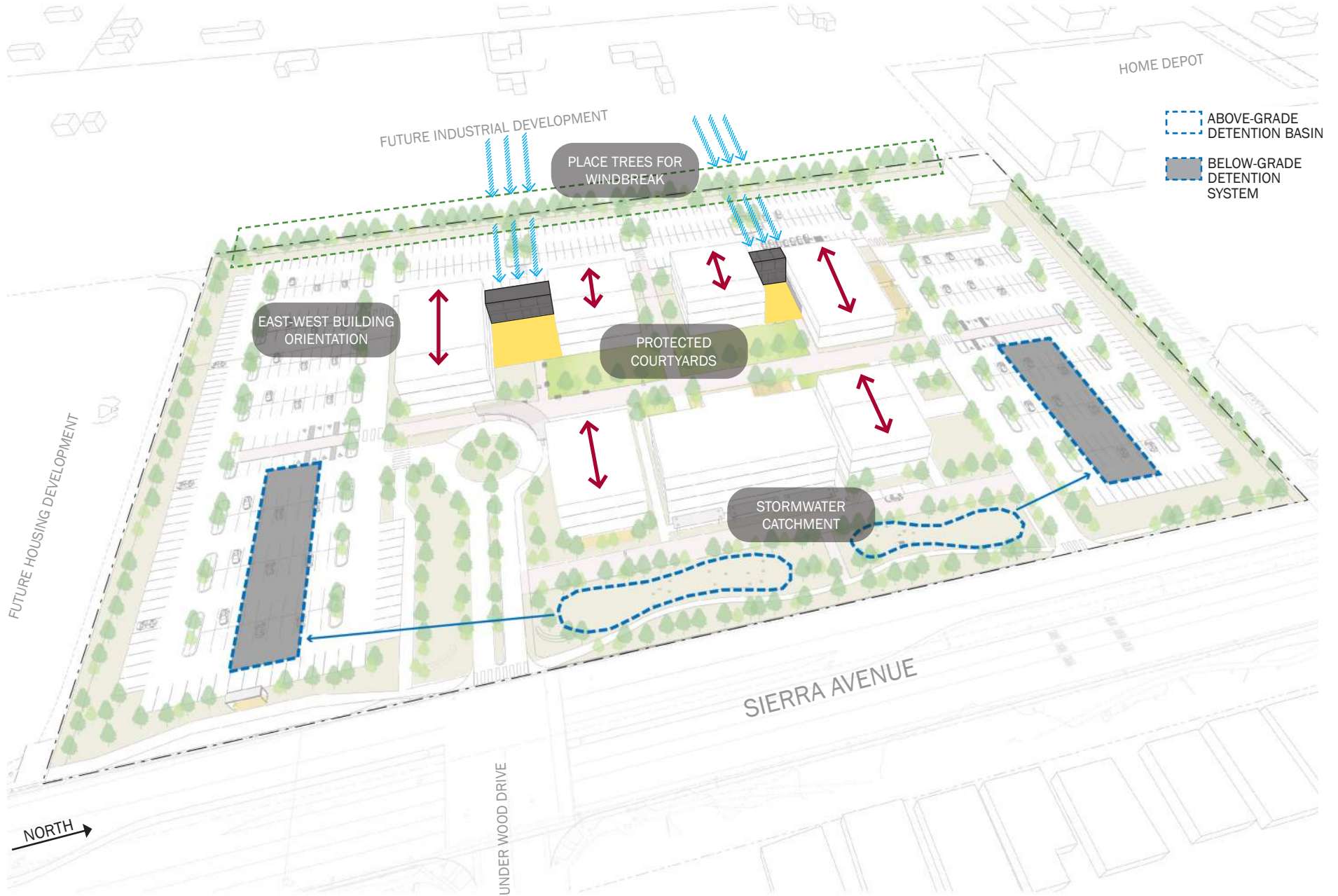


OPEN SPACE

SUSTAINABILITY

Stormwater management will be provided as detention basis located along Sierra Avenue. Natives planting to include trees and shrubs shall provide an enhanced landscape entrance into the campus. In addition, a below-grade detention system shall be located in both the north and south parking lots. Five-foot diameter pipes connect to the above-grade detention basis as an overflow system.

As shown in the diagram on the top-right, the prevailing wind comes from a consistent west direction. In order to avoid wind tunnels on campus, wind blocks shall be considered by implementing building infrastructure and natural vegetation. Building connections are provided for the academic buildings along the western edge. A continuous vegetation border provides an addition wind-block layer along the western property edge. Buildings are also off-set from each other to avoid long narrow passageways.



IMPLEMENTATION PLAN

The Campus Vision Plan represents an overall picture of the future developed campus. It is critical to understand the construction of the new campus will occur over a long period of time in a series of phases. The short-term and long-term phases are outlined within the next section.

In order to be successful and practical, a master plan must be flexible and responsive to the changing dynamics that are extremely prevalent in higher education today. Shifts in funding availability, program changes, and enrollment fluctuations may cause a plan to occur out of sequence or different than imagined within this document.

With flexibility and responsiveness deriving the implementation strategy, the phasing has been developed with the following in mind:

- Concentrate on building the student base; Bring programs to attract and growth student population.
- Focus on unique programs and programs that don't have a home today
- Short-term needs a WOW factor to attract students.
- Short-term needs multi-purpose spaces that can be easily converted in the future.
- Short-term needs a general-purpose instructional building that can be easily converted as new programs are brought to the campus.
- Specialized spaces should be placed in their permanent homes, and not be planned in temporary spaces.
- All major utilities will need to be completed in Short-term.
- The use of temporary/modular buildings for early phases isn't preferred; may be an option for O&M
- Maintaining support spaces on each campus is expensive.



SHORT-TERM PHASE

In the short-term, the campus implementation projects will house new programs on campus, relocate unique programs from other campuses, and provide most of the campus' site work and infrastructure.

1. WELCOME CENTER AND LIBRARY

This first project will be the iconic front-door building located along Sierra Avenue.

Programs will include: Library and Media Spaces, Student Services, Health Services, Campus Police Satellite location, Administrative Offices, Meeting Spaces, and Temporary Dining and Bookstore.

Size: 51,000 GSF

Levels: 4 Stories

Mid-Point of Construction: 2027; Estimated Cost: \$53.6M

2. INSTRUCTIONAL BUILDING I

The second project is an instructional building located in the southeast corner of central campus.

Programs will include: Science labs, Cloud Computing, Information Technology, Physical Therapy Assistant, Occupational Therapy Assistant, Business, Accounting, Math, Psychology, Social Sciences, Open Labs, and Faculty Offices.

Size: 28,000 GSF

Levels: 3 Stories

Mid-Point of Construction: 2028; Estimated Cost: \$25.9M

3. AUTOMOTIVE TECHNOLOGY BUILDING

The third project is a two-building facility including a connection corridor in the northeast corner of the central campus. Programs will include Automotive Technology, Welding, and Faculty Offices.

Size: 50,000 GSF

Levels: 2 and 3 Stories

Mid-Point of Construction: 2031; Estimated Cost: \$56.6M

4. TEMPORARY O&M

A temporary structure will be house the Operations and Management along with the Campus Police. The structure shall be located in the northeast corner of the property, but not at the future location of the structure. This shall be provided early in the construction process.

Size: 8,000 GSF

Levels: 1-2 Stories

Mid-Point of Construction: 2027; Estimated Cost: \$4.4M

5. SITE AND INFRASTRUCTURE

Infrastructure including all drives and campus entry points, parking lots, site utilities, and green spaces for most of the site shall be completed in the first phase of the construction process.

Estimated Cost: \$22M



PHASE 01

LONG-TERM PHASE

In the long-term, the remainder of the planned programs will transition to the new campus, as well as the reminder of the site work.

6. CTE AND TRAINING BUILDING

Located adjacent to the Instructional Building I, this new building will be built with a two-story connector. Program will include Industrial Electricity, Advanced Manufacturing, and Faculty Offices.

Size: 32,000 GSF

Levels: 3 Stories

Mid-Point of Construction: 2034; Estimated Cost: \$38.6M

7. INSTRUCTIONAL BUILDING II

An additional instruction building will be located along Sierra Avenue with a connection to the Welcome Center. Programs will include Education, Family & Consumer Sciences, Arts, Languages, Humanities, Media and Communications, Public Service, Interdisciplinary, Open Labs, and Faculty Offices.

Size: 20,000 GSF

Levels: 3 Stories

Mid-Point of Construction: 2037; Estimated Cost: \$22.5M

8. STUDENT AND COMMUNITY CENTER

With a prominent location along Sierra Avenue and the main drop-off, this building will be an addition to the Welcome Center/Library. Programs will include Dining, Bookstore, Meeting Spaces, and Multi-purpose rooms.

Size: 20,000 GSF

Levels: 3 Stories

Mid-Point of Construction: 2040; Estimated Cost: \$26.6M

9. PERMANENT O&M

A permanent structure will be construction to replace the temporary structure. Programs will include Operations and Maintenance and Campus Police.

Size: 8,000 GSF

Levels: 1-2 Stories

Mid-Point of Construction: 2040

Estimated Cost: \$11.2M

10. SITE AND INFRASTRUCTURE

Infrastructure will include the remain site with parking, secondary drop-off, and plaza/green spaces.

Estimated Cost: \$3.9M



PHASE 02



CAMPUS VISION PLAN

- (A)** Welcome Center/Library
- (B)** Instructional Building I
- (C)** Automotive Technology Building
- (D)** CTE Building
- (E)** Operations and Maintenance Building
- (F)** Instructional Building II
- (G)** Student and Community Center

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CAMPUS ENTRY



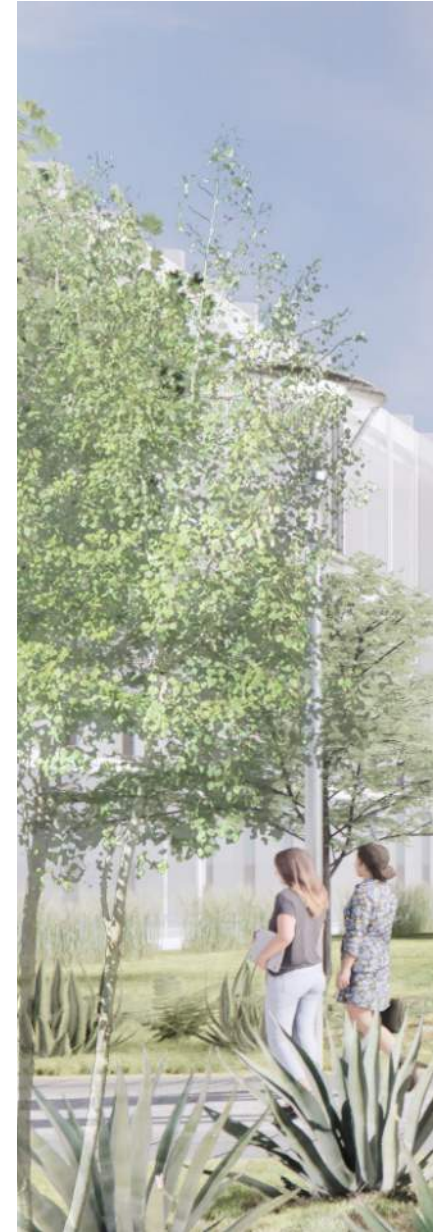


WELCOME CENTER / LIBRARY





CAMPUS QUAD





06 ADDITIONAL INFORMATION

PRELIMINARY WASTEWATER GENERATION RATE ESTIMATIONS



MEMORANDUM

To: Jim Rogers
Senior Construction Manager
Chaffey College

From: David Luzuriaga, P.E.
Renee Chuang, P.E.
Kimley-Horn and Associates, Inc.

Date: April 13, 2021

Subject: Chaffey College-Preliminary Wastewater Generation Rate Estimation

Dear Mr. Rogers,

Kimley-Horn is aiding with the civil design and planning for the future Chaffey College satellite location in the City of Fontana. It was identified that a housing development to the south of the future college will be installing sewer main for the housing development and future developments- including Chaffey College- along Sierra Avenue north of Jurupa Avenue. The developer and the City of Fontana reached out to Chaffey College for preliminary wastewater generation flow rates from the future college to adequately size the sewer main to avoid installing a dual sewer main in the future. Kimley-Horn has been tasked with providing conservative, un-peaked wastewater flow rates based on planning level information.

The future Chaffey College satellite location is expected to have various types of building uses, including but not limited to Class Labs, Library Studies, Classrooms, Assembly halls, Offices, General Use, Physical Support Buildings, and Student Health Centers. While there are some preliminary square footages for each building use, Chaffey College is still in a high level planning phase and may need to make significant adjustments in the future. As a result, the building square footages were not used for estimating wastewater generation flow rates. The college does have a reasonable estimate of total students and staff. As a result, the number of students and employees were used to provide a conservative wastewater generation rate. It is expected that there will be approximately 5000 students and 1000 full time employees. Kimley-Horn applied a wastewater generation rate from the Metcalf and Eddy "Wastewater Engineering Treatment Disposal and Resource Recovery," 5th Edition to each student or employee at the college. The wastewater generation rate is based on the typical daily water use per student. The conservative, un-peaked flow was estimated as 0.21 cubic feet per second (cfs). Calculations and assumptions are provided in **Table 1**.

PARKING STUDY

ITE PARKING DEMAND

Land Use 540 – Junior/Community College

Unit	Peak Parking Demand*			Qty (DGE)	Project Demand		
	Avg Rate	33%ile	85% ile		Avg Rate	33%ile	85% ile
Students	0.2	0.16	0.43	3326	665	532	1430
Employees	2.52	2.3	3.19	142	358	327	453
School Population	0.17	0.15	0.25	3468	590	520	867
GFA	3.71	3.1	5.47	202	749	626	1105

KimleyHorn

PARKING DEMAND

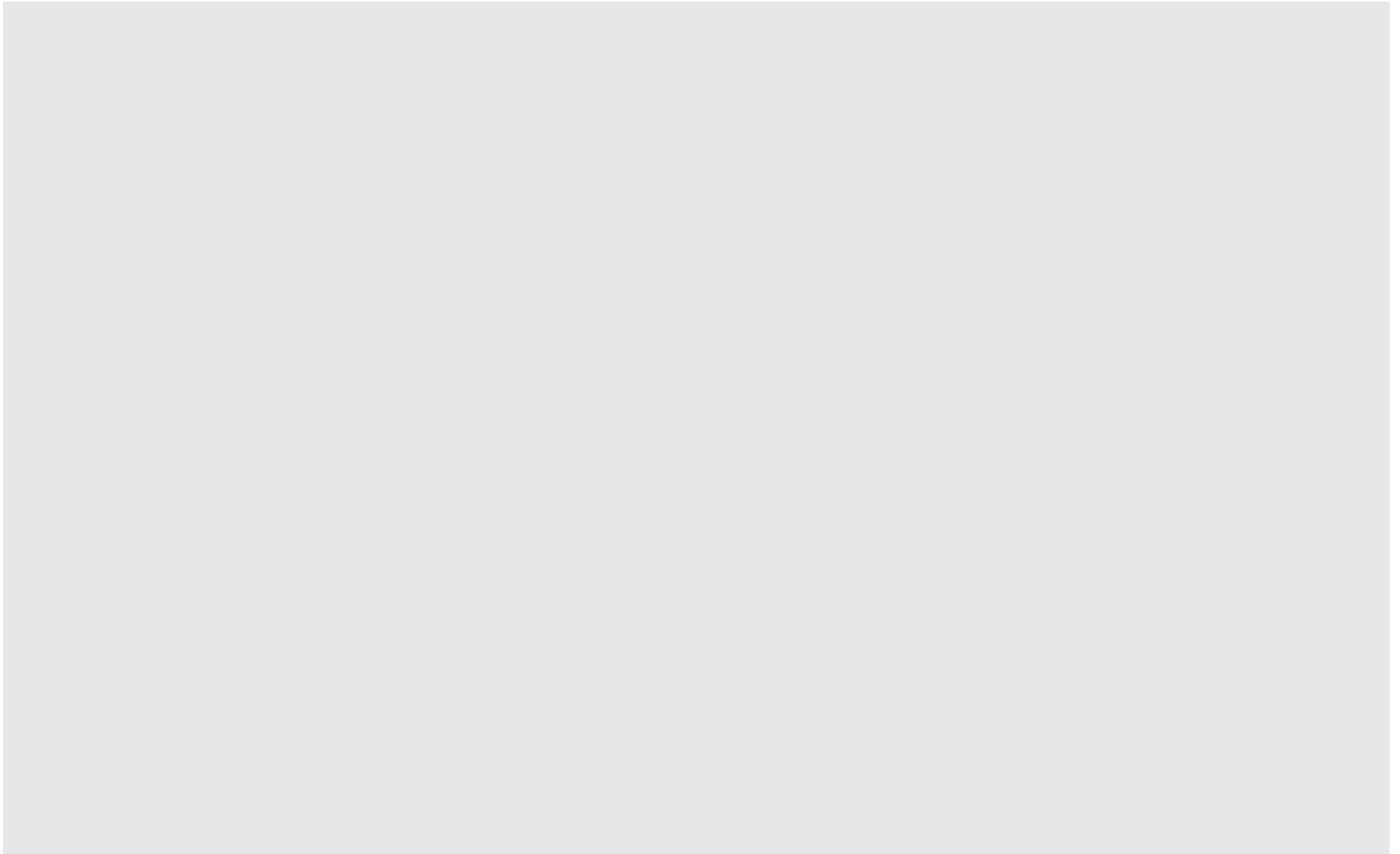
User Type	Enrollment	Day Graded Enrollment*	Percentage	Parking Metric	Need (Space Count)	People/Space Ratio
Student (Unduplicated Headcount)	4,495	3,326	74%	0.20	665	5.00
Employees (Headcount)	192	142	74%	0.50	71	2.00

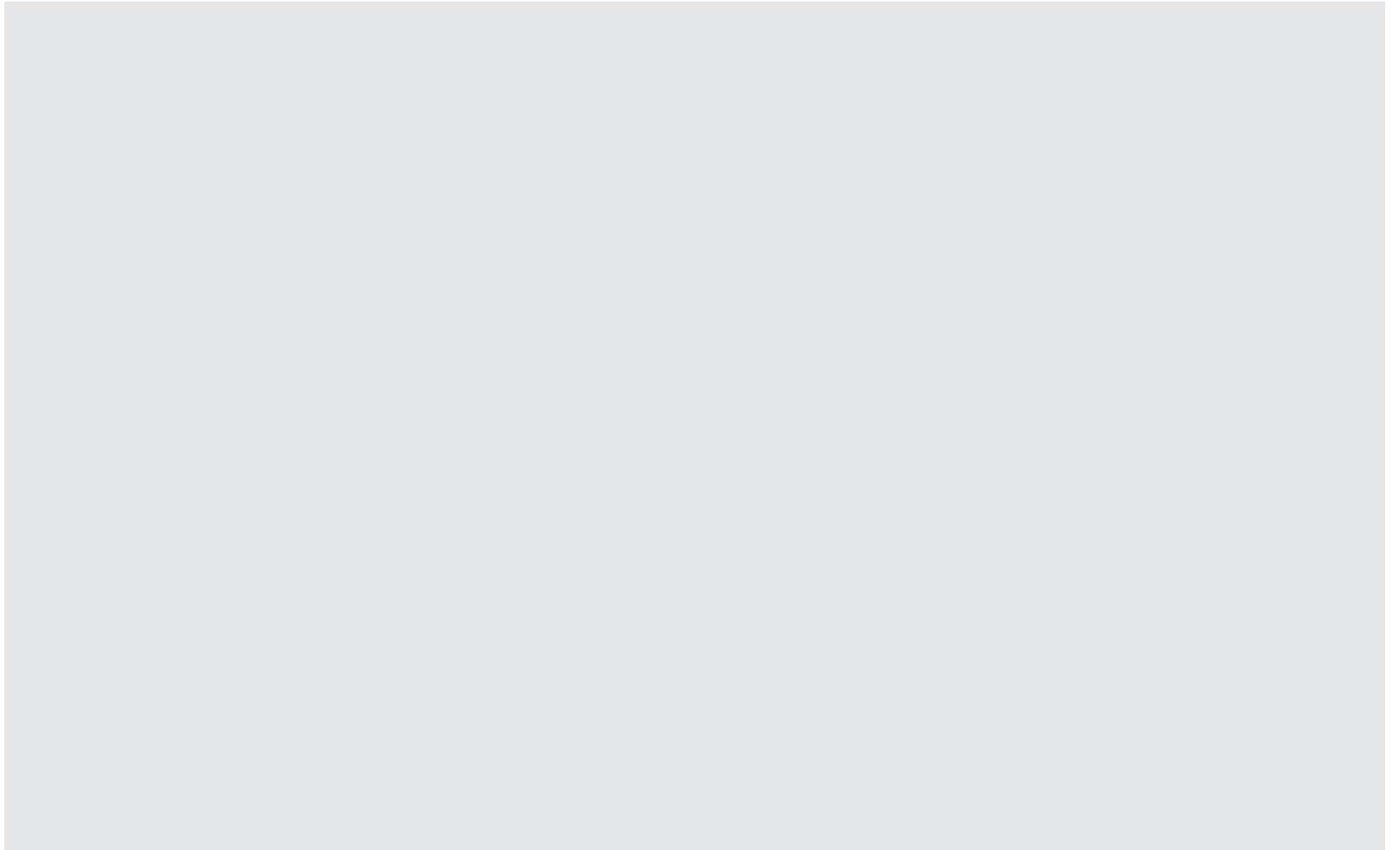
740 spaces
This is about 1/3 of the total site.

* Day Graded Enrollment – Students and Employees on campus during 8am-5pm. (accounts for peak times)

KimleyHorn

FINAL SPACE NEEDS MODEL





COST ESTIMATES

Chaffey College Fontana Campus
 Campus Master Plan
 Fontana, CA
 Masterplan Cost Model

fs3|Hodges
 April 23, 2021

PROJECT NOTES

Cost Statement The information provided in this document is to be considered budgetary for future project development purposes. Cost of construction noted at the Summary level are based on historic data from similar projects and adjusted to current timeline.
 Area of scope which can be identified in Sitework have been measured and quantified as applicable per the overall site plan provided. Areas of scope not identified have a cost allowance assigned to cover the cost of said scope.

Construction Cost Mark Ups The following % mark ups have been included within the cost estimate:

Design Contingency		10.00%
General Conditions and Requirements		15.00%
General Contractor Fee		4.00%
Bonds and Insurances		2.00%
Escalation As Noted Below Based On 4.00%/Year		
Phase 01	Mid-Point of Construction	
Library/Welome Center	06/30/27	24.67%
Instruction Building 1	06/30/28	28.67%
O&M Temp	06/30/27	24.67%
Auto/Welding	06/30/31	40.67%
Site Development	06/30/27	24.67%
Phase 02		
CTE	06/30/34	52.67%
Instruction Building 2	06/30/37	64.67%
Student/Community Center	06/30/40	76.67%
O&M Permanent	06/30/40	76.67%

Soft Costs The following % mark ups have been included:

Design Fees	8.00%
DSA Plan Check Fee	0.75%
Printing and Advertising	0.05%
Test and Survey	1.25%
Inspection	1.25%
Project Management Fees	5.00%
Project Construction Contingency	7.00%
Moving and Relocation Costs	1.00%
Labor Compliance	0.25%
Builders Risk Insurance	0.85%
Commissioning	0.10%
FF&E	4.00%
Miscellaneous	3.50%
Total Soft Cost Multiplier	33.00%

Estimate Assumptions The following assumptions have been included in our estimate:
 The costs contained within this Masterplan cost model are based on a stable bidding market. Volatile economic markets will likely affect bidding markets and will likely have an adverse affect on the cost of construction.
 Local labor and supply-chain restrictions will likely affect bidding markets and will likely have an adverse affect on the cost of construction.

Chaffey College Fontana Campus
 Campus Master Plan
 Fontana, CA
 Masterplan Cost Model

fs3|Hodges
 April 23, 2021

Estimate Inclusions The following inclusions have been included in our estimate:
 This estimate has been based upon competitive bid situation with a minimum of 6 general contractors bidding for the project.
 Project hours of work will be normal working hours, Monday through Friday.

Estimate Exclusions The following exclusions have been excluded from our estimate:
 Project labor agreement.
 Costs of hazardous material surveys, removal, testing and recordings.
 Escalation beyond Mid-Point of Construction as Noted.
 City fees and permits.
 Traffic signals.
 Land acquisition costs.

Items Affecting Cost Estimate Items which may change the estimated construction cost include, but are not limited to:
 Modifications, additions and reductions to the scope of work included in this estimate.

Campus Master Plan
 Fontana, CA
 Masterplan Cost Model

fs3|Hodges

April 23, 2021

Project Cost Summary

Element	Function	GSF	Construction Cost Detail		Escalation Cost Detail			Total Construction Cost		Soft Costs	Total Cost	
			Cost/SF	Sub-Total	%	Cost/SF	Sub-Total	Cost/SF	Grand Total			
1	Building - A	Library/Welcome	50,935	\$635.00	\$32,343,969	24.67%	\$156.63	\$7,978,179	\$791.63	\$40,322,148	\$13,306,309	\$53,628,457
2	Building - B	Instruction 1	27,765	\$545.00	\$15,131,715	28.67%	\$156.23	\$4,337,758	\$701.23	\$19,469,474	\$6,424,926	\$25,894,400
3	Building - C	Temp	7,692	\$110.00	\$846,154	24.67%	\$27.13	\$208,718	\$137.13	\$1,054,872	\$348,108	\$1,402,979
4	Building - D	Auto/Welding	49,586	\$610.00	\$30,247,554	40.67%	\$248.07	\$12,300,672	\$858.07	\$42,548,226	\$14,040,914	\$56,589,140
5	Building - E	CTE	32,218	\$590.00	\$19,008,892	52.67%	\$310.73	\$10,011,350	\$900.73	\$29,020,242	\$9,576,680	\$38,596,922
6	Building - F	Instruction 2	18,828	\$545.00	\$10,261,092	64.67%	\$352.43	\$6,635,506	\$897.43	\$16,896,599	\$5,575,878	\$22,472,476
7	Building - G	Student/Community	19,660	\$575.00	\$11,304,500	76.67%	\$440.83	\$8,666,783	\$1,015.83	\$19,971,283	\$6,590,524	\$26,561,807
8	Building - H	O&M (Perm)	7,692	\$620.00	\$4,769,231	76.67%	\$475.33	\$3,656,410	\$1,095.33	\$8,425,641	\$2,780,462	\$11,206,103
9	Site Work - I	Site Development	659,150	\$19.98	\$13,171,716	24.67%	\$4.93	\$3,249,023	\$24.91	\$16,420,740	\$5,418,844	\$21,839,584
Total Estimated Project Cost					\$137,084,824			\$57,044,401		\$194,129,224	\$64,062,644	\$258,191,869

COMPLETE CAMPUS INGREDIENTS



ACADEMIC SPACE VARIETY



ARTS AND CULTURE



SOCIAL SPACE



HEALTH AND WELLNESS



SERVICES AND SUPPORT



MEETINGS AND EVENTS



TECHNOLOGY AND EXPLORATION



SAFETY



OUTDOOR SPACE

CONSENT AGENDA

GOVERNANCE PROCESS

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 27, 2021

Board Meeting Date

TOPIC APPROVAL OF MINUTES, APRIL 22, 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 April 22, 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 April 22, 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, April 22, 2021, virtually via videoconference. Board President Ovitt called the meeting to order at 2:01 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 2:03 p.m. Closed session was adjourned at 3:02 p.m.

STUDY SESSION

Board Management Software – Superintendent/President Henry Shannon introduced Julie Sanchez and Eva Ramirez, executive assistants in the office of the superintendent/president, who presented the following: background, evaluation and selection criteria, recommendation, use by superintendent/president’s office, demonstration, other community college clients, and next steps. BoardDocs was the vendor recommended to the Governing Board. Governing Board members expressed support for the recommendation. The College will begin the purchasing process, followed by training and implementation of the new software campus-wide.

Library/Learning Commons Project – Melanie Siddiqi, associate superintendent of administrative services, introduced Troy Ament, executive director of facilities and construction, and Winston Bao and Silke Frank, representatives from LPA Architects. The presentation included: project schedule/LLC design-build timeline; criteria architect, design-build team, and design-build entity; schedule, work plan; inspiration, Measure P guiding principles; deliverables, criteria documentation; program summary; site, campus context; site, constraints and opportunities; program, concept, floor plans; concept, sustainability and well-being; concept, main entry; and shared governance.

REGULAR SESSION

The regular session reconvened at 4:00 p.m., and Board President Ovitt asked Trustee Olivares-Lambert to lead 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 Planning Council meeting; recorded graduation video; SSCCC General Assembly Conference; Nonprofit Board meeting; Student Trustee Caucus meeting; Chaffey College Student Government (CCSG) Executive, Senate, Delegation and Communication committee meetings; Chaffey College Multicultural Club meeting; Southern California Black Chamber of Commerce Mixer; Chaffey College Registration Committee meeting; Chaffey College Registration Strategic Planning meeting; CCSG Activities Committee meetings; Chaffey College Pantry Day; Rancho Cucamonga Biane Library, Upland Library; Chaffey College Enrollment and Success Management meeting; CCSG Finance Committee meeting; SSCCC Women's Caucus meeting; SSCCC Student Trustee Caucus meeting; Chaffey College Career Center meeting; Chaffey College GradFest; CCSG Elections Questions and Answers Event; SWS Nonprofit 12th Anniversary Event; CCSG Special Senate meeting; Black Caucus Financial Literacy Webinar; San Bernardino Valley College Pantry; fundraising webinar; Puente-Umoja: Unifying for a Greater Purpose event; Umoja Women's Empowerment event; Chaffey College Curriculum Committee meeting; CCSG Elections Committee meeting; CCSG 2021-2022 Candidate meeting; and Chaffey College Governing Board meeting.

Trustee McLeod had no report.

Trustee McDougal had no report.

Trustee Brugger reported that she donated to the Sherman Taylor scholarship fund, made her monthly donations to the College, and attended, via Zoom, the San Bernardino County Senior Disabled Fund meeting. Ms. Brugger also mentioned an article in the *Fontana Herald News* regarding the Chaffey College Foundation receiving a \$1.3 million grant for the InTech Center.

Trustee Olivares-Lambert congratulated everyone involved in the GradFest celebration, which was broadcast on television and on social media. She also reported that she participated in two webinars by the ACCT and CCLC; the HACU legislative meeting regarding funding for Hispanic Serving Institutions;

Professor Falcioni's lecture, and a presentation of the theatre department's *Golden Age of Radio*.

Board President Ovitt reported that he attended the Ontario Montclair School District Strategic Planning Group to develop the 5-year plan; Children's Fund meeting; and saw Alta Loma High School's new gymnasium while attending a program which honored the Chaffey College Trust Scholarship recipients which originated from the Chaffey Brothers in the 1890s.

LEGISLATIVE UPDATE

Dr. Janeth Rodriguez, director, alumni and community relations, provided a written presentation which included updates on AB 102 – College and Career Access Pathways Partnerships; AB 927 – Community Colleges: Statewide Baccalaureate Degree Pilot Program; and Senate Democrats budget priorities.

FOUNDATION

Dr. Lisa Nashua, executive director of the Foundation, provided a written report which included: scholarships – Kaiser Rad Tech, *Remembering the Moose* Scholarship Campaign; program support – student services third round of Finish Line Scholars Award; private foundations – The Foundation for California Community Colleges 2021-2022; events – Chaffey College Foundation Virtual Event – Supporting College Dreams and Chaffey College Foundation Golf Tournament.

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:

Hourly personnel including adjunct faculty, contract faculty overload, and short-term workers.
Pedro Molina to the temporary, unclassified, professional expert position of work-based learning liaison, economic development, effective May 3, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

Jacqueline Rivera to the temporary, unclassified, professional expert position of workforce training liaison, economic development, effective May 3, 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.)

The Governing Board approved the temporary increase in assignments of the .475 contract employees in visual and performing arts to work a maximum of eight hours per day for no

more than twenty consecutive days and for a period that will not exceed seventy-five days during the 2020-21 fiscal year.

Dr. Shannon announced that the Board considered an issue involving STRS in closed session and that he recused himself from that discussion and exited the closed session when that matter came up. Dr. Shannon asked Melanie Siddiqi if she had anything to report from closed session.

Associate Superintendent of Administrative Services Melanie Siddiqi reported that in closed session, the Board voted unanimously to ratify a settlement agreement between the District and CalSTRS (OAH Case Number 2019030088) that contained monetary and non-monetary provisions and that she is authorized to sign on behalf of the District.

MONITORING

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

Budget Monitoring Report

INFORMATIONAL

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

CONSENT AGENDA

A motion was made by Ms. Brugger, seconded by Ms. Negrete-McLeod, to approve the consent agenda as presented.

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 (Approval of Minutes, March 25, 2021, through Management Personnel Plan/Employment Contracts.)

GOVERNANCE PROCESS

The minutes of the March 25, 2021, regular Board meeting were approved as presented.

The Governing Board adopted rules defining the role of the student trustee for the period June 1, 2021, through May 31, 2022.

ACADEMIC AFFAIRS

The Governing Board approved 7 course modifications, 5 distance education courses, 20 course deactivations, 14 program of study modifications, and 5 program of study deactivations for the *Chaffey College 2021-2022 Catalog*.

BUSINESS/FISCAL AFFAIRS

The Governing Board approved and found that Klein Educational Systems is the single source supplier for Amatrol. Amatrol products are sole source products for the performance and services required under the subject California Apprenticeship Initiative Program grant as described in this agenda item, and Chaffey may proceed to negotiate and enter into a sole source contract with Klein Educational Systems.

The Governing Board adopted Resolution 42221, which authorizes the District to proceed with the use of the Design-Build process for the Library-Learning Commons Project.

The Governing Board approved the budget increase of \$2,385,660 to the 2020-2021 restricted general fund budget for the Immediate Action Budget Package allocations for the Emergency Financial Aid Assistance, CalFresh Outreach and Student Retention and Outreach programs.

The Governing Board approved the receipt of the Veterans Affairs grant funds in the amount of \$4,304 for the 2020-2021 fiscal year.

The Governing Board adopted Resolution 42221A, which delegates authority to the superintendent/president or his designee to sell or otherwise dispose of the electronic equipment and miscellaneous materials listed in Exhibit A of the resolution, and to execute all documents in connection therewith, in accordance with the terms and conditions of the resolution.

The Governing Board approved the Invention and Inclusive Innovation (13) Program Grant Agreement between Chaffey College and Rancho Santiago Community College District in the amount of \$150,000 for the period of January 1, 2021, through June 30, 2022.

The Governing Board approved the Budget Transfer Board Report for the period of January 1, 2021, through March 31, 2021.

The Governing Board approved the Quarterly Financial Status Report for the period ending March 31, 2021.

The Governing Board approved the Statewide Director – Advanced Manufacturing Grant extension to December 31, 2021, and augmentation in the amount of \$50,000 from the California Community Colleges Chancellor's Office.

HUMAN RESOURCES

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

ACTION AGENDA

BUSINESS/FISCAL AFFAIRS

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 Board Vice President Lee McDougal being honored for his 20 years of trustee service at the annual conference of the Community College League of California; the Los Angeles Times article on enrollment decline misquote; the GradFest event; and updates from the offices of equity, outreach and communications, instruction, and student services. President Shannon wished everyone a happy Earth Day. A video from GradFest was shown to the Governing Board. Dr. Shannon thanked everyone who participated in the event. Alisha Rosas, associate superintendent of student services, announced that the commencement ceremony will take place virtually on May 20.

Faculty Senate President Nicole DeRose submitted a report which included accomplishments by Mary Jane Ross, instructional support; and Deepak Shimkhada, art history.

Classified Senate President Trisha Albertsen submitted a report highlighting Courtney Garcia, disability programs and services; and Trisha Albertsen, budgeting and fiscal services.

CSEA President Sapna Jethani-Prado shared the CSEA newsletter from March which highlighted Mira Ibrahim, instructional assistant IV in the STEM Success Center.

CCFA Jonathan Ausubel was not present and had no report.

CDCFA had no report.

BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

None

ADJOURNMENT

The meeting was adjourned at 4:45 p.m.

The next regular meeting of the Chaffey Community College District Governing Board is Thursday, May 27, 2021. President Ovitt reported that the College plans to hold the meeting both via Zoom and live at the Chaffey College Chino Community Center for those who wish to attend in person. It will be limited to 25% seating capacity due to COVID-19 restrictions.

President

Clerk

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 27, 2021
Board Meeting Date

TOPIC **BOARD POLICIES FOR ADOPTION**

Communication No. IV.E.1.b

SUPPORTS BOARD POLICY

Board Policy 2410 Board Policies and Administrative Procedures - The Governing Board may adopt such policies as are authorized by law or determined by the Governing Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Governing Board on a specific issue within its subject matter jurisdiction.

PROPOSAL

To receive Board Policies for second action reading and adoption.

BACKGROUND

In July, 2011, the District began working with a consultant from the Community College League of California (“CCLC”) to update its Board policies to align with the recommended policies developed through the legal firm of Liebert Cassidy Whitmore in conjunction with the CCLC. Utilizing the CCLC Policy and Procedure Subscription Service templates, the District will ensure that all legal requirements, recommendations, suggested good practices, and accreditation requirements are fully addressed.

The District is continuing its work to review and update policies during the 2020-21 academic year. As part of the update process, Board Policies from Chapter 3 (General Institution) and Chapter 4 (Instruction) are being submitted for adoption. Board Policies were reviewed by Board Member Ovitt in his capacity as Governing Board Policy Liaison and the Governing Board received these policies for information at its April 15th Board meeting.

RECOMMENDATION

It is recommended that the Governing Board receive the board policies for second reading and adoption.

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



**Governing Board Policies
Presented to the Governing Board for Adoption
May 27, 2021**

Chapter 3 – General Institution

BP 3725 Information and Communications Technology Accessibility and Acceptable Use

Chapter 4 – Instruction

- BP 4010 Academic Calendar
- BP 4020 Program, Curriculum, and Course Development
- BP 4110 Honorary Degrees
- BP 4226 Multiple and Overlapping Enrollments
- BP 4500 Student News Media

ACADEMIC AFFAIRS

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 27, 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:

- 4 new courses
- 34 course modifications
- 36 distance education courses
- 7 course deactivations
- 1 new program of study
- 71 program of study modifications
- 8 program of study deactivations

BACKGROUND

AB 1725 and Section 53200(c) of Title 5 define the role of the Faculty Senate in assuming primary responsibility for making recommendations in the areas of curriculum and academic standards. The Curriculum Committee has reviewed the course modifications, distance education courses, course deactivations, program of study modifications, and program of study deactivations, which are not currently in the college curriculum. As a result of deliberations, the college Curriculum Committee, the Faculty Senate, and the 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 4 new courses, 34 course modifications, 36 distance education courses, 7 course deactivations, 1 new program of study, 71 program of study modifications, and 8 program of study deactivations 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.	Art	ART-13	History of Graphic Design
2.	Art	ART-84	Motion Graphic Animation
3.	Mathematics	MATH-542	Essentials of Intermediate Algebra
4.	Nursing Assistant	NURAST-615	Professional Development for the Nursing Assistant
COURSES – MODIFICATIONS			
	Discipline	Course ID	Title
1.	Aviation Maintenance	AMT-25	Powerplant: Aircraft Reciprocating Engines
2.	Aviation Maintenance	AMT-28A	Powerplant: Reciprocating Engine Inspection
3.	Aviation Maintenance	AMT-28B	Powerplant: Electrical Systems
4.	Aviation Maintenance	AMT-28C	Powerplant: Turbine Engine Auxiliary Systems
5.	Anthropology	ANTHRO-1	Introduction to Biological Anthropology
6.	Anthropology	ANTHRO-1L	Laboratory for Biological Anthropology
7.	Anthropology	ANTHRO-2	Introduction to Archaeology
8.	Anthropology	ANTHRO-3	Introduction to Social and Cultural Anthropology
9.	Art	ART-50	Introduction to Sculpture
10.	Biology	BIOL-20	Human Anatomy
11.	Business Legal Studies	BUSL-411	Estate Planning and Probate Law
12.	Business Legal Studies	BUSL-412	Immigration Law
13.	Business Management	BUSMGT-42	Human Resource Management
14.	Computer Information System	CIS-1	Introduction to Computer Information Systems
15.	Computer Science	COMPSCI-2	Programming Concepts and Methodology II
16.	Communication Studies	COMSTD-12	Mass Communication and Society
17.	English	ENGL-33	Introduction to Poetry
18.	English	ENGL-35	Literary Magazine Production
19.	English	ENGL-68	Mythology
20.	English	ENGL-74	Asian-American Literature
21.	English	ENGL-76	African-American Literature
22.	English	ENGL-7A	Creative Writing: Short Fiction
23.	English	ENGL-7B	Creative Writing: Fiction
24.	English	ENGL-7D	Creative Writing: Poetry
25.	English	ENGL-7E	Creative Writing: Nonfiction
26.	Humanities	HUMAN-20	The Holocaust: History and Philosophy
27.	Journalism	JOUR-10	Newswriting
28.	Journalism	JOUR-30	Student Media Practicum I
29.	Kinesiology: Activity	KINACT-1	Beginning Tennis
30.	Kinesiology: Activity	KINACT-2	Advanced Tennis
31.	Photography	PHOTO-1	History of Photography
32.	Photography	PHOTO-10	Beginning Darkroom Photography
33.	Real Estate	RE-475	Real Estate Escrow
34.	Sociology	SOC-10	Introduction to Sociology

COURSES – DISTANCE EDUCATION			
	Discipline	Course ID	Title
1.	Aviation Maintenance	AMT-25	Powerplant: Aircraft Reciprocating Engines
2.	Aviation Maintenance	AMT-28A	Powerplant: Reciprocating Engine Inspection
3.	Aviation Maintenance	AMT-28B	Powerplant: Electrical Systems
4.	Aviation Maintenance	AMT-28C	Powerplant: Turbine Engine Auxiliary Systems
5.	Anthropology	ANTHRO-1	Introduction to Biological Anthropology
6.	Anthropology	ANTHRO-1L	Laboratory for Biological Anthropology
7.	Anthropology	ANTHRO-2	Introduction to Archaeology
8.	Anthropology	ANTHRO-3	Introduction to Social and Cultural Anthropology
9.	Art	ART-13	History of Design
10.	Art	ART-84	Motion Graphic Animation
11.	Biology	BIOL-20	Human Anatomy
12.	Business Legal Studies	BUSL-411	Estate Planning and Probate Law
13.	Business Legal Studies	BUSL-412	Immigration Law
14.	Business Management	BUSMGT-42	Human Resource Management
15.	Computer Information System	CIS-1	Introduction to Computer Information Systems
16.	Computer Science	COMPSCI-2	Programming Concepts and Methodology II
17.	Communication Studies	COMSTD-12	Mass Communication and Society
18.	English	ENGL-33	Introduction to Poetry
19.	English	ENGL-35	Literary Magazine Production
20.	English	ENGL-68	Mythology
21.	English	ENGL-74	Asian-American Literature
22.	English	ENGL-76	African-American Literature
23.	English	ENGL-7A	Creative Writing: Short Fiction
24.	English	ENGL-7B	Creative Writing: Fiction
25.	English	ENGL-7D	Creative Writing: Poetry
26.	English	ENGL-7E	Creative Writing: Nonfiction
27.	Journalism	JOUR-10	Newswriting
28.	Journalism	JOUR-30	Student Media Practicum I
29.	Kinesiology: Activity	KINACT-1	Beginning Tennis
30.	Kinesiology: Activity	KINACT-2	Advanced Tennis
31.	Mathematics	MATH-542	Essentials of Intermediate Algebra
32.	Nursing Assistant	NURAST-615	Professional Development for the Nursing Assistant
33.	Photography	PHOTO-1	History of Photography
34.	Photography	PHOTO-10	Beginning Darkroom Photography
35.	Real Estate	RE-475	Real Estate Escrow
36.	Sociology	SOC-10	Introduction to Sociology
COURSES – DEACTIVATIONS			
	Discipline	Course ID	Title
1.	Art	ART-407	History of Design
2.	Art	ART-482	Editing Digital Media
3.	Art	ART-484	Motion Graphic Animation

4.	Computer Information Systems: Networking	CISNTWK-413	TCP/IP
5.	Computer Information Systems: Programming	CISPROG-600	iOS App Development with SWIFT
6.	English	ENGL-495	College Reading and Writing
7.	Mathematics	MATH-420	Essentials of Intermediate Algebra
PROGRAMS OF STUDY – NEW PROGRAMS			
	Program of Study	AA/AS/C	Title
1.	Hospitality Management	Certificate of Achievement	Hospitality Management: Hospitality Facilities Management
PROGRAMS OF STUDY – PROGRAM MODIFICATIONS			
	Program of Study	AA/AS/C	Title
1.	Accounting	Certificate of Career Preparation	Accounting for Government and Not-For-Profit Organizations
2.	Arts Business Management	Certificate of Achievement	Arts Business Management
3.	History	AA-T	Associate in Arts in Art History for Transfer
4.	English	AA-T	Associate in Arts in English for Transfer
5.	Business Legal Studies	AA-T	Associate in Arts in Law, Public Policy, and Society for Transfer
6.	Philosophy	AA-T	Associate in Arts in Philosophy for Transfer
7.	Studio Arts	AA-T	Associate in Arts in Studio Arts for Transfer
8.	Biology	AS-T	Associate in Science in Biology for Transfer
9.	Business Management	AS-T	Associate in Science in Business Administration for Transfer 2.0
10.	Computer Science	AS-T	Associate in Science in Computer Science for Transfer
11.	Broadcasting and Cinema	AS-T	Associate in Science in Film, Television and Electronic Media for Transfer
12.	Hospitality Management	AS-T	Associate in Science in Hospitality Management for Transfer Degree
13.	Nutrition and Dietetics	AS-T	Associate in Science in Nutrition and Dietetics for Transfer
14.	Kinesiology	Certificate of Achievement	Athletic Trainer Aide
15.	Automotive Technology	Certificate of Career Preparation	Automotive Electrical Systems
16.	Biology	AS	Biological Sciences
17.	Broadcasting and Cinema	AS	Broadcasting and Cinema
18.	Drafting	AS	CAD Drafting Technician: Architectural
19.	Drafting	Certificate of Career Preparation	CAD/CAM Operator
20.	Articulation	Certificate of Achievement	California State University - General Education
21.	Computer Information Systems	Certificate of Career Preparation	Computer Foundations
22.	Computer Information Systems	Certificate of Achievement	Computer Game Development
23.	Computer Information Systems	Certificate of Achievement	Computer Support Technician (A+ Certification Preparation)

24.	Dance	AA	Dance
25.	Nutrition and Dietetics	Certificate of Achievement	Dietetic Service Supervisor (DSS)/Certified Dietary Manager (CDM)
26.	Automotive Technology	Certificate of Achievement	Engine Performance (Smog Check) Technician
27.	Automotive Technology	Certificate of Career Preparation	Engine Rebuilding
28.	Engineering Technology	AS	Engineering Technology
29.	Business Management	AS	Facilities Management
30.	Business Management	Certificate of Achievement	Facilities Management
31.	Automotive Technology	AS	General Automotive Service Technician
32.	Automotive Technology	Certificate of Achievement	General Automotive Service Technician
33.	Art	AA	Graphic Design for Digital Media
34.	Art	Certificate of Achievement	Graphic Design for Digital Media
35.	Automotive Technology	Certificate of Career Preparation	High Performance Engines Building and Blueprinting
36.	Hospitality Management	AS	Hospitality Management: Hotel Management
37.	Hospitality Management	Certificate of Achievement	Hospitality Management: Hotel Management
38.	Interior Design	AS	Interior Design
39.	Interior Design	Certificate of Achievement	Interior Design Visual Communication
40.	Business Management	AS	International Business
41.	Business Management	Certificate of Achievement	International Business
42.	Articulation	Certificate of Achievement	Intersegmental General Education Transfer Curriculum: UC or CSU
43.	Journalism	Certificate of Achievement	Journalism
44.	Nutrition and Dietetics	AS	Master Automotive Technician
45.	Automotive Technology	Certificate of Achievement	Master Automotive Technician
46.	Broadcasting and Cinema	Certificate of Achievement	Motion Picture Production
47.	Computer Information Systems	Certificate of Achievement	Network Specialist
48.	Nursing: Vocational	Certificate of Career Preparation	Nursing VN to RN: Non-Degree Option
49.	Nursing: Associate Degree	AS	Nursing: ADN
50.	Nursing: Vocational	AS	Nursing: Vocational
51.	Nursing: Vocational	Certificate of Achievement	Nursing: Vocational
52.	Nutrition and Dietetics	Certificate of Achievement	Nutrition and Food
53.	Broadcasting and Cinema	Certificate of Achievement	On-Air Radio Production
54.	Business Legal Studies	AS	Paralegal Studies

55.	Business Legal Studies	Certificate of Achievement	Paralegal Studies
56.	Business Legal Studies	Certificate of Achievement	Pathway to Law School
57.	Accounting	Certificate of Career Preparation	Payroll and Income Tax Preparer
58.	Philosophy	AA	Philosophy: Religious Studies
59.	Economics	AA	Political Economics
60.	Broadcasting and Cinema	Certificate of Achievement	Post Production Editing
61.	Culinary Arts	AS	Professional Baking and Patisserie
62.	Culinary Arts	Certificate of Achievement	Professional Baking and Patisserie
63.	Computer Information Systems	Certificate of Achievement	Programming Foundations
64.	Computer Information Systems	Certificate of Career Preparation	Project Management
65.	Radiologic Technology	AS	Radiologic Technology
66.	Business Management	AS	Retail Management
67.	Business Management	Certificate of Achievement	Retail Management
68.	Broadcasting and Cinema	Certificate of Achievement	Screenwriting
69.	Business Management	AS	Supply Chain Management
70.	Broadcasting and Cinema	Certificate of Achievement	Television and Video Production
71.	Chemistry	AS-T	University of California Transfer Pathway: Chemistry

PROGRAMS OF STUDY – PROGRAM DEACTIVATIONS

	Program of Study	AA/AS/C	Title
1.	Art	AA	Art/Digital Media - Computer Graphic Design for Print Media
2.	Art	Certificate of Achievement	Art/Digital Media - Computer Graphic Design for Print Media
3.	Art	AA	Art/Digital Media - Web Design
4.	Art	Certificate of Achievement	Art/Digital Media - Web Design
5.	University Studies	AA	University Studies: Arts and Humanities
6.	University Studies	AA	University Studies: Business & Technology
7.	University Studies	AA	University Studies: Mathematics & Science
8.	University Studies	AA	University Studies: Social & Behavioral Sciences

BUSINESS/FISCAL AFFAIRS

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 27, 2021
 Board Meeting Date

TOPIC 2021-23 EMPLOYMENT TRAINING PANEL (ETP) AGREEMENT

Communication No. IV.E.3.a

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve agreement ET21-0275 with ETP (Employment Training Panel) for \$200,000 to deliver workforce training for the period of March 1, 2021 to February 28, 2023.

BACKGROUND

The Employment Training Panel is a state-run agency, funded through California employer taxes. Chaffey College has held ten previous contracts with ETP since 2013 to deliver workforce training. This agreement, designated ET21-0275 is part of ETP’s COVID Response Pilot, designed to provide funding for training new hires of critical California employers.

BUDGET IMPLICATIONS

Funding Source – The California Employment Training Panel (ETP)

Status of Funds – The 2020-21 restricted general fund budget will be increased by \$200,000 as indicated below:

48xxx	Income	<u>\$200,000</u>
51xxx	Academic Salaries	\$13,426
52xxx	Classified Salaries	78,297
53xxx	Benefits	55,768
54xxx	Supplies	2,509
55xxx	Other Services	<u>50,000</u>
	Total	<u>\$200,000</u>

Future Implications – This agreement provides two years of funding effective March 1, 2021 through February 28, 2023.

RECOMMENDATION

It is recommended that the Governing Board approve agreement ET21-0275 with ETP (Employment Training Panel) for \$200,000 to deliver workforce training for the period of March 1, 2021 to February 28, 2023.

Prepared by:	Sandra Sisco, Director, Economic Development Yolanda Friday, Dean, Business and Applied Technology
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

May 27, 2021

Board Meeting Date

TOPIC: APPROVAL TO DESIGNATE ADVANCED TECHNOLOGIES CONSULTANTS AS A SINGLE SOURCE VENDOR FOR A SOLE SOURCE PROCUREMENT

Communication No. IV.E.3.b

SUPPORTS BOARD POLICIES

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

PROPOSAL

It is recommended that the Governing Board of the District authorize Chaffey Community College to negotiate and enter into a contract with Advanced Technologies Consultants on a single source basis for the sole source products and equipment it exclusively distributes in the state of California as described herein, pursuant to California Public Contract Code, Section 3400.

BACKGROUND

Under California Public Contract Code Section 3400 (c)(3), the District may make a finding designating that certain products, things, or services are only available from one source. The California Strong Workforce Program has provided funding for the Industrial Electrical Technology and Mechatronics program. The funds will be used to purchase instructional equipment for the Chino Technology Center.

Sole Source Product Justification: Chaffey has identified the Universal Robot 3e Certification Package products distributed exclusively by Advanced Technologies Consultants to strengthen the existing mechatronics industrial automation program by adding robotics equipment that is required to attain knowledge for the degree. This equipment covers a growing application of collaborative robots found across many industries. Practical robotic applications and software are used to enable learners to work effectively in virtually any automation setting. Purchasing from Advanced Technologies Consultants is the only way to ensure the product listed is compatible with the existing Universal Robots learning content and equipment presently at the Chino Technology Center.

Single Source Vendor Justification: Advanced Technologies Consultants is the exclusive authorized distributor for Universal Robot 3e Certification Package products within the state of California. Attached is the sole source letter from Universal Robots confirming Advanced Technologies Consultants as their exclusive distributor. Therefore, this agenda item is requesting Governing Board consideration for approval of Advanced Technologies Consultants as the single source vendor for its respective sole source equipment. The proposed contract amount is \$220,023.

BUDGET IMPLICATIONS

Funding Source – Restricted general fund.

Status of Funds – Funds of \$220,023 for this contract are included in the 2020-2021 restricted general fund budget.

Future Implications – N/A

APPROVAL TO DESIGNATE ADVANCED TECHNOLOGIES CONSULTANTS AS A SINGLE SOURCE
VENDOR FOR A SOLE SOURCE PROCUREMENT
May 27, 2021
Page 2

RECOMMENDATION

District staff recommends Governing Board approval and finds that Advanced Technologies Consultants is the single source supplier for Universal Robots 3e Certification products. Universal Robot products are sole source products for the performance and services required under the subject as described in this agenda item, and Chaffey may proceed to negotiate and enter into a sole source contract with Advanced Technologies Consultants for the products and equipment described herein.

Attachment: Letter from Advanced Technologies Consultants

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>



Date: 9/21/2020

101 Pacifica
Suite 350
Irvine, CA 92618
United States
www.universal-robots.com

To Whom it May Concern at Chaffey College

I am writing you to confirm that Advanced Technologies Consultants (ATC) is Universal Robots' only distribution partner in California with a sole focus on the educational market. Furthermore, because you are an educational institution, ATC has been approved by Universal Robots to offer you a significant discount off our recommended list price.

The collaborative robot space is growing rapidly in global manufacturing. A 2016 report by "Markets and Markets" predicts that the collaborative robot market will be worth \$3.3 billion by 2020, driven primarily by adoption of the technology in the automotive, metal and machining, furniture and equipment, food and beverage, and plastics and polymers industries. The research specifically cited the increasing safety of collaborative robots as the main driver of their adoption.

Universal Robots is the world's leading collaborative robot manufacturer and distinguishes itself with products that have fast setup, flexible deployment, easy programming and that are collaborative and safe. Additionally, Universal Robots has an ecosystem – UR+ – of third-party manufacturers specializing in end-effectors, vision systems, accessories and software that are plug and play to our robotic platform. Lastly, Universal Robots' standard lead-time across our product offering is 6-12 business days.

Thank you,
Tim Degrasse

Tim Degrasse

Sales Development Manager, California

Cell: +1 (408) 455-7485

tdg@universal-robots.com

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 27, 2021
Board Meeting Date

TOPIC: APPROVAL TO DESIGNATE AVOTEK AS A SINGLE SOURCE VENDOR FOR A SOLE SOURCE PROCUREMENT

Communication No. IV.E.3.c

SUPPORTS BOARD POLICIES

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

PROPOSAL

It is recommended that the Governing Board of the District authorize Chaffey Community College to negotiate and enter into a contract with AVOTEK on a single source basis for the sole source products and equipment it exclusively distributes in the state of California as described herein, pursuant to California Public Contract Code, Section 3400.

BACKGROUND

Under California Public Contract Code Section 3400 (c)(3), the District may make a finding designating that certain products, things, or services are only available from one source. The Perkins grant has provided funding for the Aeronautics program. The funds will be used to purchase instructional equipment to further enhance the Aviation Maintenance Technology Program held at the Rancho campus.

Sole Source Product Justification: Chaffey has identified AVOTEK as the designer, manufacturer and distributor of Aviation Maintenance Education training systems to strengthen the existing Aviation Maintenance Technology program by adding aircraft system trainers and reference materials that is required to attain knowledge for the certificate. The equipment includes both a basic and heavy hydraulic landing gear systems, Lycoming O-320 and Allison 250 engines. This request also includes an operable pressurization trainer, an ice and rain protection system trainer and an anti-skid and cockpit trainer. This equipment covers a broad array of applications across a balance of aviation maintenance to enable learners to work effectively in virtually any aviation setting. Purchasing from AVOTEK is the only way to ensure the product listed is compatible with the existing aviation learning content and equipment presently at the Rancho campus.

Single Source Vendor Justification: AVOTEK is the exclusive authorized distributor for aviation manufactured airframe and power plant training systems within the state of California. Attached are two sole source letters from AVOTEK confirming them as the exclusive distributor. Therefore, this Agenda Item is requesting Governing Board consideration for approval of AVOTEK as the single source vendor for its respective sole source equipment. The proposed contract amount is \$183,159.

BUDGET IMPLICATIONS

Funding Source – Restricted general fund.

Status of Funds – Funds of \$183,159 for this contract are included in the 2020-2021 restricted general fund budget.

Future Implications – N/A

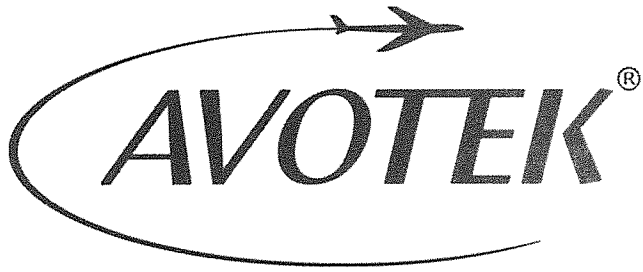
APPROVAL TO DESIGNATE AVOTEK AS A SINGLE SOURCE VENDOR FOR A SOLE SOURCE
PROCUREMENT
May 27, 2021
Page 2

RECOMMENDATION

District staff recommends Governing Board approval and finds that AVOTEK is the single source supplier for manufacturing Aviation Maintenance Technology training systems. AVOTEK products are sole source products for the performance and services required under the subject as described in this Agenda Item, and Chaffey may proceed to negotiate and enter into a sole source contract with AVOTEK for the products and equipment described herein.

Attachment: Letters from Avotek

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>



A Division of
Select Aerospace
Industries, Inc.

April 14, 2021

Mailing Address

P.O. Box 219
Weyers Cave, VA
24486
USA

Chaffey College
5885 Haven Ave
Rancho Cucamonga, CA 91737

RE: Sole Source Letter

**Manufacturing
Plant:**

200 Packaging Drive
Weyers Cave, VA
24486
USA

Since 1967, Avotek has manufactured training systems for Aviation Maintenance Education, and distributes directly to US educational institutions. We are the sole source Designer, Manufacturer, and Distributor of:

- Avotek Model AL45 Turbine Hydraulic Landing Gear System Trainer
- Avotek Model AL14 Landing Gear System Trainer
- Avotek Model E34 Lycoming O-320 Cutaway
- Avotek Model E51 Allison 250 Cut-away

Toll Free Sales Line:

1-800-828-6835

Telephone:

1-540-234-9090

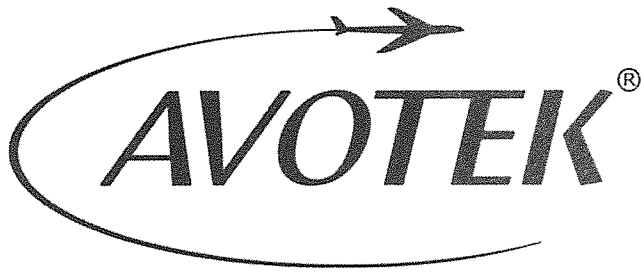
Facsimile:

1-540-234-9399

I thank you for your interest in our company and our products.

Sincerely,

Michael Leo
Sales Representative



A Division of
Select Aerospace
Industries, Inc.

May 12, 2021

Mailing Address

P.O. Box 219
Weyers Cave, VA
24486
USA

Chaffey College
5885 Haven Ave
Rancho Cucamonga, CA 91737

RE: Sole Source Letter

**Manufacturing
Plant:**

200 Packaging Drive
Weyers Cave, VA
24486
USA

Since 1967, Avotek has manufactured training systems for Aviation Maintenance Education, and distributes directly to US educational institutions. We are the sole source Designer, Manufacturer, and Distributor of:

- Avotek Model AS64 Cabin Atmosphere and Pressurization System Trainer
- Avotek Model AS61 Ice and Rain Protection System Trainer
- Avotek Model AL37 Anti-Skid Brake System Trainer
- Avotek Model AS76 Cockpit Instrumentation System Trainer
- Avotek Model AS60 Fire Detection and Extinguishing System Trainer

Toll Free Sales Line:

1-800-828-6835

Telephone:

1-540-234-9090

Facsimile:

1-540-234-9399

I thank you for your interest in our company and our products.

Sincerely

Michael Leo
Sales Representative

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 27, 2021
Board Meeting Date

TOPIC: APPROVAL TO DESIGNATE ECHO HEALTHCARE AS A SINGLE SOURCE VENDOR FOR A SOLE SOURCE PROCUREMENT

Communication No. IV.E.3.d

SUPPORTS BOARD POLICIES

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

PROPOSAL

It is recommended that the Governing Board of the District authorize Chaffey Community College to negotiate and enter into a contract with Echo Healthcare on a single source basis for the sole source products and equipment it exclusively distributes in the state of California as described herein, pursuant to California Public Contract Code, Section 3400.

BACKGROUND

Under California Public Contract Code Section 3400 (c)(3), the District may make a finding designating that certain products, things, or services are only available from one source. The Perkins grant has provided funding for the Immersive Interactive Classroom product line. The funds will be used to purchase instructional equipment for the Emergency Medical Technician training program held at the Rancho Campus.

Sole Source Product Justification: Chaffey has identified the Immersive Interactive IMM-01 product line distributed exclusively by Echo Healthcare to strengthen the existing emergency medical technician training program by adding the Immersive Interactive system that is required to attain knowledge for the degree. This system includes all the necessary hardware to create a three-wall projection immersive room with interactive touch control on each wall, an expansive library of clinically validated scenarios and scenes with surround sound to simulate a clinical prehospital environment.

Single Source Vendor Justification: Echo Healthcare is the sole provider for the Immersive Interactive IMM-01 product line. Attached to this agenda item is the certification letter from Echo Healthcare that acknowledges their position as the sole provider of this product. Therefore, this agenda item is requesting Governing Board consideration for approval of Echo Healthcare as the single source vendor for its respective sole source equipment. The proposed contract amount is \$113,895.

BUDGET IMPLICATIONS

Funding Source – Restricted general fund.

Status of Funds – Funds of \$113,895 for this contract are included in the 2020-2021 restricted general fund budget.

Future Implications – N/A

APPROVAL TO DESIGNATE ECHO HEALTHCARE AS A SINGLE SOURCE VENDOR FOR A
SOLE SOURCE PROCUREMENT

May 27, 2021

Page 2

RECOMMENDATION

District staff recommends Governing Board approval and finds that Echo Healthcare is the single source supplier for the Immersive Interactive IMM-01 product line and are sole source products for the performance and services required under the subject as described in this agenda item, and Chaffey may proceed to negotiate and enter into a sole source contract with Echo Healthcare (for the products and equipment described herein).

Attachment: Letter from Echo Healthcare

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



March 3, 2021

To Whom it may concern;

This letter represents sole source documentation for the Immersive Interactive (™) product line from our company, Echo Healthcare. Immersive Interactive is a unique product that replicates the working environment (in 3 Dimensions) of health care providers, first responders, and the military community. Using a unique blend of COTS and proprietary technology, Immersive interactive provides a level of detail never before seen in an immersive experience. A combination of “scenes” and learning objectives are created utilizing 3D enabled software and hardware, allowing the student or learner to become immersed in a simulated environment complete with sounds, sights, and haptic feedback. The processes, designs, and intellectual property are unique globally to Immersive Interactive, and are not replicated with the degree of expertise, content and execution anywhere else in the world.

Echo Healthcare proudly represents, and is the sole distributor for Immersive Interactive products in North America, and offers a unique service plan (MeLiSA) to service them throughout North America.

We appreciate your institution’s desire to train health care students utilizing the latest technology from our company.

Sincerely yours,

Kevin King CEO

Echo Healthcare

6408 Parkland Dr Unit 103, Sarasota, FL 34243

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 27, 2021

Board Meeting Date

TOPIC: APPROVAL TO DESIGNATE KLEIN EDUCATIONAL SYSTEMS AS A SINGLE SOURCE VENDOR FOR A SOLE SOURCE PROCUREMENT

Communication No. IV.E.3.e

SUPPORTS BOARD POLICIES

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

PROPOSAL

It is recommended that the Governing Board of the District authorize Chaffey Community College to negotiate and enter into a contract with Klein Educational Systems, Inc. on a single source basis for the sole source products and equipment it exclusively distributes in the state of California as described herein, pursuant to California Public Contract Code, Section 3400.

BACKGROUND

Under California Public Contract Code Section 3400 (c)(3), the District may make a finding designating that certain products, things, or services are only available from one source. The California Strong Workforce Program has provided funding for the Certified Education Robot Training program. The funds will be used to purchase instructional equipment for the Chino Technology Center.

Sole Source Product Justification: Chaffey has identified FANUC America Corporation distributed exclusively by Klein Educational Systems to strengthen the existing certified education robot training program by adding educational robot equipment that is required to attain knowledge for the degree. This equipment covers a broad array of applications across many industries. FANUC is the work leader of industrial robotics. Chaffey College's Industrial Electrical Technology and Mechatronics program is now qualified to offer a FANUC CERT to students that is widely recognized. Students will be learning advanced robotic programming with vision capabilities. This will enable learners to work effectively in a wide range of industrial settings. Purchasing from Klein Educational Systems is the only way to ensure the product listed is compatible with the existing FANUC learning content and equipment presently at the Chino Technology Center.

Single Source Vendor Justification: Klein Educational Systems is the exclusive authorized distributor for FANUC robotic manufactured products within the state of California. Attached is the sole source letter from FANUC confirming Klein Educational Systems as their exclusive distributor. Therefore, this agenda item is requesting Governing Board consideration for approval of Klein Educational Systems as the single source vendor for its respective sole source equipment. The proposed contract amount is \$261,355.

BUDGET IMPLICATIONS

Funding Source – Restricted general fund.

Status of Funds – Funds of \$261,355 for this contract are included in the 2020-2021 restricted general fund budget.

Future Implications – N/A

RECOMMENDATION

District staff recommends Governing Board approval and finds that Klein Educational Systems is the single source supplier for FANUC America Corporation. FANUC products are sole source products for the performance and services required as described in this Agenda Item, and Chaffey may proceed to negotiate and enter into a sole source contract with Klein Educational Systems for the products and equipment described herein.

Attachment: Letter from Klein Educational Systems

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



FANUC America Corporation.
3900 West Hamlin Road
Rochester Hills, Michigan 48309-3253
www.fanucamerica.com

September 16th, 2020

Chaffey College – InTech Center
William O’Neil

RE: FANUC America Certified Education Robot Training Program

Dear Mr. O’Neil,

This letter is to confirm that the FANUC America Corporation (hereinafter FANUC) Certified Education Training programs and products – Including the ER series of Robots and CERT (Certified Education Robot Training) Cart – is an exclusive Education offer for the Chaffey College InTech Center.

The FANUC CERT program and educational products, such as the [ER-4iA Robot with R-30iB Mate Plus Controller and Fencelless Education Training Cart](#) can only be purchased from KLEIN EDUCATIONAL SYSTEMS and is only offered to educational institutions at the educational discount price. The sale price offered to your school is significantly discounted from the price that would be offered to a commercial or industrial customer and shows KLEIN EDUCATIONAL SYSTEMS and FANUC’s commitment to supporting technical education. FANUC offers U.S. based manufacturing that includes robots, CNC, simulation software and product development.

The FANUC ER-4iA Robot and Fencelless CERT Carts as educational products are being provided by KLEIN EDUCATIONAL SYSTEMS, the exclusive FANUC Education Authorized Reseller for the state of California. We are pleased to be working in collaboration with KLEIN EDUCATIONAL SYSTEMS on this opportunity for Chaffey College and the InTech Center.

Respectfully,

FANUC America Corporation

Paul Aiello

Director – Certified Education
paul.aiello@fanucamerica.com

Jonathan R. Potter

District Manager – Certified Education
jonathan.potter@fanucamerica.com



AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 27, 2021
Board Meeting Date

TOPIC **CALIFORNIA STEEL INDUSTRIES SHIELD METAL ARC WELDING TRAINING AGREEMENT**

Communication No. IV.E.3.f

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 California Steel Industries Shield Metal Arc Welding training agreement in the amount of \$157,451, beginning June 2021.

BACKGROUND

This is a customized welding training project for 12 California Steel Industries employees: Shielded Metal Arc Welding: Structural & Pipe Cohort A" (640 hours). California Steel Industries (CSI) is a long-time client and partner of Chaffey College Economic Development (ED). ED has trained hundreds of their employees over the past 20+ years. This will be the first welding project we embark on with CSI, with plans to continue this project on a cyclical (every other year) basis.

BUDGET IMPLICATIONS

Funding Source – California Steel Industries

Status of Funds – The 2020-21 unrestricted general fund budget will be increased by \$157,451 for this contract education program as indicated below:

48xxx	Income	<u>\$157,451</u>
51xxx	Academic Salaries	5,754
52xxx	Classified Salaries	64,994
53xxx	Benefits	44,337
54xxx	Supplies	9,366
55xxx	Other Services	<u>33,000</u>
	Total	<u>\$157,451</u>

Future Implications – None

CALIFORNIA STEEL INDUSTRIES SHIELD METAL ARC WELDING TRAINING AGREEMENT
May 27, 2021
Page 2

RECOMMENDATION

It is recommended that the Governing Board approve the California Steel Industries Shield Metal Arc Welding training agreement in the amount of \$157,451, beginning June 2021.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 27, 2021

Board Meeting Date

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

Communication No. IV.E.3.g

SUPPORTS BOARD POLICIES

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

PROPOSAL

To adopt attached Resolution 52721, which delegates authority to the superintendent/president or his designee to sell or otherwise dispose of the electronic equipment and miscellaneous materials listed in Exhibit A of the resolution, and to execute all documents in connection therewith, in accordance with the terms and conditions of the resolution.

BACKGROUND

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

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

In accordance with the district's Governing Board Policy 6550 and California Education Code Section 81450 et seq., Resolution 52721 delegates authority to the superintendent/president or his designee to sell or otherwise dispose of the listed items and to execute all documents in connection therewith, subject to the terms and conditions of the resolution.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board adopt Resolution 52721, which delegates authority to the superintendent/president or his designee to sell or otherwise dispose of the electronic equipment and miscellaneous materials listed in Exhibit A of the resolution, and to execute all documents in connection therewith, in accordance with the terms and conditions of the resolution.

Attachment: Resolution 52721

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

RESOLUTION NO. 52721

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

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

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

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

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

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

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

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

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

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

PASSED AND ADOPTED by the Governing Board of the Chaffey Community College District at Rancho Cucamonga, California, this 27th day of May 2021, at a regular meeting by the following vote:

Ayes:
Noes:
Abstentions:
Absent:

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

Kathleen Brugger
Clerk, Governing Board

EXHIBIT A

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

BOARD MEETING DATE: MAY 27, 2021

<u>Quantity</u>	<u>Description (Make, Model, Color, Dimensions, Etc.)</u>	<u>Serial #s (Asset #'s)</u>
1	Glass Door Merchandisers Refrigerator/Freezer Model: DGM-72, White. Dimensions: 79" x 30" x 79" (L x W x H)	5165148 (130089)

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 27, 2021

Board Meeting Date

TOPIC **STRONG WORKFORCE PROGRAM PARTICIPATION AGREEMENT 2017/20-20-B (P00 R4-XX, P01 R3-XX, P31 R4-XX, P44 R3-XX and P47 R3-XX)**

Communication No. IV.E.3.h

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 Participation Agreement No. 2017/20-20-B, (P00 R4-XX, P01 R3-XX, P31 R4-XX, P44 R3-XX and P47 R3-XX) Strong Workforce Program between Riverside Community College District and Chaffey Community College in the amount of \$419,909 for the period of March 1, 2021 through December 31, 2021.

BACKGROUND

Under Master Agreement No. 2017/20-20-B – Strong Workforce Program, Riverside Community College has been designated as the Fiscal Agent for the Strong Workforce Program for the Inland Empire/Desert region and is responsible for distributing funds to each community college district within the region. Collaboration will include attending regular meetings and communication among the project partners and periodic written updates and presentations to the Inland Empire Desert Regional Consortium.

This Participation Agreement, is incorporated into the Master Agreement No. 2017/20-20-B (Inland Empire Desert Regional Consortium - P00 R4-XX, P01 R3-XX, P31 R4-XX, P44 R3-XX and P47 R3-XX) and outlines deliverables specific to Chaffey College, as it relates to the following projects No. 2017/20-20-B: IEDRC P00 R4-XX ACROSS ALL PROJECTS; IEDRC P01 R3-XX Advanced Manufacturing-Mechatronics and Machining Continuation; IEDRC P31 R4-XX Regional Career Management System (RESTRICTED); IEDRC P44 R3-XX ICT - Cyber Hubs and Cloud Based Technology; and IEDRC P47 R3-XX Work Based Learning and Transition to Work.

BUDGET IMPLICATIONS

Funding Source – California Community Colleges Chancellor’s Office through Riverside Community College District.

Status of Funds – The 2020-2021 restricted general fund budget will be increased by \$419,009, as follows:

48xxx	Income	<u>\$419,009</u>
51xxx	Academic Salaries	\$87,425
53xxx	Benefits	32,620
55xxx	Other Services	119,800
56xxx	Capital Outlay	<u>179,164</u>
Total		<u>\$419,009</u>

Future Implications – None

STRONG WORKFORCE PROGRAM PARTICIPATION AGREEMENT 2017/20-20-B (P00 R4-XX, P01 R3-XX, P31 R4-XX, P44 R3-XX and P47 R3-XX)
May 27, 2021
Page 2

RECOMMENDATION

It is recommended that the Governing Board approve the Participation Agreement No. 2017/20-20-B, (P00 R4-XX, P01 R3-XX, P31 R4-XX, P44 R3-XX and P47 R3-XX) Strong Workforce Program between Riverside Community College District and Chaffey Community College in the amount of \$419,909 for the period of March 1, 2021 through December 31, 2021.

Prepared by:	Ray Cuellar, Director Grants Development and Management Yolanda Friday, Dean, Business and Applied Technology
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

May 27, 2021
Board Meeting Date

TOPIC TEMPORARY INTERFUND BORROWING

Communication No. IV.E.3.i

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.

The procedures for the District's fiscal management shall be in accordance with the principles contained in Title 5 Section 58311, including adjustments to the budget are made in a timely manner, when necessary.

PROPOSAL

To approve the resolution authorizing interfund borrowing between all funds held by the San Bernardino County Treasurer for the Chaffey College District for the 2021-2022 fiscal year.

BACKGROUND

To protect against any unanticipated district cash flow issues, the County Treasurer will allow warrants to be drawn against a specific fund, even if those funds cash balances are insufficient, as long as the aggregate cash balances in the District funds are sufficient to cover the expense. A board approved resolution must be in place and renewed annually for this interfund borrowing to take place.

BUDGET IMPLICATIONS

Funding Source – All District funds held in the San Bernardino County Treasury

Status of Funds – N/A

Future Implications – N/A

RECOMMENDATION

It is recommended the Governing Board approve the resolution authorizing interfund borrowing between all funds held by the San Bernardino County Treasurer for the Chaffey College District for the 2021-2022 fiscal year.

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 SCHOOL DISTRICT

RESOLUTION NO. 52721A

**RESOLUTION TO AUTHORIZE TEMPORARY BORROWING BETWEEN FUNDS
OF THE SCHOOL DISTRICT**

ON MOTION of Member _____, seconded by Member _____, the following resolution is hereby adopted:

WHEREAS, the San Bernardino County Treasurer does not have authority to honor warrants drawn on school district funds with insufficient cash balances in the absence of an approved borrowing arrangement with the district; and

WHEREAS, the governing board of any school district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations as authorized by Education Code Section 42603; and

WHEREAS, actual interfund transfers shall be accounted for as temporary loans between funds and shall not be available for appropriation or be considered income to the borrowing fund or account; and

WHEREAS, amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year;

NOW THEREFORE, BE IT RESOLVED that:

1. The Governing Board of the Chaffey Community College School District hereby authorizes, for fiscal year 2021-2022, temporary transfers between the following funds and authorizes the San Bernardino County Treasurer to honor warrants drawn on those funds, regardless of their cash balances, provided the aggregate cash balance of all those funds is positive:

(ALL FUNDS)

2. The Governing Board of the Chaffey Community College School District hereby authorizes the Superintendent or his designee to approve any actual interfund transfers processed between the above-mentioned funds and requires that any actual transfer of funds pursuant to this resolution be ratified by the Board as soon as practicable.

PASSED AND ADOPTED by the Governing Board on May 27, 2021, by the following vote:

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA)

) ss

COUNTY OF SAN BERNARDINO)

I, Kathleen Brugger, Clerk/Secretary of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand this 27th day of May, 2021.

*Kathleen Brugger
Clerk/Secretary of the Governing Board*

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 27, 2021
Board Meeting Date

TOPIC VOCATIONAL EDUCATION AND TRAINING SERVICES CONTRACT – AMENDMENT 1

Communication No. IV.E.3.j

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve Amendment 1 to the Vocational Education and Training Services fee-for-service contract with the County of San Bernardino in the amount of not to exceed \$2,500,000 effective July 1, 2021 through June 30, 2022.

BACKGROUND

This amendment is (1) of Four (4) additional one-year extensions. The Workforce Preparation Program is designed to bridge the gap between the employer’s need for trained labor and the participant’s need for employment at livable wages with opportunity for career ladder advancement. The vocational education and services provided by this contract are in the following areas: Computer/Office Skills/Office Technology, Computer Office Skills (Limited English), Construction Laborer, Construction Laborer (Limited English), and Forklift Operation training.

BUDGET IMPLICATIONS

Funding Source – San Bernardino County Department of Human Services.

Status of Funds – Income and expenditures not to exceed \$2,500,000 for this contract will be included in the 2021- 2022 restricted general fund tentative budget.

Future Implications – This amendment is (1) of Four (4) additional one-year extensions.

RECOMMENDATION

To approve Amendment 1 to the Vocational Education and Training Services fee-for-service contract with the County of San Bernardino in the amount of not to exceed \$2,500,000 effective July 1, 2021 through June 30, 2022.

Prepared by:	Sandra Sisco, Director, Economic Development Yolanda Friday, Dean, Business and Applied Technology
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

HUMAN RESOURCES

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 27, 2021
Board Meeting Date

TOPIC CONFIDENTIAL PROFESSIONAL DEVELOPMENT/EVALUATION PERSONNEL PLAN

Communication No. IV.E.4.a

SUPPORTS BOARD POLICY

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

PROPOSAL

It is recommended the Governing Board approve the Confidential Professional Development/Evaluation Plan.

BACKGROUND

The Confidential Professional Development/Evaluation Plan was last updated on May 24, 2018. The Plan addresses all district employees who have been designated as "confidential" in accordance with the provisions of the California Education Code. The proposed Confidential Professional Development/Evaluation Plan has been revised to identify the terms and conditions of employment for the confidential unit. In addition, the plan incorporates a one-time off schedule payment of \$2,000 in 2020-21; a salary increase of COLA in 2021-22; and a salary increase of COLA plus 1% in 2022-23.

BUDGET IMPLICATIONS

Funding Source – Unrestricted or restricted funds, as appropriate

Status of Funds – Funds of \$58,195 for the current year estimated one-time compensation are included in the 2020-21 unrestricted or restricted funds, as appropriate.

Future Implications – The estimated costs of \$121,240 and \$123,339 for years 2021–22 and 2022-23 will be included in future year budgets.

RECOMMENDATION

It is recommended the Governing Board approve the Confidential Professional Development/Evaluation Plan.

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

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

May 27, 2021
Board Meeting Date

TOPIC MANAGEMENT PERSONNEL PLAN/EMPLOYMENT CONTRACTS

Communication No. IV.E.4.b

SUPPORTS BOARD POLICY

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

PROPOSAL

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

	<u>Proposed Contract Expiration Date</u>
<u>Level I</u>	
Associate Superintendent, Business Services and Economic Development	June 30, 2024
General Counsel	August 18, 2021
Interim Vice President, Administrative Services, Emergency Operations and Executive Director, Facilities and Construction	June 30, 2022
<u>Level II</u>	
Dean, Institutional Research, Policy and Grants	June 30, 2023
Dean, Language Arts	June 30, 2023
Interim Dean, Business and Applied Technology	June 30, 2022
Interim Dean, Mathematics and Science	December 31, 2021
<u>Level III</u>	
Interim Director, Research, Distance Education and Community Education	June 30, 2022

BACKGROUND

The Chaffey Community College District Management Professional Development/Evaluation Personnel Plan approved by the Governing Board on May 24, 2018, consistent with the provisions of California Education Code, Section 72411, a provision enacted under AB1725, requires all instructional and student services administrators to be employed, and all other administrators may be employed, by the Governing Board of the district by an appointment or contract not to exceed four years. The applicable provisions of the Management Professional Development/Evaluation Personnel Plan approved by the Governing Board provides that managers appointed to Level I positions may be employed by the Governing Board under contract for a period not greater than four (4) years. Managers appointed to Level II, Level III, and Level IV positions may be employed by the Governing Board under contract for a period not greater than three (3) years.

BUDGET IMPLICATIONS

Funding Source – Unrestricted general fund

Status of Funds – The personnel costs associated with these positions will be included in the 2021–22 tentative budget.

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

RECOMMENDATION

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

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 27, 2021
Board Meeting Date

TOPIC MANAGEMENT PROFESSIONAL DEVELOPMENT/EVALUATION PERSONNEL PLAN

Communication No. IV.E.4.c

SUPPORTS BOARD POLICY

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

PROPOSAL

It is recommended the Governing Board approve the Management Professional Development/Evaluation Plan.

BACKGROUND

The Management Professional Development/Evaluation Plan was last updated on May 24, 2018. The plan addresses all contract district employees who have been designated as "management" or "supervisory" in accordance with the provisions of the California Education Code. The proposed Management Professional Development/Evaluation Plan has been revised to identify the terms and conditions of employment for the management unit. In addition, the plan incorporates a one-time off schedule payment of \$2,000 in 2020-21; a salary increase of COLA in 2021-22; and a salary increase of COLA plus 1% in 2022-23.

BUDGET IMPLICATIONS

Funding Source – Unrestricted or restricted funds, as appropriate

Status of Funds – Funds of \$84,163 for the current year estimated one-time compensation are included in the 2020-21 unrestricted or restricted budgets, as appropriate.

Future Implications – The estimated costs of \$355,385 and \$439,894 for years 2021–22 and 2022–23 will be included in future year budgets.

RECOMMENDATION

It is recommended the Governing Board approve the Management Professional Development/Evaluation Plan.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 27, 2021
Board Meeting Date

TOPIC **MEMORANDUM OF UNDERSTANDING – CHAFFEY COMMUNITY COLLEGE DISTRICT AND CHAFFEY COLLEGE FACULTY ASSOCIATION (CCFA)**

Communication No. IV.E.4.d

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 memorandum of understanding between the Chaffey Community College District and Chaffey College Faculty Association (CCFA).

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 CCFA convened to negotiate the effects of issues related to the COVID-19 pandemic. The attached MOU reflects the agreed upon provisions through December 19, 2021.

BUDGET IMPLICATIONS

Funding Source – Unrestricted general fund

Status of Funds – The estimated personnel costs associated with this MOU are \$5,258.00 (salary \$4,800; benefits \$458) for the 2020-21 year. These costs are unanticipated, but funds have been identified and are included in the 2020-21 budget.

Future Implications - The estimated personnel costs associated with this MOU will be \$236,423 (salary \$207,700; benefits \$28,723) for the 2021-22 year. These costs are unanticipated, but funds have been identified and will be included in the 2021-22 budget.

RECOMMENDATION

It is recommended the Governing Board approve the attached memorandum of understanding between the Chaffey Community College District and Chaffey College Faculty Association (CCFA).

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

MEMORANDUM OF UNDERSTANDING
REGARDING COVID-19 CORONAVIRUS
BETWEEN
CHAFFEY COMMUNITY COLLEGE DISTRICT
AND
CHAFFEY COLLEGE FACULTY ASSOCIATION
REGARDING COVID-19 CORONAVIRUS

The Chaffey Community College District (“District”) and Chaffey College Faculty Association (“Association”) enter this Memorandum of Understanding (“MOU”) regarding the issues related to the coronavirus COVID-19 (“coronavirus”). This MOU shall be in effect beginning May 21, 2021 through December 19, 2021 and may be extended all or in part by mutual agreement. At the end of this agreement, unit members return to work under the status quo working terms and conditions that are set forth in the current Association-District Collective Bargaining Agreement (“CBA”).

The parties recognize that faculty may need to self-quarantine, become quarantined, and/or the District may need to close a campus or campus sites on an emergency basis to slow the spread of illness arising from the coronavirus. While Article 19.1 states that Distance education assignments shall be on a voluntary basis, the District and the Association mutually agree to suspend the first two paragraphs included in Article 19.1 and all of Article 19.6.

All faculty scheduled to work via Distance Education must be Canvas-certified and ergonomically trained within one week of the start of the assignment.

Health and Safety

1. The District, the Association, and its bargaining unit members agree that classes and assignments that continue to meet in person will follow all state and county public health requirements. The District also agrees to provide all PPE supplies as available to all bargaining unit members who teach in person during the COVID-19 response. Students will also be provided with PPE supplies in the instructional areas. The District will make every reasonable effort to ensure that every classroom is cleaned and sanitized on a regular basis during the Coronavirus outbreak.
2. All office hours and out-of-class meetings with students shall be conducted in an online format.
3. The District and the Association agree that all meetings shall be conducted in an online format.
4. All faculty teaching on campus will attend or view an online orientation to in-person work prior to returning to on campus instruction for the summer 2021 session and fall 2021 semester.
5. All faculty and students will complete daily self-checks. When feasible and recommended by the county and state Public Health guidelines, the District will also conduct daily health screenings (e.g., temperature screenings, symptom checking) of all faculty and students upon entering campus.
6. Class sizes will be set in accordance with current state and county Public Health guidelines taking into consideration the square footage per person, ventilation in the rooms, furniture limitations, and traffic flow. At the conclusion of this MOU, these class size modifications will revert to pre-pandemic class sizes, unless the Coronavirus pandemic or related emergency declaration is extended beyond that which is currently known or contemplated.

MEMORANDUM OF UNDERSTANDING
REGARDING COVID-19 CORONAVIRUS

7. In alignment with state and county ventilation standards, the District will optimize outside air ventilation when possible using air flow equipment as conditions allow. The District will implement a robust filter replacement program and will place air purifiers in all classrooms that will be occupied. When possible, rooms will be scheduled with more than 24 hours between uses to minimize live virus risk. Rooms being regularly used more frequently will be part of an ongoing regular cleaning schedule to disinfect between uses. The District will provide access to portable electrostatic sprayers that can be used to disinfect workstations if requested by the faculty member.
8. During the last five (5) minutes of every in-person class, faculty will direct students to utilize sanitation wipes to sanitize their work station. Faculty will monitor and direct student entry and exit of classrooms in accordance with social distancing protocols. Faculty scheduled for one (1) to five (5) in-person class meetings per section will receive a stipend of \$100 and faculty scheduled for six (6) or more in-person class meetings per section will receive a stipend of \$200. These stipends shall be paid by the end of the respective session or semester.
9. In the event HR notifies the instructor a COVID 19 exposure has occurred, in-person instruction will shift to an online format until it is safe to return to the in-person instruction as outlined in state and county Public Health guidelines.
10. Faculty teaching in person will be required to participate in training for the use of the classroom cameras and utilize them at their discretion to discourage ill students from attending in-person classes. The decision to award credit to those students who attend class remotely by video will be at the instructor's discretion.

DE Assignments

11. To the extent possible, faculty will not be required to provide in-person instruction. No online assignment will be replaced with in-person assignment unless mutually agreed upon.
12. All faculty whose courses are online will provide to the first-level manager 24 hours of student access to course shells on a mutually agreed upon date during each semester. This review is not conducted as part of the contractual evaluation process.
13. The District will loan an internet hot spot to any faculty member who requests one through the designated process.
14. Any faculty who needs standard hardware (laptops, webcam, headsets) to support their online assignment shall be supported by the District. All requests shall be submitted in writing to the supervising dean.
15. Requests for supplies excluding 13 and 14 above will be submitted to the dean for approval.
16. By December 12, 2021, each full-time and part-time faculty member will be compensated \$100 in recognition for additional costs associated with remote instruction and service and ergonomic supplies for items not covered in items 13, 14, and/or 15.

MEMORANDUM OF UNDERSTANDING
REGARDING COVID-19 CORONAVIRUS

17. The District and CCFA mutually agree to suspend and modify the current definition of hybrid as outlined in the collective bargaining agreement. Modification shall be determined by mutual consent among instructor of record, dean, and the department (if applicable) in a manner that is pedagogically sound.
18. Full-time faculty may recommend synchronous sessions in online sections.
19. Counseling and instructional support faculty during the summer 2021 session will be assigned to perform their duties fully online. Counseling and instructional support faculty during the fall 2021 semester will initially be assigned to perform their duties fully online. In the event that counseling and instructional support faculty are assigned in-person duties, the District shall provide CCFA with at least three (3) weeks' notice, and the District and CCFA agree to open negotiations on this matter.
20. For fall 2021, due to the pandemic constraints on face-to-face interactions between instructors and students, the eligibility will be expanded for part-time office hours to include all part-time faculty assigned at least one section. The amount of funds available towards those office hours for fall 2021 will be increased by \$45,000.

Final Exams

21. Unless a specific time is listed in the schedule of classes, faculty shall provide an availability window of at least 48 hours (not necessarily consecutive) within the final examination period during which students may take the exam.

FLEX

22. Part-time faculty Flex obligations in fall 2021 will be based on weekly hours of their teaching assignment (*e.g.*, six weekly hours of instruction equal six hours of Flex requirement). Part-time faculty will self-report those hours on the Flex verification form by June 20, 2022. Part-time faculty with assignments that are exclusively non-credit and/or student support (*e.g.*, library, counseling, success center) are exempted from Flex activity requirements.

Evaluations

23. Content that is broadcasted or filmed will not be used as part of a faculty evaluation without the expressed consent of the faculty member.

Ergonomics Training

24. Newly hired faculty who begin work after June 1, 2021 shall be required to successfully complete ergonomic training. These faculty can be compensated for ergonomic training through either by reporting this time as one (1) hour of Flex credit or by submitting a timesheet for one (1) hour at the trainee rate (\$25 hour).

MEMORANDUM OF UNDERSTANDING
REGARDING COVID-19 CORONAVIRUS

This MOU is being entered into solely under the context and circumstances of the COVID-19 pandemic and is non-precedent setting.

The District and Association agree to meet to negotiate 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.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding this __ day of _____ 2021.

Chaffey College Faculty Association



Association

Chaffey Community College District

District

May 14, 2021

Date

Date

ACTION AGENDA

BUSINESS/FISCAL AFFAIRS

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 27, 2021

Board Meeting Date

TOPIC **APPROVAL TO CONTRACT BY ON-CALL PROFESSIONAL SERVICES AGREEMENT FOR
PROGRAM-WIDE COMMISSIONING CONSULTING SERVICES**

Communication No. IV.F.1.a

SUPPORTS BOARD POLICIES

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

PROPOSAL

To authorize the District to enter into six five-year term, on-call professional services agreement in the amount not to exceed \$300,000 with 3QC, Inc. of Pasadena, California, AlfaTech of Monrovia, CA, Design West Engineering of San Bernardino, CA, Empowered Solutions of Irvine, CA, Owen Group, LP of Irvine, CA, and tk1sc of Irvine, CA for Request for Qualifications (RFQ) No. 2021PW293 Program-Wide Commissioning 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 a Program-Wide Commissioning Consultant Pool to fulfill commissioning requirements for all projects on all campus locations. On March 3, 2021, the district released RFQ 2021PW293 Program-Wide Commissioning Consultant Services. The services include working with design services firms for District project requirements, basis of design, design reviews, commissioning specifications in construction documents, commission plan, functional performance tests, operations and maintenance training and commissioning reports for a variety of upcoming projects as defined in the District's Vision 2025 Facilities Master Plan. The RFQ specified that the district intends to hire one or more firms 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. Sixteen firms submitted proposals by the RFQ deadline on March 31, 2021. District staff evaluated each proposal based on the evaluation criteria as identified in the RFQ. Upon completion of the due diligence review, 3QC, Inc. of Pasadena, California, AlfaTech of Monrovia, CA, Design West Engineering of San Bernardino, CA, Empowered Solutions of Irvine, CA, Owen Group, LP of Irvine, CA, and tk1sc of Irvine, CA were determined by staff to be the best qualified firms to perform Program-Wide Commissioning consulting services and recommends that the district enter into five-year term, on-call professional services agreements in the amount not to exceed \$300,000.

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 PROGRAM-WIDE COMMISSIONING CONSULTING SERVICES

May 27, 2021

Page 2

RECOMMENDATION

To authorize the District to enter into six five-year term, on-call professional services agreement with 3QC, Inc. of Pasadena, California, AlfaTech of Monrovia, CA, Design West Engineering of San Bernardino, CA, Empowered Solutions of Irvine, CA, Owen Group, LP of Irvine, CA, and tk1sc of Irvine, CA for Request for Qualifications No. 2021PW293 Program-Wide Commissioning Consulting Services in the amount not to exceed \$300,000.

Attachment: RFQ 2021PW293: Program-Wide Commissioning Consulting Services Firm Proposals

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

RFQ/P 2021PW293 PROGRAM-WIDE COMMISSIONING CONSULTING SERVICE POOL

Firm Name	City	State
3QC	Pasadena	CA
ALFATECH	Monrovia	CA
Alpers Engineering Group, LLC	San Diego	CA
Coffman Engineers, Inc.	Los Angeles	CA
Design West Engineering	San Bernardino	CA
Enovity, Inc.	San Francisco	CA
Empowered Solutions	Irvine	CA
Farnsworth Group	Los Angeles	CA
Glumac	Los Angeles	CA
IMEG Corporation	Ontario	CA
Interface Engineering, Inc.	Los Angeles	CA
Owen Group	Irvine	CA
P2S, Inc.	Long Beach	CA
Salas O'Brien	Vista	CA
tk1sc	Irvine	CA
TMCx Solutions, LLC	San Clemente	CA

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 27, 2021

Board Meeting Date

TOPIC **APPROVAL TO CONTRACT BY ON-CALL PROFESSIONAL SERVICES AGREEMENT FOR STORM WATER POLLUTION PREVENTION PLAN CONSULTANT AND CIVIL ENGINEERING CONSULTING SERVICES**

Communication No. IV.F.1.b

SUPPORTS BOARD POLICIES

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

PROPOSAL

To authorize the District to enter into six five-year term, on-call professional services agreement in the amount not to exceed \$1,000,000 with CASC Engineering and Consulting of Colton, CA, Fuscoe Engineering of Ontario, CA, Owen Group, LP of Irvine, CA, Psomas of Los Angeles, CA, Social Stormwater Runoff Solution Services, Inc. of Encino, CA, and Valued Engineering, Inc. of Upland, CA for Request for Qualifications (RFQ) No. 2021PW331 Storm Water Pollution Prevention Plan Consulting and Civil Engineering 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 a Storm Water Pollution Prevention Plan (SWPPP) Consultant and Civil Engineering Consulting Services Pool to fulfill SWPPP and Civil Engineering requirements for all projects on all campus locations. On March 1, 2021, the district released RFQ 2021PW331 SWPPP and Civil Engineering Consultant Services. The services include storm water management services, including notices of intent, storm water pollution prevention plans Phase II implementation, industrial storm water programs, storm water consulting, NOV responses, training and inspection services and as needed civil engineering services for a variety of upcoming projects as defined in the District's Vision 2025 Facilities Master Plan. The RFQ specified that the district intends to hire one or more firms 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. Ten firms submitted proposals by the RFQ deadline on March 24, 2021. District staff evaluated each proposal based on the evaluation criteria as identified in the RFQ. Upon completion of the due diligence review, CASC Engineering and Consulting of Colton, California, Fuscoe Engineering of Ontario, CA, Owen Group, LP of Irvine, CA, Psomas of Los Angeles, CA, Social Stormwater Runoff Solution Services, Inc. of Encino, CA, and Valued Engineering, Inc. of Upland, CA were determined by staff to be the best qualified firms to perform SWPPP and Civil Engineering consulting services and recommends that the district enter into five-year term, on-call professional services agreements in the amount not to exceed \$1,000,000.

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

RECOMMENDATION

To authorize the District to enter into six five-year term, on-call professional services agreement with CASC Engineering and Consulting of Colton, CA, Fuscoe Engineering of Ontario, CA, Owen Group, LP of Irvine, CA, Psomas of Los Angeles, CA, Socal Stormwater Runoff Solution Services, Inc. of Encino, CA, and Valued Engineering, Inc. of Upland, CA for Request for Qualifications No. 2021PW331 Storm Water Pollution Prevention Plan Consultant and Civil Engineering Consulting Services in the amount not to exceed \$1,000,000.

Attachment: RFQ 2021PW331: SWPPP and Civil Engineering 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>

**2021PW331 - STORM WATER POLLUTION PREVENTION PLAN CONSULTANT
AND CIVIL ENGINEERING CONSULTING SERVICES POOL**

Firm Name	City	State
CASC Engineering & Consulting	Colton	CA
David Beckwith & Associates	Rancho Cucamonga	CA
FUSCOE Engineering	Irvine	CA
IMEG Corporation	Ontario	CA
Kleinfelder, Inc.	San Diego	CA
Owen Group	Irvine	CA
Psomas	Los Angeles	CA
Snipes-Engineering, Inc.	La Mesa	CA
Socal Stormwater Runoff Solution Service	Encino	CA
Valued Engineering	Upland	CA

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 27, 2021
Board Meeting Date

TOPIC **APPROVAL TO PURCHASE VACANT LAND IN ONTARIO, CALIFORNIA**

Communication No. IV.F.1.c

SUPPORTS BOARD POLICIES

Supports and complies with Policies: 2710 Conflict of Interest, 6100 Delegation of Authority, 6300 Purchasing, 6500 Property Management, and 6600 Capital Construction.

PROPOSAL

To approve the purchase of real property containing approximately 19.1 acres located near the intersection of Ontario Ranch Road and Hamner/Milliken Avenue in the City of Ontario, California, for a purchase price of \$20,250,000, plus closing costs estimated at \$10,000. Approval will include (a) ratification of the purchase agreement executed by Melanie Siddiqi in January 2021, which agreement is subject to completion of due diligence, and (b) delegation of authority to Melanie Siddiqi, or Lisa Bailey, or Dr. Henry D. Shannon to ensure all closing conditions are met and for any such delegee(s) to execute all documents necessary to consummate the purchase.

BACKGROUND

In November 2018, voters in the Chaffey Community College District approved Measure P, a \$700,000,000 general obligation bond to provide the District with significant improvements to career/vocational, science, computer classrooms and labs, student safety, and facilities. The projects that will be funded from Measure P are outlined in the District's Vision 2025 Facilities Master Plan and associated addendum. One of the projects identified in the Facilities Master Plan includes constructing an educational center in the city of Ontario.

District staff worked with a local real estate broker to identify appropriate vacant land that would be ideal to build a new educational center to provide greater services to the Ontario community. The property, which is approximately 19.1 acres gross, and approximately 16 net useable acres after road and other easements are taken into account, is located on Ontario Ranch Road just west of the intersection of Ontario Ranch Road and Hamner/Milliken Avenue in the City of Ontario. The specific description of the property is delineated in the Purchase and Sale Agreement and includes portions of the following APN Numbers: 0218-211-12-0-000 and 0218-211-25-0-000.

The purchase price for the land is \$20,250,000 and equates to approximately \$24.33 PSF on a gross acreage basis, and \$29.05 PSF on a net buildable acre basis, which is the lower range for similar properties in the 10–30-acre range located within a 15-mile radius. Accordingly, the District believes the \$20,250,000 purchase price reflects the fair market value for the property.

In January 2021, the District entered into escrow for the property that gave the District approximately five (5) months to conduct its due diligence to determine if the property was suitable for purchase. The District's due diligence included, among other things, an ALTA survey, a Phase 1 Environmental survey, a limited Phase 2 Environmental survey, and a review of numerous documents related to the property.

Based on the due diligence completed by the District to date, the District believes the property is suitable for purchase.

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

The Board finds that its approval of the property purchase Agreement is not a “project” under CEQA or, alternatively, is exempt from CEQA review. Nonetheless, the Board expressly conditions any future use of the site on the completion of all appropriate CEQA review.

CEQA review should be completed early enough in the planning process that environmental considerations can influence project design, but late enough that meaningful information is available for environmental assessment. (State CEQA Guidelines § 15004.) Here, the Agreement does not approve any construction project, does not commit the Board to any other particular use, and the Board does not have a concrete proposal for how or when it may use the property. As such, there is not yet enough information available to enable meaningful environmental review, and attempting to conduct CEQA review on numerous potential future options would be speculative and serve no purpose. Additionally, the purchase of property alone – which is a mere title transfer – will not result in any impacts on the environment.

Finally, the timing, design, and approval (if any) of a future project is dependent on future funding availability, need feasibility planning, CEQA review, and numerous other factors. Thus, a specific project may not be brought forward for several years. For all the above reasons, the Board finds that its approval of the purchase Agreement is not a “project” under CEQA pursuant to State CEQA Guidelines § 15378 or, alternatively, is exempt from CEQA review pursuant to the “common sense” exemption under CEQA Guidelines § 15061(b)(3). Nonetheless, the Board expressly conditions any future use of the site on the completion of all appropriate CEQA review when and if a specific project is brought forward.

BUDGET IMPLICATIONS

Funding Source – Measure P bond funds and Capital Projects fund; projects 7.1 Site Acquisitions and 7.3 Ontario Campus Development.

Status of Funds – Funds of \$20,250,000 plus projected closing costs of \$10,000 for this 2020-2021 adopted bond fund and capital project fund budgets.

Future Implications – N/A

RECOMMENDATION

It is recommended that the Governing Board approve the purchase of real property containing approximately 19.1 acres located near the intersection of Ontario Ranch Road and Hamner/Milliken Avenue in the City of Ontario, California, for a purchase price of \$20,250,000, plus closing costs estimated at \$10,000, which agreement is subject to completion of due diligence and (b) delegation of authority to Melanie Siddiqi, or Lisa Bailey, or Dr, Henry D. Shannon to ensure all closing conditions are met and for any such delegee(s) to execute all documents necessary to consummate the purchase.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 27, 2021
Board Meeting Date

TOPIC CONTRACT, PURCHASE ORDER, AND WARRANT LISTS

Communication No. IV.F.1.d

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 April 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
2021CS417	3Play Media	Boston, MA	For a not-to-exceed amount, to provide captioning and transcription video services for the period of April 30, 2021 through June 30, 2021, as approved by Visual and Performing Arts Department.	\$1,000.00	Unrestricted General Fund
2021CS390	ACTenviro	Santa Fe Springs, CA	For a not-to-exceed amount, to transport and dispose of hazardous waste from the Chino, Fontana, and Rancho campuses for the period of July 1, 2020 through June 30, 2021, as approved by Facilities and Physical Plant Department.	18,000.00	Unrestricted General Fund
2021CS368	A. Vincent	Los Angeles, CA	For a not-to-exceed amount, participate in a virtual event focusing on cultivating more inclusive language entitled "Power of Words" on April 07, 2021, as approved by Special Populations and Equity Program. ²	750.00	Restricted General Fund
2021CS162	Anaheim Studios, LLC	Hawthorne, CA	Amendment #1 – to increase the not-to-exceed amount for additional video production services, as approved by Marketing and Public Relations Department.	11,750.00	Unrestricted General Fund
2021CS386	Andrea Cabrera	Albuquerque, NM	For a not-to-exceed amount, serve as a virtual guest speaker for EOPS events on October 12, 2020 and December 1, 2020, as approved by Student Services. ³	250.00	Restricted General Fund
2021CS387	Andrea Cabrera	Albuquerque, NM	For a not-to-exceed amount, serve as a virtual guest speaker for the Dreamer event on February 19, 2021, as approved by Counseling and Student Success and Support Programs. ⁴	200.00	Restricted General Fund
2021CS404	Anthony Blacksher	Perris, CA	For a not-to-exceed amount, provide a virtual performance for the Hip Hop Studies Summit on February 28, 2021, as approved by Special Populations and Equity Program. ⁵	200.00	Restricted 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. ⁶	3,400.00	Restricted General Fund
2021CS117	Baldy Fire and Safety, Inc.	Alta Loma, CA	For a not-to-exceed amount, to provide an annual inspection, maintenance, and as-need repair of fire extinguishers, fire sprinklers, fire hydrants, and Ansul hoods located at the Chino, Fontana, Rancho campuses, and Off-Campus centers for the period of July 1, 2020 through June 30, 2021, as approved by Facilities and Physical Plant Department.	14,200.00	Unrestricted 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 Student Equity budget.

³ Funded by restricted Extended Opportunities Programs and Services funds.

⁴ Funded by restricted Extended Opportunities Programs and Services funds.

⁵ Funded by Student Equity budget.

⁶ Funded by Economic Development grant funds.

2021CS371	Bayview Environmental Services, Inc.	Santa Fe Springs, CA	For a not-to-exceed amount, to perform remediation services at the Campus Police building located on the Rancho Campus, for the period of April 1, 2021 through June 30, 2021, as approved by Human Resources Department.	\$2,700.00	Unrestricted General Fund
2021CS166	Best & Best Krieger LLP	Ontario, CA	Amendment #1 – to increase the not-to-exceed amount for additional legal services through June 30, 2021, as approved by Office of the Associate Superintendent, Business Services and Economic Development.	12,000.00	Measure P Bond Fund
2021CS382	Blanchard Training & Development, Inc.	Escondido, CA	For a not-to-exceed amount, facilitate three 2-hour virtual customer service training sessions entitled “Legendary Service Virtual Workshop” for the period of April 22, 2021 through April 24, 2021, as approved by Instruction and Institutional Effectiveness. ⁷	7,125.00	Restricted General Fund
2021CS328	Blue Arc Training, LLC	Alta Loma, CA	Amendment #1 – to increase the not-to-exceed amount for additional training services, as approved by Economic Development Department.	1,600.00	Unrestricted General Fund
2021CS394	Blue Outdoor, LLC	New York, NY	For a not-to-exceed amount, to provide digital advertisement to recruit and promote Chaffey College for the period of May 3, 2021 through May 1, 2022, as approved by Student Services. ⁸	91,730.00	Restricted General Fund
2021CS358	Business Training Works	Port Tobacco, MD	Amendment #1 – to increase the not-to-exceed amount for additional web-based training services and extending the end date from April 9, 2021 to June 30, 2021, as approved by Success Center.	4,200.00	Unrestricted General Fund
2021PW191	Cal Dreamscape Landscape Co.	Grand Terrace, CA	Amendment #1 – to increase the not-to-exceed amount for additional clean-up and removal of debris as approved by Measure P Construction Program.	1,048.73	Measure P Bond Fund
2021CS367	Cambridge West Partnership, LLC	Tustin, CA	For a not-to-exceed amount, to assist the District with the development of the Total Cost Ownership report, which will address facilities and information technology related areas, for the period of April 1, 2021 through September 30, 2021, as approved by Business Services.	43,750.00	Unrestricted General Fund
2021CS391	CampusEAI	Chicago, IL	For a not-to-exceed amount, to provide a temporary architecture upgrade to the existing production environment system, Unified for the period of March 31, 2021 through August 22, 2021, as approved by Administrative Services.	6,867.64	Unrestricted General Fund
2020CS9A	Canon Financial Services, Inc.	Mt Laurel, NJ	Change Order to 2020CS9 - to increase the agreement for additional printing services, as approved by Marketing and Public Relations.	8,000.00	Unrestricted General Fund
2021CS381	Catherine Dievendorf	San Bernardino, CA	For a not-to-exceed amount, serve as an animator for “Golden Age of Radio” Spring production for the period of March 12, 2021 through April 9, 2021, as approved by Visual and Performing Arts Department.	700.00	Unrestricted General Fund

⁷ Funded by Basic Skills budget.

⁸ Funded by HEERF I Institutional, Minority Serving grant funds.

2021CS359	Chancellor's Office of the California Community Colleges	Sacramento, CA	Year 1 of 3-year agreement to assist the District with data collection to support the reporting requirements under the federal Student Right-to-Know Act, as approved by Institutional Research Department.	\$17,700.00	Unrestricted General Fund
2021CS239	Clifton Larson Allen, LLP.	Glendora, CA	Amendment #1 – to extend the end date from December 15, 2020 to May 30, 2021, as approved by Business Services.	No Cost Impact	Unrestricted General Fund
2020CS120A	Cintas Corp	Ontario, CA	Amendment # 1 – to increase the not-to-exceed amount for additional uniform cleaning services, as approved by Budgeting and Fiscal Services Department.	2,800.00	Unrestricted General Fund
2021CS401	Deborah Mouton	Houston, TX	For a not-to-exceed amount, perform and participate in a virtual panel discussion for the Chaffey College Hip Hop Studies Summit on February 18, 2021, as approved by Special Populations and Equity Program. ⁹	700.00	Restricted General Fund
2021PW284B	Dovetail Decision Consultants, Inc.	San Anselmo, CA	Task Order #2 to the District's RFQ No. 2021PW284 – Furniture, Fixtures, and Equipment Consulting Services: to assess the college's space at the Chino Campus Main Instructional Building. Develop a comprehensive FF&E space plan that meets with the requirements relative to the FF& E requirements, for the period of April 16, 2021 through June 30, 2024, as approved by Measure P Construction Program.	134,850.00	Measure P Bond Fund
2021CS385	Edgar Paul Pazmino, Jr.	Ontario, CA	For a not-to-exceed amount, to provide MC and DJ services for the Grad Fest celebration on the Rancho campus on April 14, 2021, as approved by Student Services.	1,000.00	Unrestricted General fund
2021CS310	Enviser	Garden Grove, CA	For a not-to-exceed amount, to repair shaft seal leaks on the chilled water pumps in the Central Plant located on the Rancho campus, for the period of February 1, 2021 through June 30, 2021, as approved by Facilities and Physical Plant Department.	16,637.00	Unrestricted and Scheduled Maintenance Fund
2021PW366	Enviser	Garden Grove, CA	For a not-to-exceed amount, to provide HVAC mechanical and control preventative maintenance and support services as part of the Permanent Load Shifting Program from SCE. This is a continuation of that maintenance program with the addition of the Cooling Towers located on the Rancho campus for the period of April 1, 2021 through March 31, 2024 as approved by Facilities and Physical Plant Department.	107,257.00	Scheduled Maintenance General Fund
2021CS361	Erika Barrios	Long Beach, CA	For a not-to-exceed amount, provide a virtual artist lecture for Student Invitational Alumni Panel Discussion on April 23, 2021, as approved by Visual and Performing Arts Department.	200.00	Unrestricted General Fund

⁹ Funded by Student Equity budget.

2020CS473	ExamSoft	Dallas, TX	Year 2 of a 4-year Master License agreement to assist faculty in assessment taking, authoring, administration, proctoring, scoring and recording for the Associates Degree Nursing program and extend for an additional one-year period for the period of July 1, 2021 through December 31, 2024, as approved by Health Sciences Department. ¹⁰	\$14,070.50	Restricted General Fund
2021CS303	Full Measure Education	Washington, DC	For a not-to-exceed amount, to serve as a production service for virtual graduation celebration experiences for the period of February 2, 2021 through June 30, 2021, as approved by Student Services.	14,200.00	Unrestricted General Fund
2021PW416	Fusco Engineering, Inc.	Irvine, CA	For a not-to-exceed amount, to provide surveying and mapping services for the period of April 23, 2021 through December 30, 2021, as approved by Measure P Construction Program.	8,700.00	Measure P Bond Fund
2020PW273C	Geocon West, Inc.	Burbank, CA	Task Order #3 to the District's RFQ No: 2020PW273 Hazmat, Geotech, Special Testing Inspection Project: to provide geotechnical investigation for the swimming pool renovations along with performing percolation testing for four additional buildings located on the Rancho campus for the period of March 31, 2021 through August 31, 2021, as approved by Measure P Construction Program.	22,700.00	Measure P Bond Fund
2020PW273D	Geocon West, Inc.	Burbank, CA	Task Order #4 to the District's RFQ No: 2020PW273 Hazmat, Geotech, Special Testing Inspection Project: to provide soil sampling and analysis of residual pesticides at the acquisition parcels located at the intersection of Ontario Ranch Road and Scholar Way in the City of Ontario, CA for the period of April 19, 2021 through December 30, 2021, as approved by Measure P Construction Program.	7,750.00	Measure P Bond Fund
2021PW149A	HMC Architects	Ontario, CA	Task Order # 3 to the District's RFQ No: 2021PW5 Architecture Services Pool: to provide architectural and engineering services for the renovation of the existing swimming pool and equipment located on the Rancho campus for the period of March 25, 2021 through December 18, 2024, as approved by Measure P Construction Program.	318,490.00	Measure P Bond Fund
2021PW141A	HPI Architecture.	Newport Beach, CA	Task Order #2 to the District's RFQ No. 2021PW5 Architecture Services Pool; to provide architectural and engineering services for the campus wide boiler retrofit project consisting of relocation of four existing boilers in the Central Plant and the installation of twenty-four new stand-alone boilers at various building locations throughout the Rancho Campus for the period of March 26, 2021 through October 5, 2023, as approved by the Measure P Construction Program.	821,900.00	Measure P Bond Fund

¹⁰ Funded by Strong Workforce budget.

2021CS400	Jamie Wilson	Fontana, CA	For a not-to-exceed amount, provide a virtual performance in the Chaffey College Hip Hop Studies Summit on February 18, 2021, as approved by Special Populations and Equity Program. ¹¹	\$200.00	Restricted General Fund
2021CS171	Jelco Glass and Door, Inc.	Norco, CA	Amendment #1 – to increase the not-to-exceed amount for additional as-needed glass replacement services, as approved by Facilities and Physical Plant Department.	8,000.00	Unrestricted General Fund
2021CS383	JobSpeaker, Inc.	San Francisco, CA	For a not-to-exceed amount, to provide online collaboration service platform to assist students with locating jobs for the period of September 1, 2020 through August 31, 2021, as approved by Strong Workforce Program. ¹²	13,950.00	Restricted General Fund
2021CS379	Lamar Texas Limited Partnership	San Bernardino, CA	For a not-to-exceed amount, to provide vinyl advertising bulletins for the period of April 12, 2021 through August 01, 2021, as approved by Marketing and Public Relations Department.	20,000.00	Unrestricted General Fund
2021CS380	Leighton Consulting, Inc.	Rancho Cucamonga, CA	For a not-to-exceed amount, to provide abatement oversight services on the Campus Police building located on the Rancho Campus, for the period of April 1, 2021 through June 30, 2021, as approved by Human Resources Department.	2,714.00	Unrestricted General Fund
2021CS349	Lorbel, Inc.	Rancho Cucamonga, CA	For a not-to-exceed amount, to provide lighting inverter maintenance services at the Chino, Fontana, and Rancho campuses, for the period of February 1, 2021 through June 30, 2021, as approved by Facilities and Physical Plant Department.	10,080.00	Unrestricted General Fund
2021CS377	Mark Kitchen Equipment Services, Inc.	Monterey Park, CA	For a not-to-exceed amount, to remove old fryer and BBQ broiler and install new fryer and demo table located on the Chino campus for the period of March 30, 2021 through June 30, 2021, as approved by Chino Campus.	1,603.57	Unrestricted General Fund
2021CS405	Mayra Barragan-O'Brien	San Bernardino, CA	For a not-to-exceed amount, serve as a keynote speaker at the Chaffey College 2021 Dreamers Conference on April 22, 2021, as approved by Special Populations and Equity Program. ¹³	350.00	Restricted General Fund
2021CS15	Michael Wahome	Rancho Cucamonga, CA	Amendment #2 – to increase the not-to-exceed amount for additional training services, as approved by Economic Development Department. ¹⁴	1,600.00	Restricted General fund
2021CS48	Michael W. Koehler	Highland, CA	Amendment #1 – to increase the not-to-exceed amount for additional training services, as approved by Economic Development Department. ¹⁵	2,520.00	Restricted General Fund
2021PW151	NKS Mechanical	Anaheim, CA	Change Order #1 – to extend the end date from July 8, 2021 to August 5, 2021, as approved by Facilities and Physical Plant Department. ¹⁶	No Cost Impact	Restricted General Fund and Capital Projects Fund

¹¹ Funded by Student Equity budget.

¹² Funded by Strong Workforce budget.

¹³ Funded by Student Equity budget.

¹⁴ Funded by Economic Development grant funds.

¹⁵ Funded by Economic Development grant funds.

¹⁶ Funded by Physical Plant & Instructional Support Block grant budget.

2021PW311	Quark Communications Inc.	Cardiff, CA	For a not-to-exceed amount, to install a lighting automation system at the des Lauriers Lab building located on the Rancho campus, for the period of February 8, 2021 through June 30, 2021, as approved by Facilities Development Department. ¹⁷	\$96,284.00	Restricted General Fund
2021CS39	Richard Cortez	Rancho Cucamonga, CA	Amendment #1 – to increase the not-to-exceed amount for additional training services, as approved by Economic Development Department. ¹⁸	4,950.00	Restricted General Fund
2021CS369	Rite-Way Roof Corporation	Fontana, CA	For a not-to-exceed amount, to remove existing gravel surface roofing and install new roof on the Campus Police building located on the Rancho campus for the period of April 1, 2021 through June 30, 2021, as approved by Human Resources Department.	45,634.00	Unrestricted General Fund
2021PW395	R.M. Byrd and Associates, Inc.	Ontario, CA	For a not-to-exceed amount, to provide structural engineering consulting services for the Chino Main Instructional Building located on the Chino campus for the period of April 15, 2021 through June 30, 2021, as approved by Facilities Department.	8,500.00	Unrestricted General Fund
2021CS403	Robert L. Newman	New York, NY	For a not-to-exceed amount, provide a virtual facilitation of a graffiti class for the Hip Hop Studies Summit on February 18, 2021, as approved by Special Population and Equity Program. ¹⁹	500.00	Restricted General Fund
2021CS18	Ronald N. Hurst	Fontana, CA	Amendment #3 – to increase the not-to-exceed amount for additional services, as approved by Economic Development Department. ²⁰	9,600.00	Restricted General Fund
2021CS392	San Bernardino County Superintendent of Schools	San Bernardino, CA	For a not-to-exceed amount, in partnership with Chaffey College; the Alliance for Education and the Center of Excellence (hosted by Chaffey College) will develop a regional Geographical Information System map that identifies the location of existing K12 CTE programs and the Inland Empire community college career educational programs for the period of April 15, 2021 through June 30, 2021, as approved by the Center of Excellence. ²¹	25,000.00	Restricted General Fund
2021CS128	Scott McLeod Plumbing, Inc.	Alta Loma, CA	Amendment #2 – to increase the not-to-exceed amount for additional as-needed emergency plumbing repairs, as approved by Facilities and Physical Plant Department.	8,000.00	Unrestricted General Fund
2021CS419	Sean Chhay	Alhambra, CA	For a not-to-exceed amount, to provide consulting services for the MACC renovation project for the period of April 16, 2021 through June 30, 2021, as approved by Purchasing Services.	500.00	Unrestricted General Fund
2021CS393	Shawn Jordison	Westlake Village, CA	For a not-to-exceed amount, to review section D of Douglas Cumming's Cinema 25 course for the period of March 1, 2021 through May 31, 2021, as approved by Distance Learning Department.	500.00	Unrestricted General Fund

¹⁷ Funded by Physical Plant & Instructional Support Block grant budget.

¹⁸ Funded by Economic Development grant funds.

¹⁹ Funded by Student Equity budget.

²⁰ Funded by Economic Development grant funds and Contract Education program funds.

²¹ Funded by Strong Workforce budget.

2021CS372	Shawn Schauwecker	Alta Loma, CA	For a not-to-exceed amount, to install 24-gauge galvanized steel panels to the walls and apply dry erase resurfacing materials on four whiteboards located in the Chemistry building rooms on the Rancho campus, for the period of March 25, 2021 through June 30, 2021, as approved by Math and Science Department.	\$4,735.00	Measure P Bond Fund
2021CS44	Stephen Nagy	Victorville, CA	Amendment #2 – to increase the not-to-exceed amount for additional training services, as approved by Economic Development Department. ²²	6,650.00	Restricted General Fund
2021CS418	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 May 1, 2021 through June 30, 2021, as approved by Instruction and Institutional Effectiveness. ²³	10,000.00	Restricted General Fund
2021PW102	Valued Engineering, Inc.	Upland, CA	Amendment #2 – to extend the end date from December 31, 2020 to June 30, 2021, as approved by Measure P Construction Program.	No Cost Impact	Measure P Bond Fund
2021CS158	Vincent Zurowski	Rancho Cucamonga, CA	Amendment #1 – to increase the not-to-exceed amount for additional training and consulting services, as approved by Economic Development Department. ²⁴	3,400.00	Restricted General Fund
2021CS415	Uber Eats Technology	San Francisco, CA	A Business Dashboard Access agreement between Uber Eats Technology and the Foundation for California Community Colleges. Chaffey College will serve as a participating agency to offer Uber Eats service to students as requested by departments once a requisition has been approved and submitted, as approved by Business Services.	NA	
2021CS388	West Coast Arborists, Inc.	Anaheim, CA	For a not-to-exceed amount, to remove trees and stumps located on the Rancho campus for the period of April 1, 2021 through June 30, 2021, as approved by Facilities and Physical Plant Department.	9,500.00	Unrestricted General Fund
2021CS43	William Joe Morgan	San Bernardino, CA	Amendment #1 – to increase the not-to-exceed amount for additional training services, as approved by Economic Development Department. ²⁵	5,200.00	Restricted General Fund
2021CS376	Wright Consulting LLC	Iowa City, IA	For a not-to-exceed amount, consult, prepare and facilitate a virtual workshop for educational professional development utilizing the “Humanize My Hoodie Ally” training video for the period of January 5, 2021 through January 31, 2021, as approved by Counseling and Student Success and Support Programs. ²⁶	13,450.00	Restricted General Fund

List reflects contracts entered into and change orders to existing contracts through April 30, 2021²⁷

²² Funded by Economic Development grant funds.

²³ Funded by Strong Workforce budget.

²⁴ Funded by Economic Development grant funds and Contract Education program funds.

²⁵ Funded by Economic Development grant funds.

²⁶ Funded by NextUp Cooperating Agencies Foster Youth Educational Support (CAFYES Next Up) budget.

²⁷ 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 April 2021

GENERAL FUNDS (10)

PAYROLL	7,142,414.42	
COMMERCIAL	4,735,157.99	
TOTAL FUND (10)		11,877,572.41

SCHEDULED MAINTENANCE FUND (42) 25,823.60

BUILDING FUND (40, 43 and 47) 386,395.51

EARLY RETIREMENT FUND (61) 1,939.26

VACATION LIABILITY (69) -

CAPITAL OUTLAY PROJECT FUND (41) 8,288.58

CHILD DEVELOPMENT FUND (33)

PAYROLL	4,629.18	
COMMERCIAL	20,148.96	
TOTAL FUND (33)		24,778.14

TOTAL ALL FUNDS **\$ 12,324,797.50**

PAYROLL WARRANT/ADVICE NUMBERS

127551-127596 449684-451264

COMMERCIAL WARRANT NUMBERS

1016582-1016806 1743690-1744735

PURCHASE ORDER NUMBERS

BPO's	14921-14931	\$ 166,510.00	
PO's	55441-55667	\$ 3,018,815.61	(VOID 55602)