



AGENDA
MEETINGS OF THE GOVERNING BOARD
CHAFFEY COMMUNITY COLLEGE DISTRICT
Thursday, May 24, 2018
Board Room, Marie Kane
Center for Student Services/Administration

- I. **REGULAR SESSION**
 - A. CALL TO ORDER (2:00 p.m.)
- II. **CLOSED SESSION**
 - A. PUBLIC COMMENTS ON CLOSED SESSION AGENDA
 - B. RECESS TO CLOSED SESSION
- III. **STUDY SESSION**
 - A. CONVENE IN OPEN SESSION
 - B. AGENDA
 - 1. 2018 Chaffey College Student Success Scorecard
 - 2. Foundation Monitoring Report 2016-2017
- 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 Plaque
 - 4. Foundation
 - D. REPORTS
 - 1. Closed Session Actions
 - 2. Monitoring
 - a. 2018 Chaffey College Student Success Scorecard
 - b. Foundation Monitoring Report 2016-2017
 - c. Quarterly Investment Report
 - E. CONSENT AGENDA
 - 1. Governance Process
 - a. Approval of Minutes, April 26, 2018
 - b. Board Meeting Date Change
 - c. Board Policies for Adoption
 - d. Role and Privileges of Student Trustee

(continued on page 2)

2. Academic Affairs

- a. Curriculum

3. Business/Fiscal Affairs

- a. Approval: Partial Release of Retention, Solar Project
- b. Budget Increase – Restricted General Fund
- c. Deputy Sector Navigator Contract Amendment – Augmentation and Time Extension
- d. Disposal of District Property: Electronic Equipment and Miscellaneous Materials
- e. District-Wide Copier Lease Agreement
- f. Measure L Citizens' Oversight Committee Membership
- g. Participation Agreement 2017/20-18-B-Stronig Workforce Program Year 2
- h. Resolution: Consent to Self-Insure as a Public Agency Employer Self-Insurer CSRM JPA
- i. Strong Workforce Program Participation Agreement 2017/20-17-B (P10)
- j. University of California, Los Angeles Cost Reimbursement Research Sub-Award Agreement Amendment No. 1
- k. Vocational Education and Training Services Contract Amendment

4. Human Resources

- a. Allocation Model of Equal Employment Opportunity Fund
- b. Confidential Professional Development/Evaluation Personnel Plan
- c. Interjurisdictional Exchange Agreement
- d. Management Professional Development/Evaluation Personnel Plan
- e. Professional Expert Compensation

F. ACTION AGENDA

1. Business/Fiscal Affairs

- a. Contract, Purchase Order, and Warrant Lists

G. CEO/STAFF REPORTS

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

H. BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

V. ADJOURNMENT

The next regular meeting of the Governing Board will be Thursday, June 28, 2018.

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

May 24, 2018
Board Meeting Date

TOPIC **2018 CHAFFEY COLLEGE STUDENT SUCCESS SCORECARD**

Communication No. IV.D.2.a

SUPPORTS BOARD POLICY

Board Policy 1250 Board Goals for Student Success – Chaffey College values, supports, and assesses student success and achievement. The District's strategic, educational, and other plans shall be designed to achieve the following Governing Board expectations for student success:

1. Students demonstrate success in basic skills courses and are prepared to succeed in college-level courses.
2. Students demonstrate success in career and technical education that prepares them for employment success.
3. Students demonstrate success in transfer-level courses and are prepared to succeed at transfer institutions.
4. Students achieve core competencies upon completion of their general education program including: effective communication and comprehension skills, critical thinking and information competency, community/global awareness and responsibility, and personal, academic, and career development skills.
5. Students maximize their ability to complete courses, persist through program or course completion, and achieve their educational goals.

PROPOSAL

To receive the 2018 Chaffey College Student Success Scorecard for first reading and discussion.

BACKGROUND

During the 2011-2012 academic year, the California Community College Chancellor's Office convened a work group to review the Accountability Report for Community Colleges (ARCC) in order to better align the existing statewide accountability framework with the emerging work of the Student Success Task Force. The new Student Success Scorecard was initially released in April, 2013. As identified in SB 1456 (the Student Success Act of 2012), colleges are required to ensure that their Governing Boards actively engage with the data each year when annual reports are released. This board item—and resulting discussion in the study session—fulfills that requirement for the 2018 Student Success Scorecard.

Means of Assessment:

California State Senate Bill 1456 requires the Board of Governors of the California Community Colleges to recommend to the Legislature and Governor a framework for annually evaluating community college performance in meeting statewide educational outcome priorities. The Chancellor's Office – in consultation with the Academic Senate for California Community Colleges, Student Senate for California Community Colleges, community college chief instructional, student services, and business officer leaders, matriculation deans/coordinators, and institutional researchers – have developed the following metrics to measure student success:

- *Remedial Progress Rate (English, Mathematics, and ESL)*: The percentage of credit students who attempted a course designated as below transfer in math, English, or ESL who completed a college-level course within discipline within six years.
- *Persistence Rate*: The percentage of first-time students with a minimum of 6 units earned who attempted any Math or English in their first three years and enrolled in the first three consecutive primary semester terms (or four quarter terms) anywhere in the CCC system.
- *30 Unit Attainment*: The percentage of first-time students with a minimum of 6 units earned who attempted any Math or English in their first three years and earned at least 30 units in the CCC system within six years of entry.
- *Completion Rate*: The percentage of first-time students with a minimum of 6 units earned who attempted any Math or English in their first three years and achieved any of the following outcomes within six years of entry:
 - Earned an AA/AS degree or credit certificate (Chancellor's Office approved)
 - Transferred to a four-year institution (students shown to have enrolled at any four-year institution of higher education after enrolling at a CCC)
 - Achieved transfer prepared status (student successfully completed 60 UC/CSU transferable units with a GPA ≥ 2.0)
- *Career Technical Education (CTE) Completion Rate*: The percentage of students who completed a CTE course for the first-time and completed more than 8 units in the subsequent three years in a single discipline (2-digit vocational TOP code where at least one of the courses is occupational SAM B or C) and who achieved any of the following outcomes within six years of entry:
 - Earned an AA/AS degree or credit certificate (Chancellor's Office approved)
 - Transferred to four-year institution (students shown to have enrolled at any four-year institution of higher education after enrolling at a CCC)
 - Achieved transfer prepared status (student successfully completed 60 UC/CSU transferable units with a GPA ≥ 2.0)

The Career Skills Builder metric was added in 2016. "Skills builders" are defined as workers who are maintaining and adding to skill-sets required for ongoing employment and career advancement. Skills-builders successfully complete a limited number of courses but do not earn a certificate or degree, or transfer to a four-year college. Accessing the California Employment Development Department Unemployment Insurance (EDUI) wage earner database, the median inflation adjusted wages before and after the year of enrollment for students who successfully completed all CTE coursework in a given academic year was examined.

Transfer Level Math and English Achievement Rates were added in 2017. These metrics exam the percentage of first-time students who successfully complete transfer level math and/or English courses in either their first or second year (recorded as two separate metrics for English and math).

Summary of Evidence:

In examining 2018 Student Success Scorecard outcomes, Chaffey College demonstrated annual improvement on nine of the ten accountability metrics. A trend analysis revealed that, compared to the statewide average, Chaffey College experienced higher five-year improvement rates on nine accountability metrics (five-year data does not exist yet for Skill Builders).

Disaggregated by gender, race/ethnicity, and age, analyses reveal that male and female students demonstrated improvement on eight and seven of the nine measurable metrics, respectively. In examining outcomes by race/ethnicity, Hispanic and Native American students demonstrated improvement on all nine metrics examined while African American students demonstrated improvement on eight of the nine metrics. Asian, Caucasian, and Filipino students demonstrated improvement on six of the nine measurable metrics. In examining outcomes by age group, students 25 to 39 years of age demonstrated improvement on eight of the nine indicators; students 19 years of age or younger and students 40 years of age or older on seven of the nine metrics; and students 20 to 24 years of age demonstrated improvement on six of the nine accountability metrics.

Use of Results for Planning:

Chaffey incorporates findings from the Student Success Scorecard into a number of district functions. In addition to sharing Student Success Scorecard outcomes with the Governing Board, all or parts of the Student Success Scorecard report are incorporated and reported in both the externally-mandated and Chaffey-defined Institutional Effectiveness Scorecards. Numerous committees (e.g., College Planning Council, Enrollment & Success Management Committee, Student Equity, etc.) utilize Student Success

Scorecard findings in their planning and evaluation processes. District initiatives (e.g., Title V and Title III grants, Guided Pathways, etc.), utilize Student Success Scorecard metrics in developing strategies to actively promote student success and mitigate disproportionate impact by student demographic characteristics.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board receive the 2018 Student Success Scorecard for review and discussion.

Prepared by:	Jim Fillpot, Dean, Institutional Research, Policy and Grants
Submitted by:	Meridith Randall, Associate Superintendent, Instruction and Institutional Effectiveness
Recommended by:	Henry D. Shannon, Superintendent/President



2018 Chaffey College Student Success Scorecard

Chaffey College, founded in 1883, is one of the first colleges to be established in California. Its campus in Rancho Cucamonga occupies 200 acres in the foothills of the San Gabriel mountains. The college offers associate degrees, occupational certificates, and preparation for transfer to four-year colleges and universities. Chaffey College has three Inland Valley campuses in Rancho Cucamonga, Chino and Fontana. Chaffey College improves lives within the diverse communities it serves by providing equal access to quality instructional programs in a learning-centered environment where student success is highly valued, supported, and assessed. The college's educational strategic vision focuses on a student's experiences (access to the college; first semester/year connection to the college; academic advancement and completion) grounded in the philosophical tenets of a high hope/growth mindset.

Student Information (2016-2017)

Students			29,155	
GENDER		RACE/ETHNICITY		
Female	56.6%	African American	8.5%	
Male	41.0%	American Indian/Alaska Native	0.2%	
Unknown Gender	2.4%	Asian	4.6%	
AGE		Filipino	2.0%	
Under 20 years old	29.4%	Hispanic	63.2%	
20 to 24 years old	37.6%	Pacific Islander	0.2%	
25 to 39 years old	25.4%	White	15.6%	
40 or more years old	7.7%	Two or More Races	3.2%	
Unknown Age	0.0%	Unknown Ethnicity	2.4%	

Other Information (2016-2017)

Full-Time Equivalent Students	16,385.3
Credit Sections	4,616
Non-Credit Sections	96
Median Credit Section Size	27
Percentage of Full-Time Faculty	39.8%
Percentage of First-Generation	44.3%*
Student Counseling Ratio	636:1

* Insufficient data



2018 Chaffey College Student Success Scorecard

Cohort Tracked for Six Years Through 2016-2017	Completion			Persistence			30 Units			Remedial			Career Technical Education
	Prepared	Unprepared	Overall	Prepared	Unprepared	Overall	Prepared	Unprepared	Overall	Math	English	ESL	
Cohort	72.8%	39.3%	43.0%	86.1%	79.4%	80.1%	83.8%	67.2%	69.0%	37.4%	52.6%	25.2%	59.2%
Female	74.6%	39.2%	42.9%	82.1%	78.7%	79.1%	84.3%	68.1%	69.8%	39.2%	54.2%	25.4%	58.1%
Male	70.2%	36.8%	40.5%	87.7%	78.7%	79.7%	78.9%	63.8%	65.5%	34.0%	47.7%	24.0%	60.0%
Under 20 years old	72.4%	42.0%	45.7%	86.4%	81.6%	82.1%	84.9%	69.4%	71.3%	41.2%	56.5%	84.6%	62.7%
20 to 24 years old	73.1%	24.4%	28.1%	80.8%	66.9%	68.0%	73.1%	52.3%	53.9%	32.2%	44.5%	28.6%	58.9%
25 to 39 years old	100.0%	37.0%	39.0%	100.0%	77.3%	78.0%	75.0%	68.9%	69.1%	39.0%	50.3%	25.3%	55.7%
40 or more years old	N/A	30.2%	30.2%	N/A	74.4%	74.4%	N/A	67.4%	67.4%	27.5%	52.1%	10.5%	56.7%
African-American	57.1%	32.2%	33.0%	71.4%	76.1%	75.9%	85.7%	62.4%	63.2%	24.2%	39.7%	28.6%	49.6%
American Indian/Alaska Native	100.0%	50.0%	57.1%	100.0%	83.3%	85.7%	100.0%	66.7%	71.4%	50.0%	55.6%	0.0%	75.0%
Asian	78.3%	53.9%	59.6%	82.6%	82.9%	82.8%	87.0%	84.2%	84.8%	48.2%	62.5%	45.0%	71.4%
Filipino	85.7%	61.1%	65.1%	85.7%	88.9%	88.4%	100.0%	72.2%	76.7%	39.1%	65.9%	100.0%	74.2%
Hispanic	71.6%	37.9%	41.0%	87.1%	79.5%	80.2%	82.6%	66.8%	68.3%	38.6%	54.6%	17.8%	57.9%
Pacific Islander	100.0%	0.0%	10.0%	100.0%	55.6%	60.0%	100.0%	44.4%	50.0%	8.3%	7.7%	N/A	100.0%
White	72.6%	45.3%	50.3%	88.4%	80.4%	81.9%	83.2%	70.0%	72.4%	40.6%	53.7%	8.3%	63.7%



Transfer Level Achievement	Math			English		
	1-Year		2-Year	1-Year		2-Year
	Cohort Size	Cohort Rate	Cohort Rate	Cohort Size	Cohort Rate	Cohort Rate
All	2,884	12.1%	22.7%	2,884	36.4%	60.2%
Female	1,553	9.5%	19.4%	1,553	38.4%	63.2%
Male	1,252	15.3%	26.8%	1,252	34.0%	56.8%
< 20 years old	2,277	13.5%	24.7%	2,277	36.4%	60.3%
20 to 24 years old	390	8.5%	16.9%	390	33.1%	57.9%
25 to 39 years old	181	3.9%	12.7%	181	41.4%	63.0%
40+ years old	36	5.6%	8.3%	36	44.4%	63.9%
African American	166	10.8%	21.7%	166	27.1%	54.8%
American Indian/Alaska Native	*	0.0%	0.0%	*	50.0%	50.0%
Asian	95	40.0%	55.8%	95	36.8%	69.5%
Filipino	54	25.9%	50.0%	54	37.0%	74.1%
Hispanic	1,980	9.6%	18.8%	1,980	35.5%	58.7%
Pacific Islander	*	0.0%	0.0%	*	20.0%	60.0%
White	453	15.0%	27.6%	453	44.2%	66.4%

Skills Builder

Median Earnings Change		
		+48.5%
		N=775
Disciplines with the highest enrollment	Median % Change	Total N
Office Technology/Office Computer Applications	34.5%	127
Child Development/Early Care and Education	36.0%	101
Accounting	26.7%	75
Administration of Justice	81.7%	50
Automotive Technology	70.6%	49
Computer Information Systems	51.3%	49
Corrections	119.0%	37
Electrical Systems and Power Transmission	28.8%	37
Business Management	42.7%	35
Emergency Medical Services	105.2%	34

*: Cohort fewer than 10 students

Demographics		
Gender	Median % Change	Total N
Female	35.4%	404
Male	60.6%	352
Age	Median % Change	Total N
Under 20	199.6%	80
20-24	75.4%	312
25-39	26.5%	276
40 or over	17.4%	107
Ethnicity/Race	Median % Change	Total N
African American	80.5%	77
American Indian/Alaska Native	48.8%	*
Asian	28.6%	26
Filipino	39.3%	19
Hispanic	47.4%	441
Pacific Islander	-31.4%	*
White	47.7%	162

N/A: Cohort has no students.

*: Suppressed to protect student Privacy.

Note: The sum of subgroup counts may not add up to the total count due to missing demographic information.

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

May 24, 2018
Board Meeting Date

TOPIC **FOUNDATION MONITORING REPORT FOR 2016 - 2017**

Communication No. IV.D.2.b

Executive Summary:

The Chaffey College Foundation Monitoring Report provides the current status of all Foundation activities related to funds-raised, government, and community engagement through the following areas:

- Overall Support through the Chaffey College Foundation
 - 2015/16 \$843,660.41 985 contributors
 - **2016/17 \$1,328,098.38 1,007 contributors**
- Total Scholarship Funds Awarded
 - 2015/16 \$479,458.92
 - **2016/17 \$598,000**
- Number of Scholarships Awarded
 - 2015/16 916 scholarships - Average award amount \$523.42
 - **2016/17 1,037 awards for an average award of \$576**
- Increase Scholarship Opportunities for Chaffey College Students – particularly new endowments
 - Three new endowments for \$12,000 each
 - Investment funds totaling **\$1.7 million** deposited for Endowment/Permanently Restricted Funds, Temporary Restricted (awardable) Funds and Program Grant
 - Investment Income **\$83,833**
- Support Chaffey College Programs and garner financial grants/gifts
 - \$ 615,000 in Private Foundation grants to support College Programs (InTech)
- Foundation Special Events
 - Report to the Community in partnership with Marketing (10/2016)
 - Holiday Reception (December, 2016) presenting partner Lee McDougal and Donna Jackson
 - Annual Golf Tournament
 - **\$94,510 gross** (\$83,870 in June, 2016)
- Annual Fund Appeal – mailed postcards, letters and email solicitation
 - Class Gift campaign – ASCC Established a \$12,000 scholarship endowment
- Foundation Campus Involvement
 - Art Committee
 - Commencement Committee
 - EOPS Board of Advisors
 - Tailgate Planning Team
 - Convocation Planning Committee
 - Retirees segment
- Alumni Relations
 - Communications and Engagement
 - Facebook Active w/ weekly postings
 - Alumni Association Chaffey College LinkedIn group w 380 members
 - 6 Alumni participated in Spring/Summer marketing enrollment campaign “I am Chaffey”
 - Panel of three alumni - presented and spoke with students at the Career Fair
 - Launched E-Newsletter June, 2016 sent to 6,000 alumni, donors and friends

FOUNDATION MONITORING REPORT FOR 2016-2017

April 26, 2018

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- Alumni Special Events
- Tailgate – Over 500 guests in attendance with expanded student and community activities
- Alumni of the Year/Athletic Hall of Fame Dinner – Nomination forms were mailed to over 8,000 alumni, donors, community members and Chaffey College faculty and staff
- GradFest – over 700 attendees totaling all three campuses - Over 300 grad in a box/bag sold in partnership w/ the Chaffey College Bookstore (3 X's the amount in 2016)
- Chaffeyan's Retiree Association
 - 70 paying members w their board hosting monthly events and meetings with average attendees of about 35 per event
- Government Relations and Outreach
 - Average of 15 community meeting attendance per month (including city council meetings)
 - Meetings w/ students, community members or elected officials
 - Annual Regional Legislative Forum
 - Annual LEAD Summit
 - Biannual San Bernardino County Superintendent's West End Advisory Group
 - Monthly Conference calls
 - American Association of Community Colleges (AACC)
 - Association of Community College Trustees (ACCT)
 - Community College League of California (CCLC)
 - California Community College Chancellor's Office
 - Attend Community and Scholarship Partner events including
 - Commercial Real Estate Women Fundraiser
 - Esperanza Foundation Leadership Summit
 - Esperanza Foundation Annual Gala
 - Chaffey College; seven cities State of the City; and County lunch/reception/dinners

Outcomes/Results:

The Chaffey College Foundation is working toward increasing annual funds raised for scholarships, unrestricted and program support as well as increase endowed assets to achieve greater scholarship support for students. In addition the Foundation has been working to garner support for Chaffey College programs through grantsmanship work with private foundations. The Foundation and government relations continue to strive to increase the visibility of the Foundation externally and internally to Chaffey College while bolstering Chaffey College throughout the Inland Empire.

Submitted by:	Lisa C. Nashua, Executive Director Foundation and Government Relations
Recommended by:	Henry D. Shannon, Superintendent/President

CHAFFEY COLLEGE FOUNDATION
FINANCIAL STATEMENTS
JUNE 30, 2017

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of the
Chaffey College Foundation:

We have audited the accompanying financial statements of the Chaffey College Foundation (a nonprofit organization), which comprise the statement of financial position as of June 30, 2017, and the related statements of activities and cash flows for the fiscal year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion.

7755 Center Avenue, Suite 1225
Huntington Beach, CA 92647

310.982.2806 office
323.320.4366 fax
yhadvisors.com

Brian Yacker, JD/CPA | Partner
Stacey Bergman, CPA | Partner

Auditors' Responsibility *(continued)*

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Chaffey College Foundation as of June 30, 2017, and the changes in its net assets and its cash flows for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

The image shows a handwritten signature in black ink that reads "YH Advisors, Inc." The signature is written in a cursive, stylized font.

Huntington Beach, California
March 2, 2018

**CHAFFEY COLLEGE FOUNDATION
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2017**

ASSETS

CURRENT ASSETS

Cash and cash equivalents	\$ 935,852
Cash and cash equivalents – restricted	618,480
Accounts receivable due from related party	3,329
Accounts receivable – other	3,904
Pledges receivable, current portion	2,000
Investments	<u>2,228,525</u>

TOTAL CURRENT ASSETS 3,792,090

PLEDGE RECEIVABLE, net of current portion 8,000

TOTAL ASSETS \$ 3,800,090

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accounts payable	<u>\$ 134,678</u>
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TOTAL LIABILITIES 134,678

NET ASSETS

Unrestricted	626,193
Temporarily restricted	1,790,865
Permanently restricted	<u>1,248,354</u>

TOTAL NET ASSETS 3,665,412

TOTAL LIABILITIES AND NET ASSETS \$ 3,800,090

The accompanying notes are an integral part of these financial statements.

**CHAFFEY COLLEGE FOUNDATION
STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
REVENUE AND SUPPORT				
Contributions	\$ 129,483	\$ 1,307,376	\$ --	\$ 1,436,859
In-kind contributions	--	114,931	--	114,931
Investment income, net	83,833	--	--	83,833
Net assets released from restrictions	831,358	(831,358)	--	--
Transfers	--	(397,142)	397,142	--
	<u>1,044,674</u>	<u>193,807</u>	<u>397,142</u>	<u>1,635,623</u>
SPECIAL EVENTS				
Special event revenues	128,533	--	--	128,533
Special event expenses	(82,951)	--	--	(82,951)
	<u>45,582</u>	<u>--</u>	<u>--</u>	<u>45,582</u>
TOTAL REVENUE AND SUPPORT	<u>1,090,256</u>	<u>193,807</u>	<u>397,142</u>	<u>1,681,205</u>
EXPENSES				
Program services	918,880	--	--	918,880
Supporting services:				
Management and general	<u>50,640</u>	<u>--</u>	<u>--</u>	<u>50,640</u>
TOTAL EXPENSES	<u>969,520</u>	<u>--</u>	<u>--</u>	<u>969,520</u>
CHANGE IN NET ASSETS	<u>120,736</u>	<u>193,807</u>	<u>397,142</u>	<u>711,685</u>
NET ASSETS AT BEGINNING OF YEAR	<u>505,457</u>	<u>1,597,058</u>	<u>851,212</u>	<u>2,953,727</u>
NET ASSETS AT END OF YEAR	<u>\$ 626,193</u>	<u>\$ 1,790,865</u>	<u>\$ 1,248,354</u>	<u>\$ 3,665,412</u>

**CHAFFEY COLLEGE FOUNDATION
STATEMENT OF CASH FLOWS
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

CASH FLOWS FROM OPERATING ACTIVITIES

Change in net assets	\$ 711,685
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Realized gain on investments, net	(496)
Unrealized gain on investments, net	(56,436)
Change in operating assets and liabilities:	
Accounts receivable due from related party	6,801
Accounts receivable - other	1,037
Pledges receivable	2,000
Accounts payable	<u>76,247</u>
Net Cash Provided By Operating Activities	740,838

CASH FLOWS FROM INVESTING ACTIVITIES

Proceeds from sales of investments	311,113
Purchases of investments	(<u>2,335,693</u>)
Net Cash Used In Investing Activities	(<u>2,024,580</u>)

NET CHANGE IN CASH AND CASH EQUIVALENTS (1,283,742)

**CASH AND CASH EQUIVALENTS AT
BEGINNING OF YEAR** 2,838,074

**CASH AND CASH EQUIVALENTS AT
END OF YEAR** \$ 1,554,332

SUPPLEMENTAL DISCLOSURES

Interest paid	NONE
Income taxes paid	NONE
Noncash investing transactions	NONE

**CHAFFEY COLLEGE FOUNDATION
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

	<u>Program Services</u>	<u>General and Administrative</u>	<u>Total Expenses</u>
PERSONNEL EXPENSES			
Reimbursements to District:			
Salaries, benefits and payroll taxes	\$ --	\$ 32,486	\$ 32,486
TOTAL PERSONNEL EXPENSES	--	32,486	32,486
OTHER EXPENSES			
Scholarships	328,474	--	328,474
Departmental scholarships	245,435	--	245,435
Departmental – in-kind	114,931	--	114,931
Grants to District	227,799	--	227,799
Professional fees: accounting	--	11,020	11,020
Awards	75	--	75
Travel	2,166	947	3,113
Office supplies	--	4,213	4,213
Bank charges	--	1,974	1,974
TOTAL OTHER EXPENSES	<u>918,880</u>	<u>18,154</u>	<u>937,034</u>
TOTAL EXPENSES	<u>\$ 918,880</u>	<u>\$ 50,640</u>	<u>\$ 969,520</u>

**CHAFFEY COLLEGE FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

NOTE 1 – Organization

The Chaffey College Foundation (the Foundation) is a California public benefit corporation located in Rancho Cucamonga which was incorporated in 1987 with the sole purpose of providing benefits to the students, educational programs and services offered by the Chaffey Community College District (the District).

NOTE 2 – Summary of Significant Accounting Policies

Basis of Presentation of Financial Statements

The financial statements of the Foundation have been prepared on the accrual basis of accounting in accordance with United States Generally Accepted Accounting Principles (US GAAP). The significant accounting policies followed are described below to enhance the usefulness of the financial statements to the reader.

Classification of Net Assets

The Foundation reports its information regarding its financial position and activities according to three classes of net assets: unrestricted, temporarily restricted and permanently restricted. Net assets, revenues, gains and losses are classified based on the existence or absence of donor imposed restrictions. Accordingly, net assets and changes therein are classified as follows:

Unrestricted net assets – includes unrestricted funds for general operations, support used in operations after meeting initial grantor or donor restrictions.

Temporarily restricted net assets – includes funds subject to donor imposed stipulations that will be met either by actions of the Foundation and/or the passage of time. When donor imposed restrictions expire due to accomplishing the stipulated purpose or through passage of time, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

Permanently restricted net assets – are subject to donor imposed restrictions that do not expire. Funds are held in perpetuity, while the income is available for general or designated program use.

Liquidity

Assets are presented according to their proximity to cash and liabilities are presented according to their nearness of payment or use of cash.

**CHAFFEY COLLEGE FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

NOTE 2 – Summary of Significant Accounting Policies (*continued*)

Donated Services, Goods, and Facilities

The District provides office space, personnel services, postage and other office supplies to the Foundation. In addition, the Foundation benefits from contributions of time and service of individuals in an effort to advance the programs and services of the Foundation. However, these donated services are not reflected in the financial statements since the donated services do not meet the criteria for recognizing contributed services.

The Foundation also receives contributions of goods which are recognized at estimated fair market value as of the date of donation. Contributed goods received during the fiscal year ended June 30, 2017 totaled \$144,690 which included a contribution of equipment valued at \$44,940 for the recipient departments.

Use of Estimates and Assumptions

Management uses estimates and assumptions in preparing financial statements in accordance with accounting principles generally accepted in the United States of America. Those estimates and assumptions affect the reported amounts of assets and liabilities and the reported revenues and expenses. Significant estimates include valuation of pledges receivable. Actual results could differ from such estimates.

Revenue Recognition

The Foundation recognizes contributions received as revenues in the period received or pledged. Contributions of assets other than cash are recorded at their estimated fair value on the date of donation. Contributions received are reported as unrestricted support, temporarily restricted support or permanently restricted support. Temporarily restricted net assets become unrestricted when donor imposed time restrictions expire or when the contributions are used for their restricted purpose, at which time they are reported in the Statement of Activities as satisfied of restrictions. Expenses are reported as decreases in unrestricted net assets.

Cash and Cash Equivalents

All highly liquid cash investments with an original maturity of three months or less when purchased are considered to be cash equivalents. As of June 30, 2017, and at various times during the fiscal year, the Foundation maintained cash balances in excess of federally insured limits. However, the balances of funds over federal insurance limits are collateralized pursuant to California Government Code as the Foundation's funds are coded as public funds.

**CHAFFEY COLLEGE FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

NOTE 2 – Summary of Significant Accounting Policies (*continued*)

Accounts Receivable

Accounts receivable are stated at the amount management expects to collect from the outstanding balance. Other accounts receivable are comprised of amounts expected to be collected from the annual golf tournament held near the Foundation's fiscal year end. For the fiscal year ended June 30, 2017, management had determined all accounts receivable were fully collectible and no allowance for doubtful accounts has been established.

Pledges Receivable

Unconditional promises to give that are expected to be collected within one year are recorded at net realizable value. Unconditional promises to give that are expected to be collected in future years are recorded at fair value, which is measured as the present value of their future cash flows. The discounts on those amounts are computed using risk-adjusted interest rates applicable to the years in which the promises are received. Amortization of the discounts is included in contributions revenue. Conditional promises to give are not included as support until the conditions are substantially met. For the fiscal year ended June 30, 2017 the Foundation did not receive any conditional promises to give.

Investments

Generally accepted accounting principles require nonprofit organizations to report certain investments at fair value. In accordance with that guidance, the Foundation accounts for its equity securities that have readily determinable market values by recording and reporting those securities at fair value. Information about the fair value of investments and the unrealized gains is discussed in Note 3.

Income Tax Status

The Foundation has received tax-exempt status from the Internal Revenue Service and the Franchise Tax Board under Section 501(c)(3) of the Internal Revenue Code and under Revenue and Taxation Code Section 23701d, respectively.

Since the Foundation is exempt from federal and state income tax liability, no provision is made for current or deferred income taxes. The Foundation uses the same accounting methods for tax and financial reporting. Management has considered its tax positions and believes that all of the positions taken in its federal and state exempt organization returns are more likely than not to be sustained upon examination. The Foundation's returns are subject to examination by federal and state taxing authorities, generally for three years and four years, respectively, after they are filed.

**CHAFFEY COLLEGE FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

NOTE 2 – Summary of Significant Accounting Policies (*continued*)

Functional Allocation of Expenses

The costs of providing program and other activities have been summarized on a functional basis in the statements of activities and functional expenses. Accordingly, certain costs have been allocated among the program and supporting services benefited. The Foundation does not recognize fundraising expenses as all salaries, benefits, and overhead related to fundraising are paid for by the District.

Recent Accounting Pronouncements

In August 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2016-14 *Not-For-Profit Entities (Topic 985) Presentation of Financial Statements of Not-For-Profit Entities*. The amendments in this update are designed to improve the current net asset classification requirements and the information presented in the financial statements and notes about a Not-For-Profit entity's liquidity, financial performance, and cash flows. The amendments in this update are effective for annual financial statements issued for fiscal years beginning after December 15, 2017. Early application is permitted. Amendments should be applied on a retrospective basis in the year the update is first applied. The Organization is still evaluating the impact the amendments in this ASU will have on its financial statements.

Subsequent Events

The Foundation has evaluated subsequent events through March 2, 2018, which is the date the financial statements were available to be issued for the fiscal year ended June 30, 2017 and determined there are no other items to disclose.

NOTE 3 – Investments

The Foundation reports its investments using a three-level hierarchy that prioritizes the inputs used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to measurements involving significant unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy are as follows:

- *Level 1* inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities that the Foundation has the ability to access at the measurement date.
- *Level 2* inputs are inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.
- *Level 3* inputs are unobservable inputs for the asset or liability.

**CHAFFEY COLLEGE FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

NOTE 3 – Investments *(continued)*

The level in the fair value hierarchy within which a fair value measurement in its entirety falls is based on the lowest level input that is significant to the fair value measurement in its entirety.

The following table summarizes the valuation of the Foundation's investments at June 30, 2017:

	Fair Value Measurements		
	<u>(Level 1)</u>	<u>(Level 2)</u>	<u>(Level 3)</u>
Certificates of deposit	\$ --	\$ 136,493	\$ --
Securities	19,299	--	--
Mutual funds	1,916,052	--	--
Exchange-traded and closed-end funds	<u>156,681</u>	<u>--</u>	<u>--</u>
Total	<u>\$ 2,092,032</u>	<u>\$ 136,493</u>	<u>\$ --</u>

The following schedule summarizes the investment return for the fiscal year ended June 30, 2017:

	<u>Unrestricted</u>	<u>Permanently Restricted</u>	<u>Total</u>
Interest and dividends	\$ 34,986	\$ --	\$ 34,986
Realized gain, net	496	--	496
Unrealized gain, net	56,436	--	56,436
Fees	(<u>8,085</u>)	<u>--</u>	(<u>8,085</u>)
Total	<u>\$ 83,833</u>	<u>\$ --</u>	<u>\$ 83,833</u>

NOTE 4 – Pledges Receivable

Pledges receivable are summarized as follows at June 30, 2017:

Unconditional promises expected to be collected in:	
less than one year	\$ 2,000
greater than one year	<u>8,000</u>
Total	<u>\$ 10,000</u>

Management determined that the pledge due in greater than one year would not be discounted to present value as the impact would be immaterial to the financial statements as a whole.

**CHAFFEY COLLEGE FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

NOTE 5 – Net Assets Released from Restrictions

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purpose or by occurrence of other events specified by donors. All net assets released from restrictions were for the benefit of the Foundation.

Net assets released from restrictions consisted of the following at June 30, 2017:

Department funds distributed	\$ 215,580
Scholarship accounts	323,516
Other	<u>292,262</u>
Total	<u>\$ 831,358</u>

NOTE 6 – Temporarily Restricted Net Assets

Temporarily restricted net assets were comprised of the following at June 30, 2017:

Department funds	\$ 618,480
Scholarship accounts	534,246
Other	<u>638,139</u>
Total	<u>\$ 1,790,865</u>

NOTE 7 – Permanently Restricted Net Assets

Permanently restricted net assets were comprised of the following at June 30, 2017:

Memorial funds and scholarship accounts	\$ 1,248,354
---	--------------

NOTE 8 – Related Party Transactions

The Foundation and the District are financially interrelated organizations under ASC Topic 985-605. As such, the Foundation reflects contributions received for the benefit of the District as revenue in its financial statements. Expenses related to these contributions are accounted for as grants under program services.

The Foundation awards financial support for various programs and general support to the District in accordance with donor instructions.

**CHAFFEY COLLEGE FOUNDATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

NOTE 8 – Related Party Transactions *(continued)*

During the fiscal year ended June 30, 2017, the Foundation transferred amounts to the District for payments based upon donor instructions and other departmental obligations according to the following schedule:

Grants to District	\$ 227,799
Reimbursement to District for salaries and benefits	32,486
Contributions to District for student scholarships	328,474
Chaffey Community College departmental scholarships	<u>360,365</u>
 Total	 <u><u>\$ 949,124</u></u>

At June 30, 2017, amounts due from the District totaled \$3,329.

NOTE 9 – Transfers of Funds

During the fiscal year ended June 30, 2017, temporarily restricted funds totaling \$397,142 were transferred to permanently restricted endowments based on management's analysis of donor intent.

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

May 24, 2018
Board Meeting Date

TOPIC **QUARTERLY INVESTMENT REPORT**

Communication No. IV.D.2.c

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, 2018, 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, 2018 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, 2018, 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

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

Diana Contreras, Student Trustee

Dr. Henry D. Shannon, Superintendent/President

March 31, 2018

Chaffey Community College District

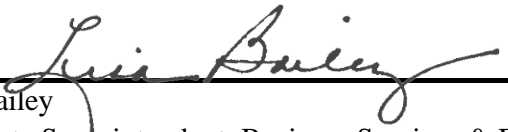
Investment Report

Summary

For The Period Ended March 31, 2018

General Portfolio	Fund Value	Market Value
General Portfolio		
San Bernardino County Investment Pool	\$ 84,071,776	\$ 84,533,751
Other Investments	19,032,839	17,421,791
Irrevocable Trusts	5,889,943	7,530,438
Chaffey District Funds with Financial Institutions - Bank Deposits	1,298,301	1,298,301
Total General Portfolio	\$ 110,292,859	\$ 110,784,281

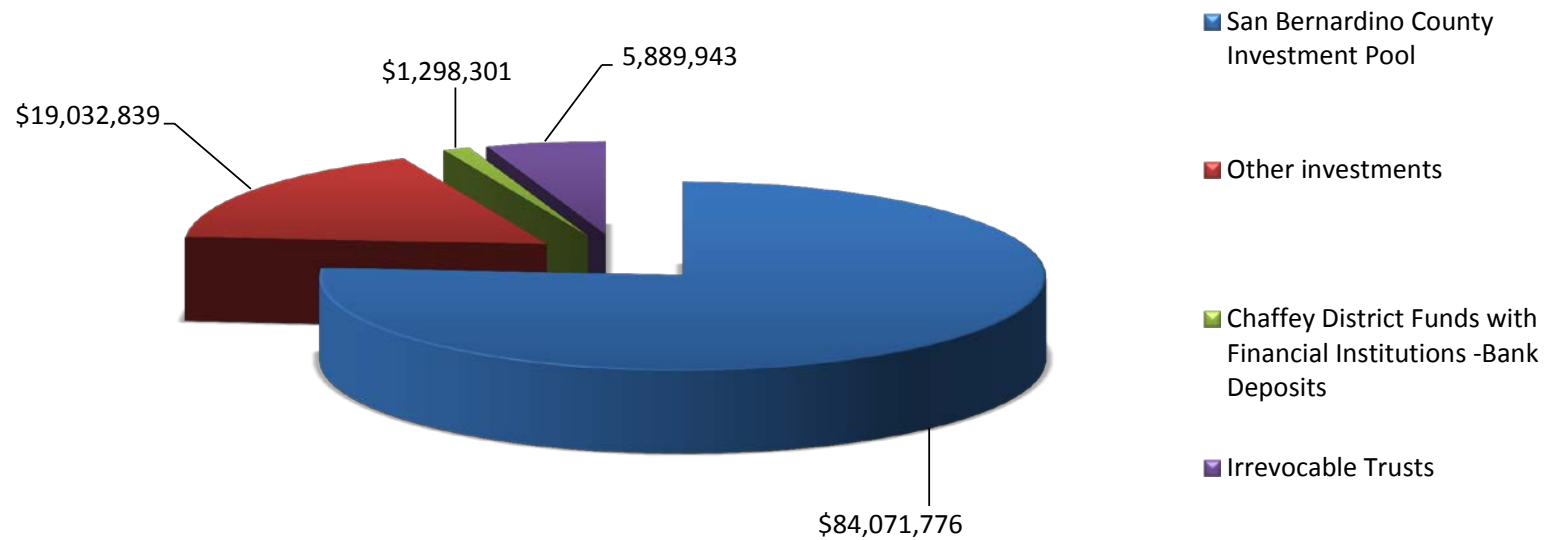
1. I hereby certify that the investments are in compliance with the investment guidelines statement adopted by the Governing Board.
2. The District has the ability to meet its budgeted expenditures for the next six months.
3. The market values for funds held in checking accounts and money market funds 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, 2018



Chaffey Community College District

Investment Report

Chaffey District Funds in San Bernardino County Investment Pool

For The Period Ended March 31, 2018

Funds/Accounts in County Investment Pool	Fund Number	Account Number	Fund Total
General Fund	10	9110	\$ 46,871,947
Bond Debt Service Fund	21	9110	19,033,224
Children's Center	33	9110	1,942,206
Bond Fund	40	9110	1,569,423
Capital Projects	41	9110	12,846,887
Scheduled Maintenance	42	9110	169,640
Bond Fund - Series D	45	9110	3,632
Bond Fund - Series E	46	9110	6,099
Self-Insurance Fund	61	9110	1,057,388
Vacation Liability	69	9110	571,330

Total Funds in County Investment Pool

\$ 84,071,776	Market Value Share \$ 84,533,751 (Note 1 and 2)
---------------	--

Annualized Yield for Quarter Ended	3/31/2018	1.59%
Annualized Yield for Quarter Ended	12/31/2017	1.38%

Other Investments	Fund Total	Market Value	3/31/18 Yield	Prior qtr. Yield
Morgan Stanley - Series D	1,572,186	1,582,230	1.39%	1.86%
US Bank/Payden & Rygel - Series E	17,460,654	15,839,561	4.22%	4.20%
Total Other Investments	\$ 19,032,839	\$ 17,421,791		

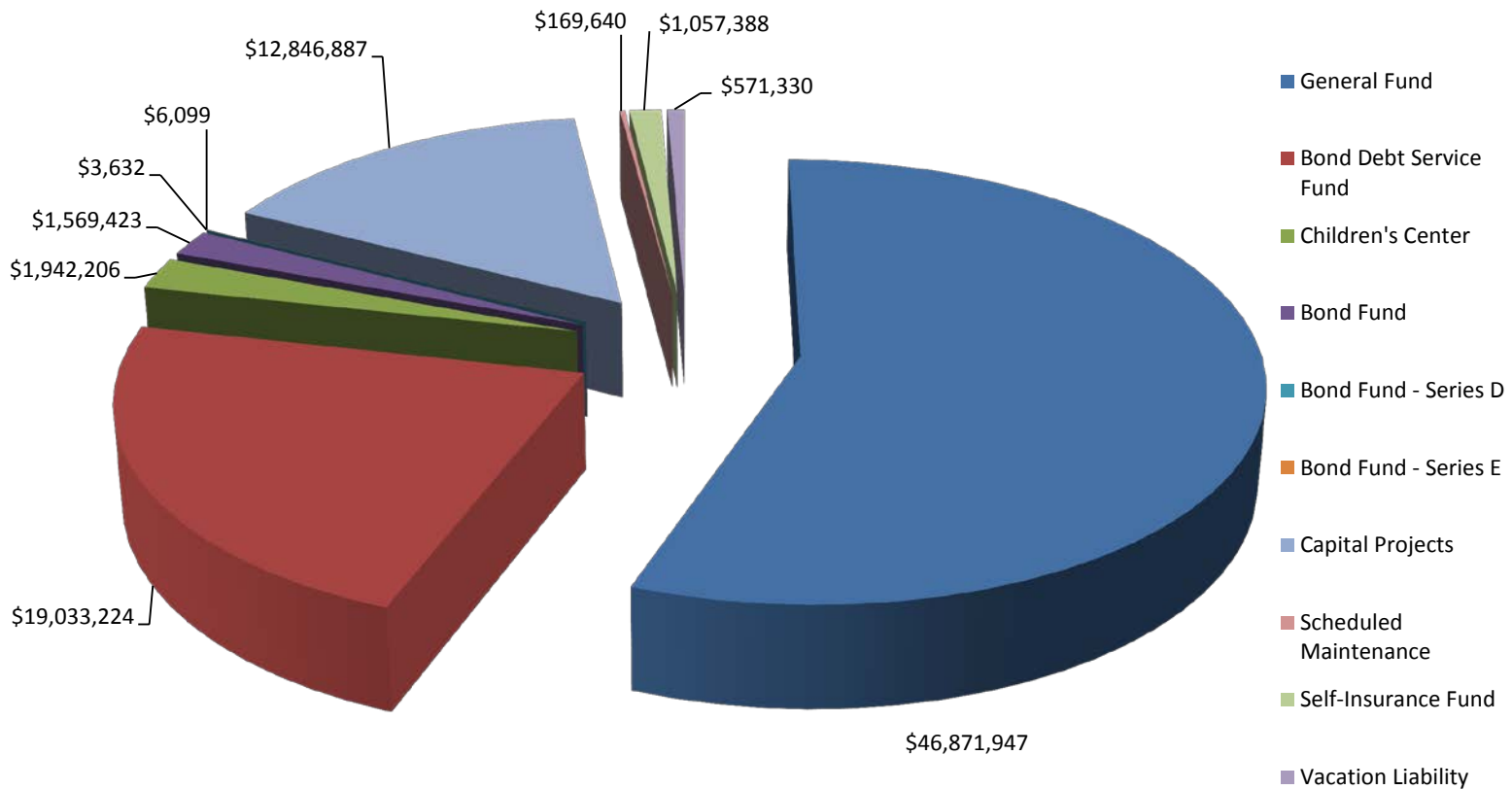
Irrevocable Trusts	Fund Total	Market Value
Benefit Trust Company - Other Post Employment Benefits (OPEB)	5,381,091	7,028,632
Benefit Trust Company - Pension Stability Trust (PST)	508,852	501,806
Total Irrevocable Trusts	\$ 5,889,943	\$ 7,530,438

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, 2018



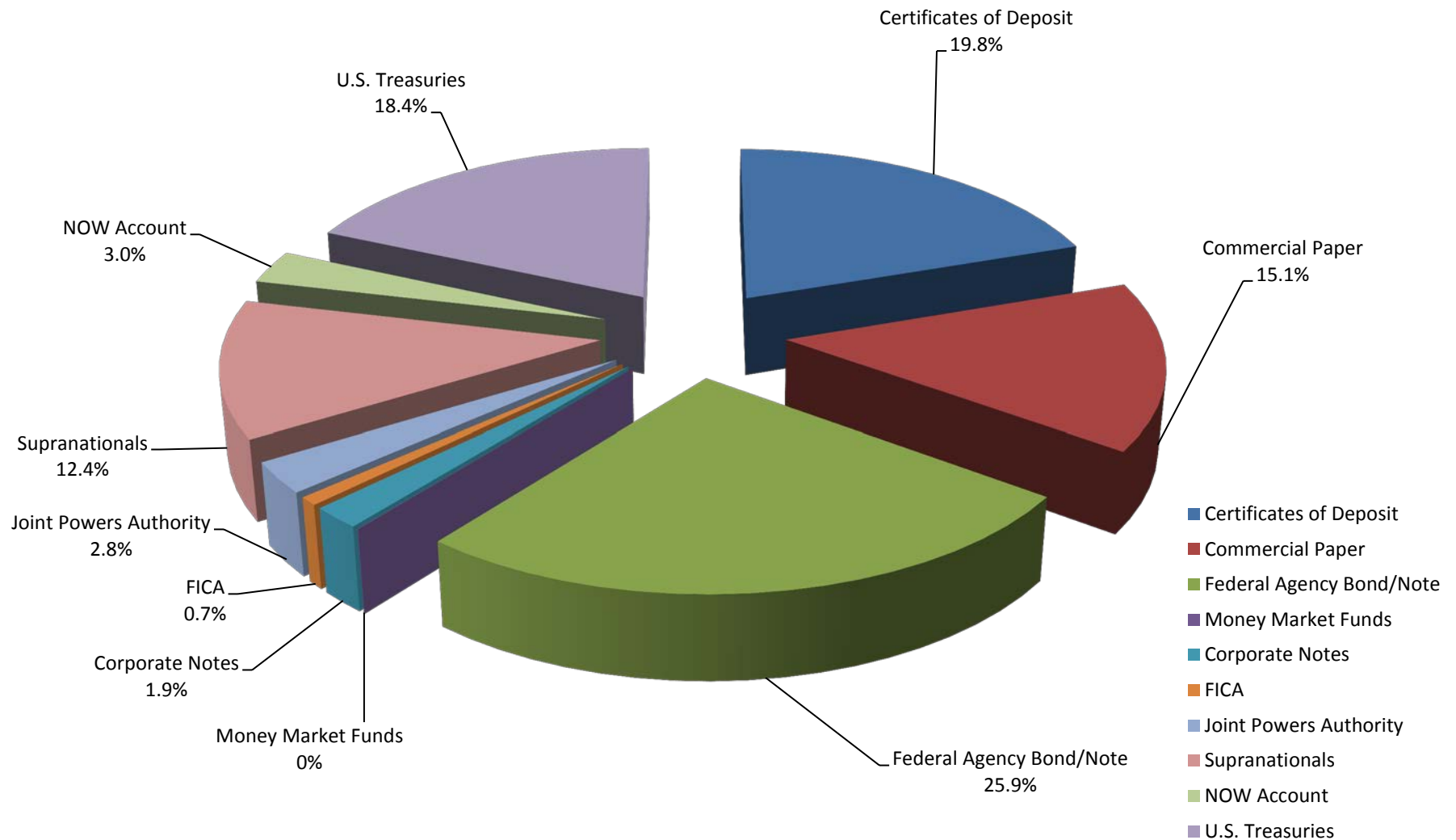
Chaffey Community College District
Investment Report

San Bernardino County Pool Summary
For The Period Ended March 31, 2018

Security Type	Par(\$)	Amortized Cost	Market Value	Yield to Maturity
Certificates of Deposit	\$ 1,325,000,000	\$ 1,325,000,840	\$ 1,323,394,022	1.73%
Commercial Paper	1,014,000,000	1,011,942,977	1,011,539,356	1.77%
Corporate notes	130,000,000	129,982,086	128,352,156	1.65%
Federal Agencies	1,748,672,000	1,747,583,934	1,733,719,275	1.42%
Supranationals	835,000,000	834,191,417	826,222,540	1.29%
Money Market Funds	2,000,000	2,000,000	2,000,000	1.50%
FICA	50,000,000	50,000,000	50,000,000	0.95%
Joint Powers Authority	187,000,000	187,000,000	187,000,000	1.69%
NOW Account	200,000,000	200,000,000	200,000,000	1.67%
U.S. Treasuries	1,250,000,000	1,242,445,577	1,229,730,425	1.71%
Total Securities	<u><u>\$ 6,741,672,000</u></u>	<u><u>\$ 6,730,146,830</u></u>	<u><u>\$ 6,691,957,773</u></u>	<u><u>1.59%</u></u>
Cash Balances	<u>\$ 240,384,109</u>	<u>\$ 240,384,109</u>	<u>\$ 240,384,109</u>	
Total Investments	<u><u>\$ 6,982,056,109</u></u>	<u><u>\$ 6,970,530,939</u></u>	<u><u>\$ 6,932,341,883</u></u>	
Accrued Interest	0	17,336,589	17,336,589	
Total Portfolio	<u><u>\$ 6,982,056,109</u></u>	<u><u>\$ 6,987,867,528</u></u>	<u><u>\$ 6,949,678,471</u></u>	

Chaffey Community College District
Investment Report

San Bernardino County Pool Summary Distribution
For The Period Ended March 31, 2018



Chaffey Community College District

Investment Report

Chaffey District Funds with Financial Institutions - Bank Deposits For The Period Ended March 31, 2018

Institution	Account Name	Collateralized Deposits	Total Deposits	Interest Rate	Maturity Date
Citizen's Business Bank	Associated Student Body Bus. Analyzed Public Funds Acct.	258,735	258,735	*	N/A
Citizen's Business Bank	Associated Student Body Insured Money Market Public Acct.	149,187	149,187	0.35%	N/A
Citizen's Business Bank	Revolving Cash Fund Bus. Analyzed Public Funds Acct.	22,532	22,532	*	N/A
Citizen's Business Bank	Clearing Account Bus. Analyzed Public Funds Acct.	867,846	867,846	*	N/A
Total All Banking Institutions		<u>\$ 1,298,301</u>	<u>\$ 1,298,301</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.

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 24, 2018
Board Meeting Date

TOPIC **APPROVAL OF MINUTES, APRIL 26, 2018**

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 26, 2018, 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 26, 2018, regular board meeting.

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

**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 26, 2018, at the Chaffey College Chino Community Center. Board President Brugger called the meeting to order at 2:00 p.m.

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

Members absent: None

CLOSED SESSION

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

No comments were made.

Chef Mark Forde introduced the Chino Bistro class, Culinary 22, who prepared lunch and desserts for the Governing Board. Chef Forde announced that some of his students would be attending Cal Poly in the fall.

The Board convened in closed session at 2:05 p.m. Closed session was adjourned at 3:20 p.m.

STUDY SESSION

A study session commenced on the following topics:

Chino Campus Monitoring Report – Dr. Teresa Hull, Dean of the Chino Campus, presented on what has happened at the Chino campus this past year. She mentioned that the Chino campus has just celebrated its 10-year anniversary. The presentation included the following: School of Hospitality, Fashion, Interior and Culinary Arts; Chino Advisory Team; campus activities; student survey; and the Chino Community Center. Dr. Hull mentioned that the Bistro served 600 guests and that the Chino Community Center held 65 events with a revenue of \$173,000 this fiscal year. She mentioned that Rubidoux High School held their prom at the Chino Center this year. This was the first prom ever held at the center.

Sabbatical Report – Professor Barbara King of the philosophy department presented her research on Plato's view on women by undertaking a thorough

and detailed reading of his entire works. She thanked the Governing Board and Dr. Shannon for approving her sabbatical leave. Professor King commented that since returning from her leave, she now expects more from her students and that they have risen to meet the challenge. Through her extensive research, Professor King concluded that Plato was not a feminist as some believe, but in her view, he was deeply attached to the misogynist views held in ancient Greece.

President Brugger asked if Professor King knew Greek and she responded that as part of her degree in philosophy, she was required to read and write ancient Greek. Professor King will present her findings to the American Philosophical Association.

Future Bond Considerations – Melanie Siddiqi, vice president of administrative services, spoke about the possibility of going out for a general obligation bond maybe as early as this November. She introduced Jared Boigon from TBWB and John Fairbank from FM3 Research who presented the results of the bond survey. The presentation included: November 2018 bond timeline; building consensus in the community; building a strong measure, advocacy campaign; methodology of survey; general community attitudes; college importance in the community; and AB195 ballot measure wording.

The recommendation from the consultants is that Chaffey College could pass a bond for \$930 million with a 59% - 60% approval rating. A final decision by the District would need to be made by the July Board meeting.

There was discussion on the breakdown of the results by city. Mr. McDougal questioned why the city of Montclair was not represented on the chart. Jared Boigon reported that Montclair was included in the sample poll, but the sample size was only 8% and therefore the results were not included in the chart presented. The consultants agreed to include the results from the city of Montclair in the second presentation.

Vice President McLeod asked why the support from Rancho Cucamonga was lower than other district cities. Mr. Fairbank responded that Republican voters tend to vote against bond measures, while Democrats tend to support them. Mr. Boigon mentioned that perhaps the fact that the Rancho campus is a beautiful and iconic campus makes voters in Rancho Cucamonga unaware of the needs of the college.

Trustee Roberts asked at what point in the process the needs of the college are determined. It was discussed that the Facilities Master Plan illustrates the needs. The Vision 2025 Facilities Master Plan is currently being amended.

Dr. Shannon asked about an Ontario campus. The consultant explained that over 3 to 1 of the survey respondents are agreeable to having a campus in Ontario.

Faculty Senate President Ardon Alger asked about voter expectations, and the consultant explained that more Latinos, millennials and women are expected to vote. Trustee Ovitt asked if they are expecting a larger voter turnout for the gubernatorial race, and Mr. Fairbank responded that they do due to the race and because of some controversial ballot measures. He also stated that there is generally strong support of community colleges in California. Mr. Ovitt stated that the cities in this area generally support educational bonds.

President Brugger asked if the consultants felt good about the survey results, and they responded that they feel the results are very favorable.

Dr. Shannon stated that the College needs to get the education piece out throughout the cities in the district. He stated that the College intends to very aggressively educate the public. Mr. Fairbank commented that we have a unique challenge in that we have such diverse cities.

Frank Vega, Rod Carter and Christen Villalobos from RBC Capital Markets discussed the general obligation bond. Their presentation included: the tax base, commercial and residential property values, Measure L bond program overview, outstanding debt and assessed value history, comparison of local community college general obligation bond programs and tax rates; potential new bond measure analysis and scenarios, general obligation bond primer, key aspects of a community college general obligation bond program, bond election options, sample projects financed with Proposition 39 general obligation bond proceeds, market update, interest rate movements and overview of municipal supply. The consultants stated that the bonding capacity for the District is about \$2.5 billion.

Mr. McDougal asked about the assessed valuation growth assumption and why it changed. Mr. Vega responded that the community has grown over 4.87% and that the assumption was based on 4.5% growth, but that different scenarios are given.

Ms. McLeod asked what would happen to the bond if another economic recession occurs. The consultant stated that this area has a very stable tax base and rebound in this area was much quicker than in other areas in California.

Ardon Alger mentioned that during Measure L, the College realized that we didn't ask for enough because the cost of construction had increased. Mr. Vega responded that there is a concern that the purchasing power could be challenged due to the increased cost of materials and construction costs.

Dr. Shannon stated that the College would take the information presented and implement a communication plan and come back in a couple of months with another presentation.

REGULAR SESSION

The regular session reconvened at 4:35 p.m., and Julie Sanchez, recording officer, led the Pledge of Allegiance to the Flag.

PUBLIC COMMENTS

There were no public comments.

COMMUNITY LINKAGES GOVERNING BOARD

Student Trustee Contreras and her cabinet, Blake Burum, vice president; Jordan Shackles, finance director and director of activities; and Jennifer Cardenas, director of communications; presented on the accomplishments for Chaffey College Student Government (CCSG) over the past year. The presentation included the following: elections, delegation, scholarships, class gift, ICC support, supporting programs, creation of flyers to collaborate with other entities; civil engagement; social events; backpack, shirts and pen giveaways; focus on Facebook, Instagram and Twitter to save paper usage; student empowerment campaign; and fall and spring activities. Ms. Contreras also recognized Julia Penigar, program assistant for the Office of Student Life, for her guidance and support.

Ardon Alger commented that in 19 years, this group of student government has been the most active. President Brugger thanked Ms. Contreras for attending all of the Board meetings and for her leadership. Dr. Shannon commented that this has been an excellent year for CCSG and he thanked Dr. Bishop, Advisor Charles Williams and Dean Chris Brunelle for their oversight and guidance of CCSG. Trustee Roberts commented that this group of students are so in control of their lives and what is going on around them and that has been very impressive.

Diana Contreras thanked the Board and everyone who has supported CCSG. She also asked that they support and guide the new student government.

Trustee Gary Ovitt highlighted the Ontario Montclair School District (OMSD) Promise Scholars golf tournament, the Alumni Hall of Fame recognition dinner, the Chaffey College Latino Scholarship Reception, and the OMSD Promise Scholars Key Champion recognition of Dr. Shannon. Mr. Ovitt commented that the event was very well attended and it was nice to honor Dr. Shannon.

Other events Mr. Ovitt attended were: Inland Empire Leadership Academy board meeting, Taste of Rancho Cucamonga, Chaffey High School breakfast with teachers and classified staff, OPARC fundraiser, Chaffey High School

Alumni Association board meeting, Ontario-Chaffey Community Show Band production meeting, Soroptimist International of Montclair/Inland Valley Library Read-In, Ontario-Chaffey Community Show Band concert, Children's Fund Executive Committee meeting, Soroptimist International of Montclair/Inland Valley Prism Award luncheon, Children's Fund Development Fund meeting, OMSD Models of Excellence Awards, Children's Fund West End Auxiliary Champions for Children Recognition, Ontario Parks & Recreation Commission Volunteer Banquet, and the Ontario-Chaffey Community Show Band board meeting.

Lee McDougal reported attending the Alumni/Hall of Fame recognition event which was personal to him because he knew some of the recipients, and the Promise Scholars event in which wonderful things were said about Dr. Shannon. Mr. McDougal also mentioned that he has completed his first week and second stint as interim city manager for the City of Riverside.

Trustee Katie Roberts mentioned that she has been ill, but was still able to attend the following events: two Rotary board meetings, Dialogue with the Board, Promise Scholars event honoring Dr. Shannon; Montclair Soroptimist awards, West End Family Counseling Board meeting, and a meeting with Dr. Shannon and Jim Fillpot to discuss Board policies.

Vice President Gloria Negrete McLeod reported she attended the Alumni and Hall of Fame awards and dinner, the Montclair Soroptimist awards, the Latino Scholarship reception, and the Promise Scholars event honoring Dr. Shannon. Ms. McLeod explained a brief history of the Promise Scholars program which was brought to Chaffey in 1997 or 1998. She explained that Riverside Community College had a similar school to college program and that she had brought the idea back and the Board moved the program forward at Chaffey with a partnership with the city of Montclair.

Board President Kathy Brugger announced that she now serves as the Director of the Senior and Disabled Fund of San Bernardino County. Ms. Brugger attended the following events: STEM Open House with AAUW, Alumni of the Year and Athletic Hall of Fame event; Dialogue with the Board; Montclair/Inland Valley Soroptimist Prism Awards luncheon which honored Lorena Corona, Chaffey College's manager of governmental relations as well as Chaffey students Niomi Jimenez, Jennifer Mejia, and Ashley Page. Ms. Brugger also reported that she served as a keynote speaker for the Executary Networking Luncheon with the City of Rancho Cucamonga. She explained the amount of research necessary to provide a presentation which illustrates the differences between K-12 and community colleges and thanks Alisha Rosas, director of marketing and public relations for her assistance. She also mentioned that Ms. Rosas provided her with a wonderful information booklet describing the CTE courses available at Chaffey College.

LEGISLATIVE UPDATE

Lorena Corona, manager of governmental relations, was not present. Dr. Shannon has asked Ms. Corona to provide a written report that will be forwarded to the Board.

PRESENTATIONS

There were no presentations at the April 26, 2018, meeting.

FOUNDATION

Lisa Nashua, executive director of the Foundation and governmental relations, distributed an update regarding foundation and alumni relations activities. She introduced Foundation Board member Joe Lutz who was present at the meeting.

Ms. Nashua's report included the following: Alumni of the Year/Athletic Hall of Fame event, Grad Fest, alumni partnerships, Foundation scholarships, impact of scholarships video, save the date for the golf tournament to be held on June 25 at the Glendora Country Club, donation of \$125,000 from the Grigsby's to support the football stadium renovation project; and community partnerships.

Dr. Shannon commented that the Alumni of the Year/Athletic Hall of Fame event was a homerun and that the videos were extraordinary. Lisa Nashua thanked marketing and athletics for their partnership. She stated that Alisha Rosas and Janeth Rodriguez are amazing and have taken marketing to another level.

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 of:

Jonathan Polidano to the position of instructor, automotive technology, 1.0 FTE, 10-month tenure-track assignment effective August 15, 2018.

Jasmeet Singh to the position of instructor, chemistry, 1.0 FTE, 10-month tenure-track assignment effective August 15, 2018.

Brian Khairullah to the position of instructor, industrial electrical technology, 1.0 FTE, 10-month tenure-track assignment effective August 15, 2018.

Daniel Carson to the position of instructor, physics, 1.0 FTE, 10-month tenure-track assignment effective August 15, 2018.

Eric Small to the position of programmer analyst, 1.0 FTE, 12 months, range 43, step C of the CSEA salary schedule, effective May 1, 2018.

Andrew Hadle to the position of studio arts technician/museum preparator, 1.0 FTE, 12 months, range 17, step A of the CSEA salary schedule, effective May 1, 2018.

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

Jason Burnell to the temporary, unclassified, professional expert position of out-of-season, all sports, effective May 1, 2018, through June 30, 2018, under the terms and conditions of the employment agreement.

Jose Flores to the temporary, unclassified, professional expert position of out-of-season, all sports, effective May 1, 2018, through June 30, 2018, under the terms and conditions of the employment agreement.

David Lamour to the temporary, unclassified, professional expert position of out-of-season, all sports, effective May 1, 2018, through June 30, 2018, under the terms and conditions of the employment agreement.

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

Appointment of:

Tara Johnson to the position of instructor, business, 1.0 FTE, 10-month tenure-track assignment effective August 15, 2018.

The Governing Board approved the revised educational services coordinator assignments for the 2017–18 academic year as identified on the attached list.

The Governing Board authorized the district to enter into a last chance agreement and ten-day disciplinary suspension of an academic employee with identification number 8816.

The Governing Board approved the early termination of the employment contract of an employee with identification number 0305, effective April 30, 2018.

The Governing Board approved the early termination of the employment contract of an employee with identification number 7867, effective April 30, 2018.

MONITORING

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

Budget Monitoring Report

Chino Campus Monitoring Report

INFORMATIONAL

Board Policies for Information

Dr. Shannon thanked Trustee Katie Roberts for working with Jim Fillpot, dean of institutional research, to review the board policies which will be brought back next month for approval.

PUBLIC HEARINGS

HUMAN RESOURCES

As a result of the bargaining process between the District and the Association, a joint proposal/preliminary agreement was reached and was ratified by the Association. In accordance with California Government Code Section 3547,

the Governing Board held a public hearing to give the public an opportunity to express itself regarding the joint proposal/preliminary agreement. Copies of the proposed preliminary agreement were made available at the meeting.

Motion – Lee McDougal Second – Gloria McLeod

The public hearing was closed.

The Governing Board adopted the proposed joint proposal/agreement between the Chaffey College Faculty Association (CCFA) and the Chaffey Community College District.

CONSENT AGENDA

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

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

Through this action, the following were approved (Approval of Minutes, March 29, 2018 through Temporary Interfund Borrowing).

GOVERNANCE PROCESS

The minutes of the March 29, 2018, regular board meeting were approved as presented.

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

The Governing Board adopted the resolution to compensate Katie Roberts, Governing Board member, for the March 29, 2018, meeting from which he was absent.

ACADEMIC AFFAIRS

The Governing Board approved 4 new courses, 104 course modifications, 8 course deactivations, 17 distance education courses, 7 program of study modifications, and 2 program of study deactivations for the *Chaffey College 2018-2019 Catalog*.

The Governing Board approved the sabbatical leave report from Barbara King, School of Social and Behavioral Sciences.

BUSINESS/FISCAL AFFAIRS

The Governing Board approved the grant sub-agreement between Rancho Santiago Community College District and Chaffey Community College District in the amount of \$400,000, with a performance period of February 26, 2018 through December 31, 2018.

The Governing Board authorized the District to award Bid No. 2018CS464 and to issue a purchase order in accordance with the terms and specifications of the Bid Documents, to Jaken Medical of Chino, California, in the amount of \$173,350, which equals the total bid price on the attached bid opening results, plus sales tax in the amount of \$12,737.13, for a grand total of \$186,087.13.

The Governing Board approved the budget increase of \$79,175 to the 2017-2018 restricted general fund budget for the Veteran's Resource Center and Campus Safety and Sexual Assault allocations.

The Governing Board adopted Resolution 42618, which delegates authority to the superintendent/president or his designee to sell or otherwise dispose of the electronic equipment and miscellaneous materials listed in Exhibit A of the resolution, and to execute all documents in connection therewith, in accordance with the terms and conditions of the resolution.

The Governing Board approved the changes to the fee schedule, effective fall 2018, as authorized by the applicable provisions of the Education Code.

The Governing Board approved the Budget Transfer Board Report for the period of January 1, 2018 through March 31, 2018.

The Governing Board approved the Quarterly Financial Status Report for the period ending March 31, 2018.

The Governing Board approved the Participation Agreement No. 2017/20-17-B Strong Workforce Program between Riverside Community College District and Chaffey Community College in the amount of \$138,500 for the period of January 1, 2018 through December 31, 2019.

The Governing Board approved the resolution authorizing interfund borrowing among all funds held by the San Bernardino County Treasurer for the Chaffey College District for the 2018-2019 fiscal year.

ACTION AGENDA

BUSINESS/FISCAL AFFAIRS

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

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

CEO/STAFF REPORTS

Henry Shannon, superintendent/president, provided the following highlights to the Board: Soroptimist International of the Montclair/Inland Valley Prism Award luncheon, Chaffey College Latino Faculty and Staff Association scholarship reception, Educational Advertising Awards, Guided Pathways Extravaganza, Community College Public Relations Organization Awards Ceremony, and the Strong Workforce Stars Gold Star Program.

Dr. Shannon praised Misty Burrueal for leading the Guided Pathways project with Meridith Randall.

President Shannon also thanked the Board and the Leadership Team for supporting him and attending the Promise Scholars event.

Dr. Shannon provided updates from instruction and institutional effectiveness.

Mr. Alger asked Meridith Randall to announce some great news about the English faculty, and she explained that Chaffey College was chosen among 11 other colleges out of 66 to receive an award of \$1 million for the Statewide Innovation Award. She asked Dean Tony DiSalvo to explain further. Dean DiSalvo explained that English faculty worked quickly on AB705 to reform delivery of pre-collegiate English to go from a three-level below transfer model to a one-level which required curriculum revision. This resulted in a 120% increase in African American, and 116% increase in Latino students being placed directly in English 1A this semester. Leona Fisher, Neil Watkins, and Tony DiSalvo authored the document for the award with Dr. Randall's leadership.

Dr. Shannon mentioned that one of the biggest hurdles to completion is developmental education and the process to college credit courses. This new approach will help students to complete.

Dean DiSalvo also pointed out that the college is no longer using Accuplacer as a placement tool for English. The English Department is now using multiple measures heavily weighing high school GPA and the last class taken in English.

Trustee McLeod asked how returning students are assessed for English placement. Dean DiSalvo mentioned that this would require a counseling

session, obtaining transcripts, if available, and self-placement is used on a case-by-case basis.

Faculty Senate President Ardon Alger highlighted faculty members Baron Brown, Rose Ann Cobos, Sarah Cotton, Nikki DeRose, Sonia Diaz, Robin Ikeda, Erik Kolb, Shannon Jessen, Wendy Acosta, Megan Hassanzadah, Tina Kuo, Jorge Martinez, Christopher Waters, Kimberly Stephens, Taylor Pupka, Timothy Myers, Anna Foutz, Marc Meyer, Thierry Brusselle, Abel Chen and Megan Keebler.

Classified Senate had no report.

CSEA had no report.

CCFA President Jonathon Ausubel thanked the Board for ratifying the faculty contract. He commented that 232 out of 342 eligible voters participated which was the largest voter turnout ever. He also noted that the contract passed by a 3 to 2 ratio.

CDCFA had no report.

BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

Dr. Shannon announced that the Marketing Department, under Alisha Rosas's leadership, won several Educational Advertising and Community College Public Relations Organization awards. Ms. Rosas announced the following awards that were received for Chaffey College's Marketing Department:

- Gold – Fast Track II “Stay the Course. Stay Chaffey.”
- Silver – Best Radio Commercial: Marlene Gonzales Testimonial
- Bronze – Report to the Community Publication 2017
- Merit Award: Report to the Community Video 2017
- Merit Award: Best Use of Billboard Ad
- Merit Award: Best Poster – Meagan Tandy
- 1st Place in the state for radio spot featuring Marlene Gonzales
- 1st Place in the state for the Report to the Community video
- 2nd Place in the state for Got Culture?
- 2nd Place in the state for redesigned football program
- 3rd Place for an I am Chaffey bus ad featuring Hugo Valenzuela

ADJOURNMENT

The meeting was adjourned at 5:40 p.m.

The next regular meeting of the Chaffey Community College District
Governing Board will be Thursday, May 24, 2018.

President

Clerk

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 24, 2018
Board Meeting Date

TOPIC **BOARD MEETING DATE CHANGE**

Communication No. IV.E.1.b

SUPPORTS BOARD POLICY

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

PROPOSAL

To change the date of the October board meeting to Tuesday, October 23, 2018.

BACKGROUND

Because of a scheduling conflict, it is proposed that the date of the October board meeting be changed to facilitate attendance by the board members.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board change the date of the October board meeting to Tuesday, October 23, 2018.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 24, 2018
Board Meeting Date

TOPIC **BOARD POLICIES FOR ADOPTION**

Communication No. IV.E.1.c

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 2017–2018 academic year. As part of the update process, Board Policies and Administrative Procedures from Chapter 2 (Governing Board) are being submitted for adoption. Board Policies were reviewed by Board Member Roberts in her capacity as Governing Board Policy Liaison and the Governing Board received these policies for information at its April 26, 2018 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 and Administrative Procedures
Presented to the Governing Board for Adoption
May 24, 2018**

Board Policies		Administrative Procedures	
Chapter 2 – Governing Board			
BP 2010	Governing Board Membership		
BP 2015	Student Trustee		
BP 2105	Election of Student Trustee	AP 2105	Election of Student Trustee
BP 2110	Vacancies on the Governing Board	AP 2110	Vacancies on the Governing Board
BP 2200	Governing Board Duties and Responsibilities	AP 2200	Governing Board Duties and Responsibilities
BP 2210	Officers		
BP 2220	Committees of the Governing Board		
BP 2305	Annual Organizational Meetings		
BP 2310	Regular Meetings of the Governing Board		
BP 2315	Closed Sessions		
BP 2320	Special, Emergency, and Adjourned Meetings	AP 2320	Special, Emergency, and Adjourned Meetings
BP 2330	Quorum and Voting		
BP 2340	Agendas	AP 2340	Agendas
BP 2345	Public Participation at Governing Board Meetings		
BP 2350	Speakers		



**Governing Board Policies and Administrative Procedures
Presented to the Governing Board for Adoption
May 24, 2018**

Board Policies		Administrative Procedures	
Chapter 2 – Governing Board			
BP 2355	Decorum		
BP 2360	Minutes	AP 2360	Minutes
BP 2365	Recordings	AP 2365	Recordings

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 24, 2018
Board Meeting Date

TOPIC **ROLE AND PRIVILEGES OF STUDENT TRUSTEE**

Communication No. IV.E.1.d

SUPPORTS BOARD POLICY

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

PROPOSAL

To adopt rules defining the role of the student trustee for the period June 1, 2018, through May 31, 2019.

BACKGROUND

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

It is proposed that the role of the student trustee be assumed by the Chaffey College Student Government (CCSG) president for the year June 1, 2018, through May 31, 2019. The student trustee shall be enrolled in and maintain a minimum of six semester units in the district at the time of nomination and throughout the term of service. The student shall maintain no less than six units and no less than 2.25 cumulative GPA.

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

BUDGET IMPLICATIONS

Funding Source – Unrestricted general fund budget

Status of Funds – Funds for this item will be included in the 2018–2019 budget.

Future Implications – N/A

RECOMMENDATION

It is recommended that, for the year June 1, 2018–May 31, 2019, the CCSG president also be designated the student trustee and that he/she receive a \$450 stipend for tuition, fees, books, or supplies per semester.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 24, 2018
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 1 new course, 29 course modifications, and 7 program of study modifications for the *Chaffey College 2018-2019 Catalog*, as recommended by the Faculty Senate, the college Curriculum Committee, and the Associate Superintendent of Instruction and Institutional Effectiveness.

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 attached new course, course modifications, and program of study modifications, which are not currently in the college curriculum. As a result of deliberations, the college Curriculum Committee, the Faculty Senate, and the Associate Superintendent of Instruction and Institutional Effectiveness are recommending 1 new course, 29 course modifications, and 7 program of study modifications for approval by the Governing Board.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended the Governing Board approve 1 new course, 29 course modifications, and 7 program of study modifications for the *Chaffey College 2018-2019 Catalog*.

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

Curriculum 2017-2018

NEW COURSES					
	Discipline	Course ID	TOP Code	Title	Units
1.	Computer Information Systems: Networking	CISNTWK-20	0708.10	Introduction to Cybersecurity: Ethical Hacking	3
COURSES - MODIFICATIONS					
	Discipline	Course ID	TOP Code	Title	Units
1.	Art	ART-62A	1013.00	Illustration I	3
2.	Broadcasting	BRDCAST-3	0604.00	Introduction to Electronic Media	3
3.	Broadcasting	BRDCAST-55	0604.00	Beginning Audio Production	3
4.	Broadcasting	BRDCAST-60	0604.20	Beginning Single Camera Production	3
5.	Broadcasting	BRDCAST-62	0604.20	Beginning TV Studio Production	3
6.	Broadcasting	BRDCAST-67	0604.10	Beginning Radio Production	3
7.	Broadcasting	BRDCAST-70	0604.20	Postproduction for Broadcasting & Cinema	3
8.	Broadcasting	BRDCAST-74	0604.20	High Definition Cinematography	3
9.	Cinema	CINEMA-20	0612.20	Screenwriting - Cinema	3
10.	Cinema	CINEMA-22	0604.00	Introduction to Media Writing	3
11.	Cinema	CINEMA-25	0612.10	Survey of World Cinemas	3
12.	Cinema	CINEMA-26	0612.10	Survey of American Cinema	3
13.	Cinema	CINEMA-30	0612.20	Beginning Motion Picture Production	3
14.	Cinema	CINEMA-80	0604.00	Producing for Broadcast and Cinema	3
15.	Cinema	CINEMA-96	0604.00	Internships in Cinema, Television or Radio	3
16.	Emergency Medical Technician	EMT-411	1250.00	Emergency Medical Technician	7
17.	English	ENGL-495	1501.00	College Reading and Writing	4
18.	Fire Technology	FIRETEC-10	2133.10	Wildland Fire Control	3
19.	Fire Technology	FIRETEC-2	2133.00	Fire Behavior and Combustion	3
20.	Fire Technology	FIRETEC-3	2133.00	Fire Protection Systems	3
21.	Fire Technology	FIRETEC-4	2133.00	Building Construction for Fire Protection	3
22.	Fire Technology	FIRETEC-5	2133.00	Fire Prevention	3
23.	Fire Technology	FIRETEC-6	2133.00	Fire Apparatus and Equipment	3
24.	Fire Technology	FIRETEC-7	2133.00	Strategies and Tactics	3
25.	Fire Technology	FIRETEC-9	2133.00	Principles of Fire and Emergency Services Safety & Survival	3
26.	Industrial Electrical Technology	IET-417	0934.40	Electrical Troubleshooting	3
27.	Music	MUSIC-15	1005.00	Introduction to Music Business	3
28.	Music	MUSIC-16	1005.00	Introduction to Recording Arts	3
29.	Music	MUSIC-18	1005.00	Computer Assisted Recording and Editing	3

PROGRAMS OF STUDY - MODIFICATIONS					
	Program of Study	AA/AS/C	TOP Code	Title	Units
1.	Computer Information Systems	A.S.	0702.00	Computer Information Systems	32.5
2.	Computer Information Systems	Certificate of Achievement	0702.00	Computer Information Systems	32.5
3.	Computer Information Systems: Networking	Certificate of Achievement	0708.10	Network Specialist	24

May 2018 Curriculum Board Report

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 24, 2018
Board Meeting Date

TOPIC **APPROVAL: PARTIAL RELEASE OF RETENTION, SOLAR PROJECT**

Communication No. IV.E.3.a

SUPPORTS BOARD ENDS STATEMENT/POLICY

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

PROPOSAL

To authorize the district to issue and execute all necessary documents for the Solar Photovoltaic System project to reduce the amount of retention withheld from 5 percent to 2 percent, in accordance with the terms and conditions of Contract 16P39 with Borrego Solar Systems, Inc. (Borrego Solar), of San Diego, California, for the reasons set forth below.

BACKGROUND

On May 25, 2017, the Governing Board authorized the letting of Contract 16P39 to Borrego Solar for the construction of the Solar Project. Per the notice to proceed, the work began on May 26, 2017, and had an original substantial completion date of December 31, 2017.

The Division of the State Architect (DSA) inspector of record, Eichenberger Inspections, duly inspected the work and determined that the construction of the solar photovoltaic array structures and all other ancillary components and systems were fully operational, commissioned, and functioning per the contract requirements on February 2, 2018, except for remaining punchlist items agreed to by the district that Borrego Solar valued at approximately \$71,500. The DSA inspector of record and Borrego Solar are currently working on completion of the aforementioned punchlist items. Additionally, the parking lots were ready for use by the start of spring 2018 classes.

Contract 16P39 requires the district to withhold 5 percent retention. Per the contract general conditions, with the Governing Board's approval, the district may reduce retention withheld, provided that substantial completion with an approved punchlist has been achieved. California Public Contract Code Section 9203 provides that the district's Governing Board has the discretion to approve such a reduction in the amount of retention withheld if it finds that the project is more than 50 percent complete and satisfactory progress is being made. Section 9203 requires the district to withhold all remaining retention until final completion and acceptance of the project by the Governing Board.

For the specific reasons set forth herein, the district recommends that the Governing Board authorize the district to execute all necessary documents with Borrego Solar to reduce the percent of retention withheld from 5 percent to 2 percent: (1) the project is over 50 percent complete and satisfactory progress has been and is being made as substantial completion was achieved based upon mutual agreement between the district and Borrego Solar; (2) exclusive of the 2 percent in retention funds proposed to remain withheld, the district will withhold 150 percent of the value of disputed items, if any, which will ensure sufficient funds remain to complete the project so that a notice of completion can be filed; (3) the district will reserve all rights to cure any outstanding issues to be completed to ensure final completion of the project; and (4) final completion and acceptance of the project, including all punchlist work and outstanding issues, is subject to the Governing Board's approval.

APPROVAL: PARTIAL RELEASE OF RETENTION, SOLAR PROJECT

May 24, 2018

Page 2

BUDGET IMPLICATIONS

Funding Source – Capital projects fund: Lease Revenue Bond and Prop 39 funds

Status of Funds – Funds are currently encumbered and included in the 2017-2018 capital projects fund budget.

Future Implications – N/A

RECOMMENDATION

It is recommended that the Governing Board authorize the district to issue and execute all necessary documents for the Solar Project to reduce the amount of retention withheld from 5 percent to 2 percent, in accordance with the terms and conditions of Contract No. 16P39 with Borrego Solar Systems, Inc., of San Diego, California, for the reasons set forth above.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 24, 2018

Board Meeting Date

TOPIC **BUDGET INCREASE – RESTRICTED GENERAL FUND**

Communication No. IV.E.3.b

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the budget increase of \$484,783 to the 2017-2018 restricted general fund budget for year one of the Guided Pathways allocation.

BACKGROUND

The adopted restricted budgets were based on an estimated advance allocation. Per notification from the Chancellor's Office, the District will receive a Guided Pathways five year allocation of \$1,939,131, which will be distributed annually. The year one Guided Pathways allocation distribution of \$484,783 (25%) has been received.

<u>Program</u>	<u>Current Budgeted Allocation</u>	<u>Adjustments</u>	<u>Revised Allocation</u>
Guided Pathways	<u>\$ 0</u>	<u>\$484,783</u>	<u>\$484,783</u>
Total	<u>\$ 0</u>	<u>\$484,783</u>	<u>\$484,783</u>

BUDGET IMPLICATIONS

Funding Source – California Community Colleges Chancellor's Office.

Status of Funds – The 2017-2018 restricted general fund budget will be increased as indicated below for these programs:

48xxx	Income	\$484,783
51xxx	Academic Salaries	\$276,174
52xxx	Classified Salaries	109,680
53xxx	Benefits	64,146
55xxx	Other Services	<u>34,783</u>
	Total	<u>\$484,783</u>

Future Implications – N/A

RECOMMENDATION

It is recommended that the Governing Board approve the budget increase of \$484,783 to the 2017-2018 restricted general fund budget for year one of the Guided Pathways allocation.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 24, 2018
Board Meeting Date

TOPIC DEPUTY SECTOR NAVIGATOR CONTRACT AMENDMENT-AUGMENTATION AND TIME EXTENSION

Communication No. IV.E.3.c

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 a \$35,000 budget augmentation and term extension of 7/1/2018 through 8/31/2018, for the California Community Colleges Chancellor's Office existing Deputy Sector Navigator Contract currently ending on 6/30/18.

BACKGROUND

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

BUDGET IMPLICATIONS

Funding Source – California Community Colleges Chancellor's Office

Status of Funds – The 2018-2019 restricted general fund budget will be increased by \$35,000 as indicated below:

48xxx	Income	<u>\$35,000</u>
52xxx	Classified Salaries	\$21,640
53xxx	Benefits	7,070
54xxx	Supplies	150
55xxx	Other Services	<u>6,140</u>
	Total	<u>\$35,000</u>

Future Implications – None

RECOMMENDATION

It is recommended that the Governing Board approve a \$35,000 budget augmentation and term extension of 7/1/2018 through 8/31/2018, for the California Community Colleges Chancellor's Office existing Deputy Sector Navigator Contract currently ending on 6/30/18.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 24, 2018
Board Meeting Date

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

Communication No. IV.E.3.d

SUPPORTS BOARD POLICIES

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

PROPOSAL

To adopt attached Resolution 52418, 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 52418 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 52418, 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 52418

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. 52418

**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 24th day of May, 2018, at a regular meeting by the following vote:

Ayes:
Noes:
Abstentions:
Absent:

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

Gary Ovitt
Clerk, Governing Board

EXHIBIT A

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIALS

BOARD MEETING DATE: MAY 24, 2018

<u>Quantity</u>	<u>Description</u> <u>(Make, Model, Color, Dimensions, Etc.)</u>	<u>Serial #s (Asset #'s)</u>
1	Cabinet	N/A (112304)
1	Analytical Balance	14666963 (125745)
1	Automatic Pipette Machine	N/A (129978)
1	Scantron Reader	K026037 (112305)

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 24, 2018
Board Meeting Date

TOPIC **DISTRICT-WIDE COPIER LEASE AGREEMENT**

Communication No. IV.E.3.e

SUPPORTS BOARD POLICIES

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

PROPOSAL

To authorize the District to enter into a five-year agreement with Konica Minolta USA Business Solutions, Inc. (Konica Minolta) for District-wide copier leases, for a total monthly lease payment of \$8,976.25, which includes equipment and up to 300,000 monochromatic prints and 10,000 color prints. Additional prints will be charged at an agreed upon per-page rate of \$0.0064 for monochromatic and \$0.04 for color. This procurement is made by means of an existing public agency contract (piggybackable contract) with the Foundation for California Community Colleges, contract number CB 13-011.

BACKGROUND

On December 14, 2017, the Governing Board determined that it is in the District's best interests to make procurements by means of existing public agency contracts pursuant to California Public Contract Code Sections 20118 and 20652. The Governing Board also authorized the District to make such procurements as needed in the District's best interests for the calendar year ending on December 31, 2018.

The District's five-year lease agreement with Xerox Corporation for copiers is set to expire in September 2018; therefore, earlier this year the District began the process of evaluating options for a new copier lease agreement. On April 26, 2018, the District interviewed four companies that held existing public agency contracts (piggybackable contracts) for copier equipment. Additionally, from May 30 – June 3, 2018, all District employees had the opportunity to test the proposed copier machines and provide feedback. Upon completion of the interview, machine testing/feedback, and due diligence review processes, Konica Minolta was determined by staff to provide the best overall value, and it is recommended that the District enter into a five-year lease agreement for a total monthly lease payment of \$8,976.25. This amount includes equipment lease costs for approximately 89 multi-function machines with ability to copy, print, scan, email, and fax, all inclusive of service and supplies, including all parts, labor and consumables (except paper and staples). Also included is 300,000 monochromatic and 10,000 color prints per month district-wide. Additional prints will be charged at an agreed upon per-page rate of \$0.0064 for monochromatic and \$0.04 for color.

BUDGET IMPLICATIONS

Funding Source – Unrestricted general fund.

Status of Funds – Funds of \$115,000 for this contract will be included in the 2018-19 unrestricted general fund budget.

Future Implications – Funds for years two through five will be included in future year unrestricted general fund budgets.

DISTRICT-WIDE COPIER LEASE AGREEMENT

May 24, 2018

Page 2

RECOMMENDATION

It is recommended that the Governing Board authorize the District to enter into a five-year agreement with Konica Minolta USA Business Solutions, Inc. for District-wide copier leases, for a total monthly lease payment of \$8,976.25, which includes equipment and up to 300,000 monochromatic prints and 10,000 color prints. Additional prints will be charged at an agreed upon per-page rate of \$0.0064 for monochromatic and \$0.04 for color. This procurement is made by means of an existing public agency contract (piggybackable contract) with the Foundation for California Community Colleges, contract number CB 13-011.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 24, 2018
Board Meeting Date

TOPIC **MEASURE L CITIZENS' OVERSIGHT COMMITTEE MEMBERSHIP**

Communication No. IV.E.3.f

SUPPORTS BOARD POLICY

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

PROPOSAL

To consider a recommendation for two new members to serve on the Measure L Bond Citizens' Oversight Committee.

BACKGROUND

The Citizens' Oversight Committee monitors and reports to the public on an annual basis the proper expenditure of bond revenues. The committee provides oversight that the bond revenues are expended only for projects identified in the Chaffey College Facilities Assessment Report.

New members are indicated in bold.

Member	Residence	Occupation	Category	Term
Moises Rosales	Colton	Student/Chaffey College	Member	1
Ed Cook	Montclair	Public Service and Business Owner	Member	2
Fran Givens	Fontana	Senior Advisory	Member	2
Jamie Harwood	Chino	Business Organization	Member	2
Richard Riley	Ontario	Taxpayer's Organization	Member	1
Loren E. Sanchez	Upland	Advisory/Foundation	Member	2
Aaron T. Skeers	Rancho Cucamonga	Business Organization	Member	2
Ester Vargas Pipersky	Montclair	Public Service	Member	2

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

To approve two new members to serve on the Measure L Bond Citizens' Oversight Committee.

Submitted by: Henry D. Shannon, Superintendent/President

Recommended by: Henry D. Shannon, Superintendent/President

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 24, 2018
Board Meeting Date

TOPIC **PARTICIPATION AGREEMENT 2017/20-18-B-STRONG WORKFORCE PROGRAM YEAR 2**

Communication No. IV.E.3.g

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the Participation Agreement No. 2017/20-17-B Strong Workforce Program between Riverside Community College District and Chaffey Community College in the amount of \$914,358 for the period of July1, 2018 through December 31, 2020.

BACKGROUND

Under Master Agreement No. 2017/20-18-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 No. 2017/20-18-B is incorporated into the Master Agreement No. 2017/20 and outlines deliverables specific to Chaffey College, as it relates to the following projects: No. 2017/20-18-B-P01 – Mechatronics Technician Training Pathway; No. 2017/20-18-B-P03– Placement and Clinical Site Coordination; No. 2017/20-18-B-P07– Regional and District Job Developers; No. 2017/20-18-B-P01—Healthcare (Nursing & Allied Health) Educator Bootcamp; No. 2017/20-18-B-P11– Building and Energy System Professional Consortia (BESP); No. 2017/20-18-B-P12—LAUNCH: Inland Empire Apprenticeship & Work-based Learning; No. 2017/20-18-B-P14– Inland Empire Cyberhub Centers; No. 2017/20-18-B-P15 – Regional Data Analysis and Alignment; No. 2017/20-18-B-P16—Awarding Veterans the CTE College Credit they Deserve; No. 2017/20-18-B-P17—Cloud Based Netlab+ Pilot Project; and No. 2017/20-18-B-P18—Using Employability/Soft Skills to Create Pathways.

BUDGET IMPLICATIONS

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

Status of Funds – Income and expenditures of \$914,358 for this grant will be included in the 2018-2019 restricted general fund tentative budget

Future Implications – None

RECOMMENDATION

It is recommended that the Governing Board approve the Participation Agreement No. 2017/20-17-B Strong Workforce Program between Riverside Community College District and Chaffey Community College in the amount of \$914,358 for the period of July 1, 2018 through December 31, 2020.

Prepared by:	Vanessa Thomas, Associate Dean, Strong Workforce
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 24, 2018
Board Meeting Date

TOPIC **RESOLUTION: CONSENT TO SELF-INSURE AS A PUBLIC AGENCY EMPLOYER SELF-INSURER**
 CSRM JPA

Communication No. IV.E.3.h

SUPPORTS BOARD POLICY

Board Policy 6540 Insurance: The District may join in a joint powers agreement pursuant to Education Code Section 81603 for the purposes described in Board Policy 6540.

PROPOSAL

To approve Resolution 52418A authorizing application to the Director of Industrial Relations, State of California, for a certificate of consent to self-insure workers' compensation liabilities.

BACKGROUND

In April 2018, the California Schools Risk Management (CSRM) Board of Directors voted to self-insure exposure in the workers' compensation program effective July 1, 2018. The full self-insurance structure will provide up to \$250,000 of coverage through State National Insurance. Above the \$250,000 layer, the CSAC EIA will provide the excess insurance. The self-insurance structure will allow CSRM to manage utilization and rates, provide additional resources to member districts, and provide more comprehensive oversight of the workers' compensation adjudication process.

To receive self-insured status, each member district must qualify through an application process and be approved by the Department of Industrial Relations. Specifically, the district must complete the Certificate of Consent to Self-Insure and provide a board resolution prior to June 1, 2018.

Self-insured employers are required to provide the same scope of benefits as an insurance company. Additionally, they are subject to periodic audits by the Office of Self Insured Plans (OSIP) as well as providing an annual actuarial study and required reports which are completed by CSRM staff.

BUDGET IMPLICATIONS

Funding Source – N/A

RECOMMENDATION

It is recommended that the Governing Board approve Resolution 52418A authorizing application to the Director of Industrial Relations, State of California, for a certificate of consent to self-insure workers' compensation liabilities.

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



State of California
Department of Industrial Relations
OFFICE OF SELF-INSURANCE PLANS

**APPLICATION FOR CERTIFICATE OF CONSENT
TO SELF-INSURE AS A PUBLIC AGENCY EMPLOYER SELF-INSURER**

All questions must be answered. If not applicable, enter "N/A".

To the Director of the Department of Industrial Relations: The public agency employer identified below submits the following information to obtain a Certificate of Consent to Self-Insure the payment of workers' compensation under California Labor Code Section 3700.

LEGAL NAME OF APPLICANT (Show exactly as on Charter or other official documents):

Address: _____

City: _____ State: _____ Zip + 4: _____ - _____

Federal Tax ID # of Group: _____

CONTACT - Who Should Correspondence Regarding This Applicant Be Addressed To:

Name: _____ Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip + 4: _____ - _____

Phone: _____ E-Mail: _____

TYPE OF PUBLIC ENTITY (Check one):

City and/or County School District Police and/or Fire District Hospital District

Joint Powers Authority Other (describe): _____

TYPE OF APPLICATION (Check one):

New Application Reapplication (Merger/Unification) Reapplication (Name Change)

Other (describe): _____

Date Self-Insurance Program will begin: _____

CURRENT WORKERS' COMPENSATION PROGRAM

Currently Insured with State Fund Policy # _____ Expiration Date: _____

Currently Self Insured, Certificate # _____

Other (describe): _____

CLAIMS ADMINISTRATION

Who will be administering your agency's workers' compensation claims? (Check one)

JPA will administer

Third Party Administrator, TPA Certificate # _____

Public entity will self-administer

Insurance Carrier will administer

Name of Third Party Administrator:

Name: _____ Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip + 4: _____ - _____

Phone: _____ E-Mail: _____

of claims reporting locations to be used to handle Agency's claims: _____

Does applicant currently have a California Certificate of Consent to Self-Insure? Yes No

If yes, what is the current Certificate Number: _____

Total Number of Affiliate's California employees to be covered by Group: _____

AGENCY EMPLOYER

Current # of Agency Employees: _____ # of Public Safety Employees (police//fire): _____

If school District, # of certificated employees: _____

Will all Agency employees be covered by this self-insurance plan? Yes No

If 'No', explain who is not covered and how workers' compensation coverage will be provided to the excluded employees:

JOINT POWERS AUTHORITY

Will applicant be a member of a JPA for workers' compensation ?

Yes No (If 'yes', complete the following)

Effective date of JPA Membership: _____ JPA Certificate # _____

Name of JPA: _____

AGENCY SAFETY PROGRAM

Does the Agency have a written Injury and Illness Prevention Program (IIPP)? Yes No

Individual responsible for Agency workplace safety and IIPP program:

Name: _____ Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip + 4: _____ - _____

Phone: _____ E-Mail: _____

SUPPLEMENTAL COVERAGE

1.) Will your program be supplemented by any insurance or pooled coverage under a **STANDARD** workers' compensation insurance policy? Yes No (If 'Yes', complete the following):

Name of Excess Pool/Carrier: _____

Policy #: _____ Effective Date of Coverage: _____

2.) Will your program be supplemented by any insurance or pooled coverage under a **SPECIFIC EXCESS** workers' compensation insurance policy? Yes No (If 'Yes', complete the following):

Name of Excess Pool/Carrier: _____

Policy #: _____ Effective Date of Coverage: _____

Retention Limits: _____

3.) Will your program be supplemented by any insurance or pooled coverage under an **AGGREGATE EXCESS** (stop loss) specific excess workers' compensation insurance policy? Yes No
(If 'Yes', complete the following):

Name of Excess Pool/Carrier: _____

Policy #: _____ Effective Date of Coverage: _____

Retention Limits: _____

RESOLUTION FROM GOVERNING BOARD

Attach a properly executed Governing Board Resolution. See attached sample resolution on page 5.

CERTIFICATION

The undersigned on behalf of the applicant hereby applies for a Certificate of Consent to Self-Insure the payment of workers' compensation liabilities pursuant to Labor Code Section 3700. The above information is submitted for the purpose of procuring said Certificate from the Director of Industrial Relations, State of California. If the Certificate is issued, the applicant agrees to comply with applicable California statutes and regulations pertaining to the payment of compensation that may become due to the applicant's employees covered by the Certificate.

X _____ DATE: _____
SIGNED: Authorized Official / Representative

Printed Name

Title

Agency Name

RESOLUTION NO.: _____ DATED: _____

**A RESOLUTION AUTHORIZING APPLICATION
TO THE DIRECTOR OF INDUSTRIAL RELATIONS, STATE OF CALIFORNIA
FOR A CERTIFICATE OF CONSENT TO SELF-INSURE
WORKERS' COMPENSATION LIABILITIES**

At a meeting of the _____
(Enter Name of the Board)

of the _____
(Enter Name of Public Agency, District, Etc.)

a _____ organized and existing under the
(Enter Type of Agency, i.e., County, City, School District, etc.)

laws of the State of California, held on the _____ day of _____, 20____,
the following resolution was adopted:

RESOLVED, that the above named public agency is authorized and empowered to make application to the Director of Industrial Relations, State of California, for a Certificate of Consent to Self-Insure workers' compensation liabilities and representatives of Agency are authorized to execute any and all documents required for such application.

IN WITNESS WHEREOF: I HAVE SIGNED AND AFFIXED THE AGENCY SEAL.

X _____ DATE: _____
SIGNED: Board Secretary or Chair

Printed Name

Title

Agency Name

Affix Seal Here

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 24, 2018
Board Meeting Date

TOPIC **STRONG WORKFORCE PROGRAM PARTICIPATION AGREEMENT 2017/20-17-B (P10)**

Communication No. IV.E.3.i

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the Participation Agreement No. 2017/20-17-B (P10) Strong Workforce Program between Riverside Community College District and Chaffey Community College in the amount of \$14,641 for the period of January 1, 2018 through December 31, 2019.

BACKGROUND

Under Master Agreement No. 2017/20-17-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, No. 2017/20-17-B-P10, is incorporated into the Master Agreement No. 2017/20 and outlines deliverables specific to Chaffey College, as it relates to the following projects: No. 2017/20-17-B-P10-Healthcare Educator Bootcamp.

BUDGET IMPLICATIONS

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

Status of Funds- The 2017-2018 restricted general fund budget will be increased by \$14,641, as follows:

48xxx	Income	<u>\$14,641</u>
51xxx	Academic Salaries	2,500
53xxx	Benefits	750
54xxx	Supplies	1,391
55xxx	Other Services	<u>10,000</u>
	Total	<u>\$14,641</u>

RECOMMENDATION

It is recommended that the Governing Board approve the Participation Agreement No. 2017/20-17-B (P10) Strong Workforce Program between Riverside Community College District and Chaffey Community College in the amount of \$14,641 for the period of January 1, 2018 through December 31, 2019.

Prepared by:	Sherrie Loewen, Dean Health Sciences
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 24, 2018
Board Meeting Date

TOPIC **UNIVERSITY OF CALIFORNIA, LOS ANGELES COST REIMBURSEMENT RESEARCH SUB-AWARD AGREEMENT AMENDMENT NO. 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 no. 1 to the sub-award agreement between Chaffey College and University of California, Los Angeles to fund year two of the grant in the amount of \$27,635 with a term of 3/1/18 through 2/28/19. The amendment also confirms that year one unspent funds of \$44,731 can be carried over to the next year of the grant.

BACKGROUND

This sub-awarded agreement reflects year two of a three year grant cycle ending February 28, 2020. This project involves collaborative research among Chaffey College and cognitive science laboratories at University of California, Los Angeles and at Saint Joseph's University in Philadelphia, PA. The project focuses on learning technology that integrates (1) principles of *perceptual learning* that accelerate learners' abilities to recognize and discriminate key structures and relations in scientific and mathematical domains, and (2) *adaptive learning* algorithms that utilize real-time performance data and principles of learning and memory to improve the effectiveness and efficiency of training by tailoring the learning process to the individual. Project activities to be conducted at Chaffey College will focus on applied studies investigating the best ways to apply findings from laboratory and other studies of learning to accelerate progress and improve learning outcomes for students in developmental math courses.

BUDGET IMPLICATIONS

Funding Source – Source funding for this program is provided by the National Science Foundation, and administered by UCLA.

Status of Funds – The 2017-2018 restricted general fund budget will be increased as indicated below for year two of this grant:

48xxx	Income	<u>\$ 27,635</u>
51xxx	Academic Salaries	\$ 9,950
52xxx	Classified Salaries	5,507
53xxx	Benefits	3,928
54xxx	Supplies	1,023
55xxx	Other Services	<u>7,227</u>
Total		<u>\$ 27,635</u>

Future Implications – Funds have been allocated in the amount of \$24,634 for year three of the grant. amount of \$27,635 with a term of 3/1/18 through 2/28/19. The amendment also confirms that year one unspent funds of \$44,731 can be carried over to the next year of the grant.

RECOMMENDATION

It is recommended that the Governing Board approve amendment no. 1 to the sub-award agreement between Chaffey College and University of California, Los Angeles to fund year two of the grant in the

Prepared by:	<u>Meridith Randall, Associate Superintendent, Instruction & Institutional Effectiveness</u>
Submitted by:	<u>Jim Fillpot, Dean, Institutional Research and Resource Development</u>
Reviewed by:	<u>Lisa Bailey, Associate Superintendent, Business Services and Economic Development</u>
Recommended by:	<u>Henry D. Shannon, Superintendent/President</u>

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 24, 2018
Board Meeting Date

TOPIC **VOCATIONAL EDUCATION AND TRAINING SERVICES CONTRACT AMENDMENT**

Communication No. IV.E.3.k

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 Amendment to the Vocational Education and Training Services fee-for-service contract with the County of San Bernardino in the amount not to exceed \$2,500,000 effective July 1, 2018 through June 30, 2019.

BACKGROUND

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 2018- 2019 restricted general fund tentative budget.

Future Implications – The amendment is one (1) of two (2) additional one-year extensions.

RECOMMENDATION

To approve the Amendment to the Vocational Education and Training Services fee-for-service contract with the County of San Bernardino in the amount not to exceed \$2,500,000 effective July 1, 2018 through June 30, 2019.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 24, 2018
Board Meeting Date

TOPIC ALLOCATION MODEL OF EQUAL EMPLOYMENT OPPORTUNITY FUND

Communication No. IV.E.4.a

SUPPORTS BOARD POLICY

Board Policy 3420 Equal Employment Opportunity – The Governing Board is committed to promote the total realization of equal employment through an equal employment opportunity program.

PROPOSAL

To approve the district's annual submission of the EEO Fund Form affirming that funding use is in compliance with the Multiple Method Allocation Model pursuant to title 5, section 53030.

BACKGROUND

Each year, the district receives EEO funds allocated proportionally according to the FTES of each district. The chancellor's office will review our response and determine funding based on success in implementing best practices.

The district has complied with the standards of Title 5, Section 53030, and the response to the fund allocation is contained in the document entitled "Chaffey Community College District Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form, Fiscal Year 2017-18".

BUDGET IMPLICATIONS

Funding Source – N/A

Status of Funds - N/A

Future Implications – N/A

RECOMMENDATION

To approve the district's annual submission of the EEO Fund Form affirming that funding use is in compliance with the Multiple Method Allocation Model pursuant to title 5, section 53030.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 24, 2018
Board Meeting Date

TOPIC **CONFIDENTIAL PROFESSIONAL DEVELOPMENT/EVALUATION PERSONNEL PLAN**

Communication No. IV.E.4.b

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 in May 28, 2015. 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 salary increase of 3% in 2017-18, 4% in 2018-19, and 3% in 2019-20.

BUDGET IMPLICATIONS

Funding Source – Unrestricted or restricted funds, as appropriate

Status of Funds – Funds of \$89,623 for the current year compensation increases are included in the 2017–18 unrestricted or restricted funds, as appropriate.

Future Implications – The estimated costs of \$149,135 and \$119,995 for years 2018–19 and 2019–20 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, 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 24, 2018
Board Meeting Date

TOPIC INTERJURISDICTIONAL EXCHANGE AGREEMENT

Communication No. IV.E.4.c

SUPPORTS BOARD POLICY

Board Policy 7150, Evaluation and Professional Growth: The Superintendent/President shall provide professional development opportunities, consistent with the institutional mission and based on identified teaching and learning needs for administrators, faculty, and classified staff.

PROPOSAL

To enter into an interjurisdictional exchange ("IJE") agreement with the Chancellor's Office of the California Community Colleges for the period of July 1, 2018 through June 30, 2019. The purpose of the IJE is to transfer Robert Rundquist, interim dean, kinesiology, nutrition and athletics/success centers and library, to the Chancellor's Office on a full-time basis to function as the visiting vice chancellor of guided pathways in the Chancellor's Office.

BACKGROUND

The Chancellor's Office of the California Community Colleges has requested the temporary transfer of Robert Rundquist to serve as the visiting vice chancellor of guided pathways, and is prepared to compensate the district for the full salary and benefit costs.

There are mutual benefits to the temporary transfer: in selecting a Chaffey administrator, the Chancellor's Office has access to best practices and field expertise; in permitting the transfer, the district will have an employee who has received broad training and experience regarding a variety of system-wide initiatives.

BUDGET IMPLICATIONS

Funding Source – N/A

Status of Funds – The personnel costs associated with this position will be included in the 2018–19 tentative budget.

Future Implications – This temporary transfer will expire.

RECOMMENDATION

It is recommended that the district enter into an interjurisdictional exchange ("IJE") agreement with the Chancellor's Office of the California Community Colleges for the period of July 1, 2018 through June 30, 2019.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 24, 2018
Board Meeting Date

TOPIC **MANAGEMENT PROFESSIONAL DEVELOPMENT/EVALUATION PERSONNEL PLAN**

Communication No. IV.E.4.d

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 in May 28, 2015. 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 salary increase of 3% in 2017-18, 4% in 2018-19, and 3% in 2019-20.

BUDGET IMPLICATIONS

Funding Source – Unrestricted or restricted funds, as appropriate

Status of Funds – Funds of \$413,613 for the current year compensation increases are included in the 2017–18 unrestricted or restricted budgets, as appropriate.

Future Implications – The estimated costs of \$523,583 and \$437,418 for years 2018–19 and 2019–20 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, 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 24, 2018
Board Meeting Date

TOPIC **PROFESSIONAL EXPERT COMPENSATION**

Communication No. IV.E.4.e

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the changes to the annual compensation reflected in the 2017-18 employment agreements between the Governing Board of the Chaffey Community College District and the professional expert positions listed below:

<u>Position Title</u>	<u>Proposed Increase</u>
Accounting Manager	3%
Director, Special Populations and Equity Programs	3%
Director, Transfer Center	3%
Director, Upward Bound Program	3%
Facilities Rental Site Supervisor	3%
Manager, Administrative Application Services	3%
Manager, Facilities Development	3%
Manager, Governmental & External Relations/Transitional Services	3%
Simulation Technology Specialist	3%
Sustainability and Environmental Safety Officer	3%

BACKGROUND

The professional expert salary increases were last increased on July 1, 2016. Consistent with the Management Professional Development Plan, the district is proposing a 3% increase effective July 1, 2017.

BUDGET IMPLICATIONS

Funding Source – Restricted and unrestricted general fund

Status of Funds – The personnel costs associated with the increase in salary for the positions referenced above will be approximately \$29,457 (salary \$23,560; benefits \$5,897) for the 2017–18 fiscal year. Funding for this increase is included in the 2017–18 budget.

Future Implications – These temporary costs will expire.

RECOMMENDATION

It is recommended the Governing Board approve the changes to the annual compensation reflected in the 2017-18 employment agreements between the Governing Board of the Chaffey Community College District and the professional expert positions listed above.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

May 24, 2018
Board Meeting Date

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

Communication No. IV.F.1.a

SUPPORTS BOARD POLICY

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

PROPOSAL

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

BACKGROUND

The attached reports represent all contracts, purchase orders, and district warrants for the month of April 2018.

BUDGET IMPLICATIONS

Funding Source – All Funds

Status of Funds – Funding for these contracts, purchase orders, and warrants are included in the 2017-2018 adopted district budgets.

Future Implications – None

RECOMMENDATION

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

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

CONTRACT AND CHANGE ORDER LIST¹

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2018CS535	A-B-CPR & First Aid Training, Inc.	San Diego, CA	For a not-to-exceed amount, to provide CPR and First Aid training for the Child Development Center, for the period of May 21, 2018 through May 22, 2018, as approved by Child Development Center.	\$550.00	Children's Center Fund
2018CS569	Alana Glenn	Corona, CA	For a not-to-exceed amount, to incorporate a live Twitter feed into the Citizens Bank Arena software for the Commencement Ceremony on May 18, 2018, as approved by Marketing and Public Relations.	160.00	Unrestricted General Fund
2018CS548	Alert Security Systems, Inc.	Upland, CA	For a not-to-exceed amount, to repair walls and paint in the Old Administration building room AD-190, located on the Rancho Cucamonga Campus, for the period of April 19, 2018 through June 30, 2018, as approved by Facilities Development. ²	7,900.00	Restricted General Fund
2018CS553	Alert Security Systems, Inc.	Upland, CA	For a not-to-exceed amount, to repair one of the emergency phone towers at the Chino Campus, for the period of April 23, 2018 through June 30, 2018, as approved by Technical Services.	1,250.00	Unrestricted General Fund
2018CS568	Andy Shehan	Upland, CA	For a not-to-exceed amount, to provide a mathematics CBEST Workshop on April 28, 2018, as approved by Social and Behavioral Sciences.	450.00	Unrestricted General Fund
2018CS567	Angie Beeley	Rancho Cucamonga, CA	For a not-to-exceed amount, to provide a language arts CBEST Workshop on May 5, 2018, as approved by Social and Behavioral Sciences.	450.00	Unrestricted General Fund
2018CS497	BMI Imaging Systems	Sunnyvale, CA	For a not-to-exceed amount, to provide microfiche scanning and indexing services, for the period of March 14, 2018 through March 16, 2019, as approved by Admissions and Records.	69,550.00	Unrestricted General Fund
2018CS533	Chris Christian	Claremont, CA	For a not-to-exceed amount, to participate in a panel discussion titled "Careers in Curating at University Art Galleries" on May 2, 2018, as approved by Wignall Museum.	200.00	Unrestricted General Fund
2018CS483	Cintas Corporation	Cincinnati, OH	For a not-to-exceed amount, to deliver training and provide associated client consultation to the District's business clients and community partners to train their full-time workers in the following areas but not limited to: forklift and aerial lift skills, for the period of January 18, 2018 through June 30, 2018, as approved by Employment Development. ³	4,725.00	Restricted General Fund

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

² Funded by CalWORKs budget.

³ Funded by Economic Development grant funds.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2018CS537	Claudia Gray Pohl	Rancho Cucamonga, CA	For a not-to-exceed amount, to complete the District's Commission on Dental Accreditation (CODA) report and to build curriculum in response to CODA-required documentation, for the period of April 2, 2018 through June 30, 2018, as approved by Health Sciences.	\$15,960.00	Unrestricted General Fund
2018CS520	Dion Johnson	Pasadena, CA	For a not-to-exceed amount, to participate in a panel discussion titled "Careers in Curating at University Art Galleries" on May 2, 2018, as approved by Wignall Museum.	200.00	Unrestricted General Fund
2018CS547	Emerson Nicolas Figueroa	Rialto, CA	For a not-to-exceed amount, to provide services in the areas of research, data extraction, data processing and technical writing services to create Sector Profile Reports, for the period of April 24, 2018 through June 30, 2018, as approved by Center of Excellence.	5,000.00	Unrestricted General Fund
2018CS549	Floor Technology Group	Orange, CA	For a not-to-exceed amount, to remove and dispose of existing carpet and replace with new carpet tiles in the Old Administration (AD) building, room AD-190, at the Rancho Cucamonga Campus, for the period of April 19, 2018 through June 30, 2018, as approved by Facilities Development. ⁴	7,396.25	Restricted General Fund
2018PW444	Floor Technology Group	Orange, CA	Amendment 1 to increase the not-to-exceed amount for carpet installation work at the Chino Center, as approved by Facilities Development.	4,335.69	Unrestricted General Fund
2018CS560	Gissela Moya	Berkeley, CA	For a not-to-exceed amount, to serve as guest speaker at the 3 rd Annual Leadership Conference titled "Being a Student in the Age of Uncertainty" on April 28, 2018, as approved by High School Relations. ⁵	500.00	Restricted General Fund
2018CS63	Golden Eagle Moving Services Inc.	Upland, CA	Amendment 1 to increase the not-to-exceed amount for additional moving and storage services, as approved by Purchasing Services.	5,000.00	Unrestricted General Fund
2018CS562	Inland Signs Inc.	Rancho Cucamonga, CA	For a not-to-exceed amount, to manufacture and install room identification signs for the Child Development Center at the Rancho Cucamonga Campus, for the period of April 27, 2018 through June 30, 2018, as approved by Facilities Development.	1,174.80	Children's Center Fund

⁴ Funded by CalWORKs budget.

⁵ Funded by Title V, Hispanic Serving Institution grant funds.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2018CS544	Jennifer Oliver	San Jose, CA	For a not-to-exceed amount, to gather data about current and future planned cybersecurity education and/or coursework and training, by performing outreach and survey services of universities, community colleges and private schools, for the period of April 15, 2018 through June 29, 2018, as approved by Center of Excellence. ⁶	\$6,000.00	Restricted General Fund
2018CS502	Joseph Cuseo	Los Alamitos, CA	For a not-to-exceed amount, to provide an interactive workshop at the Student Success and Engagement Strategies Seminar, for the period of April 2, 2018 through April 28, 2018, as approved by Math and Science. ⁷	1,500.00	Restricted General Fund
2018CS104	Kevin Kaler	Rancho Cucamonga, CA	Amendment 2 to increase the not-to-exceed amount, for additional training and curriculum development for the District's business clients and community partners, as approved by Economic Development. ⁸	2,640.00	Restricted General Fund
2018CS539	LML Marketing & Communications, LLC.	Sacramento, CA	For a not-to-exceed amount, to develop a strategic community relations strategy that will broaden the knowledge of a possible bond measure for Chaffey College and enhance the reputation of the College in the cities it serves, for the period of April 10, 2018 through June 30, 2018, as approved by Marketing and Public Relations.	12,700.00	Unrestricted General Fund
2018CS558	Lorbel Inc.	Rancho Cucamonga, CA	For a not-to-exceed amount, to repair the Myers Illuminator lighting inverter at the Center of the Arts Music (CAE) Building, for the period of March 1, 2018 through June 30, 2018, as approved by Facilities/Physical Plant.	2,682.44	Unrestricted General Fund
2018CS566	LV Integrators	North Hills, CA	For a not-to-exceed amount, to install one fiber optic cable from the Chino Campus Main Instructional Building to the Chino Community Center, for the period of May 1, 2018 through June 30, 2018, as approved by Technical Services.	8,037.00	Unrestricted General Fund
2018PW518	M. Arthur Gensler Jr. and Associates	Los Angeles, CA	For a not-to-exceed amount, to develop the building program and conceptual design for the Fontana Campus Library-LRC Building Project and Interdisciplinary Building Project, and to prepare a final Project Proposal (FPP) including a cost estimate, the outline specification, and the response to the State Administrative Manual (SAM), for the period of February 14, 2018 through June 30, 2018, as approved by Facilities Development.	145,000.00	Unrestricted General Fund

⁶ Funded by Center of Excellence funds.

⁷ Funded by Title III, STEM grant funds.

⁸ Funded by Economic Development grant funds.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2018CS108	Melissa Lynn Wells	Rancho Cucamonga, CA	Amendment 1 to increase the not-to-exceed amount, for additional sign language interpreting services, as approved by Disability Programs and Services. ⁹	\$2,000.00	Restricted General Fund
2018CS64	Michael Wahome	Rancho Cucamonga, CA	Amendment 2 to increase the not-to-exceed amount for additional professional development instruction to District's vocational education trainees, as approved by Workforce Development. ¹⁰	1,000.00	Restricted General Fund
2018CS267	Nicole Miller & Associates, Inc.	San Clemente, CA	Amendment 2 to increase the not-to-exceed amount for additional investigative services, safety and security services, and training, as approved by Human Resources.	30,000.00	Unrestricted General Fund
2018CS543	OmniUpdate, Inc.	Camarillo, CA	Year 1 of a 5-year agreement procured using a piggy-back bid pursuant to California Public Contract Code Sections 20118 and 20652 to provide website redesign services and implementation, support and maintenance of the District procured web content management system, for the period of April 30, 2018 through April 29, 2019, as approved by Administrative Affairs.	125,000.00	Unrestricted General Fund
2018CS527	Precision Concrete Cutting	Augora Hills, CA	For a not-to-exceed amount, to remove sidewalk trip hazards at the Child Development Center in order to provide a smooth ADA compliant ramp, for the period of April 10, 2018 through July1, 2018, as approved by Facilities/Physical Plant.	4,360.45.	Unrestricted General Fund
2018CS19	Precision Security and Protective Services, Inc.	Santa Ana, CA	Amendment 1 to increase the not-to-exceed amount for additional security services, as approved by Public Safety. ¹¹	20,200.00	Restricted General Fund
2018CS362	Richard Gulizia	Colton, CA	Amendment 2 to increase the not-to-exceed amount to provide additional training to District's business clients and community partners at the InTech Center, as approved by Economic Development. ¹²	3,000.00	Restricted General Fund
2018CS419	Robin Oaks, Esq.	Goleta, CA	Amendment 2 to increase the not-to-exceed amount for additional legal and investigative services, as approved by Human Resources.	14,500.00	Unrestricted General Fund
2018CS529	Saamee Lyu	Diamond Bar, CA	For a not-to-exceed amount, to participate in the recruitment selection committee for a fashion design instructor, for the period of January 31, 2018 through March 23, 2018, as approved by Human Resources.	500.00	Unrestricted General Fund

⁹ Funded by Disability Programs and Services (DPS) budget.

¹⁰ Funded by Economic Development grant funds.

¹¹ Funded by restricted Parking budget.

¹² Funded by Economic Development grant funds.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2018CS559	Siemens Industry, Inc.	Cypress, CA	For a not-to-exceed amount, to replace the fire alarm panel in the Library, located at the Rancho Cucamonga Campus, for the period of April 27, 2018 through June 30, 2018, as approved by Facilities/Physical Plant.	\$13,775.00	Unrestricted General Fund
2018CS120	Thomas Burciaga	Alta Loma, CA	Amendment 2 to increase the not-to-exceed amount to provide additional liaison services between the District, manufacturing companies, employers, county workers, and community partners, as approved by Workforce Development. ¹³	8,600.00	Restricted General Fund
2018CS561	Trina L. Lujano	Helendale, CA	For a not-to-exceed amount, to provide community and high school marketing outreach services for Career Technical Education (CTE) programs on April 24, 2018, as approved by Strong Workforce. ¹⁴	500.00	Restricted General Fund
2018CS521	Vavrinek, Trine, Day & CO., LLP	Sacramento, CA	For a not-to-exceed amount, to provide assistance in the filing of Continued Disclosure annual reports for 2017 for bond issuances from 2002 through 2017, as approved by Business Services.	9,600.00	Unrestricted General Fund
2018CS532	West Coast Arborists, Inc.	Anaheim, CA	For a not-to-exceed amount, to root, prune and install root barriers for four trees located at the Chino Campus, for the period of April 10, 2018 through June 30, 2018, as approved by Facilities/Physical Plant.	3,900.00	Unrestricted General Fund
2018CS541	William J. Morgan	San Bernardino, CA	For a not-to-exceed amount, to provide consultation, training, and program development to the District's business clients, community partners and their full-time employees, in the following areas but not limited to: advanced manufacturing, industrial electrical, industrial mechanical, HVAC, construction, pre-engineering, welding, mechatronics, machining and NCCR programs, for the period of March 30, 2018 through June 30, 2018, as approved by Economic Development. ¹⁵	8,640.00	Restricted General Fund

List reflects contracts entered into and change orders to existing contracts for the month of April 2018.¹⁶

¹³ Funded by Economic Development grant funds.

¹⁴ Funded by Economic Development grant funds.

¹⁵ Funded by Economic Development grant funds.

¹⁶ Funding for all contracts and change orders on this list are included in the 2017-2018 adopted district budgets.

CHAFFEY COMMUNITY COLLEGE

WARRANT REGISTER REPORT

FOR THE MONTH OF APRIL 2018

GENERAL FUNDS (10)

PAYROLL	7,183,145.54	
COMMERCIAL	4,225,390.36	
TOTAL FUND (10)		11,408,535.90

SCHEDULED MAINTENANCE FUND (42)		12,284.04
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BUILDING FUND (40)		1,047,238.03
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EARLY RETIREMENT FUND (61)		-
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VACATION LIABILITY (69)		-
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CAPITAL OUTLAY PROJECT FUND (41)		1,788,127.62
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CHILD DEVELOPMENT FUND (33)

PAYROLL	\$ 85,374.76	
COMMERCIAL	125,639.63	
TOTAL FUND (33)		211,014.39

<u>TOTAL ALL FUNDS</u>		<u>\$ 14,467,199.98</u>
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PAYROLL WARRANT/ADVICE NUMBERS

123913-124056	381098-383093
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COMMERCIAL WARRANT NUMBERS

1012116-1012246	1701471-1702628
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PURCHASE ORDER NUMBERS

BPO's	13289-13300	\$	95,638.22
PO's	49680-50000	\$	1,203,767.06