



**BUTTE COLLEGE
FOUNDATION**

**BUTTE COLLEGE FOUNDATION BOARD
Notice of Executive Committee Meeting**

Thursday, February 26, 2026, 7:30 a.m.
Butte College Skyway Center - SC144
2480 Notre Dame Blvd. Chico, CA 95926

The mission of the Butte College Foundation is to help ensure the academic development and excellence of students through financial and other forms of support; to establish scholarship programs and services that benefit our students; to constantly evaluate our funding priorities to identify areas critical to our success; and to create fundraising initiatives that will support the programs and services of Butte College.

AGENDA

Call to Order

Julie Boss, Chair
Neil Yelland, Vice Chair
Dan Alexander, Past Chair
Patrick Christensen, AS Rep, Sec/Treas.
Tom Lando, Member at Large
Stan Thompson, Member at Large
Rick Krepelka, Trustee Representative
John Nock, Trustee Representative
Virginia Guleff, BC Superintendent/President
Margaret Hughes
Tray Robinson

Staff and Guests

Suzanne Watroba, Executive Director
Tristan Bosch, Program Administrator

1. Agenda Approval

1.1. Action Item: Approval of Agenda

2. Communications from the Public

Public Comments – Informational Only – No Action Taken

3. Approval of Minutes

3.1. Action Item: Approval of Meeting Minutes – October 30, 2025

4. Reports

4.1. Butte College Superintendent/President's Report – Virginia Guleff

4.2. Committee Reports

- Alums & Friends– Chair Margaret Hughes & Linda Zorn
- Board Development – Chair Stan Thompson
- Finance/Audit/Investment – Chair Patrick Christensen
- Fundraising – Chair Neil Yelland

- Special Events/Spring Gala – Chair Tray Robinson
- Scholarships and Grants – Chair Julie Boss

4.3. Executive Director Report – Suzanne Watroba

5. Business

6. Next Meetings

Thursday, May 28, 2026 at 7:30 a.m.

7. Adjournment

7.1. Action Item: Motion to adjourn

For information concerning this agenda, please contact:
Butte College Foundation Office
3536 Butte Campus Drive, Oroville, CA 95965
(530) 895-2359

Persons requiring disability accommodation, please notify this office 48 hours prior to the scheduled meeting. Meetings are held in wheelchair accessible locations.

Any public records distributed to the Board of Directors less than 72 hours in advance of the meeting, and relating to an open session item, are available for public inspection at the Foundation Office during normal business hours.



**BUTTE COLLEGE FOUNDATION BOARD
Executive Committee Meeting Minutes**

Thursday, October 30, 2025, 7:30 a.m.
Butte College Skyway Center - SC144
2480 Notre Dame Blvd., Chico, CA 95926

The mission of the Butte College Foundation is to help ensure the academic development and excellence of students through financial and other forms of support; to establish scholarship programs and services that benefit our students; to constantly evaluate our funding priorities to identify areas critical to our success; and to create fundraising initiatives that will support the programs and services of Butte College.

The meeting was called to order at 7:30 a.m.

Committee Members Present

Julie Boss, Chair
Dan Alexander, Past Chair
Patrick Christensen, AS Rep, Sec/Treas.
Tom Lando, Member at Large
Stan Thompson, Member at Large
Rick Krepelka, Trustee Representative
John Nock, Trustee Representative
Virginia Guleff, BC Superintendent/President

Staff and Guests Present

Suzanne Watroba, Executive Director
Tristan Bosch, Program Administrator

1. Agenda Approval

Director Lando moved, seconded by Director Christensen, to approve the agenda. The motion passed unanimously.

2. Communications from the Public

There were no public comments.

3. Approval of Consent Agenda

Director Thompson moved, seconded by Director Christensen, to approve the consent agenda. The motion passed unanimously.

4. Reports

4.1. Butte College Superintendent/President's Report – Virginia Guleff

Superintendent/President Virginia Guleff reported an 8% increase in enrollment at Butte College. The Annual Report has been distributed to households in the Butte and Glenn County communities, highlighting key accomplishments, including the completion of the new science building, made possible through support from Measure J. The report also features a dedicated section on the Foundation and a spotlight article on Doug Bentz. The Academic Senate is actively discussing the role of artificial intelligence (AI) across various areas of the college, including the Library, the Center for Academic Success, and instructional faculty. In alignment with these

discussions, the District is developing an administrative procedure to guide the integration of AI in a way that enhances, rather than replaces, teaching and learning.

Additionally, the Board of Trustees has launched its annual food drive in response to the ongoing challenges of student food insecurity, which affects approximately 50% of Butte College students.

4.2. Executive Director Report – Suzanne Watroba

Executive Director Suzanne Watroba reported that the Foundation has provided a targeted list of supporters, pulled from the donor management system, for mailing the Annual Report. In addition to the physical mailing, staff will also send an email to donors with a link to access the report online.

Endowment recaps are currently in progress, with a goal to distribute them by mid-November. Meanwhile, Fiscal Services is working to finalize the 2024–25 fiscal year budget.

4.3. Committee Reports

- **Alums & Friends– Chair Margaret Hughes & Linda Zorn**

Executive Director Suzanne Watroba reported that the Alums & Friends Committee actively participated in the recent Homecoming tailgate and football game, resulting in approximately 20 new alum sign-ups.

Staff are currently working to incorporate the alum sign-up link and related messaging into outgoing communications to further support engagement efforts. Outstanding Alum Award nominations are due by Monday, November 10.

- **Board Development – Chair Stan Thompson**

There are no new updates to report regarding board development at this time. The committee will conduct a year-end review of board membership to identify expiring terms, officer succession planning, and potential new member recruitment.

- **Finance/Audit/Investment – Chair Patrick Christensen**

Director Christensen reported that Fiscal Services is currently undergoing the annual audit process. Auditors have requested sampling documentation, and the draft audit report is expected by mid-to-late November. The committee discussed the importance of reviewing the Investment Policy and developing a formal Endowment Spending Policy to clearly document existing procedures. This review will help ensure consistent language and alignment across all financial policies and procedures. Fiscal Services was commended for its efforts in presenting financials in a more transparent and accessible format for the Board. Additionally, the committee reviewed the fee schedule for Payden & Rygel, with further discussion planned for a future meeting.

- **Fundraising – Chair Neil Yelland**

Staff reported that correspondence will be going out for Giving Tuesday. Staff are working with several departments on department-specific Giving Tuesday appeals to aid in their fundraising efforts.

- **Special Events/Spring Gala – Chair Tray Robinson**

The Gala is scheduled for April 25, 2026, at Manzanita Place in Chico. Staff is mailing sponsorship packets next week. The committee is working on identifying silent, live, and dessert auction items.

- **Scholarships and Grants – Chair Julie Boss**

Chair Julie Boss noted that this is typically a quieter time of year, as staff begin preparations for the upcoming scholarship cycle. The Foundation maintains an emergency fund to support students at risk of dropping out due to financial hardship. This semester has seen a significant increase in student requests, highlighting the need to review and revise the current policy and procedures governing the fund's use. Staff and committee members will collaborate on proposed revisions and present them to the Board at a future meeting.

5. Business

There were no additional business items to discuss.

6. Other Business

6.1. Discussion of Board Meeting Cadence

Executive Director Suzanne Watroba proposed revising the current board meeting schedule, noting that the existing dates do not align optimally with financial reporting and budget planning timelines. She recommended shifting the meeting cadence to March, June, September, and December to better support these processes.

President Virginia Guleff emphasized that the revised schedule would also align more effectively with the District's unit planning cycle. The committee expressed support for the proposed changes. An action item regarding the proposed change to the board meeting schedule will be presented at the upcoming full Board meeting for discussion and approval.

7. Next Meetings

TBD – Early 2026

8. Adjournment

Trustee Nock moved, seconded by Director Christensen, to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 8:28 a.m.