



Butte-Glenn Community College District
3536 Butte Campus Drive
Oroville, CA 95965

BOARD OF TRUSTEES

NOTICE OF REGULAR MEETING

March 25, 2020 | 1:00 p.m.

Butte College Glenn County Center
604 E. Walker Street (Hwy 32) Orland, CA

Butte College is a student-centered learning institution which provides quality education and support services that are continuously evaluated and improved, to prepare students to be productive members of a diverse, sustainable, and ever-changing global society. We provide career and transfer pathways for students to become life-long learners and critical thinkers through the mastery of basic skills, workforce training, and the achievement of degrees and certificates.

AGENDA

This meeting is being conducted by teleconference at the following locations:

Main Meeting: Butte College Glenn County Center Room 203: 604 E. Walker Street, Orland, CA;

Or: +1 312 626 6799 (US Toll); Meeting ID: 585 525 830 #

The teleconference location is open to the public and any member of the public has an opportunity to address the Board of Trustees at the teleconference location in the same manner as if that person attended the regular meeting location. The Board of Trustees will control the conduct of the meeting and determine the appropriate order and time limitations on public comments from teleconference locations.

Call to Order

Mr. John Blacklock, President
Mr. John Dahlmeier, Vice President
Ms. Julie Boss, Clerk
Mr. Michael Boeger
Mr. Rick Krepelka
Mr. Eugene Massa
Mr. William McGinnis
Mr. Jimmy Vega, Student Trustee

Pledge of Allegiance to the Flag

1. **Agenda Approval**

2. **Communications from the Public – Consent Agenda**

This time is set aside for comments on the Consent Agenda. The Board may undertake discussion only to provide clarification to the public or schedule a matter for a future meeting.

In accordance with *BP 2350 Speakers*, each speaker will be allowed a maximum of five (5) minutes per topic, thirty (30) minutes maximum for public speakers on any one subject, regardless of the number of speakers

3. **Approval of Consent Agenda**

Approval of Minutes February 19, 2020	Action	
Approval of Minutes March 18, 2020	Action	
Approval of Warrants	Action	20-7957
Ratification of Contracts	Action	20-7958
Quarterly Financial Report for the Quarter Ended December 31, 2019	Action	20-7959
Authorization to Increase Student Health Services Fee	Action	20-7960

Approval of New Certificate of Achievement in Cyber Security Practitioner	Action	20-7961
Approval of New Associate of Science in Cyber Security Practitioner	Action	20-7962
Adoption of Board Policy 2715 and Administrative Procedure 2715: Board Code of Ethics	Action	20-7963
Approval and/or Ratification of Personnel Actions <u>Management</u> <i>Employments, working out of class</i> <u>Academic Employees</u> <i>Employments</i> <u>Classified Employees</u> <i>Employments, reassignment, working out of class, permanent increase</i> <u>Temporary Employees</u> <i>Substitutes, professional experts, and volunteers</i>	Action	20-7964

4. **Information-Reports**

- Academic Senate President's Report
- Classified Senate President's Report
- Student Trustee Comments
- Superintendent/President's Report
- Board Comments

5. **Communications from the Public**

At this time, members of the public have the opportunity to address the Board of Trustees on any item within the subject matter jurisdiction of the Board. Members of the community and employees wishing to address the Board of Trustees are asked to complete a "Public Comment" card or email the Board's Executive Assistant (mccollumsh@butte.edu) prior to the start of open session.

6. **Contracts**

Approval of Contracts	Action	20-7965
Authorization to Lease Digital Copier Machines and Procure Services from Kyocera Document Solutions America, Inc. Utilizing California Multiple Award Schedules Contract #3-16-36-0044B	Action	20-7966
Approval to Purchase Portable Modular Buildings Utilizing Loomis Union School District Bid No. 2018-03	Action	20-7967
Approval of Contract with YOUNITE, Inc. for Master Data Management Software Maintenance	Action	20-7968

7. **Administration**

California Community College Trustees (CCCT) – Board Member Election	Action	20-7969
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8. **Future Dates**

April 22, 2020	Regular Meeting	Main Campus	1:00 p.m.
May 20, 2020	Regular Meeting	Main Campus	1:00 p.m.
May 29, 2020	Commencement	Cowan Stadium	7:00 p.m.

9. **Communications from the Public – Closed Session**

This time is set aside for comments on the Closed Session Agenda. This time is for comments, as opposed to dialogue, questions, and answers with the Board members. In accordance with *BP 2350 Speakers*, each speaker will be allowed a maximum of five (5) minutes per topic, thirty (30) minutes maximum for public speakers on any one subject, regardless of the number of speakers.

10. Closed Session

The Board of Trustees of the Butte-Glenn Community College District will adjourn to closed session under authority of Government Code Section 54954.5 to conduct the following business:

Pursuant to Government Code section 54956.8:

a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: Dilbert Rapini Trust Property, Parcel 040-310-013(North) and Parcel 040-350-003 (South) - North Bound Off Ramp I-5 & South Street, Orland California

District Negotiator: Dr. Samia Yaqub or Andy Suleski

Negotiating Parties: James Seegert & Gage Chrysler of Vista la Mesa, LLC

Under Negotiation: Price and Terms of Payment

Pursuant to Government Code section 54956.95:

b. LIABILITY CLAIM – Update on claims filed against the District

Claimant: Joy Gollihar

Agency: Butte-Glenn Community College District

Pursuant to Government Code section 54957(b):

c. EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

11. Report Out from Closed Session Items

The Board of Trustees will report out any action items from their Closed Session

12. Adjournment

For Information concerning this Agenda, please contact:

Butte College President's Office, 3536 Butte Campus Drive, Oroville, CA 95965 (530) 895-2484

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 Trustees less than 72 hours in advance of the meeting, and relating to an open session item, are available for public inspection at the Office of the President during normal business hours.



MINUTES OF REGULAR MEETING

February 19, 2020

The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, February 19, 2020, at 1:00 PM, in the Board Room at Butte College in Oroville, California.

Board Members Present Mr. John Blacklock, President
Mr. John Dahlmeier, Vice President
Ms. Julie Boss, Clerk
Mr. Michael Boeger
Mr. Rick Krepelka
Mr. Eugene Massa
Mr. William McGinnis

Board Member Absent Mr. Jimmy Vega, Student Trustee

Staff Members Present Dr. Samia Yaqub, Superintendent/President
Ms. Virginia Guleff, Vice President
Mr. Allen Renville, Vice President
Mr. Greg Stoup, Vice President
Mr. Andy Suleski, Vice President
Mr. Peter Dahl, Classified Senate President
Ms. Denise Adams, Dean of Instruction
Ms. Melissa Cafferata-Ainsworth, Admin Secretary to the Dean
Ms. Liz Connors, Manager Information Technology
Ms. Teresa Doyle, Dean of Instruction
Ms. Stephanie Jimenez, Title IX Coordinator
Ms. Kim Jones, Director, Facilities Planning & Management
Mr. Joel Keebler, Dean of Instruction
Mr. Chris Little, Executive Director of Human Resources
Ms. Andrea Mox, Chief Technology Officer
Mr. David Shippen, Director CCC Technology Center
Mr. Doug Sloan, Sergeant Campus Police
Ms. Shaaron Vogel, Faculty and BCEA Board
Ms. Teresa Ward, Reading Instructor, Ascending Scholars Coordinator
Ms. Linda Zorn, Ex Director Economic & Workforce Dev

Guests None

Trustee Boss led the Pledge of Allegiance to the Flag.

1. **Agenda Approval**

It was moved by Trustee Massa, seconded by Trustee Dahlmeier, to approve the agenda as presented.

Motion carried unanimously. Student Trustee not present.

2. **Spotlight Presentation**

Dr. Yaqub welcomed Teresa Ward, Reading Instructor, Professional Development Faculty Coordinator, and Ascending Scholars Program Coordinator, to speak about the Ascending Scholars program. Ms. Ward



explained the Ascending Scholars program is for incarcerated and formerly incarcerated students to help with reentry support. She went into the history of the program, how it's funded, and the collaborations with Butte College and the community.

3. **Communications from the Public – Consent Agenda Items**

There were no public comments.

4. **Approval of Consent Agenda, Item 20-7942 to 20-7953**

It was moved by Trustee Boeger, seconded by Trustee Boss, to approve the consent agenda as presented.

Trustee Dahlmeier asked to remove Item 20-7943 from consent agenda for further discussion and to move forward with consent agenda approval.

Motion to approve the amended consent agenda carried unanimously. Student Trustee not present.

It was moved by Trustee Dahlmeier, seconded by Trustee Massa to add Item 20-7943 back to the agenda for individual approval. Motion carried unanimously. Student Trustee not present.

Ratification of Contracts, Item 20-7943

It was moved by Trustee Massa, seconded by Trustee Dahlmeier, to approve the Ratification of Contracts.

Trustee Dahlmeier asked about the \$24,131 to install a sink in AHPS 208. Kim Jones, Director of Facilities Planning & Management explained the expense is for routing the plumbing from the first floor to the second floor for a new lactation room.

Motion carried unanimously. Student Trustee not present.

5. **Information Reports**

Academic Senate President's Report – Kenneth Bearden

Not present

Classified Senate President's Report – Peter Dahl

Mr. Dahl notified the Board that Classified Senate raised about \$200 with their T-Bar Restaurant take-over. They are creating a basket to be auctioned off at the Butte College Gala. They are currently accepting emeritus applications and are working at sending employees to the Classified Leadership Institute.

Student Trustee Comment – Jimmy Vega

Not present

Superintendent/President's Report – Dr. Samia Yaqub

Dr. Yaqub brought to the Board's attention a white paper on AB 705 implementation as well as events and news in Roadrunner Tracks. Dr. Yaqub gave a brief updated on campus events which included the Measure J Citizen's Oversight Committee meeting and reporters visiting from CalMatters and the Hechinger Report. She updated the Trustees on our projected FTES. Upcoming meetings include: Pizza with the President on February 24; joint Cabinet Meeting with Chico State on March 2; and Enrollment Management Forum on March 12. The President concluded her report by updating the Board on her upcoming conferences.

Board Comments

Trustee Boeger asked if the temporary buildings were being used. VP Guleff stated they are being used to expand course offerings and it's going well. He also asked staff to look into the lease Cal Fire has to use our property and if they are going to build on it. Trustee Massa stated the Fiberboard Plant in Willows is delayed by 1 year. Trustee McGinnis stated it is a national trend that all higher education enrollment is down. He also stated he is leading a team on developing emergency preparedness plans. Trustee Boss reminded the Board to purchase their Gala tickets for the March 7 event. Trustee Blacklock gave an update



on the permit applications for the burn areas of the Camp Fire which included: 261 permit applications, 154 issued permits, and 16 final homes.

6. **Communications from the Public – Items Not on the Agenda**

There were no public comments.

7. **Contracts**

Approval of Contracts, Item 20-7954

It was moved by Trustee McGinnis, seconded by Trustee Boss, to approve the contracts listed on the Contracts Approval Report and authorize the Superintendent/President or designee to enter into the contracts and execute necessary contract documents.

Motion carried unanimously. Student Trustee not present.

Approval to Purchase Information Technology Goods and Services from ePlus Technology, Inc. utilizing CMAS Contract Number 3-15-70-1633AG, Item 20-7955

It was moved by Trustee Krepelka, seconded by Trustee Dahlmeier, to approve the purchase of the required information technology goods and services from ePlus Technology, Inc., utilizing CMAS Contract Number 3-15-70-1633AG, per the terms of the contract, for the term of March 15, 2020 through March 14, 2023, in the amount not to exceed \$116,675.00, contingent upon available funding and contingent upon successful completion of negotiation of terms with the contractor and authorize District staff to execute the necessary contract documents related to the purchase of information technology goods and services from ePlus Technology, Inc. in accordance with Board Policy 6340 prior to ratification by the Board at a subsequent meeting.

Trustee Krepelka asked if the 3-year contract is for goods or services. Andrea Mox, Chief Technology Officer, explained it was to purchase Proofpoint, email protection software.

Motion carried unanimously. Student Trustee not present.

8. **Administration**

Review of Board Policy 2715 and Administrative Procedure 2715: Board Code of Ethics, Item 20-7956

Dr. Yaqub stated Board Policy 2715 and Administrative Procedure 2715, Board Code of Ethics, were reviewed by the Board at the January 29, 2019 meeting and are now being presented for review. Any suggestions for change will be incorporated into the final version which will be presented for approval at the March 25, 2020, Board meeting.

9. **Closed Session**

Board President Blacklock reported the following action was taken during Closed Session, in accordance with Government Code section 54957:

During closed session, the Board unanimously voted to authorize the Superintendent/President to notify two contract faculty members of release from their contract.

10. **Adjournment**

Board President Blacklock adjourned the meeting at 2:34 PM.



MINUTES OF SPECIAL MEETING

March 18, 2020

The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, March 18, 2020, at 2:00 PM, in the Board Room at Butte College in Oroville, California as well as being teleconferenced.

Board Members Present Mr. John Blacklock, President
Mr. John Dahlmeier, Vice President
Ms. Julie Boss, Clerk (via teleconference)
Mr. Michael Boeger
Mr. Rick Krepelka (via teleconference)
Mr. Eugene Massa (via teleconference)
Mr. William McGinnis (via teleconference)

Board Member Absent None

Staff Members Present Dr. Samia Yaqub, Superintendent/President
Ms. Shannon McCollum, Executive Asst to the President and Board
Multiple staff present via teleconference

Guests None present

Trustee Dahlmeier led the Pledge of Allegiance to the Flag

President Blacklock announced this meeting is being conducted pursuant to California Government Code Section 54953(b) concerning teleconferencing of meetings. Trustees Boss, Krepelka, Massa, and McGinnis participated in this meeting by speaker phone. Trustees Boss, Krepelka, Massa, and McGinnis could hear the proceedings and Trustees in the room could hear the Trustees teleconferencing in.

1. **Agenda Approval**

It was moved by Trustee Boeger, seconded by Trustee Dahlmeier, to approve the agenda as presented.

Motion carried by the following roll call vote:

Ayes – Trustees Blacklock, Dahlmeier, Boss, Boeger, Krepelka, Massa, and McGinnis

Nos – none

Absent – none

2. **Communications from the Public**

There were no public comments.

3. **Administration**

Adoption of Resolution 789: Authorization Needed to Take Any and All Necessary Action to Prepare and Respond Effectively to the Novel Coronavirus (COVID-19) Declaring Emergency Conditions Exist at Butte College, Item 20-7956

It was moved by Trustee Dahlmeier, seconded by Trustee Boeger, to Adopt Resolution 789:

Authorization Needed to Take Any and All Necessary Actions to Prepare and Respond Effectively to the Novel Coronavirus (COVID-19) Declaring Emergency Conditions Exist at Butte College



Butte-Glenn Community College District
3536 Butte Campus Drive
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BOARD OF TRUSTEES

Dr. Yaqub stated this resolution is to allow the President of Butte College authorization to take action during this changing and critical situation. She stated all instruction will be moved to remote formats by March 25, with a few exceptions. Computer labs for students and faculty will be open in the Chico Center and the Glenn Center. Strict social distancing protocols will be enforced. All student services will be moved to remote formats except for the Student Health Center and the Roadrunner Hub in Chico on a limited basis. Also, all non-essential personnel will be working remotely effective immediately.

Motion carried by the following roll call vote:

Ayes – Trustees Blacklock, Dahlmeier, Boss, Boeger, Krepelka, Massa, and McGinnis

Nos – none

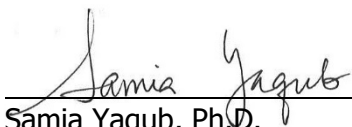
Absent – none

4. **Adjournment**

Board President Blacklock adjourned the meeting at 2:35 PM.

**Butte-Glenn Community College District
Meeting of the Board of Trustees**

March 25, 2020

Subject: Approval of Warrants	Item No: 20-7957 Enclosure: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Category: Finance	Action <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Information <input type="checkbox"/> Consent <input checked="" type="checkbox"/>
Submitted By: Andrew Suleski Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

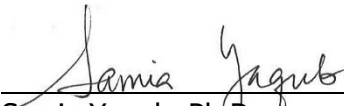
It is recommended that the Board of Trustees approve the vendor, payroll, and financial aid warrants for the period of February 5, 2020 to March 8, 2020.

Type of Warrant	Check/Voucher Sequence	Total
Vendor	654927 - 656116	\$ 7,221,981.66
Payroll	522205 - 522440	\$ 3,342,184.76
Financial Aid	312432 - 314722	\$ 3,509,460.31

Warrant registers are available for review in the Business Office.

**Butte-Glenn Community College District
Meeting of the Board of Trustees**

March 25, 2020

Subject: Ratification of Contracts	Item No.: 20-7958 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Contracts	Action <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Information <input type="checkbox"/> Consent <input checked="" type="checkbox"/>
Submitted By: Andrew Suleski Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

Pursuant to Board Policy 6340, the Board has delegated the authority to enter into contracts on behalf of the District to the Superintendent/President or designee. Contracts made pursuant to such delegation are not enforceable obligations until the Board ratifies them.

Status

The attached Contracts Ratification Report represents contracts entered into on behalf of the District during the month of February 2020. The Superintendent/President or Vice President for Administration has executed the necessary documents.

Recommendation

It is recommended that the Board of Trustees ratify the contracts presented on the attached Contracts Ratification Report.

Butte-Glenn Community College District

CONTRACTS RATIFICATION REPORT

Contracts Signed by the Superintendent/President or Vice President for Administration

February 2020

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue / (Cost)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
2/6/20	2/6/20	Orland Unified School District	Facility Use Agreement for student outreach event	\$0.00	Unrestricted General	Recruitment & Outreach	Renville
5/1/20	6/30/22	Twin Oaks Health and Rehabilitation Center	Clinical Experience Agreement	\$0.00	Unrestricted General	Health Occupations	Guleff
2/1/20	Upon Termination	Orland Unified School District	Career Work Experience Education Agreement	\$0.00	Unrestricted General	Job Placement & Cooperative Education	Renville
1/24/20	Until Terminated	Butte Creek Country Club	Career Work Experience Education Agreement	\$0.00	Unrestricted General	Job Placement & Cooperative Education	Renville
1/1/20	Upon Termination	Chico Unified School District	Field Experience Partnership Agreement Early Childhood Education to provide students field experience hours	\$0.00	Unrestricted General	Early Childhood Education	Guleff
10/24/19	10/24/19	Kyle Williams	Music for Gallery Opening	(\$100.00)	Unrestricted General	Arts	Guleff
11/6/19	11/6/19	Marin Hambley	Amendment to Contract for Independent Contractor Services changing Term for Diversity Committee Speaker Series: Low Barrier Sheltering and Creating a Harm reduction Environment	(\$200.00)	Restricted General	Student Equity and Achievement	Renville
11/2/20	11/29/20	Colleen Markussen	Native American Heritage Month Posters	(\$100.00)	Restricted General	Student Equity and Achievement	Renville
1/21/20	1/30/20	Bob Runyan	Repairing grand piano	(\$150.00)	Unrestricted General	Music	Guleff
1/25/20	4/18/20	Derrick Biley	Statistician for Softball	(\$500.00)	Unrestricted General	Athletics	Guleff
1/17/20	4/23/20	Dave Silverstein	Statistician for Baseball	(\$1,000.00)	Unrestricted General	Athletics	Guleff
2/19/20	2/19/20	Stephanie Hamel	Independent Contractor Services to serve as community member for CMST program review team	(\$250.00)	Unrestricted General	Communication Studies	Guleff
5/29/20	5/29/20	North State AV, Inc.	Commencement 2020 Ceremony Sound	(\$1,500.00)	Unrestricted General	Student Services	Renville
5/29/20	5/29/20	Alan Rigg Band	Commencement 2020 Reception Band	(\$500.00)	Unrestricted General	Student Services	Renville
1/7/20	3/7/20	Nicole Johansson	Contract for Independent Contractor Services to provide event planning, management and fundraising for Spring Gala	(\$5,400.00)	Unrestricted General	Institutional Advancement	Yaqub
2/26/20	2/26/25	Apex Education Consultant Co., Ltd.	International Recruiting Agent, Thailand	(\$700.00)/student x 2 semesters	Restricted General	Recruitment & Outreach	Renville
2/26/20	2/26/25	Springboard4Education LLC	International Recruiting Agent, Cambodia	(\$700.00)/student x 2 semesters	Restricted General	Recruitment & Outreach	Renville
1/28/20	2/28/20	Cassiuss Sonoquie	Art Exhibition & Loan Agreement	\$0.00	Unrestricted General	Arts	Guleff
10/8/19	5/31/20	Sierra Joint Community College District	Amendment to Independent Contractor Agreement reducing Term	\$0.00	Restricted General	Welcome Center	Renville
1/1/20	Upon Termination	E Center Head Start	Field Experience Partnership Agreement for Early Childhood Education students field experience hours	\$0.00	Unrestricted General	Early Childhood Education	Guleff
1/17/20	Upon Termination	Glenn County Office of Education	Field Experience Partnership Agreement for Early Childhood Education students field experience hours	\$0.00	Unrestricted General	Early Childhood Education	Guleff
2/10/20	Upon Termination	Butte County Office of Education, Child Development Programs & Services	Field Experience Partnership Agreement for Early Childhood Education students field experience hours	\$0.00	Unrestricted General	Education Child & Family Studies	Guleff
4/30/20	4/30/21	Solarwinds Worldwide, LLC	SolarWinds Maintenance End User License Agreement	(\$11,282.00)	Unrestricted General	Information Technology	Stoup
3/13/20	3/12/23	ePlus Technology, Inc.	Terms and Conditions for Purchasing Products and Services - ProofPoint	(\$116,675.00)	Unrestricted General	Information Technology	Stoup

Butte-Glenn Community College District

CONTRACTS RATIFICATION REPORT

Contracts Signed by the Superintendent/President or Vice President for Administration

February 2020

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue / (Cost)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
3/13/20	3/12/23	Proofpoint, Inc.	ProofPoint Enterprise End User License Agreement License	\$0.00	Unrestricted General	Information Technology	Stoup
2/29/20	2/29/21	Ekahau Inc.	Ekahau Support End User License Agreement	(\$1,595.00)	Unrestricted General	Information Technology	Stoup
3/2/20	3/2/20	ASE Education Foundation	On-site Evaluation Agreement for General Automotive Program	(\$848.22)	Unrestricted General	Automotive	Guleff
1/2/20	6/30/20	Etudes, Inc.	CourseEvalHQ Application License	(\$1,750.00)	Unrestricted General	Technology Mediated Instruction	Guleff
Upon Signature	Until Terminated	Governor's Office of Business and Economic Development	Go-Biz California Export Training Network Member Agreement	\$0.00	Restricted General	Small Business Development Center	Guleff
2/14/20	12/31/20	Erika L. Montanez	Independent Contractor services to provide business consulting, training and outreach focusing on Hispanic community	(\$12,000.00)	Restricted General	Small Business Development Center	Guleff
2/26/20	12/31/19	Humboldt State University Sponsored Programs Foundation	Amendment to Subaward Agreement SBDC 2019 modifying budget categories	\$0.00	Restricted General	Small Business Development Center	Guleff
1/30/20	3/31/20	Chabin Concepts, Inc.	GIS mapping, design and format of final report for EVERYBODY Healthy Body Camp Fire Response	(\$5,000.00)	Restricted General	Economic Workforce Development	Guleff
2/1/20	6/30/20	Catherine A. Martin	Independent Contract services to conduct needs assessment regarding Healthcare Allied Health Public Services	(\$35,000.00)	Foundation Agency Account	Economic Workforce Development	Guleff
2/1/19	1/31/21	CA Employment Training Panel	Amendment to ETP Agreement Butte-Glenn Community College District Training Project for the reimbursement of training costs by the Panel from the Employment Training Fund to support California employers increasing Reimbursement	\$149,907.00	Restricted General	Contract Education	Guleff
3/1/19	1/31/21	Sierra College	Amendment to Subcontract Agreement for ETP Training Project extending Term	\$0.00	Restricted General	Contract Education	Guleff
1/15/20	1/16/20	Roplast Industries, Inc.	Employee training	\$1,750.00	Restricted General	Contract Education	Guleff
2/1/19	1/31/21	California Olive Ranch	Employer Participation Agreement Employment Training Panel Training Project to provide ETP funding for employee training	Est. ETP Funding \$25,000.00	Restricted General	Contract Education	Guleff
5/8/19	12/31/19	Windsor Chico Care Center	Employer Participation Agreement Employment Training Panel Training Project to provide ETP funding for employee training	Est. ETP Funding \$48,000.00	Restricted General	Contract Education	Guleff
1/23/20	1/23/20	Deseret Farms of California/Berberian Nut Company	Employee training	\$1,200.00	Restricted General	Contract Education	Guleff
2/6/20	6/30/20	Foundation for California Community Colleges	Partnerships Agreement to expand or compliment the activities of the Hunger Free Campus Initiative	\$15,248.00	Restricted General	Roadrunner Hub	Renville
1/1/20	6/30/21	MC2 Design Group, Inc.	Statement of Work to produce Career Education marketing materials	(\$54,056.81)	Restricted General	Career & Technical Education	Guleff
12/1/19	12/31/21	Woodland Community College	2019-21 Allocation Agreement for Strong Workforce Program Projects In Common Healthcare	(\$30,000.00)	Restricted General	Strong Workforce Program	Guleff
12/1/19	12/31/21	College of the Redwoods	2019-21 Allocation Agreement for Strong Workforce Program Projects In Common Healthcare	(\$30,000.00)	Restricted General	Strong Workforce Program	Guleff

Butte-Glenn Community College District

CONTRACTS RATIFICATION REPORT

Contracts Signed by the Superintendent/President or Vice President for Administration

February 2020

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue / (Cost)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
12/1/19	12/31/20	College of the Siskiyous	2019-20 Allocation Agreement for Strong Workforce Program North Far North Regional Consortium Professional Development Funds	(\$10,000.00)	Restricted General	Strong Workforce Program	Guleff
12/1/19	12/31/20	College of the Siskiyous	2019-20 Allocation Agreement for Strong Workforce Program North Far North Regional Consortium Marketing Funds	(\$20,000.00)	Restricted General	Strong Workforce Program	Guleff
12/1/19	12/31/21	College of the Siskiyous	2019-21 Allocation Agreement for Strong Workforce Program North Far North Regional Consortium Healthcare Funds	(\$30,000.00)	Restricted General	Strong Workforce Program	Guleff
12/1/19	12/31/21	College of the Siskiyous	2019-21 Allocation Agreement for Strong Workforce Program North Far North Regional Consortium Marketing Funds	(\$20,000.00)	Restricted General	Strong Workforce Program	Guleff
12/1/19	12/31/20	Los Rios Community College District	2019-20 Allocation Agreement for Strong Workforce Program North Far North Regional Consortium Professional Development Funds	(\$40,000.00)	Restricted General	Strong Workforce Program	Guleff
12/1/19	12/31/21	Los Rios Community College District	2019-21 Allocation Agreement for Strong Workforce Program North Far North Regional Consortium Marketing Funds	(\$80,000.00)	Restricted General	Strong Workforce Program	Guleff
12/1/19	12/31/20	Yuba Community College District	2019-20 Allocation Agreement for Strong Workforce Program North Far North Regional Consortium Professional Development Funds	(\$10,000.00)	Restricted General	Strong Workforce Program	Guleff
12/1/19	12/31/20	Yuba Community College District	2019-20 Allocation Agreement for Strong Workforce Program North Far North Regional Consortium Marketing Funds	(\$20,000.00)	Restricted General	Strong Workforce Program	Guleff
12/1/19	12/31/21	Yuba Community College District	2019-21 Allocation Agreement for Strong Workforce Program North Far North Regional Consortium Marketing Funds	(\$20,000.00)	Restricted General	Strong Workforce Program	Guleff
12/1/19	12/31/21	Yuba Community College District	2019-21 Allocation Agreement for Strong Workforce Program North Far North Regional Consortium Healthcare Funds	(\$30,000.00)	Restricted General	Strong Workforce Program	Guleff
12/1/19	12/31/20	Mendocino Lake Community College District	2019-20 Allocation Agreement for Strong Workforce Program North Far North Regional Consortium Marketing Funds	(\$20,000.00)	Restricted General	Strong Workforce Program	Guleff
12/1/19	12/31/21	Mendocino Lake Community College District	2019-21 Allocation Agreement for Strong Workforce Program North Far North Regional Consortium Marketing Funds	(\$20,000.00)	Restricted General	Strong Workforce Program	Guleff
12/1/19	12/31/21	Shasta-Tehama-Trinity Community College District	2019-21 Allocation Agreement for Strong Workforce Program North Far North Regional Consortium Healthcare Funds	(\$30,000.00)	Restricted General	Strong Workforce Program	Guleff
12/1/19	12/31/21	Feather River Community College District	2019-21 Allocation Agreement for Strong Workforce Program North Far North Regional Consortium Healthcare Funds	(\$30,000.00)	Restricted General	Strong Workforce Program	Guleff
Purchase date	1 year from purchase date	CDW●G LLC	Terms and Conditions of Sales and Service Projects	(\$615.93)	Restricted General	CCC Technology Center	Stoup
Upon Activation	1 year from activation date	JetBrains Americas, Inc.	JetBrains PhpStorm Subscription Terms and Conditions of Purchase, Toolbox Subscription Agreement for Education, and JetBrains User Agreement and Privacy Policy	\$0.00	Restricted General	CCC Technology Center	Stoup
1/15/20	6/30/20	Veridion Security, Inc.	Amendment to Scope of Work pursuant to CMAS Contract increasing Fee	(\$100,000.00)	Restricted General	CCC Technology Center	Stoup

Butte-Glenn Community College District

CONTRACTS RATIFICATION REPORT

Contracts Signed by the Superintendent/President or Vice President for Administration

February 2020

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue / (Cost)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
1/23/20	12/31/20	InCommon, LLC.	Amendment to Letter of Agreement increasing budget	(\$61,000.00)	Restricted General	CCC Technology Center	Stoup
2/5/20	6/30/20	Ventura Community College	Subgrant Agreement for Projects Sponsored by the CCC 10gb Broadband Connectivity Equipment Grant	(\$50,000.00)	Restricted General	CCC Technology Center	Stoup
2/5/20	6/30/20	Moorepark Community College	Subgrant agreement for Projects Sponsored by the CCC 10gb Broadband Connectivity Equipment Grant	(\$50,000.00)	Restricted General	CCC Technology Center	Stoup
3/23/20	3/22/21	CDW●G LLC	Terms and Conditions of Sales and Service Projects	(\$1,366.65)	Restricted General	CCC Technology Center	Stoup
3/23/20	3/22/21	Sophos Limited	Sophos Central Endpoint Advanced and Sophos Central Server Protection End-User License Agreement, End-User License Agreement for Government Licensees or Users, and Services Agreement	\$0.00	Restricted General	CCC Technology Center	Stoup
2/29/20	6/30/21	VocaLinks Inc.	ClaroRead Software Site License End User License Agreement	(\$4,343.76)	Restricted General	CCC Technology Center	Stoup
2/1/20	6/30/20	Tech for All, Inc.	Subcontract Agreement for services to conduct comprehensive accessibility evaluations of website for Peralta College	(\$40,000.00)	Restricted General	CCC Technology Center	Stoup
2/1/20	6/30/20	Automatic Sync Technologies, LLC	Subcontract Agreement for captioning, transcription and studio description services for Accessibility Center	(\$3,750.00)	Restricted General	CCC Technology Center	Stoup
3/7/20	3/6/21	SHI International, Corp.	SHI Online Customer Resale Terms and Conditions	(\$1,820.26)	Restricted General	CCC Technology Center	Stoup
3/7/20	3/6/21	Tenable, Inc.	Master Agreement & Service Level Agreement for Nessus Professional Subscription	\$0.00	Restricted General	CCC Technology Center	Stoup
2/21/20	2/21/20	Ellucian Company L.P.	Colleague Finance Consulting	(\$1,171.50)	Restricted General	CCC Technology Center	Stoup
2/6/20	2/6/25	Mendocino Lake Community College District	Institution Participation Agreement for Systems provided by Chancellor's Office California Community Colleges	\$0.00	Restricted General	CCC Technology Center	Stoup
2/11/20	2/11/25	College of the Desert	Institution Participation Agreement for Systems provided by Chancellor's Office California Community Colleges	\$0.00	Restricted General	CCC Technology Center	Stoup
2/11/20	2/11/25	Ventura County Community College District	Institution Participation Agreement for Systems provided by Chancellor's Office California Community Colleges	\$0.00	Restricted General	CCC Technology Center	Stoup
2/11/20	2/11/25	Feather River College	Institution Participation Agreement for Systems provided by Chancellor's Office California Community Colleges	\$0.00	Restricted General	CCC Technology Center	Stoup
2/19/20	2/19/25	Los Rios Community College District	Institution Participation Agreement for Systems provided by Chancellor's Office California Community Colleges	\$0.00	Restricted General	CCC Technology Center	Stoup
2/26/20	2/26/25	Miracosta Community College District	Institution Participation Agreement for Systems provided by Chancellor's Office California Community Colleges	\$0.00	Restricted General	CCC Technology Center	Stoup
2/26/20	2/26/25	Merced Community College District	Institution Participation Agreement for Systems provided by Chancellor's Office California Community Colleges	\$0.00	Restricted General	CCC Technology Center	Stoup

Butte-Glenn Community College District

CONTRACTS RATIFICATION REPORT

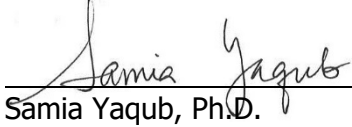
Contracts Signed by the Superintendent/President or Vice President for Administration

February 2020

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue / (Cost)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
2/26/20	2/26/25	College of Marin	Institution Participation Agreement for Systems provided by Chancellor's Office California Community Colleges	\$0.00	Restricted General	CCC Technology Center	Stoup
2/26/20	2/26/25	San Diego Community College District	Institution Participation Agreement for Systems provided by Chancellor's Office California Community Colleges	\$0.00	Restricted General	CCC Technology Center	Stoup
2/26/20	2/26/20	Oroville Ford Inc.	Ford Transit T-350 to replace totaled van	(\$39,028.39)	Restricted General	Facilities Planning & Management	Suleski
2/20/20	2/20/20	Oroville Ford Inc.	Ford Transit T-350 to replace totaled van	(\$39,028.39)	Restricted General	Facilities Planning & Management	Suleski
2/11/20	2/11/20	C Bryan Graves, SWPPin	Storm Water System Training	(\$295.00)	Unrestricted General	Facilities Planning & Management	Suleski
2/1/20	12/1/20	Alternative Energy Systems Consulting, Inc.	Perform an Integrated Side Management and resiliency study (energy audit)	(\$48,929.00)	Measure J	Facilities Planning & Management	Suleski
1/27/20	9/30/20	Eagle Architects	Project Management Consultant services for relocatable classrooms project	(\$25,220.00)	Measure J	Facilities Planning & Management	Suleski
1/27/20	8/1/20	Ark Design, Construction & Roofing, Inc.	Student and Administrative Services Roof Repair	(\$68,000.00)	Measure J	Facilities Planning & Management	Suleski
5/26/20	6/30/20	Ark Design, Construction & Roofing, Inc.	Women's Locker Room Roof Seal	(\$20,000.00)	Measure J	Facilities Planning & Management	Suleski
5/26/20	6/30/20	Ark Design, Construction & Roofing, Inc.	Men's Locker Room Roof Seal	(\$24,000.00)	Measure J	Facilities Planning & Management	Suleski
2/19/20	Until Completion	Pacific Gas and Electric Company	Third Party Energy Audit Enrollment Form	\$0.00	N/A	Facilities Planning & Management	Suleski

**Butte-Glenn Community College District
Meeting of the Board of Trustees**

March 25, 2020

Subject: Quarterly Financial Status Report for the Quarter Ended December 31, 2019	Item No: 20-7959 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Finance	Action Regular <input checked="" type="checkbox"/> <input type="checkbox"/> Information Consent <input type="checkbox"/> <input checked="" type="checkbox"/>
Submitted By: Andrew Suleski Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

Education Code Section 84040 specifies that financial information be periodically reported to the California Community Colleges Board of Governors. To comply with this requirement, the District prepares a Quarterly Financial Status Report (Form CCFS-311Q) each fiscal quarter for submission to the Chancellor’s Office.

The Chancellor’s Office report requires the reporting of unrestricted revenues, expenditures, and fund balance. The supporting documentation reflects the revised unrestricted and restricted budgets and the combined total activity through the quarter just ended.

Status

The Quarterly Financial Status Report for the quarter ended December 31, 2019 indicates that the District is financially stable and details the following:

- 45% of the total estimated revenue has been charged or received (55% unrestricted).
- 32% of the total expected expenditures have been expended (45% unrestricted).
- The Reserve for Contingency is 5% of total expenditures.

Recommendation

It is recommended that the Board of Trustees approve the Quarterly Financial Status Report (CCFS-311Q) for the quarter ended December 31, 2019.

Butte-Glenn Community College District
Revenue/Expenditures
As of December 31, 2019

	Final Budget Fund 11 12 Combined	Unrestricted Fund 11 2nd Quarter Revised	Restricted Fund 12 2nd Quarter Revised	Fund 11 12 Combined 2nd Quarter Revised	Actuals To Date Combined	
REVENUE						
Beginning Balance	\$24,473,893			\$24,473,893		
8110 Forest Reserve	-	-	-	-	11,559	
8121 College Work Study - Admin	12,560	12,560	-	12,560	1,199	
8122 College Work Study - Wages	310,735	-	310,735	310,735	22,059	
8123 College Work Study - Job Devel.	27,575	27,575	-	27,575	27,795	
8124 College Work Study - Comm. Service	20,328	-	20,328	20,328	1,920	
8131 Adult Education	54,813	-	54,813	54,813	-	
8136 Foster Care	101,639	-	109,275	109,275	-	
8140 Transitional Assistance to Needy Families (TANF)	33,669	-	33,669	33,669	-	
8151 Supplemental Educational Opportunity Grants (SEOG) - Admin.	13,117	13,117	-	13,117	1,424	
8152 Pell Grant - Admin.	40,000	40,000	-	40,000	-	
8160 Veterans' Attendance Allowance	12,166	-	12,166	12,166	16,607	
8170 Perkins	777,886	-	858,218	858,218	-	
8174 VTEA - Tech Prep.	42,483	-	46,228	46,228	-	
8194 Small Business Development	226,496	-	127,194	127,194	84,720	
8199 Other Federal Revenue	481,259	-	315,881	315,881	34,618	
8100 TOTAL FEDERAL REVENUE	2,154,726	93,252	1,888,507	1,981,759	201,901	10%
8612 State General Apportionment	37,643,677	37,643,677	-	37,643,677	20,941,963	
8613 Full Time Faculty Hiring	461,204	461,204	-	461,204	276,722	
8614 Part-Time Faculty Compensation	249,360	249,360	-	249,360	149,616	
8615 Enrollment Fee Admin.	128,800	128,800	-	128,800	77,280	
8619 Prior Year Corrections	3,588	3,588	-	3,588	-	
8620 Student Equity and Achievement	4,506,693	-	7,006,693	7,006,693	5,360,870	
8621 CalWorks	379,350	-	380,229	380,229	217,440	
8622 Extended Opportunity Programs and Services (EOPS)	1,347,540	-	1,391,528	1,391,528	808,524	
8623 Cooperative Agency Resources and Education (CARE)	301,685	-	1,089,185	1,089,185	658,604	
8624 Disabled Student Services and Programs (DSPS)	750,634	-	750,634	750,634	450,381	
8626 Telecommunications	5,267,000	-	16,432,963	16,432,963	16,218,285	
8627 Student Financial Aid Admin.	496,009	-	511,804	511,804	274,055	
8629 Scheduled Maintenance and Instructional Equipment	126,339	-	126,339	126,339	75,803	
8630 Education Protection Account	8,951,401	8,951,401	-	8,951,401	5,114,996	
8631 Transitional Assistance to Needy Families (TANF)	33,669	-	33,669	33,669	17,569	
8633 Funds for Student Success - MESA (Math, Engineering, Science)	54,164	-	91,026	91,026	-	
8634 Classified Professional Development	82,225	-	82,225	82,225	82,225	
8635 Equal Employment Opportunity (EEO)	45,000	-	66,445	66,445	66,445	
8636 Foster Care Grant	187,769	-	201,876	201,876	112,661	
8638 Technology Center	45,981,607	-	50,362,181	50,362,181	3,217,811	
8640 Veterans Resource Center	69,229	-	120,759	120,759	62,149	
8642 CA College Promise	924,182	-	1,166,637	1,166,637	924,182	
8643 Student Success Completion	1,021,216	-	1,021,216	1,021,216	1,021,216	
8644 Financial Aid Technology	48,531	-	277,130	277,130	209,187	
8653 AB86	2,077,938	-	2,367,065	2,367,065	1,531,988	
8657 Economic Development	618,436	-	1,448,378	1,448,378	726,776	
8658 Strong Workforce Program	13,761,879	-	40,010,936	40,010,936	15,501,097	
8659 Other Categorical Programs	-	-	-	-	-	
8671 Homeowners' Exemptions Taxes	211,849	211,849	-	211,849	30,506	
8672 Timber Yield Tax	46,829	46,829	-	46,829	10,674	
8681 State Lottery Proceeds	2,118,132	1,962,441	155,691	2,118,132	1,293,033	
8683 Mandated Costs	308,660	308,660	-	308,660	308,660	
8690 Guided Pathways	500,186	-	500,186	500,186	367,996	
8692 STRS On Behalf	1,806,711	1,605,759	200,952	1,806,711	-	
8693 Innovation Award	500,000	-	1,126,952	1,126,952	1,126,952	
8699 Other State Revenue	647,046	-	1,014,775	1,014,775	731,077	
8600 TOTAL STATE REVENUE	131,658,538	51,573,568	127,937,474	179,511,042	77,966,743	43%

8811 Secured Taxes	15,205,025	15,205,025	-	15,205,025	6,708,968	
8812 Supplemental Roll Taxes	190,436	190,436	-	190,436	56,120	
8813 Unsecured Taxes	859,864	859,864	-	859,864	830,369	
8816 Prior Year Taxes	23,804	23,804	-	23,804	11,789	
8817 Educational Revenue Augmentaion Fund (ERAF)	(2,544,265)	(2,544,265)	-	(2,544,265)	(1,147,968)	
8818 Redevelopment - Local	1,664,422	1,664,422	-	1,664,422	1,129,432	
8819 Redevelopment - Residual	-	-	-	-	-	
8829 Gifts and Contributions	4,000	-	4,000	4,000	1,452	
8831 Contract Instructional Services	48,894	-	48,894	48,894	-	
8839 Contract Education	2,124,538	-	3,329,356	3,329,356	1,579,984	
8840 Sales and commissions	47,500	47,500	-	47,500	23,787	
8842 Sale of Equipment and Supplies	52,500	-	55,000	55,000	36,942	
8859 Other Rentals and Leases	28,202	13,000	15,202	28,202	13,169	
8861 Interest	1,200,000	1,200,000	-	1,200,000	319,883	
8872 Community Service Classes	99,378	-	99,378	99,378	26,755	
8874 Enrollment Fees	3,213,596	3,213,596	-	3,213,596	2,977,750	
8876 Health Service Fees	523,975	-	536,975	536,975	475,154	
8877 Material Fees	220,000	230,822	-	230,822	230,822	
8879 Student Records/ID Card	63,859	63,859	-	63,859	11,502	
8880 Non-Resident Student Fees	1,484,048	1,484,048	-	1,484,048	1,375,406	
8881 Transportation Fees	1,334,281	-	1,334,281	1,334,281	1,056,567	
8882 Audit Fees	2,000	2,000	-	2,000	915	
8885 Other Student Fees & Charges	10,000	10,000	-	10,000	9,583	
8886 Technology Access Fee	435,000	435,000	-	435,000	381,063	
8888 Library Charges	10,000	-	10,000	10,000	2,051	
8893 Prior Year Outlawed Warrants	28,000	28,000	-	28,000	31,349	
8894 Workers Comp. Reimbursements	28,000	28,000	-	28,000	21,139	
8896 Safety Credits	20,000	-	27,000	27,000	-	
8897 Parking Meters & Fines	20,000	20,000	-	20,000	1,142	
8899 Other Local Revenue	926,694	50,000	1,097,985	1,147,985	1,041,764	
8800 TOTAL LOCAL REVENUE	27,323,751	22,225,111	6,558,071	28,783,182	17,206,889	60%
8980 Incoming Transfers	2,584,000	2,200,000	384,000	2,584,000	1,005,323	
8000 TOTAL REVENUE	163,721,015	76,091,931	136,768,052	212,859,983	96,380,856	45%
TOTAL REVENUE AND						
BEGINNING BALANCE	\$188,194,908			\$237,333,876		

Apportionment Summary:

Includes General Apportionment, Education Protection Account, Property taxes, and 98% Enrollment Fees

65,402,366

65,402,366

65,402,366

EXPENSES

1100 Instruction, Regular	15,337,678	14,530,720	1,038,558	15,569,278	7,785,021	
1200 Non-instruction, Regular	8,018,073	5,877,016	2,097,589	7,974,605	3,938,013	
1300 Instruction, Non-regular	7,915,731	7,869,284	129,349	7,998,633	4,041,765	
1400 Non-instruction, Non-regular	963,781	677,931	857,502	1,535,433	948,995	
1000 TOTAL ACADEMIC SALARIES	32,235,263	28,954,951	4,122,998	33,077,949	16,713,794	51%
2100 Non-instruction, Regular	23,102,504	13,193,105	10,892,164	24,085,269	10,952,714	
2200 Instructional Aids, Regular	1,510,863	1,243,446	245,611	1,489,057	683,634	
2300 Non-instruction, Non-regular	1,443,761	588,606	1,314,926	1,903,532	1,257,839	
2400 Instructional Aids, Non-regular	433,556	370,517	526,718	897,235	440,582	
2000 TOTAL CLASSIFIED SALARIES	26,490,684	15,395,674	12,979,419	28,375,093	13,334,769	47%
3100 STRS (State Teachers Retirement)	7,324,994	6,558,200	943,886	7,502,086	1,949,982	
3200 PERS (Public Employees Retirement)	4,907,309	2,919,934	2,214,029	5,133,963	2,368,467	
3300 OASDI (Old Age, Survivors & Disability)	2,418,867	1,568,026	950,285	2,518,311	1,250,208	
3400 Health, Dental, & Life Insurance	13,210,886	10,068,227	3,394,204	13,462,431	4,647,459	
3450 Retiree Benefits Normal Cost	1,067,155	762,594	332,765	1,095,359	473,993	
3500 State Unemployment Insurance	115,665	87,940	37,358	125,298	58,076	
3600 Workers' Compensation Insurance	678,678	516,451	185,000	701,451	331,737	
3700 Alternate Retirement Plan	-	74	4,422	4,496	6,471	
3900 Income Protection Insurance	282,795	205,947	85,688	291,635	275,789	
3000 TOTAL EMPLOYEE BENEFITS	30,006,349	22,687,393	8,147,637	30,835,030	11,362,182	37%
4200 Duplicating Supplies	70,778	58,353	61,060	119,413	33,723	
4300 Supplies, Instructional	802,930	594,381	366,915	961,296	225,408	
4500 Supplies, Non-instructional	1,477,029	977,889	1,046,141	2,024,030	594,222	
4000 TOTAL SUPPLIES	2,350,737	1,630,623	1,474,116	3,104,739	853,353	27%
5100 Personal Services & Consultants	43,347,393	921,509	64,291,436	65,212,945	17,427,778	
5200 Travel, Conference & Mileage	750,207	537,155	1,650,749	2,187,904	668,390	
5300 Dues & Memberships	102,264	132,308	360,024	492,332	321,249	
5400 Insurance	891,335	868,667	22,668	891,335	747,317	
5500 Utilities & Housekeeping Services	770,898	728,375	17,242	745,617	234,522	
5600 Rents, Leases & Repairs	2,511,974	2,570,245	2,477,501	5,047,746	2,986,517	
5700 Legal, Election & Audit	225,079	221,934	20,337	242,271	38,724	
5800 Other Services & Expenses	19,981,390	(209,148)	33,928,530	33,719,382	2,077,227	
5000 OTHER OPERATING EXPENSES	68,580,540	5,771,045	102,768,487	108,539,532	24,501,724	23%
TOTAL 1000-5000	159,663,573	74,439,686	129,492,657	203,932,343	66,765,822	33%
6100 Site Improvements	30,231	27,731	2,055	29,786	1,965	
6200 Buildings	36,667	54,754	47,320	102,074	7,701	
6300 Library Books	213,789	198,657	7,980	206,637	91,579	
6400 Equipment	744,032	767,573	1,339,223	2,106,796	274,486	
6500 Lease Purchase Agreements	99,375	99,375	-	99,375	29,842	
6600 Capitalized Equipment	34,823	17,550	666,185	683,735	52,459	
6000 TOTAL CAPITAL EXPENSES	1,158,917	1,165,640	2,062,763	3,228,403	458,032	14%
1000 - 6000 TOTAL EXPENDITURES	160,822,490	75,605,326	131,555,420	207,160,746	67,223,854	32%
7100 Debt Retirement	963,323	963,323	-	963,323	28,538	
7300 Interfund Transfers	1,030,015	903,676	126,339	1,030,015	-	
7400 Other Transfers	-	-	2,166,272	2,166,272	-	
7500 Student Financial Aid	1,957,152	24,348	2,355,800	2,380,148	1,988,625	
7600 Other Payments to Students	445,990	93,213	564,221	657,434	194,516	
7000 TOTAL OTHER OUTGO	4,396,480	1,984,560	5,212,632	7,197,192	2,211,679	31%

TOTAL EXPENDITURES	165,218,970	77,589,886	136,768,052	214,357,938	69,435,533	32%
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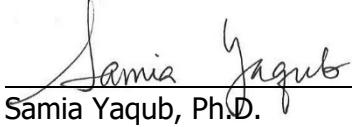
Reserves:

9710 Reserve for Contingencies	8,260,948	10,717,897
9721 Reserve for Glenn County Center	2,000,000	2,000,000
9728 Reserve for Budget Planning	12,714,990	10,258,041
Total Reserves	22,975,938	22,975,938

TOTAL EXPENDITURES AND ENDING BALANCE	188,194,908	237,333,876
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**Butte-Glenn Community College District
Meeting of the Board of Trustees**

March 25, 2020

Subject: Authorization to Increase Student Health Services Fees	Item No: 20-7960 Enclosure: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Category: Finance	Action Regular <input checked="" type="checkbox"/> <input type="checkbox"/> Information Consent <input type="checkbox"/> <input checked="" type="checkbox"/>
Submitted By: Andrew Suleski Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

Education Code sections 76355 authorize the governing board of a community college district to charge student health services fees and increase those fees by the same percentage as the increase in the Implicit Price Deflator for State and Local Government Purchases of Goods and Services as published by the U.S. Department of Commerce.

Based on calculations by the Financial, Economic, and Demographic Unit in the Department of Finance, the Implicit Price Deflator Index has increased enough to support a two dollar increase in the student health fees. The Chancellor's Office has notified the District that it may begin charging a maximum fee of \$21.00 per semester, \$16.00 for summer session, or \$16.00 for each intersession of at least four weeks.

Status

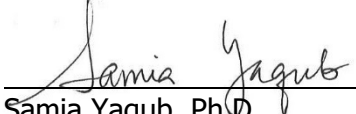
The District is mandated to provide health services at or above the level it provided during the 1986-87 fiscal year. Currently, the District charges a mandatory student health fee of \$19.00 for full and part-time students per semester and \$16.00 for all students during the summer. There is no fee charged for Winter Intersession.

Recommendation

It is recommended that the Board of Trustees approve the increase in the mandatory student health fee for full and part-time students to \$21.00 per semester and \$18.00 for all students during the summer beginning with the Fall session of 2020.

**Butte-Glenn Community College District
Meeting of the Board of Trustees**

March 25, 2020

Subject: Approval of New Certificate of Achievement in Cyber Security Practitioner	Item No: 20-7961 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Instruction	Action Regular <input checked="" type="checkbox"/> <input type="checkbox"/> Information Consent <input type="checkbox"/> <input checked="" type="checkbox"/>
Submitted By: Virginia L. Guleff Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

The Certificate of Achievement in Cyber Security Practitioner will fill the growing need for skilled cyber security professionals provides exciting and excellent employment opportunities in any business/technological domain. Cyber Security focuses on many practical security skills to support all industries by implementing and supporting regulations regarding data privacy, business continuity and disaster recovery, security analysis of current enterprise environment and reporting, and preventative measures and precautions.

Status

The appropriate instructional areas on campus and the Curriculum Committee have approved the attached Certificate of Achievement in Cyber Security Practitioner

Recommendation

It is recommended that the Board of Trustees approve the new Certificate of Achievement in Cyber Security Practitioner.

Certificate of Achievement Cyber Security Practitioner

The Certificate of Achievement in Cyber Security Practitioner will fill the growing need for skilled cyber security professionals provides exciting and excellent employment opportunities in any business/technological domain. Cyber Security focuses on many practical security skills to support all industries by implementing and supporting regulations regarding data privacy, business continuity and disaster recovery, security analysis of current enterprise environment and reporting, and preventative measures and precautions. The Certificate of Achievement in Cyber Security Practitioner prepares students for entry-level and middle-skill employment as an information security practitioner/analyst and for industry standard certification exams. It is an up-skill for working IT professionals to further advance in their careers. Prospective students do not need any previous technical skills beyond a working functional knowledge of computer use. We will utilize Kali Linux and other offensive industry tools, to analyze a target and through professional best practices, develop and implement a defensive strategy to safeguard the enterprise network, data, and end points against attacks.

Upon successful completion of this program, the student will be able to:

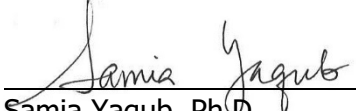
- understand, implement, and analyze access control, those policies, standards and procedures that define who users are, what they can do, which resources they can access, and what operations they can perform on a system
- use industry best practices, administer, maintain, and analyze a secure network environment through identification of information assets, and documentation of policies, standards, procedures and guidelines that ensure confidentiality, integrity and availability.
- explain security analysis planning and scoping, conduct information gathering and vulnerability identification, and create reports and communicate results of security tests
- develop and analyze risk, response, and recovery through the review, analysis and implementation processes essential to the identification, measurement and control of loss associated with uncertain events
- analyze and protect systems from malicious code and use countermeasures and prevention techniques for dealing with viruses, worms, logic bombs, Trojan horses and other related forms of intentionally created deviant code
- conceptualize, engineer, integrate and implement secure solutions in complex enterprise environments to build resilient networks.
- understand comprehensive data communications and analysis including: The network structure, transmission methods and techniques, transport formats and security measures used to operate both private and public communication networks.

Program Requirements Major Total: 35 Units

Requirements	Dept. Name/#	Title	Units	Sequence
Required Core 26 units	CSCI 49	PC's and Peripherals	4	Yr 1 Fall
	CSCI 4	Intro To Programming	3	Yr 1, Fall
	CSCI 19	Networking Fundamentals	3	Yr 1 Fall/Summer/Spring
	CSCI 25	Linux 1 Essentials	3	Yr 1 Fall
	CSCI 17	Security +	3	Yr 1 Spring
	CSCI 26	Linux Administration	3	Yr 1 Spring
	CSCI 18	Ethical Hacking	3	Yr 2 Fall
	CSCI 24	Digital Forensics Fundamentals / CASP+	3	Yr 2 Spring
	CSCI 33	Skills for the Working Professional	1	Yr 2 Spring
Either MCSA Track 9 units	CSCI 73	Server 2016 Installation, Storage, and Compute	3	Yr 1 Spring
	CSCI 74	Networking with Windows Server 2016	3	Yr 2 Fall
	CSCI 75	Identity with Windows Server 2016	3	Yr 2 Spring
Or CCNA track 9 units	CSCI 40	Cisco 1	3	Yr 1 Spring
	CSCI 41	Cisco 2	3	Yr 2 Fall
	CSCI 42	Cisco 3	3	Yr 2 Spring

**Butte-Glenn Community College District
Meeting of the Board of Trustees**

March 25, 2020

Subject: Approval of New Associate of Science in Cyber Security Practitioner	Item No: 20-7962 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Instruction	Action <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Information <input type="checkbox"/> Consent <input checked="" type="checkbox"/>
Submitted By: Virginia L. Guleff Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

The Associate of Science Degree in Cyber Security Practitioner will fill the growing need for skilled cyber security professionals provides exciting and excellent employment opportunities in any business/technological domain. Cyber Security focuses on many practical security skills to support all industries by implementing and supporting regulations regarding data privacy, business continuity and disaster recovery, security analysis of current enterprise environment and reporting, and preventative measures and precautions.

Status

The appropriate instructional areas on campus and the Curriculum Committee have approved the attached Associate of Science Degree in Cyber Security Practitioner

Recommendation

It is recommended that the Board of Trustees approve the new Associate of Science Degree in Cyber Security Practitioner

Associate of Science Degree Cyber Security Practitioner

The Associate of Science Degree in Cyber Security Practitioner will fill the growing need for skilled cyber security professionals provides exciting and excellent employment opportunities in any business/technological domain. Cyber Security focuses on many practical security skills to support all industries by implementing and supporting regulations regarding data privacy, business continuity and disaster recovery, security analysis of current enterprise environment and reporting, and preventative measures and precautions. The Associate of Science Degree in Cyber Security Practitioner prepares students for entry-level and middle-skill employment as an information security practitioner/analyst and for industry standard certification exams. It is an up-skill for working IT professionals to further advance in their careers. Prospective students do not need any previous technical skills beyond a working functional knowledge of computer use. We will utilize Kali Linux and other offensive industry tools, to analyze a target and through professional best practices, develop and implement a defensive strategy to safeguard the enterprise network, data, and end points against attacks.

Upon successful completion of this program, the student will be able to:

- understand, implement, and analyze access control, those policies, standards and procedures that define who users are, what they can do, which resources they can access, and what operations they can perform on a system
- use industry best practices, administer, maintain, and analyze a secure network environment through identification of information assets, and documentation of policies, standards, procedures and guidelines that ensure confidentiality, integrity and availability.
- explain security analysis planning and scoping, conduct information gathering and vulnerability identification, and create reports and communicate results of security tests
- develop and analyze risk, response, and recovery through the review, analysis and implementation processes essential to the identification, measurement and control of loss associated with uncertain events
- analyze and protect systems from malicious code and use countermeasures and prevention techniques for dealing with viruses, worms, logic bombs, Trojan horses and other related forms of intentionally created deviant code
- conceptualize, engineer, integrate and implement secure solutions in complex enterprise environments to build resilient networks.
- understand comprehensive data communications and analysis including: The network structure, transmission methods and techniques, transport formats and security measures used to operate both private and public communication networks.

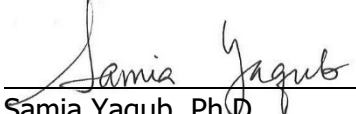
Program Requirements

Required Major Total: 35 Units; Completion of Local GE Pattern: 30 Units; Transferable Electives: 5 Units; TOTAL UNITS 60

Requirements	Dept. Name/#	Title	Units	Sequence
Required Core 26 units	CSCI 49	PC's and Peripherals	4	Yr 1 Fall
	CSCI 4	Intro To Programming	3	Yr 1, Fall
	CSCI 19	Networking Fundamentals	3	Yr 1 Fall/Summer/Spring
	CSCI 25	Linux 1 Essentials	3	Yr 1 Fall
	CSCI 17	Security +	3	Yr 1 Spring
	CSCI 26	Linux Administration	3	Yr 1 Spring
	CSCI 18	Ethical Hacking	3	Yr 2 Fall
	CSCI 24	Digital Forensics Fundamentals / CASP+	3	Yr 2 Spring
	CSCI 33	Skills for the Working Professional	1	Yr 2 Spring
Either MCSA track 9 units	CSCI 73	Server 2016 Installation, Storage, and Compute	3	Yr 1 Spring
	CSCI 74	Networking with Windows Server 2016	3	Yr 2 Fall
	CSCI 75	Identity with Windows Server 2016	3	Yr 2 Spring
Or CCNA track 9 units	CSCI 40	Cisco 1	3	Yr 1 Spring
	CSCI 41	Cisco 2	3	Yr 2 Fall
	CSCI 42	Cisco 3	3	Yr 2 Spring

**Butte-Glenn Community College District
Meeting of the Board of Trustees**

March 25, 2020

Subject: Adoption of Board Policy 2715 and Administrative Procedure 2715: Board Code of Ethics	Item No: 20-7963 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Administration	Action Regular <input checked="" type="checkbox"/> <input type="checkbox"/> Information Consent <input type="checkbox"/> <input checked="" type="checkbox"/>
Submitted By: Samia Yaqub, Ph.D. Superintendent/President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Status

Board Policy 2715 and Administrative Procedure 2715, Board Code of Ethics, were reviewed by the Board at the January 29, 2020, meeting and presented to the Board for further review at the February 19, 2020 meeting. Any suggestions for change were incorporated into the final version, which is now presented for adoption.

Recommendation

It is recommended that the Board of Trustees adopt Board Policy 2715 and Administrative Procedure 2715 as presented.



BP 2715 Board Code of Ethics

References: ACCJC Accreditation Standard IV.C.11

Adopted: October 1, 1992

Last Revised: March 14, 2018;

Last Reviewed: March 14, 2018; March 13, 2019

The Board of Trustees of the Butte-Glenn Community College District maintains high standards of ethical conduct for its members and hereby adopts this Code of Ethics.

- Be bound by approved District policies and act only in the best interests of the entire community served by the District.
- Practice the highest ideals of honor and integrity in all public and personal relationships in order that the trustees may merit the respect and confidence of other elected officials, appointed staff, and the public.
- Be informed about the district, educational issues, and responsibilities of trusteeship.
- Respect others and act with civility irrespective of the differences of opinion that may arise during discussion or motions on the floor.
- Board members shall comply with the Brown Act concerning communication among themselves regarding items that are within the jurisdiction of the Board and/or District, and in conducting open meetings and appropriate closed sessions. Further, Board members shall maintain the confidentiality of closed session discussions.
- Recognize that all the trustees, as a Board, establish the College's policies and implementation of those policies rests with the appointed staff. Further, recognize that individual trustees have no legal authority outside the Board meetings. No Board member shall interpret Board authority in a manner that diminishes the administrative and professional responsibilities of any District employee.
- Handle all personnel matters on the basis of fairness and impartiality regardless of race, creed, sex, sexual orientation or identification, religion, age, physical ability, national origin, or political ideals.
- Seek no favor; believe that personal aggrandizement or profit secured by confidential information or by misuse of public office is dishonest. Avoid situations that may constitute a conflict of interest, or the perception of conflicts of interest.
- Participate in all Board meetings possible and notify the President of the Board or the Secretary to the Board of an expected absence from a Board meeting.
- Direct all Trustee requests for information, within the subject matter jurisdiction of the Board, through the Superintendent/President.
- In the event a matter arises which apparently is not provided for in the above standards, both individual Board members and the Board will resolve the issue from the highest possible principles of honor and integrity.

In the event of a violation of this Code of Ethics, the board will take appropriate action (see Administrative Procedure 2715).



AP 2715 Board Code of Ethics Violations

References: ACCJC Accreditation Standard IV.C.11

Approved: October 1, 1992

Last Revised: February 15, 2017

Last Reviewed: March 14, 2018; March 13, 2019

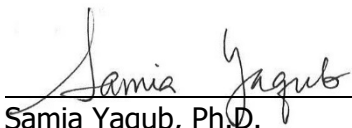
A complaint of trustee misconduct will be referred to an ad hoc committee of the Board comprised of three trustees not subject to the complaint. In a manner deemed appropriate by the committee, a fact-finding process shall be initiated and completed within a reasonable period of time to determine the validity of the complaint. The committee shall be guided in its inquiry by the standards set forth in the Code of Ethics as defined in BP 2715. The trustee subject to the charge of misconduct may present information regarding the matter to the committee. The committee shall, within a reasonable period of time, make a report of its findings to the Governing Board for action.

Possible courses of action include:

- If alleged behavior violates laws governing Board behavior, legal counsel may be sought and the violations referred to the appropriate County District Attorney or to the State's Attorney General as provided for in law.
- Should the ad hoc committee find that the complaint constitutes a minor violation that is not a violation of any applicable law, the committee may recommend that the Board President or Vice President discuss the violation with the Board Member by describing the impact of such violation and by offering mentoring or coaching assistance in order to assist the trustee to become more effective and to improve future Board performance.
- Should the ad hoc committee find that the complaint constitutes repetitive minor violations or is an additional complaint but does not constitute a violation of any applicable law, the ad hoc committee may recommend that the Board President and the Superintendent/President schedule a Board retreat with the entire Board of Trustees to focus on the issues identified in the ad hoc committee's report and recommendations and place the individual Board Member on warning of a possible censure unless the Board Member's performance improves.
- Should the ad hoc committee find that the complaint constitutes repetitive and/or significant violations not constituting the violation of any applicable law the ad hoc committee may recommend that the Board of Trustees consider the censure of the Board Member. A censure of a Board Member by a majority vote of the Board may include penalties of not recognizing motions made by the censured Board Member, not responding to the censured Board Member's comments, and/or not allowing the censured Board Member to hold any Board officer position.
- If the full Board, acting upon the ad hoc committee's written report, finds the actions of the Board Member to be so egregious and compelling, the Board could request the Board Member resign at once.

**Butte-Glenn Community College District
Meeting of the Board of Trustees**

March 25, 2020

Subject: Approval and/or Ratification of Personnel Actions	Item No: 20-7964 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Human Resources	Action Regular <input checked="" type="checkbox"/> <input type="checkbox"/> Information Consent <input type="checkbox"/> <input checked="" type="checkbox"/>
Submitted By: Andrew Suleski Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Recommendation

It is recommended that the Board of Trustees approve and/or ratify the personnel actions as follows:

Management*

1. Employment of Supervisor, Construction and Building Maintenance (FPM) – Mark Allen
Full-time, 40 hours per week, 12 months per year
Salary: MSC - 15
Effective: March 1, 2020
2. Employment of Supervisor, Grounds Maintenance (FPM) – Damond Herseth
Full-time, 40 hours per week, 12 months per year
Salary: MSC - 11
Effective: March 1, 2020
3. Employment of Human Resources Specialist – Douglas Martin
Full-time, 40 hours per week, 12 months per year
Salary: MSC - 5
Effective: April 1, 2020
4. Employee working Out-of-Class: Dean of Instruction – Vice President of Instruction (Office of Instruction) – Denise Adams
Effective: 12/9/19 – 1/21/20

Academic*

5. Employment of Temporary Academic Employees (Instructors and Student Development)
Part-Time Faculty recommended for employment effective Spring Semester 2020
Anne Dunne, Scott Franssen and Austin Kiraly
6. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Instructional Service Agreement – Work Training Center) – Emmy Powell
Effective: 3/3/20 – 6/30/20

Classified Employees*

7. Employment of Bus Operator (FPM) – Renee Bashaw Marshall
Full-time, 40 hours per week, 9 months per year
Salary: CSEA - 18
Effective: March 2, 2020
8. Employment of Grounds Technician Senior (FPM) – Matthew Atteberry
Full-time, 40 hours per week, 12 months per year
Salary: CSEA - 21
Effective: April 1, 2020
9. Permanent Voluntary Reassignment (Transfer to a Vacant Position) – Rebecca Hansen
Full-time, 40 hours per week, 11 months per year
From: Public Relations & Marketing Specialist – Range 25
To: Administrative Secretary – Non-Instructional – Range 24
Effective: March 1, 2020
10. Employee working Out-of-Class: Administrative Secretary Grants – Project Manager (EWD) – Saffron Julie Aguiar
Effective: 2/1/20 – 6/30/20
11. Employee working Out-of-Class: Administrative Secretary – Office Coordinator (SHC) – Vanessa Smith
Effective: 8/14/19 – 6/30/20
12. Employee working Out-of-Class: Clerk I – Student Services Assistant (CHC) – Jeneva Smith
Effective: 2/3/20 – 6/30/20
13. Permanent Increase from 27 hours per week to 40 per hours per week, Bus Operator (FPM) – Brandy Crow
Effective: March 1, 2020
14. Permanent Increase from 9 months per year to 10 months per year, Bus Operator (FPM) – Connie Smart, Christopher Schoof
Effective: March 1, 2020

Temporary Employees*

15. Substitutes

- Support Center Representative (Student Services Support Center) – Hope Lee
Salary: \$18.50 per hour 2/3/20 - 6/30/2020
- Support Center Representative (Student Services Support Center) – Vanessa Burns
Salary: \$18.50 per hour 2/3/20 – 3/2/20
- Director CTE Grants & Regionals Projects (CTE) – Melisse Boyd
Salary: \$41.00 per hour 2/18/20 – 6/30/20
- Clerk I (CHC) – Chelsea Ortiz
Salary: \$13.75 per hour 2/3/20 – 6/30/20
- Instructional Aide – Reading & Writing (CAS) – Astrid Johnson-Krause
Salary: \$18.00 per hour 1/21/20 – 5/29/20
- Grant Manager for Guided Pathways (Office of Instruction) – Meredith Henrick
Salary: \$37.25 per hour 3/1/20 – 6/30/20

16. Professional Expert

Manipulative Skills/Evaluator – Ryan Scott, Stenton Chapman

Salary: \$14.50/\$16.75 per hour 2/20/20– 6/30/20

Sign Language Interpreter (DSPS) – Serena Smith

Salary: \$32.00 per hour 1/27/20 – 6/30/20

EMT/Paramedic – Kelly Upson, Noah Woodard, Brandon Vargas, Alexandra Luciano

Salary: \$14.50 per hour 2/1/20 – 6/30/20

EMT/Paramedic – Jordon McFarren

Salary: \$14.50 per hour 2/3/20 – 6/30/20

EMT/Paramedic – Trevor Hubanks

Salary: \$14.50 per hour 2/4/20 – 6/30/20

EMT/Paramedic – Stephen Burt

Salary: \$14.50 per hour 3/1/20 – 6/30/20

Crime Scene Actor – Benjamin Lawrence

Salary: \$13.00 per hour 2/20/20 – 5/22/20

17. Volunteers/Interns

Volunteer (Track & Field) – Nicholas Affleck, Joseph Ilaoa

Non-paid Intern (FPM) – Steve Suihkonen

18. Retirements/Resignations

Resignation, Administrative Secretary, Non-Instructional (Office of Student Life) – Santy Gray

Effective: February 22, 2020

Retirement, Administrative Assistant, Vice President for Student Services – Tami Vanskike

Effective: July 24, 2020

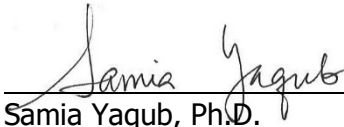
Retirement, Lab Technician, Arts – Marc Cardinet

Effective: June 1, 2020

*Contingent upon successful completion of background check. All regular salary placements will be in accordance with the rules and regulations for placement on the Board of Trustees approved salary schedules.

**Butte-Glenn Community College District
Meeting of the Board of Trustees**

March 25, 2020

Subject: Approval of Contracts	Item No: 20-7965 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Contracts	Action <input checked="" type="checkbox"/> Regular <input checked="" type="checkbox"/> Information <input type="checkbox"/> Consent <input type="checkbox"/>
Submitted By: Andrew Suleski Vice President	Approved By:  _____ Samia Yaqub, Ph.D. Superintendent/President

Background

Pursuant to Board Policy 6340, the Board has delegated the authority to enter into contracts on behalf of the District to the Superintendent/President or designee. Contracts for work to be done, services to be performed, or for goods, equipment, or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contract Code Section 20651 require prior approval by the Board.

Pursuant to the District’s Informal Bidding Procedures under the Uniform Public Construction Cost Accounting Act, the Vice President for Administration or Director for Facilities Planning & Management are authorized to award contracts for public projects not exceeding the Informal Bid Limit prescribed by Public Contract Code Section 22032. Contracts for public projects that exceed the Informal Bid Limit require a formal bidding procedure and approval by the Board.

Status

The relevant amount specified in Public Contract Code Section 20651 as adjusted annually is currently \$95,200.00 for contracts to purchase equipment, materials, supplies, services, and repair. The relevant amount specified in Public Contract Code Section 22032 is \$200,000.00 for public projects contracts.

The District proposes to enter into the contract(s) described on the attached Contracts Approval Report. All contracts are put through an approval process which includes verification of funds available in the budget.

Recommendation

It is recommended that the Board of Trustees approve the contract(s) listed on the Contracts Approval Report and authorize the Superintendent/President or designee to enter into the contract(s) in accordance with Board Policy 6340 prior to ratification by the Board at a subsequent meeting, contingent upon available funding and contingent upon successful completion of negotiation of terms with the contractor(s).

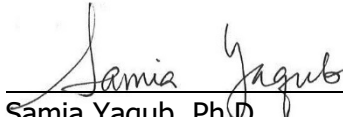
Butte-Glenn Community College District

CONTRACTS APPROVAL REPORT

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue / (Cost)	Funding Source	Originated by: District Department	Approved by: District Administrator
3/2/20	3/1/22	CA Employment Training Panel	ETP Agreement Butte-Glenn Community College District Training Project for the reimbursement of training costs by the Panel from the Employment Training Fund to support California employers	\$749,870.00	Restricted General	Contract Education	Guleff
4/1/20	6/30/23	Pacific Gas & Electric	Utility Line Clearance Arborist Training	\$6,000,000.00	Restricted General	Contract Education	Guleff

**Butte-Glenn Community College District
Meeting of the Board of Trustees**

March 25, 2020

Subject: Authorization to Lease Digital Copier Machines and Procure Services from Kyocera Document Solutions America, Inc. Utilizing California Multiple Award Schedules Contract #3-16-36-0044B	Item No: 20-7966 Enclosure: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Category: Contracts	Action Regular <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Information Consent <input type="checkbox"/> <input type="checkbox"/>
Submitted By: Andrew Suleski Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

District staff is preparing for the lease, delivery, and installation of digital copier machines and procure services required for District departments.

Public Contract Code Sections 10298 and 10299 provides that the Director of General Services may establish contracts, master agreements, multiple award schedules, cooperative agreements, including agreements with entities outside the state, and other types of agreements that leverage the state’s buying power for goods, information technology goods and services, and authorizes state and local agencies to contract with suppliers awarded those contracts without further competitive bidding.

The California Multiple Award Schedules (CMAS) offers a wide variety of commodities, non-IT services, and information technology products and services at prices that have been assessed to be fair, reasonable and competitive. The use of CMAS is optional and available to state and local government agencies.

Status

District staff recommends use of the awarded CMAS Contract Number 3-16-36-0044B as a source to lease the digital copier machines and procure services from Kyocera Document Solutions America, Inc. through an authorized reseller, Advanced Document Concepts, as needed during the term July 1, 2020 through June 30, 2025, in the estimated annual cost of \$45,600.00.

District staff has reviewed available leveraged purchasing agreements and other formal purchasing options and found that this CMAS contract best meets the needs of the District.

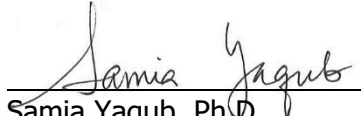
Recommendation

It is recommended that the Board of Trustees approve the lease of the required digital copier machines and procurement of services from Kyocera Document Solutions America, Inc., through the authorized reseller Advanced Document Concepts utilizing CMAS Contract Number 3-16-36-0044B, per the terms of the contract, for the term of July 1, 2020 through June 30, 2025, in the estimated annual cost of \$45,600.00, contingent upon available funding and contingent upon successful completion of negotiation of terms with the contractor.

It is further recommended that the Board authorize District staff to execute the necessary contract documents related to the purchase of information technology goods and services from Kyocera Document Solutions America, Inc., through the authorized reseller Advanced Document Concepts in accordance with Board Policy 6340 prior to ratification by the Board at a subsequent meeting.

**Butte-Glenn Community College District
Meeting of the Board of Trustees**

March 25, 2020

Subject: Approval to Purchase Portable Modular Buildings Utilizing Loomis Union School District Bid No. 2018-03	Item No: 20-7967 Enclosure: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Category: Contracts	Action Regular <input checked="" type="checkbox"/> Information Consent <input type="checkbox"/>
Submitted By: Andrew Suleski Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

The District’s Facilities Planning and Management Department requires nine modular buildings for the Technology Remodel Project to provide swing space for Mathematics Department and one modular building to provide basic needs for students.

Funding will be allocated from Measure J for nine buildings and the Emergency Assistance to Institutions of Higher Education Grant Program Grant for one building.

Public Contract Code Section 20652 authorizes community college districts, without advertising for bids, and the District’s board has determined it to be in the best interests of the district, to contract for the lease or purchase of data-processing equipment, materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district through contracts let by other public agencies (commonly referred to as “piggy-backing” contracts).

Status

District staff recommends use of the awarded contract by the Loomis Union School District as a source to purchase modular buildings from Global Modular Incorporated in the amount not to exceed \$1,112,443.00. District staff has reviewed available leveraged purchasing agreements and other formal purchasing options and found that this Loomis Union School District contract best meets the needs of the District.

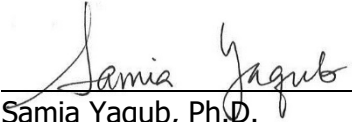
Recommendation

It is recommended that the Board of Trustees approve the purchase of the required modular buildings from Global Modular Incorporated, utilizing the Loomis Union School District Bid Number 2018-03, per the terms of the contract, in the amount not to exceed \$1,112,443.00, contingent upon available funding and contingent upon successful completion of negotiation of terms with the contractor.

It is further recommended that the Board authorize District staff to execute the necessary contract documents related to the purchase of modular buildings from Global Modular Incorporated in accordance with Board Policy 6340 prior to ratification by the Board at a subsequent meeting.

**Butte-Glenn Community College District
Meeting of the Board of Trustees**

March 25, 2020

Subject: Approval of Contract with YOUnite, Inc. for Master Data Management Software Maintenance	Item No: 20-7968 Enclosure: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Category: Contracts	Action Regular <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Information Consent <input type="checkbox"/> <input type="checkbox"/>
Submitted By: Andrew Suleski Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

The California Community Colleges Technology Center requires software maintenance services for California Community Colleges. The services have an estimated cost of \$150,000. Funding will be allocated from the Shared Infrastructure Program, Core Application Program, and Data Services Program Grants.

California Government Code Section 53060 and Case Law allow the District to contract for special services and advice in financial, economic, accounting, engineering, legal, or administrative matters without a competitive bidding or proposal process. The firm or individual providing special services must be specially trained and experienced and competent to perform the special services required.

Status

District staff recommends procuring, pursuant to Government Code Section 53060, required basic operation support maintenance services for proprietary Master Data Management software from YOUnite, Inc., as needed during the term April 1, 2020 through January 1, 2021, in the amount not to exceed \$150,000. District staff has reviewed available leveraged purchasing agreements and other formal purchasing options and found that procurement under Government Code Section 53060 best meets the needs of the District.

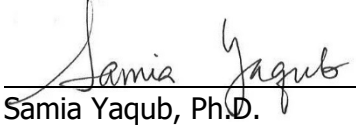
Recommendation

It is recommended that the Board of Trustees approve a contract with YOUnite, Inc., for Master Data Management software maintenance services for the term April 1, 2020 through January 1, 2021, in the amount not to exceed \$150,000, contingent upon available funding and contingent upon successful completion of negotiation of terms with the contractor.

It is further recommended that the Board authorize District staff to execute the necessary contract documents related to the purchase of Master Data Management software maintenance services from YOUnite, Inc., in accordance with Board Policy 6340 prior to ratification by the Board at a subsequent meeting.

**Butte-Glenn Community College District
Meeting of the Board of Trustees**

March 25, 2020

Subject: California Community College Trustees (CCCT) Board Member Election	Item No: 20-7969 Enclosure: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Category: Administration	Action Regular <input checked="" type="checkbox"/> Information Consent <input type="checkbox"/>
Submitted By: Samia Yaqub, Ph.D. Superintendent/President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Status

Below is the list of candidates for the 2020 election of the CCCT Board. The election will take place between March 10 and April 25. This year there are nine (9) seats up for re-election on the board, with six (6) incumbents running, and three (3) vacancies due to the three-term limit. Only one vote may be cast for any nominee or write-in candidate.

Biographical sketches of the candidates were sent to the Trustees and may be viewed by members of the public on the League’s website [here](#).

1. Adrienne Grey, West Valley-Mission CCD (Incumbent)
2. Andra Hoffman, Los Angeles CCD (Incumbent)
3. Pam Haynes, Los Rios CCD (Incumbent)
4. Barbara Dunsheath, North Orange County CCD
5. Suzanne Lee Chan, Ohlone CCD
6. Barbara Jean Calhoun, Compton CCD
7. Cindi Reiss, Peralta CCD
8. Thomas J. Prendergast, III, South Orange County CCD
9. Marisa Perez, Cerritos CCD (Incumbent)
10. Larry Kennedy, Ventura County CCD (Incumbent)
11. Barry Snell, Santa Monica CCD
12. Loren Steck, Monterey Peninsula CCD (Incumbent)

Recommendation

It is recommended that the Board of Trustees review the nominees for the CCCT Board and cast a single vote for up to nine candidates.