



## NOTICE OF REGULAR MEETING

October 14, 2020 | 1:00 p.m.

Teleconference

---

*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.*

This meeting is being conducted by teleconference  
Meeting Link: <https://cccconfer.zoom.us/j/585525830>  
iPhone one-tap: +12532158782,585525830#  
Telephone Dial: +1 312 626 6799 (US Toll);  
Meeting ID: 585 525 830

Notice: This meeting will be held in accordance with Executive Order N-25-20, N-29-20 and N-33-20 issued by California Governor Gavin Newsom on March 12, 17, and 19, 2020, the Ralph M. Brown Act, and the Federal American With Disabilities Act.

The teleconference is open to the public and any member of the public has an opportunity to address the Board of Trustees by emailing their comment to Shannon McCollum at [mccollumsh@butte.edu](mailto:mccollumsh@butte.edu) **24 hours** before the start of the meeting.

Public comment must be submitted in advance, no later than 24 hours before the start of the meeting and must be no more than 250 words, via email to: [mccollumsh@butte.edu](mailto:mccollumsh@butte.edu).

Please submit the following information:

1. Name
2. Meeting Name and Date
3. Agenda Item Number
4. Comment (no more than 250 words)

Such comments will be read by District staff during the appropriate time during the meeting. Upon entry into the meeting; all computers and telephones except for the Board of Trustees, the Superintendent-President, and essential staff shall be muted.

## AGENDA

### 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  
Ms. Carla Vazquez, Student Trustee

### Pledge of Allegiance to the Flag

#### 1. Agenda Approval

---

## 2. **Introduction of New Faculty**

---

## 3. **Spotlight Presentation**

---

Guided Pathways

## 4. **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.

Public comment must be submitted in advance, no later than 24 hours before the start of the meeting and must be no more than 250 words, via email to: [mccollumsh@butte.edu](mailto:mccollumsh@butte.edu).

## 5. **Approval of Consent Agenda**

---

Approval of Minutes September 16, 2020	Action	
Approval of Warrants	Action	20-8035
Ratification of Contracts	Action	20-8036
Awarded Grants During the Quarters Ending Sept 30, 2020	Information	20-8037
Approval of Revisions, Review, and Adoption of Board Policies	Action	20-8038
Approval and/or Ratification of Personnel Actions	Action	20-8039
<u>Management</u>		
<i>none</i>		
<u>Academic Employees</u>		
<i>Employments, Assignments, and At-Will</i>		
<u>Classified Employees</u>		
<i>Employments</i>		
<u>Temporary Employees</u>		
<i>Substitutes and Professional Experts</i>		

## 6. **Information-Reports**

---

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

## 7. **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. Public comment must be submitted in advance, no later than 24 hours before the start of the meeting and must be no more than 250 words, via email to: [mccollumsh@butte.edu](mailto:mccollumsh@butte.edu).

## 8. **Contracts**

---

Approval of Contracts	Action	20-8040
Approval of Contract Award for Bid Pump House #2 New Pre-Engineered Metal Building Project	Action	20-8041
Approval of Contract Award for Bid Scenario Village Infrastructure Project	Action	20-8042
Approval of Contract Award for Sole Source Procurement of Career Coach from Economic Modeling, LLC dba Emsi	Action	20-8043
Approval of Contract to Purchase Spirion Software Support and Maintenance from SHI International, Corp. utilizing California Participating Addendum No. 7-16-70-36	Action	20-8044
Approval of Contract to Purchase Tenable Software from SHI International, Corp. utilizing California Participating Addendum No. 7-16-70-36	Action	20-8045

## 9. **Finance**

---

Board Criteria for 2021-22 Budget Development	Information	20-8046
---	-------------	---------

**10. Labor Relations**

---

Initial Proposals from the Butte College Education Association to the Butte-Glenn Community College District and the District to BCEA for the Collective Bargaining Agreement 2021-2024	Information	20-8047
---	-------------	---------

**11. Future Dates**

---

November 18, 2020	Regular Meeting	Teleconference	1:00 p.m.
December 16, 2020	Regular Meeting	Teleconference	1:00 p.m.

**12. 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 54957:

- a. EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT

Pursuant to Government Code section 54957.6:

- b. CONFERENCE WITH LABOR NEGOTIATOR  
Name of Agency Negotiator: Andrew Suleski  
Name of organization representing employees: BCEA

Pursuant to Government Code section 54956.95:

- c. LIABILITY CLAIM – Update on claims filed against the District  
Claimant: Susan Dawson  
Agency: Butte-Glenn Community College District
- d. LIABILITY CLAIM – Update on claims filed against the District  
Claimant: Joy Gollihar  
Agency: Butte-Glenn Community College District

**13. Adjournment**

---

<p>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.</p>
---



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

BOARD OF TRUSTEES

## MINUTES OF REGULAR MEETING

September 16, 2020

---

The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, September 16, 2020, at 1:00 PM, via teleconference.

**Board Members Present** Mr. John Blacklock, President (via teleconference)  
Mr. John Dahlmeier, Vice President (via teleconference)  
Ms. Julie Boss, Clerk (via teleconference)  
Mr. Michael Boeger (via teleconference)  
Mr. Rick Krepelka (via teleconference)  
Mr. Eugene Massa (via teleconference) left at 2:05 pm  
Mr. William McGinnis (via teleconference)  
Ms. Carla Vazquez, Student Trustee (via teleconference)

**Board Member Absent** None

**Staff Members Present (All attended via teleconference)**  
Dr. Samia Yaqub, Superintendent/President  
Ms. Shannon McCollum, Executive Asst to the President and Board  
Ms. Virginia Guleff, Vice President  
Mr. Allen Renville, Vice President  
Mr. Greg Stoup, Vice President  
Mr. Andy Suleski, Vice President  
Mr. Kenneth Bearden, Academic Senate President  
Mr. Peter Dahl, Classified Senate President  
Ms. Karen Johnson, Mental Health Specialist  
Ms. Hanna Horowitz, Mental Health Specialist  
Ms. Teresa Doyle, Dean of Instruction  
Ms. Kim Jones, Director, Facilities Planning & Management  
Mr. Chris Little, Executive Director of Human Resources  
Ms. Andrea Mox, Chief Technology Officer  
Mr. David Shippen, Director CCC Technology Center  
Ms. Denise Adams Dean of Instructions  
Ms. Christie Lee, Supervisor Facilities Planning & Mgmt  
Ms. Carrie Monlux, Dean of Instruction  
Mr. Casey Carlson, Chief of Police  
Ms. Rachel Wood, Program Coord, International Student Recruitment  
Ms. Jo Anna Birdsall, Dean of Student Services  
Mr. Dave Stephens, Instructional Technology Specialist  
Mr. Matthew Roak, Technical Computing Specialist I  
Mr. Jim Nicholas, Director Business Services  
Mr. Allen Bee, Communication Planner  
Ms. Lisa DeLaby, Director Institutional Advancement  
Ms. Tanna Neilsen, Program Administrator-Grants  
Mr. Shaun-Adria Chofla, Child Development and Family Relation  
Ms. Liz Connors, Manager Information Technology

Mr. Brad Zuniga, Dean of Student Services

**Guests**

Multiple guests/staff via phone (no names)

**Pledge of Allegiance to the Flag**

Trustee Boeger 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 Blacklock, Boeger, Boss, Dahlmeier, Krepelka, Massa, and McGinnis participated in this meeting by speaker phone. Trustees Blacklock, Boeger, Boss, Dahlmeier, Krepelka, Massa, and McGinnis could hear the proceedings and the Trustees teleconferencing in.

1. **Agenda Approval**

It was moved by Trustee Boeger, seconded by Trustee McGinnis, 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

Student Trustee – Aye

2. **Spotlight Presentation – Mental Health & Health Services**

Vice President Renville stated Butte College was one of the first colleges in the state to start a Mental Health Program in 2004. He welcomed Hanna Horowitz and Karen Johnson, Butte College’s Mental Health Specialists. Ms. Horowitz and Ms. Johnson explained statistics on mental health and what services are available to our students. They also listed the workshops available for faculty and staff.

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

There were no public comments.

4. **Approval of Consent Agenda, Item 20-8024 to 20-8028**

Board President Blacklock requested two items be pulled from the consent agenda. Motion to pull 20-8027 and 20-8028 from consent was made by Trustee Blacklock, seconded by Trustee McGinnis.

Motion carried by the following roll call vote:

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

Nos – none

Absent – none

Student Trustee – Aye

Board President Blacklock motioned to add 20-8027 and 20-8280 on the regular agenda, seconded by Trustee Massa.

Motion carried by the following roll call vote:

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

Nos – none

Absent – none

Student Trustee – Aye

It was moved by Trustee McGinnis, seconded by Trustee Boss, to approve the modified consent agenda.

Motion carried by the following roll call vote:

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

Nos – none

Absent – none

Student Trustee – Aye

## 5. **Information Reports**

### **Academic Senate President's Report** – Kenneth Bearden, President

Mr. Bearden stated Academic Senate is looking at an anti-racism resolution. They have also added Diversity, Equity, and Inclusion Report to each meeting. The Senate will be looking at amending multiple procedures this year.

### **Classified Senate President's Report** – Peter Dahl, President

Mr. Dahl stated Classified Senate is looking at how the fire impacted faculty, staff, and students and how they can help. Mr. Dahl disclosed Jordan Frazer, Director of Student Health Clinic, presented to Classified Senate on COVID Procedures.

### **Student Trustee Comment** – Carla Vasquez

Ms. Vasquez stated the Associated Students approved funding for 50 webcams for students. They are looking to help students affected by the fires. They are also conducting a voter registration drive. AS created an Anti-Racism Taskforce and they will have their first meeting next week.

### **Superintendent/President's Report** – Dr. Samia Yaqub

Dr. Yaqub updated the Board on COVID-19 cases and procedures, campus power outage, fires, and the support being offered to staff, faculty, and students. She summarized the history of the College in Glenn County and noted the Board would be taking action on building a permanent Glenn County Center. Dr. Yaqub highlighted Roadrunner Tracks, equity work, Guided Pathways, and the Economic Workforce Development Team presented at Chico Rotary. Dr. Yaqub stated Butte College will primarily remain with remote instruction through the Spring 2021.

### **Board Comments**

Trustee Dahlmeier stated with the fire in Glenn County everyone from Butte to Glenn is dealing with fire, smoke, and COVID lockdowns. He encouraged everyone to have patience with one another. Trustee Boss thanked the staff for their hard work under these circumstances. Trustee Boeger stated he did not want all classes online. Trustee Krepelka, developed the Foundation Visioning Taskforce who is meeting tomorrow, and he will report back on their progress. Trustee Massa stated the August Complex fire near Orland and Willows is creating many issues and will likely be 1 million acres before it is put out. Trustee McGinnis stressed that over 50% of COVID cases are young people and expressed caution to face to face instruction and potentially exposing faculty and staff. Trustee Blacklock stressed that under these extraordinary circumstances we need to be kind to everyone.

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

There were no public comments.

## 7. **Finance/Contracts**

### **Donation of District Personal Property: Miscellaneous Electronic Equipment**

Board President Blacklock stated this item had been amended to include additional electronic equipment on Exhibit A.

It was moved by Trustee Krepelka, seconded by Trustee Dahlmeier, to authorize the surplus property described as electronic equipment listed on Exhibit A be donated to the Computers for Classrooms as a donation of the District's personal property.

Motion carried by the following roll call vote:

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

Nos – none

Absent – none

Student Trustee – Aye

8. **Human Resources**

**Approval and/or Ratification of Personnel Actions**

Board President Blacklock stated this item need to be amended to correct an error. Temporary Full-time faculty are incorrectly listed as "probationary" when it should say "temporary."

It was moved by Trustee Boeger, seconded by Trustee McGinnis, to approve and/or ratify the corrected personnel actions.

Motion carried by the following roll call vote:

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

Nos – none

Absent – none

Student Trustee – Aye

9. **Facilities Planning & Management**

**Approval to Purchase Real Property and Improvements from Vista La Mesa, LLC in Orland, California, APN 040-310-013-000, Item 20-8031**

It was moved by Trustee Massa, seconded by Trustee Boss, to approve the purchase of certain real property containing 6.17 acres and improvements located in the City of Orland, California with an APN number 040-310-013-000 from Vista La Mesa, LLC for a fixed purchase price of \$12,389,000.00 and authorize the Superintendent/President or designee to undertake all necessary actions and to execute all necessary documents to include the enclosed Purchase Sale Agreement to purchase certain real property and improvements as described.

Motion carried by the following roll call vote:

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

Nos – none

Absent – none

Student Trustee – Aye

10. **Contracts**

**Approval of Contracts, Item 20-8029**

It was moved by Trustee McGinnis, seconded by Trustee Krepelka, 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 by the following roll call vote:

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

Nos – none

Absent – Trustee Massa

Student Trustee – Aye

**Resolution No 795: Approval to Contract with Department of Parks and Recreation, Contract No. C2011000, Item 20-8030**

It was moved by Trustee Boeger, seconded by Trustee Boss, to adopt Resolution No. 795 certifying approval of the California Department of Parks and Recreation Contract No. 2011000 and authorizing the designated personnel to sign the contract documents and any future amendments to this contract prior to ratification by the Board at a subsequent meeting.

Motion carried by the following roll call vote:

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

Nos – none

Absent – Trustee Massa

Student Trustee – Aye

11. **Finance**

**Public Hearing and Adoption of 2020-2021 Final Budget, Item 20-8032**

Board President Blacklock opened the public hearing on the 2020-2021 Final Budget. Hearing no public comments, the hearing was closed at 2:17 pm.

It was moved by Trustee Dahlmeier, seconded by Trustee Boeger, to adopt the 2020-2021 Final Budget as presented.

Motion carried by the following roll call vote:

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

Nos – none

Absent – Trustee Massa

Student Trustee – Aye

12. **Student Services**

**Open for Public Comment and Approval: College and Career Access Pathways (CCAP) Appendix which identify specific Dual Enrollment course details for the 2020/21 school year with Las Plumas and Orland High Schools, Item 20-8033**

Board President Blacklock opened the meeting for public comment on the College and Career Access Pathway Partnership Appendices. Receiving no public comments, the session was closed at 2:22 pm.

It was moved by Trustee McGinnis, seconded by Trustee Boss, to approve the proposed CCAP Appendix which identify specific Dual Enrollment course details for the 2020/21 school year with Las Plumas and Orland High Schools.

Motion carried by the following roll call vote:

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

Nos – none

Absent – Trustee Massa

Student Trustee – Aye

13. **Administration**

**Proposed Revisions, Review, and Adoption of Board Policies, Item 20-8034**

Dr. Yaqub stated the Board Policy Revision Review Committee, comprised of Trustees McGinnis and Dahlmeier, have done a comprehensive review of policies and are keeping to the policy review timeline. These policies are submitted to the Board as informational and any suggestions for change will be incorporated into the final version which will be presented to the Board for approval at the October Board meeting.

14. **Closed Session**

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

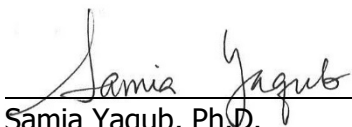
During closed session, the Board provided direction to Superintendent/President Yaqub and staff regarding agenda item 13a.

15. **Adjournment**

Board President Blacklock adjourned the meeting at 2:43 PM.

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

**October 14, 2020**

<b>Subject:</b> Approval of Warrants	<b>Item No:</b> 20-8035 <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Category:</b> Finance	<b>Action</b> <input checked="" type="checkbox"/> <b>Regular</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Consent</b> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Vice President	<b>Approved By:</b>  Samia Yaqub, Ph.D. Superintendent/President

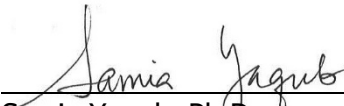
It is recommended that the Board of Trustees approve the vendor, payroll, and financial aid warrants for the period of August 31, 2020 to September 27, 2020.

<b>Type of Warrant</b>	<b>Check/Voucher Sequence</b>	<b>Total</b>
Vendor	660115 – 660663	\$ 8,860,445.52
Payroll	523898 – 524049	\$ 3,242,827.23
Financial Aid	323171 – 325651	\$ 2,654,612.70

Warrant registers are available for review in the Business Office.

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

**October 14, 2020**

<b>Subject:</b> Ratification of Contracts	<b>Item No.:</b> 20-8036 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Contracts	<b>Action</b> <input checked="" type="checkbox"/> <b>Regular</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Consent</b> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Vice President	<b>Approved By:</b>  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 September 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  
September 2020**

<b>Contract Effective Date</b>	<b>Contract Expiration Date</b>	<b>Contractor</b>	<b>Contract Purpose</b>	<b>Contract Value Revenue / (Cost)</b>	<b>Funding Source (Fund)</b>	<b>Originated by: District Department</b>	<b>Approved by: District Administrator</b>
12/1/21	11/30/25	Sutter Valley Hospitals	Amendment to Student Experiences Agreement extending Term	\$0.00	Unrestricted General	Health Occupations	Guleff
9/1/20	Upon Termination	Innovative Preschool	Field Experience Partnership Agreement for Early Childhood Education	\$0.00	Unrestricted General	Early Childhood & Family Studies	Guleff
10/7/20	10/7/20	Alok Vaid-Menon	Diversity Speaker	(\$3,000.00)	Restricted General	Student Equity & Achievement	Renville
10/30/20	10/30/20	Abdimalik Buul	Anti-Racist Education Training	(\$4,000.00)	Restricted General	Student Equity & Achievement	Renville
9/23/20	12/31/20	Deer Park Consulting	Develop RealResilience Workshop Series 10 modules	(\$3,500.00)	Restricted General	Institutional Effectiveness	Stoup
9/1/20	9/30/20	Integrative Impact LLC	Facilitate Monthly News Webinars	(\$6,000.00)	Restricted General	Regional Director ICT/DM	Guleff
8/20/20	12/1/20	Jobs for the Future, Inc.	Pass-through Agreement for Google IT Support Professional Certificate Project	\$20,000.00	Restricted General	Regional Director ICT/DM	Guleff
9/8/20	9/8/21	Prolaunch Pty Ltd	ProHelp cloud-based software	(\$1,500.00)	Unrestricted General	Technology Mediated Instruction	Guleff
Upon Purchase	180 days from purchase	John Wiley & Sons, Inc.	MOAC Labs Online Access	(\$1,624.35)	Restricted General	Computer Science	Guleff
9/15/20	9/14/21	DocuSign, Inc.	DocuSign Subscription	(\$5,000.00)	Restricted General	School Relations	Renville
10/1/20	9/30/24	Microsoft Corporation	Enrollment for Education Solutions to place orders for products under the Foundation for California Community Colleges and Microsoft Corporation Campus and School Agreement for Volume Licensing	(\$569,305.60)	Unrestricted General	Information Technology	Stoup
10/1/20	8/31/25	California Department of Parks & Recreation	Student Fees for DPR-Sponsored Students enrolled in Courses for Park Ranger/Lifeguard Law Enforcement Academy	\$1,024,125.00	Unrestricted General	Career & Technical Education	Guleff
7/1/20	6/30/21	Butte County Office of Education, Career & Technical Education Center	Allocation Agreement for California Adult Education Program	(\$186,613.00)	Restricted General	Career & Technical Education	Guleff
7/1/20	6/30/21	Glenn County Office of Education	Allocation Agreement for California Adult Education Program	(\$493,082.00)	Restricted General	Career & Technical Education	Guleff
7/1/20	6/30/21	Hamilton Unified School District	Allocation Agreement for California Adult Education Program	(\$209,205.00)	Restricted General	Career & Technical Education	Guleff
7/1/20	6/30/21	Oroville Union High School District	Allocation Agreement for California Adult Education Program	(\$1,161,598.00)	Restricted General	Career & Technical Education	Guleff
7/1/20	6/30/21	Paradise Unified School District	Allocation Agreement for California Adult Education Program	(\$111,516.00)	Restricted General	Career & Technical Education	Guleff
7/1/20	12/31/22	California Heritage Youthbuild Academy II	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$200,000.00)	Restricted General	North Far North Regional Consortium	
7/1/20	12/31/22	Durham Unified School District	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$250,180.00)	Restricted General	Strong Workforce Program	Guleff
7/1/20	12/31/22	Eureka City Schools	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$11,187.00)	Restricted General	Strong Workforce Program	Guleff
7/1/20	12/31/22	Ferndale Unified School District	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$100,000.00)	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**  
**September 2020**

<b>Contract Effective Date</b>	<b>Contract Expiration Date</b>	<b>Contractor</b>	<b>Contract Purpose</b>	<b>Contract Value Revenue / (Cost)</b>	<b>Funding Source (Fund)</b>	<b>Originated by: District Department</b>	<b>Approved by: District Administrator</b>
7/1/20	12/31/22	Fort Sage Unified School District	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$18,500.00)	Restricted General	Strong Workforce Program	Guleff
7/1/20	12/31/22	Fortuna Union High School District	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$62,298.00)	Restricted General	Strong Workforce Program	Guleff
7/1/20	12/31/22	Roseville Joint Union School District	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$374,205.00)	Restricted General	Strong Workforce Program	Guleff
7/1/20	12/31/22	San Juan Unified School District	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$426,982.00)	Restricted General	Strong Workforce Program	Guleff
10/1/20	6/30/21	Chabin Concepts, Inc.	Update Regional Plan	(\$31,210.00)	Restricted General	North Far North Regional Consortium	Guleff
9/15/20	12/31/20	Pacific Sky	Develop K-14 Pathway Mapping Website	(\$20,000.00)	Restricted General	North Far North Regional Consortium	Guleff
9/1/20	6/30/21	Studio 5 Learning & Development	Facilitation, Training & Technical Assistance	(\$20,000.00)	Restricted General	North Far North Regional Consortium	Guleff
9/25/20	12/31/20	HealthImpact	Benner Institute webinar series for California Community College nursing faculty	(\$12,000.00)	Restricted General	Economic Workforce Development	Guleff
8/1/20	11/30/20	Association of California Healthcare Districts	Soft Skills and HCAHPS Outcomes	(\$34,000.00)	Restricted General	Economic Workforce Development	Guleff
3/2/20	4/30/21	Shasta Tehama Trinity Joint Community College District	Subcontract Agreement to provide funding ETP Training Project	(\$50,000.00)	Restricted General	Contract Education	Guleff
3/3/20	3/1/22	California Employment Training Panel	Amendment to ETP Contract Multiple Employer to reallocate funds and trainings	\$0.00	Restricted General	Contract Education	Guleff
9/10/20	1/31/21	Vista Outdoor	Amendment to Employer Participation Agreement Employment Training Panel Training Project to revise training reimbursement rate	\$0.00	Restricted General	Contract Education	Guleff
3/2/20	6/30/21	Smucker Natural Foods	Employer Participation Agreement Employment Training Panel Training Project	Est. ETP Funding \$5,000.00	Restricted General	Contract Education	Guleff
3/2/20	6/30/21	Cleanrite Buildrite	Employer Participation Agreement Employment Training Panel Training Project	Est. ETP Funding \$20,000.00	Restricted General	Contract Education	Guleff
3/2/20	6/30/21	Third Love	Employer Participation Agreement Employment Training Panel Training Project	Est. ETP Funding \$5,000.00	Restricted General	Contract Education	Guleff
3/2/20	6/30/21	Carriere Family Farms, Inc.	Employer Participation Agreement Employment Training Panel Training Project	Est. ETP Funding \$20,330.00	Restricted General	Contract Education	Guleff
6/10/20	6/30/21	Calplant1, LLC	Employer Participation Agreement Employment Training Panel Training Project	Est. ETP Funding \$70,000.00	Restricted General	Contract Education	Guleff
3/2/20	6/30/21	Wehah Farm, Inc. dba Lundberg Family Farms	Employer Participation Agreement Employment Training Panel Training Project	Est. ETP Funding \$15,000.00	Restricted General	Contract Education	Guleff
9/22/20	9/22/20	Sol Mexican Grill	Employee Training	\$350.00	Restricted General	Contract Education	Guleff
7/1/20	6/30/21	Palomar College	Subaward Agreement to provide video on-demand/streaming video, event coverage, video conferencing, system-wide e-conferencing, CCC Confer and the Online Teaching Conference event	(\$3,750,000.00)	Restricted General	CCC Technology Center	Stoup
1/1/21	12/31/21	California Community Colleges Chancellor's Office	Annual Participation Fee for InCommon Federation and Annual SSL Certificate Subscription Service Fee	(\$451,000.00)	Restricted General	CCC Technology Center	Stoup
8/1/20	12/31/20	Chabot Las Positas Community College District	Funding for work surrounding the design and roll out of the C-ID.net website	\$119,916.00	Restricted General	CCC Technology Center	Stoup

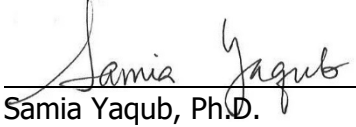
**Butte-Glenn Community College District**

**CONTRACTS RATIFICATION REPORT  
Contracts Signed by the Superintendent/President or Vice President for Administration  
September 2020**

<b>Contract Effective Date</b>	<b>Contract Expiration Date</b>	<b>Contractor</b>	<b>Contract Purpose</b>	<b>Contract Value Revenue / (Cost)</b>	<b>Funding Source (Fund)</b>	<b>Originated by: District Department</b>	<b>Approved by: District Administrator</b>
9/21/20	9/21/25	Cabrillo Community College District	Institution Participation Agreement for use of Systems provided by Chancellor's Office California Community Colleges	\$0.00	Restricted General	CCC Technology Center	Stoup
9/10/20	9/9/21	Zendesk, Inc.	IT HelpDesk Support Professional Subscription	(\$4,116.00)	Restricted General	CCC Technology Center	Stoup
8/1/20	8/1/22	Diamond Care Medical Transport	Student/Staff Medical Transportation	(\$500.00)/transport	Restricted General	College Police	Suleski
4/1/20	12/31/21	Shirah Builders	Project Management Services for Basic Needs Trailer Project	(\$8,600.00)	Restricted General	Facilities Planning & Management	Suleski
8/1/20	12/31/21	Shirah Builders	Project Management Services for Hazardous Tree Removal and Campus Drive Overlay Projects	(\$5,000.00)	Restricted General	Facilities Planning & Management	Suleski
9/10/20	10/30/20	NV5	Laboratory of Record Services Agreement for Technology Swing Space Compaction Inspection and Testing Services Project	(\$3,443.50)	Measure J	Facilities Planning & Management	Suleski
9/16/20	12/31/20	Slater & Son	Change Order #8 for Welding & Manufacturing Facility Project	(\$483,023.00)	Measure J	Facilities Planning & Management	Suleski
9/16/20	Escrow Closing Date	Vista La Mesa	Purchase and Sale Agreement for Glenn County Assessor Parcel Number 040-310-013-000	(\$12,389,000.00)	Capital	Administration	Suleski

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

**October 14, 2020**

<b>Subject:</b> Awarded Grants during the Quarter Ending September 30, 2020	<b>Item No:</b> 20-8037 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Grants Research and Development, Institutional Effectiveness	<b>Action</b> <input type="checkbox"/> <b>Information</b> <input checked="" type="checkbox"/> <b>Regular</b> <input type="checkbox"/> <b>Consent</b> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Gregory Stoup Vice President	<b>Approved By:</b>  Samia Yaqub, Ph.D. Superintendent/President

**Background**

Pursuant to Board Policy 3280, the Board will be informed about all grants received by the District. The Superintendent/President has set procedures for continuing and new grants to assure timely application and processing of grant applications and funds, and that grants applied for directly support the purposes of the District.

**Status**

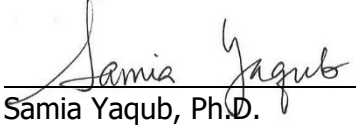
The attached Grant Awards Report represents grants awarded to the District during the following quarter: 7/1/2020 – 9/30/2020. The Superintendent/President or Vice President for Administration has executed the necessary grant agreement documents.

**Butte-Glenn Community College District  
Grant Awards Report**

<b>Grant Performance Period Start Date</b>	<b>Grant Performance Period End Date</b>	<b>Funding Agency</b>	<b>Grant Award Purpose</b>	<b>Amount Awarded</b>	<b>Originated by: District Department</b>	<b>Approved by: District Administrator</b>
9/1/2020	8/31/2021	U.S. Department of Education	CFDA 84.042A - TRIO-Student Support Services (SSS) _ Disabled Students; Year 1 of 5 GAN_P042A201142.1.1	<b>\$261,088.00</b>	Student Services	Renville
9/1/2020	8/31/2021	U.S. Department of Education	CFDA 84.042A TRIO Student Support Services (SSS) _ Classic; Year 1 of 5 GAN_P042A201126.1.1	<b>\$261,088.00</b>	Student Services	Renville
7/1/2020	6/30/2021	Community Initiatives	Grant Agreement -- CA Campus Catalyst Fund grant to institutionalize support services for undocumented students by expanding resources. Yr 3 of 3	<b>\$115,000.00</b>	Student Services	Renville
3/1/2020	12/31/2020	BOG, California Community Colleges Chancellor's Office - 6870	CCCCO COVID-19 Response Block Grant Allocation (Coronavirus Relief Fund Federal Portion - \$507,480; General Fund/Prop 98 State Portion - \$622,938)	<b>\$1,130,418.00</b>	Administration	Suleski
7/1/2019	6/30/2020	BOG, California Community Colleges Chancellor's Office - 6870	WEDD/Carl D. Perkins Title 1B, Regional Consortia RFA #13-150; GAN 19-150-001	<b>\$370,000.00</b>	Instruction	Guleff
7/1/2020	6/30/2021	Foundation for CA Community Colleges	Youth Empowerment Strategies for Success - Independent Living Program (Foster Youth) Agreement # 0002483 Amendment #1	<b>\$22,500.00</b>	Student Services	Renville
			Total Awards for Quarter: 7/1/2020 - 9/30/2020	<b>\$2,160,094.00</b>		

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

**October 14, 2020**

<b>Subject:</b> Approval of Revisions, Review, and Adoption of Board Policies	<b>Item No:</b> 20-8038 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Administration	<b>Action Regular</b> <input checked="" type="checkbox"/> <input type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Samia Yaqub, Ph.D. Superintendent/President	<b>Approved By:</b>  Samia Yaqub, Ph.D. Superintendent/President

**Background**

The District subscribes to the Community College League’s Policy and Procedure subscription service which was created to assist districts develop, revise, and adopt policies and procedures based on criteria that are legally required, legally advised, or suggested as good practice for boards and districts.

As policy review is conducted, appropriate campus constituency areas are consulted. Once review and consultation is complete, policies are submitted to the President’s Office for final review by the president and the Board Policy Review Committee consisting of Trustees McGinnis and Dahlmeier.

**Status**

The following Board Policies were presented to the Board at the September 16, 2020 regular meeting as an information item. Any suggestions for change were incorporated into the final version, which are now presented for adoption.

**Recommendation**

It is recommended that the Board of Trustees adopt the below Board Policies as proposed.

<b>Board Policy</b>	<b>Title</b>	<b>Action</b>
BP 2305	Annual Organizational Meeting	Revised
BP 3430	Prohibition of Harassment	Revised
BP 3433	Prohibition of Sexual Harassment Under Title IX	New
BP 3440	Service Animals	Review
BP 3500	Campus Safety	Revised
BP 3501	Campus Security and Access	Review
BP 3505	Emergency Response Plan	Review
BP 3510	Workplace Violence	Revised
BP 3515	Reporting Crimes	Revised
BP 3518	Child Abuse Reporting	Review
BP 3520	Local Law Enforcement	Review
BP 3530	Weapons on Campus	Review
BP 3540	Sexual and Other Assaults on Campus	Revised
BP 3560	Alcoholic Beverages	Review

<b>Board Policy</b>	<b>Title</b>	<b>Action</b>
BP 3570	Smoking on Campus	Review
BP 3710	Securing of Copyright	Review
BP 3715	Intellectual Property	Review
BP 3720	Computer and Network Use	Review
BP 3725	Information and Communications Technology Accessibility & Acceptable Use	New
BP 3730	Lending College-Owned Equipment	Rescind
BP 3820	Gifts	Revised
BP 3950	Emeritus	Review



**BP 2305      Annual Organizational Meeting**

References:      Education Code Section 72000(c)(2)(A)

Adopted:      May 28, 2008

Last Revised:      October 10, 2018; October 14, 2020

Last Reviewed:      October 10, 2018; October 14, 2020

---

The annual organizational meeting of the Board will be held at a regular meeting held after the second Friday in December of each calendar year. The purpose of the annual organizational meeting is to elect a President, Vice President, Clerk, and to conduct any other business as required by law or determined by the Board.

At the organizational meeting, in even-numbered years, the Board will fix the day, time, and places for its regular meetings for the next two calendar years.

There are no administrative procedures for this policy.



**BP 3430 Prohibition of Harassment**

References: Education Code Sections 212.5; 44100; 66252; 66281.5;  
Government Code Sections 12923, 12940, and 12950.1;  
Civil Code Section 51.9;  
Title 2 Sections 10500 et seq.;  
Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e  
Age Discrimination in Employment Act of 1967 (ADEA);  
Americans with Disabilities Act of 1990 (ADA)

Adopted: May 22, 2013

Last Revised: April 17, 2019; October 16, 2019; October 14, 2020

Last Reviewed: April 17, 2019

---

All forms of harassment are contrary to basic standards of conduct between individuals. State and federal law and this policy prohibit harassment, and the District will not tolerate harassment. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. The District shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, or military and veteran status, or because he/she/they is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees, students, unpaid interns, and volunteers feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. The District will investigate all allegations of retaliation swiftly and thoroughly. If the District determines that someone has retaliated, will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, employee, unpaid intern, or volunteer who believes that he/she/they has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3400. The District requires supervisors to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited

to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

To this end the Superintendent/President or designee shall ensure that the institution undertakes education and training activities to counter harassment and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President or designee shall establish procedures that define harassment on campus. The Superintendent/President or designee shall further establish procedures for employees, students, unpaid interns, volunteers, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. State and federal law and this policy prohibit retaliatory acts by the District, its employees, students, and agents.

The District will publish and publicize this policy and related written procedures (including the procedure for making complaints) shall be widely published and publicized to administrators, faculty, staff, students, unpaid interns, and volunteers particularly when they are new to the institution. The District will make this policy and related written procedures (including the procedure for making complaints) available in all administrative offices and will post them on the District's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Unpaid interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the internship or other unpaid work experience program.

See Administrative Procedure 3400



**BP 3433 Prohibition of Sexual Harassment under Title IX**

References: Title IX of the Education Amendments Act of 1972;  
34 Code of Federal Regulations Part 106

Adopted: October 14, 2020

Last Revised:

Last Reviewed:

---

All forms of sexual harassment are contrary to basic standards of conduct between individuals. State and federal law and this policy prohibit sexual harassment and the District will not tolerate sexual harassment. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence.

The District seeks to foster an environment in which all employees, students, applicants for employment, and applicants for admission feel free to report incidents of sexual harassment in violation of this policy and Title IX, without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of sexual harassment in violation of this policy and Title IX or for participating, or refusing to participate, in a sexual harassment investigation. The District will investigate all allegations of Title IX retaliation swiftly and thoroughly. If the District determines that someone has retaliated, it will take reasonable steps within its power to stop such conduct. Individuals who engage in Title IX retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any employee, student, applicant for employment, or applicant for admission who believes he/she/they has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3434. The District requires supervisors to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

To this end the Superintendent/President or designee shall ensure that the institution undertakes education and training activities to counter sexual harassment and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President or designee shall establish procedures that define sexual harassment on campus. The Superintendent/President or designee shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding sexual harassment in violation of this policy, and procedures to resolve complaints of sexual harassment in violation of this policy. State and federal law and this policy prohibit retaliatory acts against all participants by the District, its employees, students, and agents.

The District will publish and publicize this policy and related written procedures (including the procedure for making complaints) to administrators, faculty, staff, students, applicants for employment, and applicants for admission, particularly when they are new to the institution. The District will make this policy and related written procedures (including the procedures for making complaints) available in all administrative offices and will post them on the District's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Volunteers or unpaid interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the volunteer assignment, internship, or other unpaid work experience program.

See Administrative Procedure 3400



**BP 3440      Service Animals**

References:      The Americans with Disabilities Act of 1990 – 42 US Code Sections 12101 et seq.;  
28 Code of Federal Regulations Part 35 and Part 36;  
34 Code of Federal Regulations Part 104.44(b)

Adopted:          May 22, 2013

Last Revised:

Last Reviewed:      May 22, 2013; October 14, 2020

---

In order to prevent discrimination on the basis of disability, the District will allow an individual with a disability to use a service animal or qualified miniature horse in District facilities and on District campuses in compliance with state and Federal law.

See Administrative Procedure 3440



**BP 3500      Campus Safety**

References:      Education Code 67380(a)(4)  
Adopted:          November 12, 2008  
Last Revised:      October 14, 2020  
Last Reviewed:    November 12, 2008; October 14, 2020

---

The Board is committed to providing a safe and secure District work and learning environment. To that end, the Superintendent/President or designee shall establish a campus safety plan and ensure that it is posted or otherwise made available to students, faculty, and staff.

See Administrative Procedure 3500



**BP 3501      Campus Security and Access**

References:      34 Code of Federal Regulations Part 668.46 subdivision (b)(3);  
                         ACCJC Accreditation Standard III.B.1

Adopted:            May 22, 2013

Last Revised:

Last Reviewed:    May 22, 2013; October 14, 2020

---

The Superintendent/President or designee shall establish procedures necessary for security and access to District facilities.

See Administrative Procedure 3501



## **BP 3505      Emergency Response Plan**

References:            Education Code Sections 32280 et seq. and 71095; Government Code Sections 3100 and 8607 subdivision (a); Homeland Security Act of 2002; National Fire Protection Association 1600; Homeland Security Presidential Directive-5; Executive Order S-2-05; 19 California Code of Regulations Sections 2400-2450; 34 Code of Federal Regulations Part 668.46 subdivision (g)

Adopted:              May 22, 2013

Last Revised:

Last Reviewed:      May 22, 2013; October 14, 2020

---

The District shall have emergency response and evacuation procedures for notifying the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The Superintendent/President shall establish procedures and a Disaster Preparedness Plan for the District to be activated in the event of an emergency, or when a natural disaster or hazardous condition occurs. The Disaster Preparedness Plan shall comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and incorporate the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The Disaster Preparedness Plan shall also incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

Compliance with NIMS and SEMS mandates include but are not limited to:

- Establishing disaster preparedness procedures or a plan; and
- Completion of training sessions by college personnel in compliance with NIMS and SEMS guidelines
  - Training requirements vary based on job titles or assigned roles within the emergency plan

District personnel will be informed that as public employees, they are also disaster service workers during national, state, and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.

The Superintendent/President will establish a Crisis Response Team to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories:

- Field response
- Local government
- Operational areas
- Regions
- State

The Disaster Preparedness Plan should contain information regarding activation and chain of command responsibilities. The District will maintain compliance with NIMS mandates that require planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response, and recovery. The District must ensure that its plan is updated regularly. Colleges must comply with NIMS and SEMS to receive Federal or state funding.

The Superintendent/President will communicate in a timely manner, and as necessary and practical, with the Board President during an emergency. Board members will make themselves available in the event an emergency Board meeting is necessary.

See Administrative Procedure 3505



**BP 3510      Workplace Violence**

References:      Cal/OSHA: Labor Code §§ 6300 et seq; 8 Cal. Code Regs. § 3203;  
"Workplace Violence Safety Act of 1994" (Code of Civil Procedure § 527.8 and Penal Code §§ 273.6)

Adopted:          November 12, 2008

Last Revised:     October 14, 2020

Last Reviewed:   November 12, 2008; October 14, 2020

---

The Board is committed to providing a District work and learning environment that is free of violence and any threats of violence. The Board's priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.

The Superintendent/President or designee shall establish procedures that ensure employees are informed that work place violence or any threat of work place violence including hate crimes are prohibited and what actions are considered violent acts, and require any employee who is the victim of any violent conduct in the workplace, or is a witness to violent conduct to report the incident, and that employees are informed that there will be no retaliation for such reporting.

See Administrative Procedure 3510



**BP 3515      Reporting Crimes**

References:            Education Code Section 67380

Adopted:              November 12, 2008

Last Revised:        October 14, 2020

Last Reviewed:     November 12, 2008; October 14, 2020

---

The Superintendent/President or designee shall ensure that, as required by law, reports are prepared of all occurrences reported to campus police or campus security personnel of, and arrests for, crimes committed that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. Reports will include occurrences on all college owned/leased property and on all trips, travel, etc. sanctioned by the District.

The Superintendent/President or designee shall further ensure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law and a summary of which shall be provided to the Board of Trustees in a public meeting.

See Administrative Procedure 3515



**BP 3518      Child Abuse Reporting**

References:      Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3;  
Welfare and Institutions Code Sections 300, 318, and 601;  
Family Code Sections 7802, 7807, 7808, 7820-7827, 7890, and 7892

Adopted:            November 12, 2008

Last Revised:

Last Reviewed:    November 12, 2008; October 14, 2020

---

The Superintendent/President or designee shall establish procedures related to the responsibility of employees, within the scope of employment or in their professional capacity, to report suspected abuse and neglect of children.

See Administration Procedure 3518



**BP 3520      Local Law Enforcement**

References:      Education Code Sections 67381 and 67381.1;  
                         34 Code of Federal Regulations Part 668.46 subdivision (b)(4)

Adopted:            May 22, 2013

Last Revised:

Last Reviewed:    May 22, 2013; October 14, 2020

---

The District, on behalf of each campus or center, shall enter into a written agreement with local law enforcement agencies. The agreement shall clarify operational responsibilities for investigations of Part I violent crimes – defined by law as willful homicide, forcible rape, robbery, and aggravated assault.

The written agreement shall designate which law enforcement agency shall have operational responsibility for violent crimes and delineate the specific geographical boundaries of each agency’s operational responsibility, including maps as necessary.

The written agreements required by this policy shall be public records and shall be made available for inspection by members of the public upon request.

See Administrative Procedure 3520



**BP 3530      Weapons on Campus**

References:      Penal Code Section 626.9 and 626.10

Adopted:      November 12, 2008

Last Revised:

Last Reviewed:      November 12, 2008; October 14, 2020

---

Firearms or other weapons shall be prohibited on any College campus or District center or in any owned/leased facility and vehicles of the District except for activities conducted under the direction of District officials such as used as training at the appropriate facility or as authorized by an official law enforcement agency consistent with college procedures.

See Administrative Procedures 3530



**BP 3540 Sexual and Other Assaults on Campus**

References: Education Code Sections 67382, 67385, and 67386;  
20 U.S. Code Section 1092(f);  
34 Code of Federal Regulations Section 668.46(b)(11)

Adopted: November 12, 2008  
Last Revised: April 17, 2019; October 14, 2020  
Last Reviewed: April 17, 2019; October 14, 2020

---

Any sexual assault or physical abuse, including, but not limited to rape as defined by California law, whether committed by an employee, student, or member of the public, which occurs on District property, is a violation of District policies and procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures consistent with state and federal law. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

The Superintendent/President or designee shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law.

The procedures shall meet the criteria contained in Education Code 67385, 67385.7, and 67386, and 34 Code of Federal Regulations Section 668.46.

See Administrative Procedure 3400



**BP 3560      Alcoholic Beverages**

References:      34 Code of Federal Regulations Part 668.46 subdivision (b)  
Business and Professions Code Section 25608

Adopted:          November 12, 2008

Last Revised:

Last Reviewed:    November 12, 2008; October 14, 2020

---

The Superintendent/President or designee is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with district procedures.

See Administrative Procedure 3560



**BP 3570      Smoking**

References:      Chico Municipal Code 8.28, Butte County Ordinance No. 3039,  
Glenn County Ordinance No. 1011, Government Code 19994.30 and 7597.1, Labor  
Code 6404.5, Health and Safety Code 118920, Education Code 76030, 76031,  
76033

Adopted:      November 12, 2008

Last Revised:

Last Reviewed:      November 12, 2008; October 14, 2020

---

Butte College shall be designated as a non-smoking college except in designated areas. Smoking is banned in all undeveloped areas.

The Superintendent/President or designee will establish designated smoking areas. No designated smoking area will be in an outdoor area within twenty-five (25) feet of a main exit or entrance to such a facility, in any service line, or in any passenger vehicle owned or leased by the District, including bus transportation.

See Administrative Procedure 3570.



**BP 3710      Securing of Copyrights and Use of Copyrighted Materials**

References:      Education Code Sections 72207 and 81459  
                         United States Code 201

Adopted:            April 20, 2011

Last Revised:

Last Reviewed:    April 20, 2011; October 14, 2020

---

The Superintendent/President or designee is directed to develop appropriate administrative procedures to implement the provisions of the Education Code which authorize the securing of copyright protection for works, including but not limited to registering copyrights and policing infringements, on behalf of the District.

The procedures developed by the Superintendent/President or designee shall ensure that the District may use, sell, give, or exchange published materials and may license materials prepared by the District in connection with its curricular and special services.

See Administrative Procedure 3710



**BP 3715 Intellectual Property**

References: 17 USC 101 et seq.; 35 USC 101 et seq.; and 37 CFR 1.1 et seq

Adopted: April 20, 2011

Last Revised:

Last Reviewed: April 20, 2011; October 14, 2020

---

The Superintendent/President or designee shall develop procedures that define the rights, interests, protection, and transfer of intellectual property created by District employees and students.

See Administrative Procedure 3715



**BP 3720      Computer and Network Use**

References:            Education Code Section 70902; 17 U.S.C. Section 101 et seq.; Penal Code Section 502, Cal. Const., Art. 1 Section 1; Government Code Section 3543.1(b)

Adopted:              June 24, 2009

Last Revised:

Last Reviewed:      June 24, 2009; October 14, 2020

---

Employees, students, and guests who use District computers and networks and the information they contain, and related resources, have a responsibility not to abuse those resources. The District explicitly prohibits individuals from using its computer systems and networks to violate intellectual property and copyright laws. All users of District information technology resources shall secure appropriate prior permission to download and/or distribute protected material in any form, including computer software, text, photographic images, graphic illustrations, video, and audio including music. Employees, students, and guests will respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

The District encourages the use of Information Technology resources and makes them widely available to the District community. Nonetheless, the use of Information Technology resources is limited by restrictions that apply to all District property and by constraints necessary for the reliable operation of electronic systems and services. The District reserves the right to deny access to its Information Technology resources when necessary to satisfy these restrictions and constraints.

District departments may provide and use Information Technology resources to support the instructional and public service mission of the District or to support the administrative or student services functions that support this mission. District Information Technology resources may not be used for unlawful activities, personal or commercial use, and uses that violate other District or campus policies or guidelines. The latter include, but are not limited to, policies, procedures, and guidelines regarding intellectual property and all unlawful forms of harassment which creates a hostile work environment.

See Administrative Procedure 3720



**BP 3725 Information and Communications Technology Accessibility & Acceptable Use**

References: Government Code Sections 7405, 11135, and 11546.7;  
Section 504, Rehabilitation Act of 1973 (29 U.S. Code Section 701);  
Section 508, Rehabilitation Act of 1973 (Federal Electronic and Information  
Technology) (29 U.S. Code Section 794d);  
36 Code of Federal Regulations Parts 1194.1 et seq.

Adopted: October 14, 2020  
Last Revised:  
Last Reviewed:

---

The governing board shall ensure equal access to instructional materials and information and communication technology (ICT) for all and particularly for individuals with disabilities, in a timely manner.

As it relates to equally effective alternative access to instructional materials and ICT, timely manner means that the individual with a disability receives access to the instructional materials or ICT at the same time as an individual without a disability.

The Superintendent/President shall establish administrative procedures to comply with the requirements specified in Section 508 of the Rehabilitation Act and its implementing regulations.

See Administrative Procedure 3725

Also see BP/AP 3410 Nondiscrimination, BP/AP 3720 Computer and Network Use, AP 3725 Accessibility and Acceptable Use, BP/AP 5140 Disabled Student Programs and Services, and AP 6365 Contracts – Accessibility of Information Technology.



**BP 3820      Gifts**

References:      Education Code Section 72122

Adopted:      May 22, 2013

Last Revised:      October 14, 2020

Last Reviewed:      May 22, 2013; October 14, 2020

---

The Superintendent/President shall consider all gifts, donations, and bequests to be made to the District on behalf of the Board of Trustees of the Butte-Glenn CCD. The Superintendent/President may recommend the Board refuse to accept any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete resources of the District. The Board retains the right to refuse any gift, donation or bequest that does not comply with this policy.

The District shall assume no responsibility for appraising the value of gifts made to the District. Acceptance of a gift shall not be considered endorsement by the District of a product, enterprise, or entity.

In no event shall the District accept a donation from any donor who engages in practices or policies, which discriminate against any person on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, military or veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.

See Administrative Procedure 3820



**BP 3950      Emeritus**

References:

Adopted:                    March 24, 2010

Last Revised:

Last Reviewed:        March 24, 2010; October 14, 2020

---

In recognition of exceptional service rendered and continuing contributions of individuals to the District over time, the Board of Trustees hereby establishes the highest academic, classified, and management rank it can confer: that of Emeritus status.

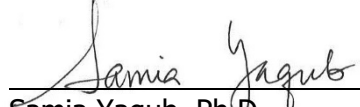
Although retirement does not in and of itself qualify an individual for Emeritus rank, retirement normally is a requisite first step toward that status.

Recommendations from the Academic Senate for Faculty Emeritus; from the Classified Senate for Classified Emeritus, and from the Management Association for Management Emeritus, will be reviewed and approved by the appropriate vice presidents. Their approvals will be forwarded to the Superintendent/President for his/her consideration. Upon the Superintendent/President's approval, the Board of Trustees will confer the Emeritus rank.

See Administrative Procedure 3950

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

**October 14, 2020**

<b>Subject:</b> Approval and/or Ratification of Personnel Actions	<b>Item No:</b> 20-8039 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Human Resources	<b>Action Regular</b> <input checked="" type="checkbox"/> <input type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Vice President	<b>Approved By:</b>  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\***

**Academic\***

1. Employment of Full-Time, Tenured Track, Counselor (Athletics) – Bobby Bernal-Wood  
Status: Tenured  
Salary: Placement on the Academic Salary Schedule as determined by education and experience  
Effective: October 1, 2020
2. Assignment as Chair III, Respiratory Therapy (30%) – Donna Davis  
Effective: Academic Year 2020-2021
3. Assignment as Chair I, Art/Digital Arts & Design (50%) – Daniel Donnelly  
Effective: Academic Year 2020-2021
4. Assignment as Chair IV, Administration Justice & Fire Technology (20%) – Marshall Haslem  
Effective: Academic Year 2020-2021
5. Assignment as Chair II, Family & Consumer Studies (40%) – Terri Hutton  
Effective: Academic Year 2020-2021
6. Assignment as Chair I, Nursing (50%) – Laurie Meyer  
Effective: Academic Year 2020-2021
7. Assignment as Chair II, Sustainable Technologies, Computer Science & Design (40%) – Luke Sathrum  
Effective: Academic Year 2020-2021
8. Assignment as Chair III, Allied Health/EMS (30%) – Michael A Smith  
Effective: Academic Year 2020-2021
9. Assignment as Chair IV, Food & Nutrition (20%) – Brenda Stagner  
Effective: Academic Year 2020-2021

10. Assignment as Chair I, English & Journalism (50%) – Kelly Fredericks  
Effective: Academic Year 2020-2021
11. Assignment as Chair I, Business Education (50%) – Dena “LaRee” Hartman  
Effective: Academic Year 2020-2021
12. Assignment as Chair II, BCIS (40%) – Sandra Sloan  
Effective: Academic Year 2020-2021
13. Assignment as Chair IV, First Year Experience (20%) – John Soldate  
Effective: Academic Year 2020-2021
14. Assignment as Chair IV, World Languages (20%) – Ileana Gantt  
Effective: Academic Year 2020-2021
15. Assignment as Chair III, Communication Studies (30%) – Laura Rapozo-Davis  
Effective: Academic Year 2020-2021
16. Assignment as Chair II, Social Behavioral Sciences (40%) – Heather Valle  
Effective: Academic Year 2020-2021
17. Assignment as Chair II, Sociocultural Studies (40%) – Randy Cousineau  
Effective: Academic Year 2020-2021
18. Assignment as Accreditation Standard Co-Chair (20%) – Christine Trolinger  
Effective: Academic Year 2020-2021
19. Assignment as Accreditation Standard Co-Chair (25%) – Cristina Dahl  
Effective: Academic Year 2020-2021
20. Assignment as Accreditation Standard Co-Chair (25%) – Luke Sathrum  
Effective: Academic Year 2020-2021
21. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Career and College Access Pathways Instructor Agreement – Inspire School of Arts & Science) – James White  
Effective: September 15, 2020– June 30, 2021
22. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Career and College Access Pathways Instructor Agreement – Durham Unified School District) – Jean Murphy-Atkins  
Effective: September 14, 2020 – June 30, 2021
23. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Career and College Access Pathways Instructor Agreement – CORE Butte Charter School) – Julie Emmons  
Effective: September 14, 2020 – June 30, 2021
24. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Career and College Access Pathways Instructor Agreement – Gridley Unified School District) – Steve Allard, Matt Reed, Bob Schofield  
Effective: September 14, 2020 – June 30, 2021

25. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Career and College Access Pathways Instructor Agreement – Hamilton Unified School District) – Janice Lohse  
Effective: September 14, 2020 – June 30, 2021
26. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Career and College Access Pathways Instructor Agreement – Orland Unified School District) – Madison Harwell  
Effective: September 14, 2020 – June 30, 2021
27. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Career and College Access Pathways Instructor Agreement – Oroville Union High School District) – Andree' Earley, Laura LaFayette  
Effective: September 14, 2020 – June 30, 2021
28. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Career and College Access Pathways Instructor Agreement – Willows Unified School District) – Staci Alves, Kristi Hill, Dawna Keolanui, Jennifer Ovtiz, Traci Torres  
Effective: September 14, 2020 – June 30, 2021
29. Employment of Temporary Academic Employees (Instructors and Student Development) Part-Time Faculty recommended for employment effective Fall Semester 2020 - Andrea Bonis, David Campbell, Lance Conlan, Anthony Ferreira, Stacy Grau, Amanda Johnson, Michael Somers, Amber Sutton, Daniel Turner

**Classified Employees\***

30. Employment of Account Clerk II (FPM) – Xee Xai Xiong  
Full-time, 40 hours per week, 12 months per year  
Salary: CSEA - 18  
Effective: October 1, 2020
31. Employment of Student Success Specialist (Career & Academic Success Center) – Cynthia Garrett  
Part-time, 24 hours per week, 12 months per year  
Salary: CSEA - 25  
Effective: September 1, 2020
32. Employment of Administrative Secretary III (PSETC) – Mai Der Chang  
Full-time, 40 hours per week, 12 months per year  
Salary: CSEA - 24  
Effective: October 1, 2020
33. Employment of Maintenance Lead (FPM) – Patrick Tavelli  
Full-time, 40 hours per week, 12 months per year  
Salary: CSEA - 36  
Effective: September 1, 2020
34. Employment of Custodian II (FPM) – Kyle Evans  
Full-time, 40 hours per week, 12 months per year  
Salary: CSEA - 18  
Effective: October 1, 2020

## Temporary Employees\*

### 35. Substitutes

Clerk I (Student Services) – Chelsea Ortiz

Salary: \$13.75 per hour 9/1/20 – 6/30/21

Clerk I (SHC) – Stephanie Sloan

Salary: \$13.75 per hour 10/1/20 – 5/28/21

### 36. Professional Expert

Manipulative Skills/Evaluator – Michael Nichols, Daniel Baxter, Michael Gagliasso, Thomas Melton, Garen Chobanian, Kevin Diessner

Salary: \$14.50/16.75 per hour 9/17/20 – 6/30/21

EMT/Paramedic – Noah Woodard

Salary: \$14.50 per hour 8/24/20 – 6/30/21

Nursing – Haylee Vowles

Salary: \$45.00 per hour 8/6/20 – 6/30/21

Nursing – Gina Munoz

Salary: \$45.00 per hour 8/18/20 – 6/30/21

Nursing – Noah Woodard, Jennifer Till, Stephanie Patterson

Salary: \$45.00 per hour 8/24/20 – 6/30/21

Nursing – Meaghan Carnahan, Dylan Woodmansee, Jennifer Stinson, Nichole Jolly, Laura Zion,

Salary: \$45.00 per hour 8/26/20 – 6/30/21

Nursing – Maipangtxua Lee

Salary: \$45.00 per hour 8/27/20 – 6/30/21

Sign Language Interpreter (HR) – Joye McCormick

Salary: \$42.00 per hour 8/1/20 – 6/30/21

Choir Accompanist (Music) – Patricia Kelley

Salary: \$21.00 per hour 8/24/20 – 6/30/21

Crime Scene Actor – Jessica Leppanen, Heidi Jens

Salary: \$13.00 per hour 9/17/20 – 6/30/21

Foster Kinship Care Education Workshops (Foster/Kinship Care Education Program) – Sara Gordon

Salary Correction: \$50.00 per hour 8/26/20 – 6/30/21

Foster Kinship Care Education Workshops (Foster/Kinship Care Education Program) – Sara Gordon

Salary: \$45.00 per hour 7/1/20 – 8/25/20

Foster Kinship Care Education Workshops (Foster/Kinship Care Education Program) – Nancy Collins

Salary: \$25.00 per hour 7/1/20 – 8/25/20

Foster Kinship Care Education Workshops (Foster/Kinship Care Education Program) – Senta Burton, Lisa Jackson-Cattrell

Salary: \$50.00 per hour 7/1/20 – 8/25/20

Foster Kinship Care Education Workshops (Foster/Kinship Care Education Program) – Lynn Haskell

Salary: \$40.00 per hour 7/1/20 – 8/25/20

Foster Kinship Care Education Workshops (Foster/Kinship Care Education Program) – Russell Hansen

Salary: \$55.00 per hour 7/1/20 – 8/25/20

### 37. Retirements/Resignations

Retirement, Automotive Technology Instructor – George Medina

Effective: June 1, 2021

Retirement, Political Science Instructor – Thomas Masterson

Effective: May 29, 2021

Retirement, Accounting Instructor – LaRee Hartman

Effective: May 29, 2021

Retirement, Spanish Instructor – Ileana Gantt

Effective: May 29, 2021

Retirement, Counselor – Karen McIntyre

Effective: May 29, 2021

Retirement, Program Administrator (Foundation) – Corinne Martine

Effective: December 31, 2020

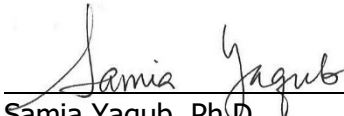
Resignation, Student Success Specialist – Cynthia Garrett

Effective: October 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**

**October 14, 2020**

<b>Subject:</b> Approval of Contracts	<b>Item No:</b> 20-8040 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Contracts	<b>Action</b> <input checked="" type="checkbox"/> <b>Regular</b> <input checked="" type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Consent</b> <input type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Vice President	<b>Approved By:</b>  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).

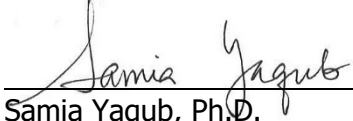
**Butte-Glenn Community College District**

**CONTRACTS APPROVAL REPORT**

<b>Contract Effective Date</b>	<b>Contract Expiration Date</b>	<b>Contractor</b>	<b>Contract Purpose</b>	<b>Contract Value Revenue / (Cost)</b>	<b>Funding Source</b>	<b>Originated by: District Department</b>	<b>Approved by: District Administrator</b>
10/1/20	10/31/25	Tree Care Industry Association (TCIA)	Purchase student & instructor training materials for Utility Line Clearance Arborist Training offered under contract with Pacific Gas & Electric	Est. (\$267,465.00)	Restricted General	Contract Education	Guleff
1/1/21	12/31/25	State of California Department of Fish & Wildlife	Instructional Service Agreement to conduct Law Enforcement Academy Fish and Wildlife Emphasis	(\$559,490.00)	Unrestricted General	Career & Technical Education	Guleff

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

**October 14, 2020**

<b>Subject:</b> Approval of Contract Award for Bid Pump House #2 New Pre-Engineered Metal Building Project	<b>Item No:</b> 20-8041 <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Category:</b> Contracts	<b>Action Regular</b> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/> <input type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Vice President	<b>Approved By:</b>  Samia Yaqub, Ph.D. Superintendent/President

**Background**

On August 26, 2020 and September 2, 2020, the District advertised a Request for Formal Bid Proposals for Butte College Pump House #2 New Pre-Engineered Metal Building Project. The project will include, but is not limited to, the demolition of the existing stick frame structure and concrete pads and placement of a new metal structure to provide fire protection to the District’s water well equipment, and the upgrade of well electrical equipment and pump.

The project is part of the District’s Measure J Bond Program. The construction cost estimate for the work was approximately \$185,000. Funding for this project will be allocated from the Measure J Bond Funds.

A total of seventeen contractors attended the mandatory job walk on September 3, 2020. The bid had a due date of September 22, 2020.

**Status**

Five contractors submitted a bid. Recommendation of award of contract was predicated on the lowest responsive responsible bidder for the Bid Proposal Amount as stipulated in the Bid and Contract Documents. A summary of the Bid Opening Results detailing the responsive bid(s) received follows:

<b>Contractor</b>	<b>Base Bid Proposal Amount</b>	<b>Allowance Proposal Amount</b>	<b>Total Bid Proposal Amount</b>
ABS Builders	\$356,706.00	\$19,063.00	\$375,769.00
Ark Design Construction and Roofing	\$298,860.00	\$29,550.00	\$328,410.00
Modern Building, Inc.	\$221,176.00	\$24,064.00	\$245,240.00
Rock Creek Construction	\$242,000.00	\$15,202.00	\$257,202.00
Uniq Build, Inc.	\$225,400.00	\$24,515.00	\$249,915.00

Upon completion of District’s due diligence review, Modern Building, Inc. is the lowest responsive responsible bidder for this project work and acceptance of the bid is in the best interest of the district.

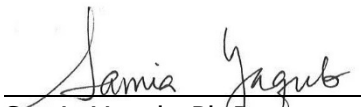
**Recommendation**

It is recommended that the Board of Trustees approve the award of contract for the Pump House #2 New Pre-Engineered Metal Building Project, to Modern Building, Inc. as the lowest responsive responsible bidder in the amount of \$245,240.00, which equals the Total Bid Proposal Amount. Board approval is contingent upon the contractor awarded the contract providing acceptable insurance and bonding as required in the Bid and Contract Documents.

It is further recommended that the Board of Trustees authorize District staff to execute necessary contract documents related to the award of contract for the Pump House #2 New Pre-Engineered Metal Building Project, to Modern Building, Inc. prior to ratification by the Board at a subsequent meeting in accordance with Board Policy 6340.

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

**October 14, 2020**

<b>Subject:</b> Approval of Contract Award for Bid Scenario Village Infrastructure Project	<b>Item No:</b> 20-8042 <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Category:</b> Contracts	<b>Action Regular</b> <input checked="" type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Vice President	<b>Approved By:</b>  Samia Yaqub, Ph.D. Superintendent/President

**Background**

On August 12, 2020 and August 19, 2020, the District advertised a Request for Formal Bid Proposals for the Butte College Scenario Village Infrastructure Project. The project will provide and install the required infrastructure to support five modular buildings, which includes but is not limited to 1425 linear feet of conduit and piping for high and low voltage power, domestic water and a 6" fire hydrant.

The project is part of the District's Measure J Bond Program. The construction cost estimate for the work was approximately \$377,130. Funding for this project will be allocated from the Measure J Bond Funds.

A total of ten contractors attended both mandatory job walks on August 19, 2020 and August 25, 2020. The bid had a due date of September 8, 2020.

**Status**

Five contractors submitted a bid. Recommendation of award of contract was predicated on the lowest responsive responsible bidder for the Bid Proposal Amount as stipulated in the Bid and Contract Documents. A summary of the Bid Opening Results detailing the responsive bids received follows:

<b>Contractor</b>	<b>Total Bid Proposal Amount</b>
ABS Builders, Inc	\$478,682.00
JCO Engineering's	\$499,773.00
R&R Horn Inc.	\$435,960.00
Santos Excavating	\$505,000.00
United Building Contractors, Inc.	\$349,302.00

Upon completion of District's due diligence review, United Building Contractors, Inc. is the lowest responsive responsible bidder for this project work and acceptance of the bid is in the best interest of the district.

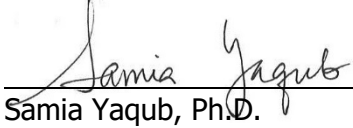
**Recommendation**

It is recommended that the Board of Trustees approve the award of contract for the Scenario Village Infrastructure Project to United Building Contractors, Inc. as the lowest responsive responsible bidder in the amount of \$349,302.00, which equals the Total Bid Proposal Amount. Board approval is contingent upon the contractor awarded the contract providing acceptable insurance and bonding as required in the Bid and Contract Documents.

It is further recommended that the Board of Trustees authorize District staff to execute necessary contract documents related to the award of contract for the Scenario Village Infrastructure Project to United Building Contractors, Inc. prior to ratification by the Board at a subsequent meeting in accordance with Board Policy 6340.

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

**October 14, 2020**

<b>Subject:</b> Approval of Contract Award for Sole Source Procurement of Career Coach from Economic Modeling, LLC dba Emsi	<b>Item No:</b> 20-8043 <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Category:</b> Contracts	<b>Action Regular</b> <input checked="" type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Vice President	<b>Approved By:</b>  Samia Yaqub, Ph.D. Superintendent/President

**Background**

The District’s California Community Colleges Technology Center (CCCTC) Department is in need of a license for Career Coach to make available a comprehensive self-assessment and career exploration solution to California Community Colleges students.

This project is funded by the Chancellor’s Office California Community Colleges (CCCCO) Grant Agreement for Core Application Program.

California Education Code Section 81645 requires the District to advertise publicly for bids or proposals for the purchase of electronic data processing systems and equipment, electronic telecommunication equipment, supporting software, and related materials, goods and services involving an expenditure that exceeds the state-mandated bid limit. However, California case law provides that where competitive proposals work an incongruity and are unavailing as affecting the final result or where they do not produce any advantage, the statute requiring competitive bidding does not apply; and that public entities need not comply with competitive bidding processes where to do so would be impractical or futile and would not serve the purposes of competitive bidding.

On March 8, 2016, the District entered into a contract with Economic Modeling, LLC for Career Coach pursuant to the Request for Proposals No. CCCTC 15-06 Self Assessment and Career Exploration to provide a comprehensive student self-assessment and career exploration solution, which could be centrally hosted, integrated with college-based systems and the statewide Student Services Portal, and be locally tailored to the needs of each California community college. The Career Coach solution has continued to be engineered and hosted by Economic Modeling, LLC. Forty-four colleges are currently using Career Coach to provide students with guidance in making career choices and relevant academic planning to achieve their goals.

**Status**

The District’s CCCTC Department has conducted a due diligence review and determined that a sole source procurement of Career Coach from Economic Modeling, LLC is necessary because:

1. Economic Modeling, LLC is the only provider of Career Coach, a propriety product. The Career Coach License is only available on a subscription basis from Economic Modeling, LLC.

2. Economic Modeling, LLC will provide a Customized Career Coach Website that offers career planning with California specific data elements, California Community Colleges specific formats, work flows, interface, and messaging features that seamlessly integrates with CCC My Path's current data warehouse.
3. The Career Coach License will maintain continuity in providing this custom-built solution for California Community Colleges students.
4. No other vendor can provide a customized solution necessary to meet the needs of the California Community Colleges without cost prohibitive reengineering of their solutions.

Based on the above factors, District staff has determined that competitive bidding would not produce any advantage to the District and that it is in the best interest of the District to authorize a contract with Economic Modeling, LLC for a license for Career Coach in the amount not-to exceed \$700,000, for the term January 1, 2021 through June 30, 2023, on a sole source basis without going through a competitive bidding process.

**Recommendation**

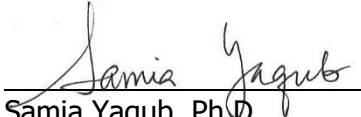
It is recommended that the Board of Trustees authorize the District to enter into a contract with Economic Modeling, LLC for a license for Career Coach in the amount not-to-exceed \$700,000, for the term January 1, 2021 through June 30, 2023, on a sole source basis without going through a competitive bidding process.

Board approval is contingent upon legal counsel approval of sole source justification, and contingent upon available funding and successful completion of negotiation of terms with the contractor.

It is further recommended that the Board of Trustees authorize the District to execute appropriate contract documents 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**

**October 14, 2020**

<b>Subject:</b> Approval of Contract to Purchase Spirion Software Support and Maintenance from SHI International, Corp. utilizing California Participating Addendum No. 7-16-70-36	<b>Item No:</b> 20-8044 <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Category:</b> Contracts	<b>Action Regular</b> <input checked="" type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Vice President	<b>Approved By:</b>  Samia Yaqub, Ph.D. Superintendent/President

**Background**

The District's California Community Colleges Technology Center Department requires Spirion software support and maintenance to provide a data prevention loss software solution for the CCC Information Security Center. Funding will be allocated from the Chancellor's Office California Community Colleges Grant Agreement for Shared Infrastructure Program.

Public Contract Code Sections 10298 and 10299 provide that the Director of the Department 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 the acquisition of goods, information technology goods and services, and services; and state and local agencies may contract with suppliers awarded those contracts without further competitive bidding.

The California Department of General Services, Procurement Division participates in multi-state cooperative agreements for information technology and non-information technology goods and services. Cooperative agreements are available for use by state and local governmental agencies through California Participating Addenda. NASPO ValuePoint is a cooperative purchasing program facilitating public procurement solicitations and agreements using a lead-state model to deliver the highest valued, reliable and competitively sourced contracts.

**Status**

District staff recommends use of the awarded California Participating Addendum No. 7-16-70-36, issued under the Arizona NASPO ValuePoint Master Price Agreement Number ADSPO16-130651, as a source to purchase the required Spirion software support and maintenance from SHI International, Corp., for the term December 10, 2020 through December 9, 2021, in the amount not to exceed \$124,918.53. District staff has reviewed available leveraged purchasing agreements and other formal purchasing options and found that this California Participating Addendum contract best meets the needs of the District.

**Recommendation**

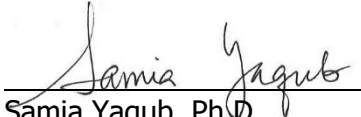
It is recommended that the Board of Trustees approve the purchase of the required Spirion software support and maintenance from SHI International, Corp., utilizing California Participating Addendum No. 7-16-70-36, per the terms of the contract, for the term of December 10, 2020 through December 9, 2021, in the amount not to exceed \$124,918.53.

Board approval is 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 SHI International, Corp. and Spirion, LLC 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**

**October 14, 2020**

<b>Subject:</b> Approval of Contract to Purchase Tenable Software from SHI International, Corp. utilizing California Participating Addendum No. 7-16-70-36	<b>Item No:</b> 20-8045 <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Category:</b> Contracts	<b>Action Regular</b> <input checked="" type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Vice President	<b>Approved By:</b>  Samia Yaqub, Ph.D. Superintendent/President

**Background**

The District's California Community Colleges Technology Center Department requires Tenable.sc, a security testing software for the CCC Information Security Center. Funding will be allocated from the Chancellor's Office California Community Colleges Grant Agreement for Shared Infrastructure Program.

Public Contract Code Sections 10298 and 10299 provide that the Director of the Department 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 the acquisition of goods, information technology goods and services, and services; and state and local agencies may contract with suppliers awarded those contracts without further competitive bidding.

The California Department of General Services, Procurement Division participates in multi-state cooperative agreements for information technology and non-information technology goods and services. Cooperative agreements are available for use by state and local governmental agencies through California Participating Addenda. NASPO ValuePoint is a cooperative purchasing program facilitating public procurement solicitations and agreements using a lead-state model to deliver the highest valued, reliable and competitively sourced contracts.

**Status**

District staff recommends use of the awarded California Participating Addendum No. 7-16-70-36, issued under the Arizona NASPO ValuePoint Master Price Agreement Number ADSPO16-130651, as a source to purchase the required Tenable software from SHI International, Corp., for the term December 21, 2020 through December 20, 2021, in the amount not to exceed \$279,666.40. District staff has reviewed available leveraged purchasing agreements and other formal purchasing options and found that this California Participating Addendum contract best meets the needs of the District.

**Recommendation**

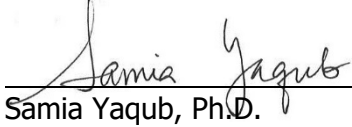
It is recommended that the Board of Trustees approve the purchase of the required Tenable software from SHI International, Corp., utilizing California Participating Addendum No. 7-16-70-36, per the terms of the contract, for the term of December 21, 2020 through December 20, 2021, in the amount not to exceed \$279,666.40.

Board approval is 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 SHI International, Corp. and Tenable, 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**

**October 14, 2020**

<b>Subject:</b> Board Criteria for 2021-22 Budget Development	<b>Item No:</b> 20-8046 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Finance	<b>Action</b> <input type="checkbox"/> <b>Regular</b> <input checked="" type="checkbox"/> <b>Information</b> <input checked="" type="checkbox"/> <b>Consent</b> <input type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Vice President	<b>Approved By:</b>  Samia Yaqub, Ph.D. Superintendent/President

**Background**

Each year the Board of Trustees adopts criteria to be used in the development of the District’s annual budget. The budget document will provide an assessment as to which criteria were or were not accommodated.

**Status**

The initial step in the 2021-22 budget development process is to determine the Board’s budget criteria. The 2021-22 budget criteria was drafted from the 2020-21 budget criteria with some modifications. The document has been reviewed by the President’s Staff and the Planning & Budget Committee. The draft Budget Criteria is submitted to the Board for review and discussion.

The criteria with any recommended changes from the Trustees will return to the Board for approval at the November 18, 2020 meeting.

**BUTTE-GLENN COMMUNITY COLLEGE DISTRICT**  
**BUDGET CRITERIA**  
~~2020-21~~**2021-22**

The purposes of the District budget are to provide a) students a high quality, accessible learning-centered education; b) the resources and support needed to deliver effective instruction and services; c) the resources and support to facilitate the teaching-learning process; and d) the means to manage the district in an efficient and cost-effective way.

The criteria listed below are separated into categories that a) reflect philosophy; b) reflect legal, financial or statutory requirements; and c) act as procedural guides. Individual items are not listed in priority order either by category or within each category.

### **Philosophy**

We seek to develop a budget that:

- allocates resources to achieve goals established in the District's strategic initiatives and strategic direction as approved by the Board and the Community Colleges System's Vision for Success;
- helps the District create a campus climate characterized by diversity, equity, mutual respect and inclusiveness;
- maximizes state apportionment revenue via hold harmless emergency relief funding or actual Student Centered Funding Formula (SCFF) total computational revenue (TCR);
- provides adequate resources for continued improvement of equitable student outcomes and success;
- provides adequate resources and support for high quality, innovative instructional programs and services to students;
- makes reasonable and sound projections for all the District's sources of revenue and student access, equity & success data elements;
- ~~allocates resources to achieve goals established in the District's strategic initiatives and strategic direction as approved by the Board and the Community Colleges System's Vision for Success;~~
- allocates resources to maximize revenue by optimizing enrollment, supplemental funding and completion;
- improves classroom productivity, i.e., weekly student contact hours per full-time faculty equivalent, to make progress toward meeting the contractual goal of WSCH per FTEF;
- includes funding necessary to implement high priority District and system-wide goals and Board policies;
- increases and/or maintains sufficient levels of institutional effectiveness while becoming more efficient and cost effective;
- secures additional funding to supplement state apportionment and support student access, equity, success and completion;
- maximizes the employment of full-time faculty to provide a robust curriculum and instructional guidance, support and interactions essential to student success and completion and to exceed the annual faculty obligation number;
- makes every reasonable attempt to avoid layoffs and/or hold them to a minimum should layoffs ever be necessary to ensure the long-run viability of the institution;
- works to maintain technological currency and efficiency by updating and replacing equipment;
- continues to fund the District's sustainability efforts such as recycling, solar power generation, and mechanical system improvement in order to reduce the District's cost of utilities if the return on investment is reasonable;
- provides adequate resources to maintain buildings and grounds;
- provides resources to implement recommendations from the accrediting commission and make progress toward implementing accreditation planning agendas identified by the institution; and
- provides flexibility to respond to emergency situations (e.g. 2018 Camp Wildfire and 2019 COVID-19 pandemic).

### **Legal, Financial and Statutory Requirements**

We will develop a budget that:

- achieves and maintains at least a five percent (5%) contingency reserve in the General Fund;
- meets the fifty percent (50%) law, i.e., at least 50% of the current expense of education is allocated to instructional salary and benefits;
- provides for staffing levels required by the Board of Governors in relation to Title 5, Division 6, Chapter 4, Subchapter 3, Articles 1 and 2. This statute is designed to ensure that districts are making good faith attempts to achieve the long-term goal that seventy-five percent (75%) of instruction is provided by full-time faculty;
- includes reasonable provisions to cover all known or projected liabilities to the District (e.g., accumulated vacation, sick leave, retiree benefits, etc.); and

**BUTTE-GLENN COMMUNITY COLLEGE DISTRICT**  
**BUDGET CRITERIA**  
~~2020-21~~2021-22

- meets all statutory and legally mandated income/expenditure requirements.

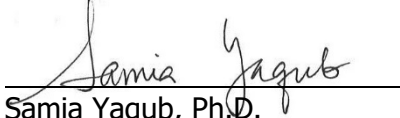
**Procedural Guides**

We will develop a budget that:

- is balanced;
- is based upon planning that reflects both current and long-term District needs and system-wide goals;
- makes steady progress toward correcting structural budget issues (e.g. declining revenue, rising costs, lack of ongoing dollars to cover ongoing expenses, etc.) through budget and enrollment strategies and collective bargaining;
- has had campus community involvement and consideration during preparation;
- includes all contractually negotiated costs and expenses;
- includes all known and projected increases in fixed costs; including step, column and longevity salary increases, medical rate increases and STRS & PERS pension rate increases
- includes salaries and benefits that do not exceed 87% of total unrestricted budgeted expenditures;
- identifies significant but unfunded items not included in the budget;
- highlights unusual items and/or provides information on substantive changes from previous budgets;
- limits annual non-trust transfer-in allocations to the unrestricted general fund of less than 2% per year of the total unrestricted expenditure budget from non-general fund sources;
- limits annual debt service payments by the unrestricted general fund to 5% of the total unrestricted expenditure budget where such funds do not have a matching revenue stream to off-set such costs; and
- creates time specific plans for the full funding of unfunded liabilities/obligations through specific trust funds and reserve accounts.

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

**October 14, 2020**

<p><b>Subject:</b> Initial Proposals from the Butte College Education Association to the Butte-Glenn Community College District and the District to BCEA for the Collective Bargaining Agreement 2021-2024</p>	<p><b>Item No:</b> 20-8047  <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Category:</b> Labor Relations</p>	<p><b>Action Regular</b> <input checked="" type="checkbox"/> <b>Information Consent</b> <input checked="" type="checkbox"/></p>
<p><b>Submitted By:</b> Andrew Suleski Vice President</p>	<p><b>Approved By:</b>  Samia Yaqub, Ph.D. Superintendent/President</p>

**Background**

The Collective Bargaining Agreements between the Butte-Glenn Community College District (District) and the Butte College Education Association (BCEA) expires on June 30, 2021.

**Status**

Pursuant to Government Code §3547(a), the District and BCEA hereby present the initial proposals for a successor collective bargaining agreement. The public will have an opportunity to comment on the proposals during a public hearing to be held during the next regular meeting of the Board of Trustees.

DISTRICT INITIAL PROPOSAL TO BCEA

FOR

JULY 1 2021 – JUNE 30, 2024 COLLECTIVE BARGAINING AGREEMENT

Consider Incorporating the following MOUs into the new 2021-2024 CBA agreed to after the close of the 2018-2021 CBA:

MOU 5/24/19 – Cosmetology Instructors

MOU 5/20/19 – CAS Chair

MOU -1/25/19 – Activity Unit. Discuss efficacy of initial pilot program

MOU 5/20/19 – G1 and G5 evaluation modifications

MOU 5/20/19 – Removes Chair V

MOU 1/31/19 – LTPA Committee

Other proposals include:

Article III – add language related to access to new hire orientations and District provision of employee contact information in accordance with AB 119.

Article VI – change “pre conference” and “post conference” to “pre observation” and “post observation”. Add headings to delineate items different types of employees (such as tenure track, tenured, etc.). Review article for clarifying language in both forms and process.

Article XIII – Review compensation provided to unit members

Article XXI – add language to provide for additional administrative review of evaluation documents and also redefining information included in LTPA evaluation reports. Add language to create a fiscal review component.

6.2.1.E.6 – Change “Butte Campus email” to “Butte College email”

6.4. – Replace “G1” with “SFFs”.

6.6.2.C. – Allow for G3S for “Peer”.

6.11.2 – Reference to “G10” be changed to “G13”.

7.14 – Add language to clarify that “one course” refers to instructional faculty and “four contract hours” refers to student development faculty.

7.3.1 I(1) – Remove inaccurate section references.

7.3.5 and 7.3.6– Review and update listed courses: ENGL 119, 2,4,6, and 118.

11.2.1 – Add language to allow for sick leave usage for entire day absences to be for scheduled hours in increments of 4, 8, 9 or 10 hours.

11.10 – Change reference from “Appendix I” to “Appendix H”.

11.11 – Change reference from “11.4” to “11.3”.

11.18.2 – Correct formatting error. Replace “11.11.13.D” with “11.12”

12.5 – Review District’s annual contribution to the benefits plan cap

13.1.3 – Remove reference to 13.1.4 and change reference to 13.1.2 and 13.1.3.

19.3.2 – Add language to seniority draw to allow this to be completed remotely

Appendix B – Review compensation items and criteria for column movement.

Appendix D – Review compensation for listed stipend positions.

Appendix D and E – Review job descriptions for faculty positions.

Appendix F – Modify language for clarity in definition and utilization of terms.

Appendix G – Add a line for Academic Year to the top of the evaluation form

Appendix G3L – Remove section titled “Check one of the boxes below” as redundant

Add section related to campus closure

## BCEA Sunshine List 2020-21

1. Article 12.5.1, Benefits, enforce contract rights of faculty rework COLA adjustments
2. Article 11.13, Sabbaticals, minimum number of sabbaticals per year based on number of faculty.
3. Article 7.2, Lecture Lab, Increase lab rate from 1/38 to a more competitive rate/ load factor.
4. Appendix B Clarify the language for column movement
5. Article 6.6, Work on language clarification, reorganize, update online evaluations
6. Article 13.6, Chair Compensation/ Fulcrum, more flexibility for chairs when taking re-assigned time.
7. Article 11.x, Sick Leave, create the ability to give sick days to others on campus including Classified and MSC.
8. Appendix B, New Hire Protocol, re-write handbook/ procedures for new hires.