



NOTICE OF REGULAR MEETING

April 14, 2021 | 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 **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. Please submit the following information:

1. Your 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 Dahlmeier, President
Ms. Julie Boss, Vice President
Mr. Rick Krepelka, Clerk
Mr. John Blacklock
Mr. Michael Boeger
Mr. Eugene Massa
Mr. William McGinnis
Ms. Zoey Jimenez, Student Trustee

Pledge of Allegiance to the Flag

1. **Agenda Approval**

2. **Personnel**

Probationary Faculty Tenure Recommendations, 2020-21	Action	21-8099
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3. **Spotlight Presentation**

Cosmetology & Barbering Center

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.

5. **Approval of Consent Agenda**

Approval of Minutes March 10, 2021 (Special)	Action	
Approval of Minutes March 10, 2021	Action	
Approval of Warrants	Action	21-8100
Ratification of Contracts	Action	21-8101
Awarded Grants during the Quarter Ending March 31, 2021	Information	21-8102
Approval of New Courses	Action	21-8103
Approval and/or Ratification of Personnel Actions	Action	21-8104

Management

Employments and working out-of-class

Academic Employees

Employments

Classified Employees

Employments

Temporary Employees

Substitutes, Professional Expert, and Volunteers/Interns

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.

8. **Contracts**

Approval of Contracts	Action	21-8105
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9. **Administration**

Consider Adoption of Resolution 799: Resolution Declaring Intent to Transition from At-Large to By-Trustee Area Governing Board Member Elections	Action	21-8106
Consider Adoption of Resolution 800: Resolution in Support of Diversity, Equity, and Inclusion Awareness Month	Action	21-8107
Approval of Trustee Fellowship Intersession Project Action Plan	Action	21-8108
Approval of Administrative Procedure 2745: Board Self-Evaluation	Action	21-8109
Proposed Revisions, Review, and Adoption of Board Policies	Information	21-8110

10. **Future Dates**

May 19, 2021	Regular Meeting	Teleconference	1:00 p.m.
June 30, 2021	Special Meeting	Teleconference	9:00 a.m.
June 30, 2021	Regular Meeting	Teleconference	3:00 p.m.

11. **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
- b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Superintendent/President

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: Donald Finkbiner
Agency: Butte-Glenn Community College District

12. **Adjournment**

For Information concerning this Agenda, please contact:
Butte College President's Office, 3536 Butte Campus Drive, Oroville, CA 95965 (530) 895-2484
Persons requiring disability accommodation, please notify this office 48 hours prior to the scheduled meeting.
Any public records distributed to the Board of Trustees less than 72 hours in advance of the meeting, and relating to an open session item, are available for public inspection at the Office of the President during normal business hours.



MINUTES OF SPECIAL MEETING

March 10, 2021

The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, March 10 2021, at 11:30 AM, via teleconference.

Board Members Present Mr. John Dahlmeier, President (via teleconference)
Ms. Julie Boss, Vice President (via teleconference)
Mr. Rick Krepelka, Clerk (via teleconference)
Mr. John Blacklock (via teleconference)
Mr. Michael Boeger (via teleconference)
Mr. Eugene Massa (via teleconference)
Mr. William McGinnis (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
Dr. Peter Gitau, Vice President
Ms. Virginia Guleff, Vice President
Mr. Greg Stoup, Vice President
Mr. Andy Suleski, Vice President

Guests None

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

Trustee Krepelka led the Pledge of Allegiance to the Flag.

1. **Agenda Approval**

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

Motion carried by the following roll call vote:

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

Nos – none

Absent – none

2. **Communications from the Public**

There were no public comments.

Study Session: Accreditation Standards III and IV

Superintendent/President Yaqub introduced Vice President Greg Stoup to review accreditation standards III and IV. Stoup gave an overview of the standards which included: Resources: Human Resources, Physical, Technology, and Financial for standard III. Leadership and Governance were also discussed as part of standard IV. There was a general discussion of these standards.

3. **Adjournment**

Board President Dahlmeier adjourned the meeting at 12:36 PM.



MINUTES OF REGULAR MEETING

March 10, 2021

The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, March 10, 2021, at 1:00 PM, via teleconference.

Board Members Present Mr. John Dahlmeier, President (via teleconference)
Ms. Julie Boss, Vice President (via teleconference)
Mr. Rick Krepelka, Clerk (via teleconference)
Mr. John Blacklock (via teleconference)
Mr. Michael Boeger (via teleconference)
Mr. Eugene Massa (via teleconference)
Mr. William McGinnis (via teleconference)
Ms. Zoey Jimenez, 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
Dr. Peter Gitau, Vice President
Mr. Greg Stoup, Vice President
Mr. Andy Suleski, Vice President
Mr. Peter Dahl, Classified Senate President
Ms. Denise Adams, Dean of Instruction
Ms. Claire Armer, IT User Support Services
Ms. Christie Boggs, Admin Assistant to the VP of Instruction
Mr. Casey Carlson, Chief of Police
Ms. Kam Bull, Dean of Instruction
Ms. Melissa Cafferata-Ainsworth, Admin Secretary to Dean
Ms. Lisa DeLaby, Director Institutional Advancement
Ms. Teresa Doyle, Dean of Instruction
Ms. Kim Jones, Director, Facilities Planning & Management
Mr. Joel Keebler, Dean of Instruction
Ms. Christie Lee, Supervisor Facilities
Mr. Chris Little, Executive Director of Human Resources
Dr. Carrie Monlux, Dean of Instruction
Mr. Jim Nicholas, Director Business Services
Mr. David Shippen, Director CCC Tech Ctr
Mr. Dave Stephens, Instructional Technology Specialist
Mr. Mario Vela, Director Kinesiology & Athletics
Ms. Rachel Wood, Program Coordinator International Students
Mr. Brad Zuniga, Dean of Student Services

Guests None

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

Trustee Boeger led the Pledge of Allegiance to the Flag.

1. **Agenda Approval**

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

Motion carried by the following roll call vote:

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

Nos – none

Absent – none

Student Trustee – Aye

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

There were no public comments.

3. **Approval of Consent Agenda, Item 21-8091 to 21-8096**

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

Trustee Boeger moved to amend the motion and to pull Item 21-8094 for a discussion on the action.

Amended motion carried by the following roll call vote:

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

Nos – none

Absent – none

Student Trustee – Aye

It was moved by Trustee Boeger, seconded by Trustee Krepelka to add Item 21-8094 back to the agenda for individual approval.

Motion carried by the following roll call vote:

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

Nos – none

Absent – none

Student Trustee – Aye

4. **Information Reports**

Academic Senate President's Report

Not present for a report

Classified Senate President's Report – Peter Dahl

Mr. Dahl stated Classified Professionals Institute week is next week. There will be workshops over four days. He thanked Magian Smith for his dedicated work towards this event.

Student Trustee Comment – Zoey Jimenez

Ms. Jimenez highlighted women on campus for Women's History Month. She extended her appreciation to staff and faculty who helped with online learning. She updated the Board on the mural project planned to beautify campus.

Superintendent/President's Report – Dr. Samia Yaqub

Dr. Yaqub stated the Fall 2021 schedule will have approximately 50% of sections with a face-to-face component with many of these in hybrid form. This will be about 4000 students on campus. The Emergency Operations Plan is approved, and training will take place in the spring and fall. VP Gitau is taking leadership of current enrollment management efforts. He is working with VP Stoup and VP Guleff and assembling teams. Action plans for rebuilding enrollments will be completed later this month. Dr.

Yaqub stated this month's Roadrunner Tacks focus is veteran students and Women's History Month. The Technology Building remodel will begin in April. The Respiratory Therapy Program will have their accreditation process virtually this month. She concluded stating there will be a special meeting of the Board in early April to discuss the Trustee Fellowship Intersession Project.

Board Comments

Trustee Boeger wants staff to look at night and weekend classes at the Chico Center to help increase enrollments. Trustee Blacklock congratulated the Forensic Team on their win. He gave an overview of new homes in Paradise: 1535 permits issued and 668 houses built. Trustee Dahlmeier thanked staff for the study session on Accreditation Standards III and IV.

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

There were no public comments.

6. **Finance**

Authorization to Increase Student Health Services Fees, Item 21-8094

It was moved by Trustee Blacklock, seconded by Trustee McGinnis, to approve the increase in the mandatory student health fee for full and part-time students to \$22.00 per semester and \$18.00 for all students during the summer beginning with the Fall session of 2021.

Trustee Boeger expressed concerns about increasing any fees for students. Trustee Blacklock stated this was a small increase and financial services are offered to student to help them. Dr. Yaqub stated the Student Health Center is a complete health center and for some students this is their only medical option. There is currently an online service and soon vaccines will be offered.

Motion carried by the following roll call vote:

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

Nos – Trustee Boeger

Absent – none

Student Trustee – Aye

Acceptance of 2019-20 Independent Audit Report and Measure J Financial and Performance Audit Reports, Item 21-8097

It was moved by Trustee Boeger, seconded by Trustee Boss, to accept the Butte-Glenn Community College District's independent audit report and the independent financial and performance audit reports of the Measure J general obligation bonds for the year ending June 30, 2020.

Motion carried by the following roll call vote:

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

Nos – none

Absent – none

Student Trustee – Aye

7. **Administration**

California Community College Trustees (CCCT) Board Member Election, Item 21-8090

Dr. Yaqub stated a list of candidates for the 2021 election of the CCCT Board is presented to the Board for review.

It was moved by Trustee McGinnis, seconded by Trustee Blacklock, to cast the following ballot for candidates for election to the CCCT Board of Directors: Kendall Pierson, Alan Siemer, Nan Gomez-Heitzeberg, Michele Jenkins, and Deborah Ikeda.

Motion carried by the following roll call vote:

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

Nos – none

Absent – none

Student Trustee – Aye

8. **Closed Session**

Board President Dahlmeier reported the following action was taken during Closed Session, in accordance with Government Code section 54954.5:

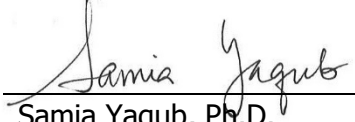
There was no reportable action.

9. **Adjournment**

Board President Dahlmeier adjourned the meeting at 3:10 PM.

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

April 14, 2021

Subject: Probationary Faculty Tenure Recommendations, 2020-2021	Item No: 21-8099 Enclosure: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Category: Instruction	Action Regular <input checked="" type="checkbox"/> <input type="checkbox"/> Information Consent <input type="checkbox"/> <input checked="" type="checkbox"/>
Submitted By: Virginia L. Guleff Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

Under the provisions of the Butte College CTA/BCEA Contract Sections 6.60 6.6.10F.3.b and Sections 6.10-6.10.4.E.3b, probationary faculty members were evaluated prior to February 1, 2021. Those evaluations were submitted by the Evaluation Team for each probationary faculty member to the Leave, Tenure and Professional Advancement Committee (LTPA) with recommendations regarding each individual faculty member’s employment status for the next year. The LTPA Committee submitted its recommendations to the Superintendent/President.

Upon review of these recommendations, the Superintendent/President, in accordance with Education Code Sections 87607-87609, makes recommendations to the Governing Board regarding continued employment of probationary faculty members, and the Board acts at its discretion.

Status

The Superintendent/President has reviewed the recommendations of the LTPA Committee and makes the following recommendations to the Governing Board.

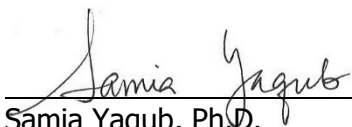
Recommendation

The Superintendent/President recommends that the following fourth-year, third contract, probationary faculty members be granted tenure effective Fall 2021:

- | | |
|------------------|---------------------------------------|
| Alessandro Baldi | Physical Science |
| Kimberly Bartsch | Mathematics |
| Thomas Cox | Chemistry |
| Shannamar Dewey | Biological Sciences |
| Patricia Hubbard | Nursing |
| Michelle Kelley | Business Computer Information Systems |
| Lori Koehnen | Administration of Justice |
| Amelia Taylor | Nursing |
| Russell Thomas | Welding |

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

April 14, 2021

Subject: Approval of Warrants	Item No: 21-8100 Enclosure: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Category: Finance	Action <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Information <input type="checkbox"/> Consent <input checked="" type="checkbox"/>
Submitted By: Andrew Suleski Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

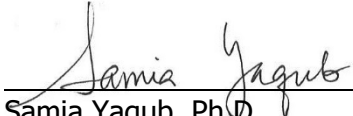
It is recommended that the Board of Trustees approve the vendor, payroll, and financial aid warrants for the period of February 27, 2021 to March 31, 2021.

Type of Warrant	Check/Voucher Sequence	Total
Vendor	663695 - 664504	\$ 5,375,166.38
Payroll	524733 – 524860	\$ 3,686,436.55
Financial Aid	335526 – 338327	\$ 3,817,601.00

Warrant registers are available for review in the Business Office.

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

April 14, 2021

Subject: Ratification of Contracts	Item No: 21-8101 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Contracts	Action Regular <input checked="" type="checkbox"/> <input type="checkbox"/> Information Consent <input type="checkbox"/> <input checked="" type="checkbox"/>
Submitted By: Andrew Suleski Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

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 March 2021. 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
March 2021

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue / (Cost)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
2/26/21	5/26/21	Butte County Probation	Facilities Use Agreement to conduct instructional courses	\$0.00	Unrestricted General	Ag/Env Sci/Nat Res	Guleff
4/1/21	3/31/24	Prime Healthcare Services - Shasta, LLC	Clinical Experience Agreement	\$0.00	Unrestricted General	Health Occupations	Guleff
2/26/21	2/26/21	Debra Crumpton	Diversity Speaker Series	(\$1,500.00)	Restricted General	Student Equity & Achievement	Gitau
2/25/21	2/25/21	Martha McLemore	Black History Month Emotional Support	(\$300.00)	Restricted General	Student Equity & Achievement	Gitau
4/20/21	4/20/21	Kao Yang	Diversity Speaker Series	(\$3,000.00)	Split Restricted & Unrestricted General	Student Equity & Achievement	Gitau
3/9/21	3/9/21	Mateo De La Torre	From Student to Activist presentation	(\$1,500.00)	Unrestricted General	Student Equity & Achievement	Gitau
4/5/21	4/5/21	Santy Gray	Race Zone Training	(\$1,000.00)	Unrestricted General	Student Equity & Achievement	Gitau
4/7/21	4/7/21	Conner Wenzel	Safe zone training	(\$400.00)	Restricted General	Student Equity & Achievement	Gitau
2/15/21	6/30/21	California Rural Legal Assistance Foundation, Inc.	Immigration legal services for students	(\$10,000.00)	Restricted General	Undocucenter	Gitau
3/26/21	5/21/21	Center for Organizational Responsibility & Advancement	Professional Development Anti-Racism Trainings	(\$13,000.00)	Restricted General	Student Equity & Achievement	Gitau
1/4/21	6/11/21	California Department of Parks & Recreation	Student Fees for DPR sponsored students in Law Enforcement Academy	\$36,674.94	Unrestricted General	Public Safety Education & Training	Guleff
3/1/21	12/31/21	College of the Siskiyou	Subcontract Agreement supporting Jobs for the Future Google IT Certificate Project	(\$4,500.00)	Restricted General	Regional Director Health	Guleff
1/1/21	6/30/21	Chabot-Las Positas Community College District	California Early Childhood Mentor Program Agreement	\$0.00	Unrestricted General	Early Childhood & Family Studies	Guleff
Upon Purchase	One Year	Laerdal Medical Corporation	vSim Health Assessment Student License vSim for Nursing Health Assessment Subscription Terms	(\$3,607.68)	Restricted General	Nursing	Guleff
1/1/21	12/31/23	Community College League of California	Institution Participation Agreement to Subscription Agreement for ExLibris SaaS Alma library services platform and Primo discovery services	(\$55,009.79)	Unrestricted General	Library	Gitau
3/26/21	3/26/22	Plagix LLC	Unicheck License Agreement for additional licenses	(\$1,173.90)	Restricted General	Technology Mediated Instruction	Guleff
2/25/21	6/30/21	Plexuss, Inc.	International Student Recruitment Services	(\$7,500.00)	Unrestricted General	International Recruitment	Gitau
12/31/20	12/30/21	Statco	CATEMA® System License Agreement and Service Contract	(\$1,800.00)	Restricted General	School Relations	Gitau
2/16/21	5/31/21	California Online Community College District ("Calbright College")	Workforce Training Partnership Agreement to provide online curriculum "soft skills" training for healthcare industry	\$55,000.00	Restricted General	Economic Workforce Development	Guleff
3/3/21	2/28/21	The Original Mowbray's Tree Service, Inc.	Amendment to Subcontract Agreement to increase budget	(\$5,000.00)	Restricted General	Contract Education	Guleff
3/1/21	3/26/21	The Original Mowbray's Tree Service, Inc.	Subcontract Agreement supporting PG&E Utility Line Clearance Arborist Training Project	(\$42,000.00)	Restricted General	Contract Education	Guleff
12/1/20	2/28/21	College of the Sequoias, Training Resource Center	Subcontract Agreement supporting PG&E Utility Line Clearance Arborist Training Project	(\$90,263.00)	Restricted General	Contract Education	Guleff
3/1/21	4/2/21	Mendocino-Lake Community College District	Subcontract Agreement supporting PG&E Utility Line Clearance Arborist Training Project	(\$29,000.00)	Restricted General	Contract Education	Guleff
3/1/21	4/2/21	Family Tree Service, Inc.	Subcontract Agreement supporting PG&E Utility Line Clearance Arborist Training Project	(\$37,000.00)	Restricted General	Contract Education	Guleff

Butte-Glenn Community College District
CONTRACTS RATIFICATION REPORT
Contracts Signed by the Superintendent/President or Vice President for Administration
March 2021

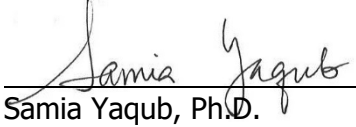
Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue / (Cost)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
3/11/21	6/30/21	Windsor Chico Care Center	Amendment to Employer Participation Agreement for ETP Training to extend Term	\$0.00	Restricted General	Contract Education	Guleff
4/20/20	6/30/21	Chico Terrace Healthcare & Wellness Centre LP dba Windsor Chico Care Center	Employer Participation Agreement Employment Training Panel (ETP) Training Project	Est. ETP Funding \$36,500.00	Restricted General	Contract Education	Guleff
12/1/20	11/30/21	Humboldt State University Sponsored Programs Foundation	Research Subaward Agreement for Portable Assistance 2020-21 Project	\$50,000.00	Restricted General	Small Business Development Center	Guleff
3/4/21	11/30/21	Humboldt State University Sponsored Programs Foundation	Amendment to Research Subaward Agreement for Portable Assistance 19-20 Project extending Term	\$0.00	Restricted General	Small Business Development Center	Guleff
3/24/21	9/30/21	Humboldt State University Sponsored Programs Foundation	Amendment to Research Subaward Agreement for GO-BIZ TAEP 2020-21 Project decreasing Budget	(\$40,000.00)	Restricted General	Small Business Development Center	Guleff
4/1/21	12/31/21	Javier Guerra	Business Consulting & Training	(\$5,000.00)	Restricted General	Small Business Development Center	Guleff
3/3/21	6/30/23	Black Oak Mine Unified School District	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$280,000.00)	Restricted General	Strong Workforce Program	Guleff
3/3/21	6/30/23	Big Valley Unified School District	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$25,875.00)	Restricted General	Strong Workforce Program	Guleff
3/3/21	6/30/23	Davis Joint Unified School District	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$1,345,441.00)	Restricted General	Strong Workforce Program	Guleff
3/3/21	6/30/23	Del Norte County Office of Education	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$337,056.00)	Restricted General	Strong Workforce Program	Guleff
3/3/21	6/30/23	Elk Grove Unified School District	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$214,146.00)	Restricted General	Strong Workforce Program	Guleff
3/3/21	6/30/23	East Nicolaus Joint Union High School District	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$738,292.00)	Restricted General	Strong Workforce Program	Guleff
3/3/21	6/30/23	Fortuna Union High School District	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$329,747.00)	Restricted General	Strong Workforce Program	Guleff
3/3/21	6/30/23	Fort Sage Unified School District	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$19,500.00)	Restricted General	Strong Workforce Program	Guleff
3/3/21	6/30/23	Humboldt County Office of Education	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$216,109.00)	Restricted General	Strong Workforce Program	Guleff
1/1/21	6/30/23	Lake Tahoe Unified School District	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$290,264.00)	Restricted General	Strong Workforce Program	Guleff
3/3/21	6/30/23	Long Valley Charters	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$128,600.00)	Restricted General	Strong Workforce Program	Guleff
3/3/21	6/30/23	Modoc Joint Unified School District	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$457,177.00)	Restricted General	Strong Workforce Program	Guleff
3/3/21	6/30/23	Mendocino Unified School District	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$60,000.00)	Restricted General	Strong Workforce Program	Guleff
3/26/21	6/30/23	Modoc County Office of Education	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$75,200.00)	Restricted General	Strong Workforce Program	Guleff
3/3/21	6/30/23	Oroville Union High School District	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$325,791.00)	Restricted General	Strong Workforce Program	Guleff
3/3/21	6/30/23	Plumas Charter	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$287,500.00)	Restricted General	Strong Workforce Program	Guleff
3/3/21	6/30/23	Potter Valley Community Unified School District	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$97,750.00)	Restricted General	Strong Workforce Program	Guleff
3/3/21	6/30/23	Red Bluff Joint Union High School District	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$591,288.00)	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
March 2021

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue / (Cost)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
1/1/21	6/30/23	Roads Education Organization, Pivot Charter School - North Valley	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$23,000.00)	Restricted General	Strong Workforce Program	Guleff
3/26/21	6/30/23	Sacramento County, Regional Occupational Program	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$1,233,329.00)	Restricted General	Strong Workforce Program	Guleff
3/3/21	6/30/23	SIATech, Inc.	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$223,628.00)	Restricted General	Strong Workforce Program	Guleff
3/3/21	6/30/23	Siskiyou County Office of Education	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$433,146.00)	Restricted General	Strong Workforce Program	Guleff
3/3/21	6/30/23	Woodland Joint Unified School District	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$1,311,645.00)	Restricted General	Strong Workforce Program	Guleff
3/3/21	6/30/23	Wheatland School District	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$539,604.00)	Restricted General	Strong Workforce Program	Guleff
3/3/21	6/30/23	Wheatland Union High School District	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$1,553,845.00)	Restricted General	Strong Workforce Program	Guleff
3/26/21	6/30/23	Yolo County Office of Education	Grant Agreement for K-12 Strong Workforce Program North Far North Regional Consortium	(\$165,963.00)	Restricted General	Strong Workforce Program	Guleff
3/17/21	3/16/22	Design Science, Inc.	MathType for office Tools Software License	(\$675.00)	Restricted General	CCC Technology Center	Stoup
4/1/21	3/31/22	Escal Institute of Advanced Technologies, Inc. dba SANS Institute	SANS Security Awareness (SSA) Master License and Services Agreement for Enduser Security Awareness Training	(\$18,900.00)	Restricted General	CCC Technology Center	Stoup
Upon Payment	One Year	Open VPN, Inc.	Access Server Terms and End User License Agreement	(\$510.34)	Restricted General	CCC Technology Center	Stoup
3/26/21	6/30/21	Higher Digital, LLC	Amendment to Subcontract Agreement to modify Statement of Work	\$0.00	Restricted General	CCC Technology Center	Stoup
2/18/21	5/31/21	The Garland Company, Inc.	Statement of Work pursuant to CMAS Contract for Roofing Materials for Arts & Library/Media Center Roof Projects	(\$441,104.99)	Measure J	Facilities Planning & Management	Suleski
3/4/21	Upon Payment	County of Shasta	Agreement for the Sale of Vehicle to purchase a used 2017 Ford Utility Interceptor	(\$7,500.00)	Capital	Facilities Planning & Management	Suleski

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

April 14, 2021

Subject: Awarded Grants during the Quarter Ending March 31, 2021	Item No: 21-8102 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Grants Research and Development, Institutional Effectiveness	Action <input type="checkbox"/> Information <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/>
Submitted By: Gregory Stoup Vice President	Approved By:  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: 1/1/2021 – 3/31/2021. The Superintendent/President or Vice President for Administration has executed the necessary grant agreement documents.

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

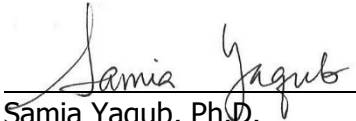
Grant Performance Period Start Date	Grant Performance Period End Date	Funding Agency	Grant Award Purpose	Amount Awarded	Originated by: District Department	Approved by: District Administrator
7/1/2020	6/30/2021	Rancho Santiago Community College District - Fiscal Agent of the CA Community College Chancellor's Office	Grant Agreement No. 20-456-005 - Regional Director - Employer Engagement Health - FY 2020-21 Economic and Workforce Development Grant - Fiscal Agent Services Agreement # C20-0039	\$200,000.00	Instruction	Guleff
7/1/2020	6/30/2021	Rancho Santiago Community College District - Fiscal Agent of the CA Community College Chancellor's Office	Grant Agreement No. 20-458-004- Regional Director - Employer Engagement Information and Communication Technologies/Digital Media (ICT) - FY 2020-21 Economic and Workforce Development Grant - Fiscal Agent Services Agreement # C20-0039	\$200,000.00	Instruction	Guleff
7/1/2020	6/30/2021	Rancho Santiago Community College District - Fiscal Agent of the CA Community College Chancellor's Office	Grant Agreement No. 20-450-003- Regional Director - Employer Engagement Energy, Construction and Utilities - FY 2020-21 Economic and Workforce Development Grant - Fiscal Agent Services Agreement # C20-0039	\$200,000.00	Instruction	Guleff
7/1/2020	12/31/2021	Rancho Santiago Community College District - Fiscal Agent of the CA Community College Chancellor's Office	Amendment to Grant Agreement No. 20-456-005 - Regional Director - Employer Engagement Health - FY 2020-21 Economic and Workforce Development Grant - Fiscal Agent Services Agreement # C20-0039 - Time Extension and \$50,000 Augmentation	\$50,000.00	Instruction	Guleff
7/1/2020	12/31/2021	Rancho Santiago Community College District - Fiscal Agent of the CA Community College Chancellor's Office	Amendment to Grant Agreement No. 20-458-004- Regional Director - Employer Engagement Information and Communication Technologies/Digital Media (ICT) - FY 2020-21 Economic and Workforce Development Grant - Fiscal Agent Services Agreement # C20-0039 Time Extension and \$50,000 Augmentation	\$50,000.00	Instruction	Guleff
7/1/2020	6/30/2021	Rancho Santiago Community College District - Fiscal Agent of the CA Community College Chancellor's Office	Amendment to Grant Agreement No. 20-450-003- Regional Director - Employer Engagement Energy, Construction and Utilities - FY 2020-21 Economic and Workforce Development Grant - Fiscal Agent Services Agreement # C20-0039 Time Extension and \$50,000 Augmentation	\$50,000.00	Instruction	Guleff
4/25/2020	1/16/2022	U.S. Department of Education	CFDA 84.425E - Butte College - Higher Education Emergency Relief Fund II (HEERF II) Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) Act Student Aid Portion Allocation Award GAN # P425E202461.3.1	\$3,640,981.00	Student Services	Gitau

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

Grant Performance Period Start Date	Grant Performance Period End Date	Funding Agency	Grant Award Purpose	Amount Awarded	Originated by: District Department	Approved by: District Administrator
5/26/2020	1/16/2022	U.S. Department of Education	CFDA 84.425F - Butte College - Higher Education Emergency Relief Fund II (HEERF II) Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) Act Institutional Portion Allocation Award GAN # P425F203512.3.1	\$10,503,587.00	IE	Stoup
6/3/2020	6/2/2021	U.S. Department of Education	CFDA 84.425L - Butte College - Higher Education Emergency Relief (HEERF I) Coronavirus Aid, Relief, and Economic Security Act (CARES) - Minority Serving Institutional (MSI) Portion Revised Allocation Award GAN# P425L200420.20A.2.1	\$4,226.00	IE	Stoup
6/3/2020	6/2/2021	U.S. Department of Education	CFDA 84.425L - Butte College - Higher Education Emergency Relief Fund II (HEERF II) Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) Act - Minority Serving Institutional (MSI) Portion Allocation Award GAN# P425L200420.20B.3.1	\$764,150.00	IE	Stoup
			Total Awards for Quarter: 1/1/2021 - 3/31/2021	\$15,814,475.00		

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

April 14, 2021

Subject: Approval of New Courses	Item No: 21-8103 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Office of Instruction	Action <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Information <input type="checkbox"/> Consent <input checked="" type="checkbox"/>
Submitted By: Virginia Guleff Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

The courses described in the attached have been developed by the Automotive Technology Program to upgrade their present curriculum.

AUT 32 – Smog Inspection

State law requires vehicles newer than 1975 to be inspected for SMOG law compliance. For an employer to be a certified SMOG inspection facility, they must employ a certified SMOG inspector. This class will offer the required training and prerequisite to take the state of California BAR smog inspector license exam.

Status

The appropriate instructional area on campus and the Curriculum Committee have approved the attached course.

Recommendation

It is recommended that the Board of Trustees approve the new course as described in the attached.

NEW COURSES

Automotive Technology (AUT)

AUT 32 – Smog Inspection

3 Unit(s)

Transfer Status: CSU

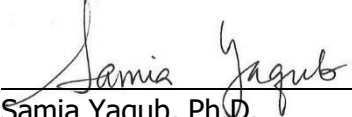
34 hours Lecture

68 hours Lab

This course consists of California BAR Level 1 and Level 2 Smog inspector training. The Smog Check Procedures Training must be completed by all Inspector candidates. This training provides students the procedural knowledge, skills, and abilities needed to perform Smog Check inspections. Students who complete and pass this training will have met the Bureau's training requirements to qualify to take the Smog Check Inspector state licensing examination.

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

April 14, 2021

Subject: Approval and/or Ratification of Personnel Actions	Item No: 21-8104 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Human Resources	Action Regular <input checked="" type="checkbox"/> <input type="checkbox"/> Information Consent <input type="checkbox"/> <input checked="" type="checkbox"/>
Submitted By: Andrew Suleski Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Recommendation

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

Management*

1. Employment of Administrative Assistant to the VP Student Services – Melissa Cafferata-Ainsworth
 Full-time, 40 hours per week, 12 months per year
 Salary: MSC-9
 Effective: April 1, 2021
2. Employment of Accessibility Director-CCCTC – Dawn Okinaka
 Full-time, 40 hours per week, 12 months per year
 Salary: MSC-25
 Effective: April 1, 2021
3. Employee working Out-of-Class: Associate Dean of Recruitment, Outreach, and Orientation (Student Services) – Tammera Shinar
 Effective: 3/10/21 – 6/30/21

Academic*

1. Employment of Full-Time, Temporary, Non-Tenure Track, Nursing Instructor (Nursing) – Michelle August
 Status: Temporary
 Salary: Placement on the Academic Salary Schedule as determined by education and experience
 Effective: 8/1/21 – 5/27/22
2. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Career and College Access Pathways Instructor Agreement –Gridley Unified School District) – Taylor Ford
 Effective: February 25, 2021 – June 30, 2021
3. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Instructional Service Agreement – Work Training Center) – Theresa Hughes
 Effective: March 4, 2021 – June 30, 2021

4. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Instructional Service Agreement – Work Training Center) – Jeannette Bradford
Effective: March 26, 2021 – June 30, 2021

Classified Employees*

5. Employment of Laboratory Technician – Welding and Advanced Manufacturing – Ryan Balk
Full-time, 40 hours per week, 12 months per year
Salary: CSEA - 30
Effective: April 1, 2021

Temporary Employees*

6. **Substitutes**

- Interim Chief Technology Officer (District) – Fred Sherman
Salary: \$77.00 per hour 3/15/21 – 6/30/21
Assistant Athletic Trainer – Ember Whipple
Salary: \$25.75 per hour 3/15/21 – 6/30/21
Administrative Secretary – Grants (CCCTC) – Madlynne Schott
Salary: \$22.00 per hour 4/1/21 – 6/30/21

7. **Professional Expert**

- Manipulative Skills/Evaluator – Timothy Rapp
Salary: \$14.50/16.75 per hour 3/11/21 – 6/30/21
Crime Scene Actor – Rajvir Duhra, Anthony Carrillo
Salary: \$14.00 per hour 4/15/21 – 6/30/21
EMT/Paramedic – Carrie Snow
Salary: \$14.50 per hour 2/16/21 – 6/30/21
Nursing – Christina Huff
Salary: \$45.00 per hour 2/4/21 – 6/30/21
Nursing – Amanda Abelar
Salary: \$45.00 per hour 2/1/21 – 6/30/21

8. **Volunteers/Interns**

- Volunteer (W. Basketball) – Bailey Johnson
Volunteer (Volleyball) – Zachary Hanlon
Volunteer (Track & Field) – Kaylee Shoemaker
Volunteer (Basketball) – Jeff Walker
Volunteer (Softball) – Kevin York

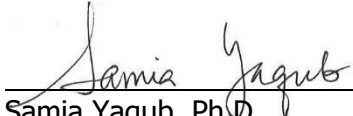
9. **Retirements/Resignations**

- Resignation, Administrative Secretary-Non-Instructional (Contract Education) – Jamie Hernandez
Effective: April 6, 2021
Retirement, Chief Technology Officer (IT) – Andrea Mox
Effective: May 1, 2021

*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**

April 14, 2021

Subject: Approval of Contracts	Item No: 21-8105 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Contracts	Action Regular <input checked="" type="checkbox"/> Information Consent <input type="checkbox"/>
Submitted By: Andrew Suleski Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

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 \$96,700.00 for contracts to purchase equipment, materials, supplies, services, and repair. The relevant amount specified in Public Contract Code Section 22032 is \$200,000.00 for public projects contracts.

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

Recommendation

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

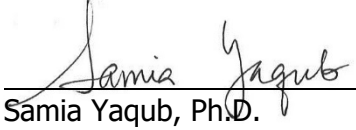
Butte-Glenn Community College District

CONTRACTS APPROVAL REPORT

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue / (Cost)	Funding Source	Originated by: District Department	Approved by: District Administrator
Upon Signature	6/30/23	Placer Union High School District	Grant Agreement for K12 Strong Workforce Program North Far North Regional Consortium	(\$190,602.00)	Restricted General	Strong Workforce Program	Guleff
Upon Signature	6/30/23	Lassen Union High School District	Grant Agreement for K12 Strong Workforce Program North Far North Regional Consortium	(\$269,000.00)	Restricted General	Strong Workforce Program	Guleff
Upon Signature	6/30/23	Folsom-Cordova Unified School District	Grant Agreement for K12 Strong Workforce Program North Far North Regional Consortium <i>Revised Contract Value since Board Approval 2/17/21</i>	(\$586,117.00)	Restricted General	Strong Workforce Program	Guleff
Upon Signature	6/30/23	Yuba City Unified School District	Grant Agreement for K12 Strong Workforce Program North Far North Regional Consortium <i>Revised Contract Value since Board Approval 2/17/21</i>	(\$113,554.00)	Restricted General	Strong Workforce Program	Guleff
Upon Signature	6/30/22	Los Rios Community College District	Allocation Agreement for K12 Strong Workforce Program North Far North Regional Consortium to support Center of Excellence	(\$100,000.00)	Restricted General	Strong Workforce Program	Guleff
Upon Signature	6/30/22	Los Rios Community College District	Allocation Agreement for K12 Strong Workforce Program North Far North Regional Consortium to support Project In Common Marketing	(\$160,000.00)	Restricted General	Strong Workforce Program	Guleff
Upon Signature	6/30/22	Los Rios Community College District	Allocation Agreement for K12 Strong Workforce Program North Far North Regional Consortium to support Project In Common Accelerated Workforce Training	(\$112,000.00)	Restricted General	Strong Workforce Program	Guleff
Upon Signature	6/30/22	Shasta Tehama Trinity Community College District	Allocation Agreement for K12 Strong Workforce Program North Far North Regional Consortium to support Project In Common Restorative Justice Program	(\$110,147.00)	Restricted General	Strong Workforce Program	Guleff
Upon Signature	6/30/22	Shasta Tehama Trinity Community College District	Allocation Agreement for K12 Strong Workforce Program North Far North Regional Consortium to support Center for Excellence	(\$115,000.00)	Restricted General	Strong Workforce Program	Guleff
4/19/21	6/30/22	College of the Sequoias	Subcontract Agreement supporting PG&E Utility Line Clearance Arborist Training Project	(\$306,023.00)	Restricted General	Contract Education	Guleff
4/19/21	6/30/22	El Camino Community College District	Subcontract Agreement supporting PG&E Utility Line Clearance Arborist Training Project	(\$97,875.00)	Restricted General	Contract Education	Guleff
4/19/21	6/30/22	Kern Community College District	Subcontract Agreement supporting PG&E Utility Line Clearance Arborist Training Project	(\$306,023.00)	Restricted General	Contract Education	Guleff
8/1/21	6/30/22	Los Rios Community College District	Subcontract Agreement supporting PG&E Utility Line Clearance Arborist Training Project	(\$130,500.00)	Restricted General	Contract Education	Guleff
4/19/21	6/30/22	Mendocino-Lake Community College District	Subcontract Agreement supporting PG&E Utility Line Clearance Arborist Training Project	(\$130,500.00)	Restricted General	Contract Education	Guleff
4/19/21	6/30/22	San Bernardino Community College District	Subcontract Agreement supporting PG&E Utility Line Clearance Arborist Training Project	(\$306,023.00)	Restricted General	Contract Education	Guleff
4/19/21	6/30/22	ArborWorks, Inc.	Subcontract Agreement supporting PG&E Utility Line Clearance Arborist Training Project	(\$199,500.00)	Restricted General	Contract Education	Guleff
4/19/21	6/30/22	Family Tree Service, Inc.	Subcontract Agreement supporting PG&E Utility Line Clearance Arborist Training Project	(\$160,400.00)	Restricted General	Contract Education	Guleff
5/10/21	6/30/22	Mountain F. Enterprises	Subcontract Agreement supporting PG&E Utility Line Clearance Arborist Training Project	(\$126,900.00)	Restricted General	Contract Education	Guleff
4/19/21	6/30/22	North American Training Solutions	Subcontract Agreement supporting PG&E Utility Line Clearance Arborist Training Project	(\$157,500.00)	Restricted General	Contract Education	Guleff
4/19/21	6/30/22	The Original Mowbray's Tree Service, Inc.	Subcontract Agreement supporting PG&E Utility Line Clearance Arborist Training Project	(\$256,200.00)	Restricted General	Contract Education	Guleff

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

April 14, 2021

<p>Subject: Consider Adoption of Resolution 799: Resolution Declaring Intent to Transition from At-Large to By-Trustee Area Governing Board Member Elections</p>	<p>Item No: 21-8106 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Category: Administration</p>	<p>Action <input checked="" type="checkbox"/> Regular <input checked="" type="checkbox"/> Information <input type="checkbox"/> Consent <input type="checkbox"/></p>
<p>Submitted By: Samia Yaqub, Ph.D. Superintendent/President</p>	<p>Approved By:  Samia Yaqub, Ph.D. Superintendent/President</p>

Background

The proposed resolution will initiate a change in the method of electing Board members. The District currently operates under a hybrid voting model. Under the hybrid model, trustees on the Board must reside within their specified trustee area and are voted on by voters of the entire District. If the Board approves the proposed change, trustees will still be required to reside within their specified trustee area but will be elected by voters who live within that specific trustee area. This is a by-trustee area voting model. The District recommends adopting a by-trustee area voting system to ensure fair representation. By-trustee area elections are the only method of board elections guaranteed to comply with the California Voting Rights Act.

Status

No proposed maps or other data will be considered at the April 14, 2021 meeting. If the Board approves initiation of the change to by-trustee area elections, a demographer will be hired to assist with the development of trustee areas. A series of noticed public hearings will be held at later board meetings to receive and consider public comment. Several draft map options will be prepared following two pre-map hearings and the release of the 2020 Census data, which is anticipated to be released in September 2021.

Questions from the public regarding this resolution and trustee area map development may also be directed to the Office of the President at President@butte.edu. The District will also develop a website to make information regarding trustee area map development and approval procedures easily accessible.

Recommendation

It is recommended the Board adopt Resolution 799 declaring intent to transition from At-Large to By-Trustee area governing Board member elections.

**BUTTE-GLENN COMMUNITY COLLEGE DISTRICT
Meeting of the Board of Trustees**

April 14, 2021

RESOLUTION NO. 799

**RESOLUTION DECLARING INTENT TO TRANSITION FROM
AT-LARGE TO BY-TRUSTEE AREA GOVERNING BOARD MEMBER ELECTIONS**

WHEREAS, the Governing Board ("Board") of the Butte-Glenn Community College District ("District") is currently elected using a hybrid election system, with all the voters residing within the District voting at-large for trustees who reside within trustee areas;

WHEREAS, in 1976, following the 1975 annexation of Glenn County to the Butte Community College District, voters approved the current hybrid election method while also increasing the number of Board members from five to seven;

WHEREAS, hybrid systems are considered "at-large" voting systems for purposes of the California Voting Rights Act ("CVRA");

WHEREAS, "by-trustee area" elections, where each board member must reside within the designated trustee-area boundary and is elected only by the voters in that trustee-area, are favored under the CVRA;

WHEREAS the Board desires to ensure fair representation and has determined that transitioning to by-trustee elections is in the best interest of the District and its community;

WHEREAS, California Education Code section 72036 authorizes community colleges to transition from at-large elections to by-trustee area elections upon the approval of the Board of Governors of the California Community Colleges;

WHEREAS, the boundaries for trustee areas in by-trustee elections are established based on population counts and demographics from the most recent United States' census;

WHEREAS, the United States' census count occurs every ten (10) years with the last census count occurring in 2020 ("2020 Census");

WHEREAS, due to Coronavirus pandemic related delays, the 2020 Census data is not expected to be made available to state and local agencies until September 30, 2021, which is a substantial delay from the original due date of March 31, 2021;

WHEREAS, if the District transitioned to by-trustee area elections prior to the release of the 2020 Census, the trustee areas would be established based on the 2010 Census, which (1) may not fairly and accurately reflect the current voter population distribution and demographics of the District, and (2) could require the District to incur additional, duplicative costs to adjust the trustee areas based on the 2020 Census as required by Education Code Section 5019.5;

WHEREAS, the Board, cognizant of its need to be fiscally responsible, desires to implement this change in the manner of electing board members in a cost effective and efficient manner following release of the 2020 Census data;

WHEREAS, due to the Coronavirus pandemic Governor Newsom issued Executive Orders N-34-20 and N-48-20 which toll the public hearing requirements and safe harbor provisions of the CVRA while social distancing measures remain in place;

WHEREAS, Board Members are elected in even-numbered years and serve staggered, four-year terms, such that the next election for three Board Members is scheduled for November 2022, with the remaining four Board Members scheduled for election in November 2024; and

WHEREAS, the adoption of "by-trustee area" elections will not affect the terms of any Board members serving or elected during this transition, each of whom will serve out his or her full term.

NOW THEREFORE BE IT RESOLVED,

1. The above recitals are true and correct;
2. This Resolution is passed and adopted pursuant to Elections Code section 10010, subd. (e)(3)(A);
3. Trustee area boundary lines shall be developed, pursuant to the process provided in Elections Code section 10010, based on the most updated federal decennial census data following its release in 2021 to provide for "by-trustee area" elections commencing in 2022. The District may begin the process sooner, if deemed necessary by changed circumstances or other considerations;
4. Staff is directed to engage a demographer and any other consultant deemed required to assist in the development of proposed by-trustee area boundaries;
5. The Superintendent, or designee, is hereby directed to prepare additional Board resolutions and documents, as needed, to meet all applicable legal requirements in a timely manner to develop proposed trustee area boundaries, and to seek approval from the Board of Governors of the California Community Colleges pursuant to Education Code section 72036;

6. The Superintendent, or designee, shall consult with legal counsel to take all steps necessary to implement and give effect to this resolution; and
7. The foregoing resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED on the 14th day of April, 2021, at a regular meeting of the Board of Trustees by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

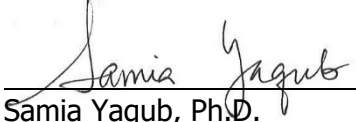
Dated: April 14, 2021

Samia Yaqub, Ph.D.
Secretary, Board of Trustees
Superintendent/President of Butte College

Rick Krepelka
Clerk, Board of Trustees

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

April 14, 2021

Subject: Consider Adoption of Resolution 800: Resolution in Support of Diversity, Equity, and Inclusion Awareness Month	Item No: 21-8107 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Administration	Action <input checked="" type="checkbox"/> Regular <input checked="" type="checkbox"/> Information <input type="checkbox"/> Consent <input type="checkbox"/>
Submitted By: Samia Yaqub, Ph.D. Superintendent/President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

Butte-Glenn Community College District is committed to the goal of improving outcomes for all of our students. Butte College along with the California Community College system, recognizes the diversity of its students as one of the system’s biggest assets and the importance of faculty and staff as key drivers of student success. The Board of Governors of the California Community Colleges has adopted the Diversity, Equity, and Inclusion Integration Plan, consisting of 68 hiring, recruitment, and retention strategies to address the lack of diversity among full-time and part time faculty, classified staff, and educational administrators. The Diversity, Equity, and Inclusion Integration Plan, states, in part, “Vision for Success Commitment 5, Strategy A: Celebrate the diversity of our system and encourage statewide associations to publicize the accomplishments of our system.”

Status

April is nationally recognized as Community College Month and serves as an opportunity to honor and acknowledge the contributions of students, faculty, classified staff, and administrators in our community colleges. Students, faculty, staff, and administrators must work together to gain a deeper understanding of the lived experiences of people of color and create a more inclusive working and learning environment. The California Community College Board of Governors declared April 2021 and every year thereafter in April as Diversity, Equity, and Inclusion Awareness Month in California’s Community Colleges.

Recommendation

It is recommended the Board adopt Resolution 800, in support of Diversity, Equity, and Inclusion Awareness Month.

**BUTTE-GLENN COMMUNITY COLLEGE DISTRICT
Meeting of the Board of Trustees**

April 14, 2021

RESOLUTION NO. 800

**RESOLUTION IN SUPPORT OF
DIVERSITY, EQUITY, AND INCLUSION AWARENESS MONTH**

WHEREAS, for many Californians, the open-access mission of the California Community College system constitutes an accessible path to a better life and upward mobility for 43 percent of community college students who identify as first-generation; and

WHEREAS, with more than 2.1 million students at 116 colleges, the California Community Colleges is the largest system of higher education in the country and serves the most diverse student population of any segment in California; and

WHEREAS, the California Community Colleges student population reflects the racial and ethnic diversity of the state of California where 44 percent are Latinx and 6 percent are African American; and

WHEREAS, the Vision for Success calls on the system to integrate equity throughout its efforts to increase student success and to eliminate equity gaps by 2026-27.

WHEREAS, recognizing the diversity of its students as one of the system's biggest assets and the importance of faculty and staff as key drivers of student success, the Board of Governors of the California Community Colleges has adopted the Diversity, Equity and Inclusion Integration Plan, consisting of 68 hiring, recruitment and retention strategies to address the lack of diversity among full-time and part time faculty, classified staff and educational administrators; and

WHEREAS, the Diversity, Equity and Inclusion Integration Plan, states, in part, "Vision for Success Commitment 5, Strategy A: Celebrate the diversity of our system and encourage statewide associations to publicize the accomplishments of our system;" and

WHEREAS, over the past months, the California Community College Chancellor's Office and system leaders have called for action and open dialogue across the system to strategize against structural racism and racial inequities; and

WHEREAS, April is nationally recognized as Community College Month and serves as an opportunity to honor and acknowledge the contributions of students, faculty, classified staff and administrators in our community colleges; and

WHEREAS, students, faculty, staff and administrators must work together to gain a deeper understanding of the lived experiences of people of color and create a more inclusive working and learning environment; and

WHEREAS, the California Community College Board of Governors declared April 2021 and every year thereafter in April as Diversity, Equity, and Inclusion Awareness Month in California's Community Colleges; now, therefore, be it

RESOLVED, that the Butte-Glenn Community College District joins the CCC Board of Governors in encouraging celebration of the racial and ethnic diversity among students, faculty, staff, and administrators and honoring their tireless contributions to advancing diversity, equity, inclusion and anti-racism work that results in student success; and be it further

RESOLVED, that the Butte-Glenn Community College District recognizes April as Diversity, Equity and Inclusion Awareness Month, showcasing and amplifying the role of students and staff dedicated to equity to give agency to those voices and perspectives, and leading campus-wide dialogue to nurture a collective understanding and appreciation for our system's rich diversity.

The foregoing resolution was introduced by Board Member [name] who moved its adoption, seconded by Board Member [name], and adopted on, April 14, 2021 by the following roll call vote:

AYES:

NOES:

ABSENT OR NOT VOTING:

SO ORDERED:

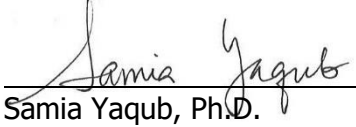
John Dahlmeier
President, Board of Trustees

ATTEST:

Samia Yaqub, Ph.D.
Secretary, Board of Trustees
Superintendent/President of Butte College

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

April 14, 2021

Subject: Approval of Trustee Fellowship Intersession Project Action Plan	Item No: 21-8108 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Administration	Action Regular <input checked="" type="checkbox"/> Information Consent <input type="checkbox"/>
Submitted By: Samia Yaqub, Ph.D. Superintendent/President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

The California Community College Trustee Fellowship provides an opportunity for Trustees and CEOs across the California Community Colleges to join together and deepen their collective understanding about students’ experiences and the institutional barriers that challenge their success, and to partner on solutions in support of the Vision for Success.

Butte College participants of the Trustee Fellowship include Trustee Blacklock, Trustee McGinnis, and Superintendent/President Yaqub. They have developed an intersession project goal and reform strategy.

Goal: Disaggregate performance data for Latinx students who make up 29% of our student population. Determine salient data based on momentum points leading to completion, gainful employment, and transfer. Determine methods for the Board to regularly review and monitor these data with the goal of seeing continued improvement

Reform Strategy: In the 2020-2021 academic year, engage the full Board in determining what data are needed to best understand and monitor Latinx student performance. Beginning in the 2021-2022 academic year, ensure the Board regularly reviews these metrics and District strategies to continuously improve Latinx student performance.

Status

The Board had a Study Session on the Trustee Fellowship on October 14, 2020. There was an additional progress update on January 27, 2021 during the Trustee Retreat. The Intersession Project aims to achieve the following objective: provide district boards with tools and counsel to advance a targeted reform to improve student outcomes. This will culminate in development of a Board Action Plan to enact following completion of the Fellowship. The Trustees discussed and reviewed this Action Plan at a Special Meeting of the Board of Trustees on April 9, 2021.

Recommendation

It is recommended the Board approve the Trustee Fellowship Intersession Project Action Plan.



CALIFORNIA COMMUNITY COLLEGES

TRUSTEE FELLOWSHIP

INTERSESSION PROJECT

BOARD ACTION PLAN

The California Trustee Fellowship Intersession Project aims to provide district boards with tools and support to advance a targeted reform to improve student outcomes. Over six months, you, the trustee fellowship team, and your full board, will engage in three activities that will culminate in the development of a Board Action Plan to enact following completion of the fellowship. Specifically, the project will call for districts to:

- Identify a local Vision goal that your project aims to impact
- Identify the targeted reform strategy to effect that goal (the change you aim to see)
- Outline the actions the board will take to support the implementation strategy (the way the board will support the reform)

Following the special session, your team will submit the *Board Action Plan* documenting information from the meeting and the plan for next steps. Teams will submit the Board Action Plan by **April 15, 2021**. Consultants will provide written feedback returned to the trustee fellowship team by **May 14, 2021**.

Please note that you do not need to fill out every part of this document. Choose which portions will be most relevant and valuable to your board given the outcomes you covered in your special session. **All districts should complete the page documenting specific next steps for board action. Every CEO should complete the CEO Addendum template to be considered for funding through the trustee fellowship Vision in Action fund.**

BOARD ACTION PLAN

Action Planning and Next Steps

As a board and with your CEO, discuss the following questions and document the group's responses.

District: Butte-Glenn Community College

Goal of Focus: Disaggregate performance data for Latinx students who make up 29% of our student population. Determine salient data based on momentum points leading to completion, gainful employment, and transfer. Determine methods for the Board to regularly review and monitor these data with the goal of seeing continued improvement

Reform Strategy: In the 2020-2021 academic year, engage the full Board in determining what data are needed to best understand and monitor Latinx student performance. Beginning in the 2021-2022 academic year, ensure the Board regularly reviews these metrics and District strategies to continuously improve Latinx student performance.

PART II: Monitor What Matters

Create a plan for how the full board will monitor metrics around this specific topic or issue of focus.

Questions	Responses and Plan for Action
<p>2. What leading and lagging indicators will the full board monitor? How will you disaggregate these data?</p>	<ul style="list-style-type: none"> • Successful completion of English and math in the first year. • Successful course completion within a term • Certificate and degree completion rate <p>Data will focus on Latinx students. The District already presents student performance data in a disaggregated format.</p>
<p>4. What is a process for the full board to evaluate outcomes, discuss changes, and adjust the reform strategy as needed?</p>	<p>The Board will use applicable study sessions and retreats to review data and outcomes, discuss changes, and adjust the reform strategy as needed.</p> <p>The current Trustee Fellowship group (Trustee Blacklock, Trustee McGinnis, and President Yaqub) will continue to meet as needed to review, evaluate, and monitor the process. They report out as needed to the full Board at monthly regular Board meetings.</p> <p>Benchmarks will be set based on existing current data on Latinx student performance using the three identified indicators. This will occur during the study session on April 9, 2021 mentioned below.</p>

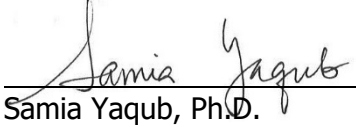
BOARD ACTION PLAN

All districts should complete this section.

Guiding Questions	Responses and Plan for Action
<p>1. Additional board development</p> <p>What professional development opportunities will the board engage in to deepen understanding of the reform strategy—the model, the challenges, the implementation approaches, the pertinent data, etc.?</p>	<p><u>Year 1 (2020-2021)</u></p> <p>Over two study sessions, the full Board will review student equity data. The first session covers longitudinal performance data for each student group on the District’s equity dashboard. This study session took place on October 14, 2020.</p> <p>The second session provides data on the three indicators mentioned above for Latinx students. This gives the Board benchmarks from which to gauge future performance. This study session takes place on April 9, 2021.</p> <p>In addition, the Board engages in equity and anti-racism training that focuses on the lived experiences of BIPOC students, including our Latinx students. The first session of this training took place November 12, 2020.</p> <p><u>Year 2 (2021-2022)</u></p> <p>The Board will engage in a second training on equity and anti-racism in fall 2021.</p> <p>The Board will review progress on the metrics that were selected.</p>
<p>2. Specific governing board action steps</p> <p>What specific next steps will the CEO and board take to engage in appropriate study of, preparation for, and action to support the goal and selected reform strategy?</p>	<p>Step 1: Formally agree on leading and lagging indicators that will be used as metrics for this project (April 9, 2021)</p> <p>Step 2: Review current disaggregated data of the metrics agreed upon (April 9, 2021)</p> <p>Step 3: Review proposal to contract with the RP Group for research study (April 9, 2021)</p> <p>Step 4: Submit Action Plan, CEO Addendum, and Proposed Budget (April 15, 2021)</p> <p>Step 5: Introduce format in which data on the three metrics will be regularly presented to the Board (June 2021)</p> <p>Step 6: Conduct discussion on metrics and District’s strategies to improve performance (June 2021 and on-going)</p>

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

April 14, 2021

Subject: Approval of Administrative Procedure 2745: Board Self-Evaluation	Item No: 21-8109 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Administration	Action <input checked="" type="checkbox"/> Regular <input checked="" type="checkbox"/> Information <input type="checkbox"/> Consent <input type="checkbox"/>
Submitted By: Samia Yaqub, Ph.D. Superintendent/President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

The Board is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning. Each year the Board will review the self-evaluation instrument and process. The instrument will incorporate criteria contained in board policy regarding board operations and board effectiveness.

Status

Administrative Procedure 2745 is the instrument used for Board Self-Evaluation. This Administrative Procedure was revised by the 2020 Policy Review Committee consisting of Trustee McGinnis and Trustee Dahlmeier in August 2020. It was reviewed by the Board and changes were incorporated. It was re-reviewed by the 2021 Policy Review Committee consisting of Trustee McGinnis and Trustee Blacklock in March 2021. It is now being submitted for final approval.

Recommendation

It is recommended the Board of Trustees adopt Administrative Procedure 2745: Board Self Evaluation.



Butte-Glenn Community College District

ADMINISTRATIVE PROCEDURE

AP 2745

Board Self Evaluation

Last Revised: March 15, 2018
Last Reviewed: March 15, 2018

Board Member Name _____ Date _____

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

Standard I. The institution demonstrates strong commitment to a mission that emphasizes student learning and student achievement. Using analysis of quantitative and qualitative data, the institution continuously and systematically evaluates, plans, implements, and improves the quality of its educational programs and services. The institution demonstrates integrity in all policies, actions, and communication. The administration, faculty, staff, and governing board members act honestly, ethically, and fairly in the performance of their duties.

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

- 1. I withhold judgement and consider all available data before making a decision. Score _____
- 2. The Board acts in a professional manner and treat all fairly. Score _____
- 3. The Board is aware of the equity gaps that exist among student populations. Score _____

Comments:

Standard I-A-4. The institution articulates its mission in a widely published statement approved by the governing board. The mission statement is periodically reviewed and updated as necessary. (ER 6)

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

- 4. I understand the role, mission, and vision of Butte College. Score _____
- 5. The full Board understands and supports the mission and vision of Butte College. Score _____

Comments:

Standard IV-C-1. The institution has a governing board that has authority over and responsibility for policies to assure the academic quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution. (ER 7)

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

- 6. I am familiar with the Board Policies related to the role and responsibilities of the Board of Trustees. Score _____
- 7. I support the Board's policies related to the mission, financial management, and stability of the District. Score _____

Comments:

Standard IV-C-2. The governing board acts as a collective entity. Once the board reaches a decision, all board members act in support of the decision.

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

- 8. I accept the authority of the majority of the Board and support the decision even when I do not agree with the decision. Score _____
- 9. I am listened to when I offer input during Board discussions. I am being heard. Score _____
- 10. My opinions and input are respected as all other Trustees. Score _____

Comments:

Standard IV-C-3. The governing board adheres to a clearly defined policy for selecting and evaluating the CEO of the college and/or the district/system.

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

- 11. I understand and support the Board's policy regarding the recruitment, selection, and the evaluation of the President/Superintendent. Score _____
- 12. The Board's policy regarding the selection and evaluation of the President/Superintendent fair and equitable. Score _____
- 13. My input concerning the President/Superintendent's performance considered by the full Board. Score _____

Comments:

Standard IV-C-4. The governing board is an independent, policy-making body that reflects the public interest in the institution's educational quality. It advocates for and defends the institution and protects it from undue influence or political pressure. (ER 7)

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

- 14. I represent the entire College district and make decisions based upon the good for all our citizens. Score _____
- 15. I support students in our College that may need extra assistance to be successful. Score _____
- 16. I defend the College and the President/Superintendent from unjust criticism or influence by special interest groups. Score _____
- 17. I assist the District in gaining community support when appropriate. Score _____

Comments:

Standard IV-C-5. The governing board establishes policies consistent with the college/district/system mission to ensure the quality, integrity, and improvement of student learning programs and services and the resources necessary to support them. The governing board has ultimate responsibility for educational quality, legal matters, and financial integrity and stability.

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

18. I receive sufficient data in order to take the ultimate responsibility for the College's academic quality, institutional quality, and student success.

Score _____

19. I consider how a proposed Board policy will support student success when considering its adoption.

Score _____

20. I understand how the District's budget supports the mission of the College and student success.

Score _____

Comments:

Standard IV-C-6. The institution or the governing board publishes the board bylaws and policies specifying the board's size, duties, responsibilities, structure, and operating procedures.

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

21. The Board has adopted bylaws and policies specifying the size of the Board, the electoral districts, the duties of trustees, and the Board's operating procedures.

Score _____

22. I and my colleagues on the Board follow the adopted Board policies.

Score _____

Comments:

Standard IV-C-7. The governing board acts in a manner consistent with its policies and bylaws. The board regularly assesses its policies and bylaws for their effectiveness in fulfilling the college/district/system mission and revises them as necessary.

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

23. I receive and understand the District's financial information and review it to assure compliance with the Board's budget criteria.

Score _____

24. I study and understand the Board agenda and documentation to assure compliance with Board policies and the College's mission and goals.

Score _____

25. The Board acts consistently in accordance with Board policies and bylaws and periodically updates such policies when necessary.

Score _____

26. Trustees listen and communicate respectfully with each other, the President/Superintendent, and the public.

Score _____

Comments:

Standard IV-C-8. To ensure the institution is accomplishing its goals for student success, the governing board regularly reviews key indicators of student learning and achievement and institutional plans for improving academic quality.

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

27. I understand the College's student achievement data provided to the Trustees.

Score _____

28. The Board regularly reviews disaggregated student achievement data to assure student equity.

Score _____

29. The Board's goals for student achievement and success are rigorous and equitable.

Score _____

Comments:

Standard IV-C-9. The governing board has an ongoing training program for board development, including new member orientation. It has a mechanism for providing for continuity of board membership and staggered terms of office.

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

30. I keep myself adequately informed of educational matters on both the state and federal levels by participating in trustee educational programs and workshops and reading educational materials.

Score _____

31. The Board provides a sufficient orientation program for new trustees.

Score _____

32. Veteran Trustees assist new Trustees in becoming effective members of the Board.

Score _____

Comments:

Standard IV-C-10. Board policies and/or bylaws clearly establish a process for board evaluation. The evaluation assesses the board's effectiveness in promoting and sustaining academic quality and institutional effectiveness. The governing board regularly evaluates its practices and performance, including full participation in board training, and makes public the results. The results are used to improve board performance, academic quality, and institutional effectiveness.

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

33. The Board complete an annual Board Self-Evaluation.

Score _____

34. I use the results of the annual Board self-evaluation to recommend Board goals for improvement.

Score _____

Comments:

Standard IV-C-11. The governing board upholds a code of ethics and conflict of interest policy, and individual board members adhere to the code. The board has a clearly defined policy for dealing with behavior that violates its code and implements it when necessary. A majority of the board members have no employment, family, ownership, or other personal financial interest in the institution. Board member interests are disclosed and do not interfere with the impartiality of governing body members or outweigh the greater duty to secure and ensure the academic and fiscal integrity of the institution. (ER 7)

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

35. I understand and comply with the Board's Code of Ethics and the State's Conflict of Interest regulations.

Score _____

36. The Board periodically reviews the Board's Code of Ethics policy.

Score _____

37. I complete and file an annual Statement of Economic Interests (Form 700).

Score _____

Comments:

Standard IV-C-12. The governing board delegates full responsibility and authority to the CEO to implement and administer board policies without board interference and holds the CEO accountable for the operation of the district/system or college, respectively.

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

38. I channel my questions, concerns, and/or complaints through the President/Superintendent for review and report back to the Board if required.

Score _____

39. The Board delegated responsibility and authority to the President/Superintendent to implement its policies without interference and hold the President/Superintendent accountable for the operation of the District.

Score _____

40. I respect and value the professional judgement of the President/Superintendent.

Score _____

41. The Board, in consultation with the President/Superintendent, established a clear set of measurable goals against which the President/Superintendent is evaluated.

Score _____

Comments:

Standard IV-C-13. The governing board is informed about the Eligibility Requirements, the Accreditation Standards, Commission policies, accreditation processes, and the college’s accredited status, and supports through policy the college’s efforts to improve and excel. The board participates in evaluation of governing board roles and functions in the accreditation process.

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

42. I understand the accreditation process and standards that the College must comply with.

Score _____

43. I understand the student success standards adopted by the College to comply with the accreditation standards.

Score _____

44. The Board periodically evaluates the student success standards and performance.

Score _____

45. The Board annually assures its compliance with the accreditation standards for Board Governance.

Score _____

Comments:

Listed below are the current Board Goals, adopted in 2020-2021 On a scale of 1 to 5, with 5 being best, please indicate the degree to which the goal was achieved:

Goal	Ranking	Comments
Monitor the College’s enrollment and support programs that increase enrollment		
Evaluate and monitor the short and long-term impact of COVID-19 on health and safety, student access, instruction, student success, work conditions, and the budget.		
Monitor the impact of State Budget allocations to the College and adopt strategies that hold the College fiscally stable over the next several years in light of projected enrollments and the state's tenuous budget.		
Monitor and support Measure J and Glenn County capital projects implementation.		
Address the relationship between the District and the Foundation.		

Continue Board training on Accreditation and complete Board assignments required for the upcoming accreditation visit.		
Monitor and support the College's implementation of the Guided Pathways project and AB 705.		
Continue trustee training on community college issues and approaches through self-education, CCLC and CO professional development, and college study sessions/spotlight presentations.		
<ul style="list-style-type: none"> ○ Participate in the Trustee Fellowship Program to promote transformational change intended to improve student success and close equity gaps. 		

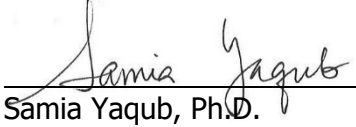
What practices or changes should the Board adopt to improve its performance?

Suggested Board Goals for next year:

Additional comments:

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

April 14, 2021

Subject: Proposed Revisions, Review, and Adoption of Board Policies	Item No: 21-8110 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Administration	Action Regular <input checked="" type="checkbox"/> Information Consent <input checked="" type="checkbox"/>
Submitted By: Samia Yaqub, Ph.D. Superintendent/President	Approved By:  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 Trustees McGinnis and Blacklock representing the Board.

Status

The enclosed policies have been reviewed as described above and are submitted to the Board as informational. Any suggestions for change will be incorporated into the final version which will be presented for approval at the May 2021 Board meeting.

Board Policy	Title	Action
BP 4010	Academic Calendar	Review
BP 4020	Program, Curriculum, and Course Development	Review
BP 4021	Program Vitality/Program Discontinuance	Rescind
BP 4025	Philosophy and Criteria for Associate Degree and General Education	Revised
BP 4030	Academic Freedom	Revised
BP 4040	Library Services	Revised
BP 4050	Articulation	Revised
BP 4055	CTE Transitions Articulation and Credit by Examination	Rescind
BP 4060	Delineation of Functions Agreements	Review
BP 4070	Auditing and Auditing Fees	Revised
BP 4100	Graduation Requirements for Degrees and Certificates	Revised
BP 4106	Nursing Programs	Review
BP 4110	Honorary Degrees	Revised
BP 4220	Standards of Scholarship	Revised
BP 4223	Human Subjects Research	Review
BP 4225	Course Repetition	New
BP 4226	Multiple and Overlapping Enrollments	Review
BP 4230	Grading and Academic Record Symbols	Review
BP 4231	Grade Changes	Review

Board Policy	Title	Action
BP 4235	Credit for Prior Learning	Review
BP 4240	Academic Renewal	Revised
BP 4250	Probation, Disqualification and Readmission	Review
BP 4260	Prerequisites and Co-requisites	Revised
BP 4300	Field Trips and Excursions	Review
BP 4400	Community Service Programs	Revised
BP 2435	Evaluation of the Superintendent/President	Revised
BP 3410	Nondiscrimination	Revised
BP 3430	Prohibition of Harassment	Revised
BP 3518	Child Abuse Reporting	Revised
BP 5035	Withholding of Student Records	Revised
BP 5500	Standards of Student Conduct	Revised
BP 7330	Communicable Disease - Employee	Revised



BP 2435 Evaluation of Superintendent/President

References: Accreditation Standard IV.C.3
[Education Code Section 87663](#)
Adopted: April 22, 2009
Last Revised: April 17, 2019
Last Reviewed: April 17, 2019

The appointment of the Superintendent/President will be made by the Board of Trustees for a period of time agreed upon by the Board and the Superintendent/President. Three years will be considered a normal contract period for revised contracts subject to a favorable review by the Board of the Superintendent/President's performance. The initial contract period will be at the discretion of the Board of Trustees, but will in no event exceed three years.

The Board shall conduct an evaluation of the Superintendent/President annually. Each year the President of the Board will appoint a committee of three Trustees to evaluate the performance of the Superintendent/President. These appointments will consist of the Board President, Vice President, and Immediate Past President. The review should reflect the full spectrum of Board opinion. Such evaluation shall comply with any requirements set forth in the contract of employment with the Superintendent/President as well as this policy and associated procedures.

The Board shall evaluate the Superintendent/President using an evaluation process as described in Administrative Procedure 2435. The criteria for evaluation shall be based on Board procedures, the Superintendent/President's job description, and performance goals and objectives jointly developed by the Board and the Superintendent/President.

A written report will be presented by the Board President for consideration by the full Board in closed session. The Superintendent/President will receive a copy of the report and will be invited to discuss the report with the Board.

In the final year of the contract, the Board will follow this policy and associated procedures, and if the review is favorable, a new contract will be negotiated to begin at the conclusion of the final year. If the review is negative the Superintendent/President will be given a terminal year.

See Administrative Procedure 2435



BP 3410 Nondiscrimination

References: Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;;
Title 5 Sections 53000 et seq. and 59300 et seq.;;
Penal Code Section 422.55;
Government Code Sections 12926.1 and 12940 et seq.;;
Title 2 Sections 10500 et seq.;;
Labor Code Section 1197.5;
ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard
Catalog Requirements

Adopted: May 22, 2013
Last Revised: April 17, 2019, May 2021
Last Reviewed: April 17, 2019

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he ~~/-of~~ she /they 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.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, immigration status, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veterans status, or because he ~~/-of~~ she /they is perceived to have one or more of the foregoing characteristics, or because of his ~~/-of~~ her /their association with a person or group with one or more of these actual or perceived characteristics.

The Superintendent/President or designee shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

See Administrative Procedure 3400



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, [May 2021](#)

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, [ethnicity](#), ancestry, [immigration status](#), 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 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~~11164 et seq.

Adopted: November 12, 2008

Last Revised: May 2021

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 4010 Academic Calendar

References: Education Code Section 70902(b)(12)

Adopted: June 24, 2009

Last Revised:

Last Reviewed: June 24, 2009, [May 2021](#)

The Board recognizes that the preparation of a calendar for the College's student learning program is necessary for orderly educational planning and efficient operation of the District.

The Superintendent/President shall, in consultation with the appropriate employee groups, submit annually for Board approval, an academic calendar for a subsequent year. The two regular academic terms in the calendar will consist of no fewer than 175 days.

The Superintendent/President may modify the calendar in consultation with the appropriate groups when such alteration is deemed advisable and in the best learning and safety needs of the District.

See Administrative Procedure 4010



BP 4020 Program, Curriculum, and Course Development

References: Education Code Section 70901(b), 70902(b), 78016
Title 5, Section 51000, 51022, 55100, 55130, 55150

Adopted: April 20, 2011

Last Revised: October 16, 2019

Last Reviewed: April 20, 2011; [May 2021](#)

The Board has responsibility for the curriculum of the District.

The Faculty Senate Curriculum Committee will review and approve all curriculum proposals in cooperation with the Vice President of Instruction. The Board shall rely primarily on the advice of the Academic Senate on all matters pertaining to the curriculum including instruction and student learning. The Board retains authority to approve all programs and curricula offered by the District. The Board authorizes the administration to establish minimum enrollment requirements and procedures for canceling scheduled classes.

The programs and curricula of the District will be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency, and conduciveness to student success. The Superintendent/President shall establish procedures in consultation with the Academic Senate and the Vice President of Instruction for development and review of all curricular offerings, including their establishment, modification, or discontinuance. The Program Review process will also be considered.

The procedures shall include:

- appropriate involvement of the Academic Senate, departments, and faculty in all processes;
- regular review and justification of programs, course descriptions, and content;
- opportunities for training for persons involved in curriculum development and review; and
- consideration of job market and other related information for vocational and occupational programs.

All new programs and program discontinuances shall be approved by the Board of Trustees.

All new programs shall be submitted to the California Community Colleges Chancellor's Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted education program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Credit Hour

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program.

The Superintendent/President will establish procedures which prescribe the definition of "credit hour" consistent with applicable Title 5 and federal regulations, as they apply to community college districts.

The Superintendent/President shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable. The Superintendent/President shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

See Administrative Procedure 4020



~~BP 4021~~ ~~Program Vitality/Program Discontinuance~~

References: Education Code Section 78106
 Title 5 Sections 51022, 55130
Adopted: September 15, 2010
Last Revised: [This policy is not legally required and is not part of the CCLC's vetted policies. The subject matter is covered under BP4020](#)
Last Reviewed: September 15, 2010

The Board of Trustees recognizes its responsibility to establish, maintain, and evaluate program quality, effectiveness and efficiency.

Because of the far-reaching consequences of decisions which influence programs and personnel, including faculty, staff, administrators, and especially students, the Board of Trustees cannot make programmatic decisions lightly. The Board will require substantive and persuasive data – collected over a reasonable period of time – in order to make decisions either for or against retaining programs.

The Vice President of Student Learning, in collaboration with the Academic Senate, shall develop those processes, procedures, and measures which will address Title 5, Section 51022: "College districts are required by current regulation and statute to develop a process for program discontinuance and minimum criteria for the discontinuance of occupational programs."

The Board must remember that all programs, when approved, were considered to be positive additions to the curriculum.

See Administrative Procedure 4021



BP 4025 **Philosophy and Criteria for Associate Degree and General Education**

References: Title 5 Section 55061
 Accreditation Standard II.A.3
Adopted: April 20, 2011
Last Revised: May 2021
Last Reviewed: April 20, 2011

Courses that are designated to fulfill the general education and depth requirements shall be congruent with the following philosophy:

The awarding of an Associate degree is intended to represent more than an accumulation of units. It recognizes a successful attempt on the part of the college and its faculty to lead students through patterns of learning experiences designed to develop the capabilities and insights requisite to educated citizenship in a democratic society. Among these are the ability to think critically and independently; to communicate clearly and effectively both orally and in writing; to apply mathematics; to understand the modes of inquiry of major academic disciplines; to understand and respect other cultures and ethnicities; to develop historical understanding; to achieve and act on insights gained through experience in thinking about ethical problems; to acquire an appreciation for the arts; to commit to a life of self-integration and wellness; to understand their civic responsibilities; and to develop the capacity for self-understanding and empathy for others. In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an Associate Degree, general education is designed to introduce students to the variety of means through which people comprehend the contemporary world. It reflects the conviction of higher education that those who receive their degrees must possess in common certain disciplines and habits of mind. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most importantly, general education should lead to a deeper understanding of the natural and human world and of the institutions that support civil society.

In establishing or modifying a general education program, methods shall be pursued to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in the proposed solutions to major problems facing society.

The Superintendent/President shall establish procedures to assure that courses used to meet general education and associate degree requirements will reflect the values and criteria of this general education philosophy. The procedures shall provide for Academic Senate advice and direction on the aims and outcomes of the general education program.

See Administrative Procedure 4025



BP 4030 Academic Freedom

References: Title 5, Section 51023;
Accreditation Standard [I.C.7, ACCJC Accreditation Eligibility Requirement 2011-A-7](#)
Adopted: May 25, 2011
Last Revised: [May 2021](#)
Last Reviewed: May 25, 2011

It is the responsibility of the Butte-Glenn Community College District to provide an institutional environment that encourages academic freedom and instills respect and commitment to the obligations required to maintain these freedoms.

Academic freedom represents the continual search for truth, and it includes protection for the teacher to teach and for the student to learn without coercion, censorship, or other forms of restrictive interference. Academic freedom recognizes that freedom to teach and freedom to learn imply both rights and responsibilities within the framework of the law. Free discussion and free access to information, therefore, are the heart of the continuing search for truth.

Academic freedom is the freedom to discuss all relevant matters in the classroom, to explore all avenues of scholarship, research, and creative expression, and to speak or write without institutional discipline or restraint on matters of public concern as well as on matters related to professional duties and the functioning of the College. Academic responsibility implies the faithful performance of professional duties and obligations, the recognition of the demands of the scholarly enterprise, and the candor to make it clear that when one is speaking on matters of public interest, one is not speaking for the institution.

There are no administrative procedures for this policy.



BP 4040 Library Services

References: Education Code Section 78100
 Civil Code Section 1798.90

Adopted: May 22, 2013

Last Revised: [May 2021](#)

Last Reviewed: May 22, 2013

The District shall maintain [regularly available](#) library services, [including online services](#), that are an integral part of the educational program and meet the standards of the Accrediting Commission for Community and Junior Colleges and the Reader Privacy Act.

There are no administrative procedures for this policy.



BP 4050 Articulation

References: Title 5, Section 51022(b); [Accreditation Standard II.A.10](#)
Education Code Sections 66720-66744.

Adopted: June 23, 2010

Last Revised: [May 2021](#)

Last Reviewed: June 23, 2010

The Superintendent/President shall establish procedures that allow for articulation of the District's educational programs with proximate high schools and baccalaureate granting institutions. The procedures may also support articulation with institutions, including community colleges, that are not geographically proximate but that are appropriate and advantageous for partnership with the District in fostering student opportunity.

See Administrative Procedure 4050



BP 4055 ~~CTE Transitions Articulation and Credit by Examination~~

References: Title 5, Section 51022(b), 55050, 55051,

Adopted: May 22, 2013

Last Revised: This policy is not legally required and is not part of the CCLC's vetted policies. The subject matter is covered under BP4050

Last Reviewed: May 22, 2013

Title 5 grants authority to the Board to award credit to high school students enrolled in articulated courses. The Superintendent/President shall develop procedures for developing articulation agreements and the awarding of college credit through CTE transitions articulation and credit by examination.

See Administrative Procedure 4055



BP 4060 Delineation of Functions Agreements

References: Education Code Sections 8535 and 8536

Adopted: March 24, 2010

Last Revised:

Last Reviewed: March 24, 2010, [May 2020](#)

Whenever a mutual agreement either with a school district or other educational entity relating to responsibility for noncredit continuing education programs is required by state law, the Superintendent/President shall present an appropriate Memorandum of Understanding to the Board for approval.

There are no administrative procedures for this policy.



BP 4070 Auditing and Auditing Fees

References: Education Code Section 76370

Adopted: June 23, 2010

Last Revised: May 2021

Last Reviewed: June 23, 2010

Students may audit courses.

Any authorized fees must be paid. Audit fees are non-refundable.

The fee for auditing courses shall be no more than \$15.00 per unit. Students enrolled in classes to receive credit for ten (10) or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

A student who enrolls on an audit basis is not awarded either a grade or credit.

No student who begins auditing a course shall be permitted to change his/~~or~~ her/their enrollment to receive credit for the course.

Priority in class enrollment shall be given to students enrolled in the course for credit towards a degree or certificate. A student attending a class on an audit basis may be disenrolled to provide room for regularly enrolled students when necessary.

See Administrative Procedure 4070



BP 4100 Graduation Requirements for Degrees and Certificates

References: Education Code Section 70902(b)(3)
 Title 5, Sections 55060 et seq.
Adopted: September 14, 2011
Last Revised: April 17, 2019, May 2021
Last Reviewed: April 17, 2019

The District grants the degrees of Associate in Arts, ~~and~~ Associate in Science, and Associate Degree for Transfer to those students who have completed the subject requirements for graduation and who have maintained a 2.0 grade average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 16 or more semester units of degree-applicable course work designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented either to career or general education.

The Vice President of Student Learning shall collaborate with the Academic Senate to establish procedures to determine degree and certificate requirements that include appropriate involvement of the college Curriculum Committee. The procedures shall ensure that graduation requirements are published in the college catalog and included in other resources that are convenient for students.

See Administrative Procedure 4100



BP 4106 Nursing Programs

References: Education Code Sections 66055.8, 66055.9, 70106, 70120, 70125, 70128.5,
78260,78261.5, 87482, 89267, 89267.3, 92645;
Title 5 Sections 55060, et seq;
Health and Safety Code Section 128050

Adopted: April 20, 2011

Last Revised:

Last Reviewed: April 20, 2011, [May 2020](#)

Nursing students who have already earned a baccalaureate or higher degree from a regionally accredited institution of higher learning are not required to complete any general education requirements. Instead, these students only need to complete the coursework necessary for licensing as a registered nurse.

The District shall consider all of the following when screening nursing students: academic degrees or diplomas, or relevant certificates, held by the applicant; and grade point average in relevant coursework.

Loan assumption agreements may be awarded to undergraduate and graduate students with demonstrated academic ability.



BP 4110 Honorary Degrees

References: Education Code Section 72122

Adopted: April 20, 2011

Last Revised: [May 2021](#)

Last Reviewed: April 20, 2011

Honorary degrees may be awarded at commencement or some other equally appropriate time. The Board must approve the names of persons receiving honorary degrees.

The Superintendent/President, in collaboration with the Vice President for [Instruction](#)~~Student Learning~~ and the Academic Senate, shall establish procedures and criteria for awarding honorary degrees.

See Administrative Procedure 4110



BP 4220 Standards of Scholarship

References: Education Code Section 70902 subdivision (b)(3); Title 5 Sections 51002, 55020 et seq., 55031 et seq., 55040 et seq., and 55050 et seq.
Adopted: April 20, 2011
Last Revised: April 17, 2019; [May 2021](#)
Last Reviewed: April 17, 2019

The Superintendent/President or designee shall develop procedures, in collaboration with the Vice President for Instruction and the Academic Senate, that establish standards of scholarship consistent with the provisions of Title 5 Sections 51002, 55020 et seq., 55030 et seq., 55040 et seq., 55050 et seq., and Board policy.

These procedures shall address: grading practices, academic record symbols, grade point average, credit [by examination for prior learning](#), academic and progress probation, academic and progress dismissal, academic renewal, course repetition, limits on remedial coursework, and grade changes.

These procedures shall be described in the college catalog.

See Administrative Procedure 4220



BP 4223 Human Subjects Research

References: US Title 45, Code of Regulations, Part 46

Adopted: August 4, 2010

Last Revised:

Last Reviewed: August 4, 2010, May 2021

The Board recognizes that a function of higher education is to engage in research in the pursuit of new knowledge regarding the physical, biological, and social worlds of humanity. To this end the Board directs the Superintendent/President or designee to collaborate with the Academic Senate in developing procedures for the protection of human subjects in research conducted within the college or off campus by members of the college community.

See Administrative Procedure 4223



BP 4225 Course Repetition

References: Title 5 Section 55040-55042; 55044, 580161

Adopted: May 2021

Last Revised:

Last Reviewed:

Students may repeat courses in which substandard grades (less than "C," and including "FW") were earned. The Board has determined reasonable limitations on course repetition as described in AP 4225 titled Course Repetition.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

See Administrative Procedure 4225



BP 4226 Multiple and Overlapping Enrollments

References: Title 5, Section 55007

Adopted: September 14, 2011

Last Revised:

Last Reviewed: September 14, 2011, [May 2021](#)

The Superintendent/President shall establish procedures to ensure that students may only enroll in two or more sections of the same credit course during the same term if the length of the course provides that the student is not enrolled in more than one section at any given time.

Students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5, Section 55007.

See Administrative Procedure 4226



BP 4230 Grading and Academic Record Symbols

References: Title 5, Section 55023

Adopted: April 20, 2011

Last Revised:

Last Reviewed: April 20, 2011, [May 2020](#)

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the college catalog and made available to students. The grading system shall include the "FW" grade for unofficial withdrawal.

See Administrative Procedure 4230



BP 4231 Grade Changes

References: Education Code Sections 76224 and 76232
 Title 5 Section 55025

Adopted: April 20, 2011

Last Revised:

Last Reviewed: April 20, 2011, May 2021

The Superintendent/President shall implement procedures to ensure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Procedures for students to challenge the correctness of grades.
- Installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems to those whose positions require such access
- Discipline for students or staff who are found to have either gained access to grade records without proper authorization or to have changed grades without proper authorization.
- Notice to students, faculty, transfer institutions, accreditation agencies, and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

See Administrative Procedure 4231, Board Policy 3310, BP and AP 5040



BP 4235 Credit for Prior Learning

References: Title 5 Section 55050

Adopted: February 29, 2012

Last Revised:

Last Reviewed: February 29, 2012, May 2021

Credit may be earned by students who satisfactorily pass authorized examinations. The Superintendent/President shall establish administrative procedures in consultation with the Vice President of Instruction and Academic Senate to implement this policy.

See Administrative Procedure 4235



BP 4240 Academic Renewal

References: Title 5, Section 55044

Adopted: April 20, 2011

Last Revised: May 2021

Last Reviewed: April 20, 2011

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability.

The Superintendent/President shall establish administrative procedures, in consultation with the Academic Senate and the Vice President for Student Learning Instruction, that provide for academic renewal.

See Administrative Procedure 4240



BP 4250 Probation, Dismissal, and Readmission

References: Education Code Section 70902 subdivision (b)(3);
Title 5 Sections 55031-55034

Adopted: April 20, 2011

Last Revised: October 16, 2019

Last Reviewed: April 20, 2011, [May 2021](#)

Probation

There are two kinds of probation at Butte College: Academic and Progress.

A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if he or she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W" (withdrew), "I" (incomplete), and "NP" (not passed) were recorded reaches or exceeds 50 percent.

A student who is placed on probation may submit an appeal in accordance with procedures to be established by the Superintendent/President.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W", "I", and "NP" drops below 50 percent.

Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three (3) consecutive semesters. (For purposes of this policy, semesters shall be considered consecutive on the basis of the student's enrollment, so long as the break in the student's enrollment does not exceed one full primary term.)

A student who is on progress probation shall be subject to dismissal if the student has completed less than 50% of coursework in three (3) consecutive semesters.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student continued on probation if the student either shows evidence of extenuating circumstances or shows significant improvement in academic achievement.

Readmission

A student who has been dismissed may either request reinstatement or file an appeal that indicates extenuating circumstances have changed. Readmission may be granted, granted with stipulations, denied, or postponed according to criteria contained in administrative procedures.

The Superintendent/President shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

See Administrative Procedure 4250



BP 4260 Pre-Requisites and Co-Requisites

References: Title 5, Sections 55000 and 55003

Adopted: April 20, 2011

Last Revised: May 2021

Last Reviewed: April 20, 2011

The Superintendent/President or designee is authorized to establish, in collaboration with the Academic Senate, the Curriculum Committee, and the Vice President for **Student Learning Instruction**, prerequisites, co-requisites, and advisories on recommended preparation for courses in the curriculum. All such prerequisites, co-requisites, and advisories shall be established in accordance with the standards set out in Title 5. Any prerequisites, co-requisites, or advisories shall be necessary and appropriate for achieving the purpose for which they are established.

The procedures shall include a way in which a prerequisite or co-requisite may be challenged by a student on grounds permitted by law. Prerequisites, co-requisites, and advisories shall be identified in college publications available to students.

See Administrative Procedure 4260



BP 4300 Field Trips and Excursions

References: Title 5, Section 55220;
 Government Code Section 11139.8

Adopted: April 20, 2011

Last Revised: April 17, 2019

Last Reviewed: April 17, 2019, May 2021

The Superintendent/President shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant, or categorical program funds if the funds are used consistently with the funding source. Any out of state student travel requires approval from the Board of Trustees. The expenses of instructors, chaperones, and other personnel traveling with students may be paid from District funds.

While on field trips and excursions, students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

See Administrative Procedure 4300



BP 4400 Community Services Programs

References: Education Code Section 78300

Adopted: April 20, 2011

Last Revised: May 2021

Last Reviewed: April 20, 2011

The District may ~~maintain~~ offer a community services program that offers classes in civic, vocational, literacy, health, homemaking, technical, and general education, including but not limited to classes in the fields of music, drama, art, handicraft, nature study, nature contacting, aquatic sports, and athletics.

The community services program shall be designed to contribute to the physical, mental, aesthetic, moral, economic, or civic development of the individuals or groups enrolled in it. Community services classes shall be open for admission of adults and of minors who can benefit from the programs.

No General Fund moneys may be expended to establish or maintain community services classes. Students involved in community services classes shall be charged a fee not to exceed the cost of maintaining the classes. Classes also may be offered for remuneration by contract or with contributions or donations of individuals or groups.

There are no administrative procedures for this policy.



BP 5035 Withholding of Student Records

References: Title 5, Section 59410

Adopted: December 10, 2008

Last Revised: May 2021

Last Reviewed: December 10, 2008

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, ~~transcripts~~, diplomas, and registration privileges withheld.

See Administrative Procedure 5035



BP 5500 Standards of Student Conduct

References: Education Code Sections 66300, 66301;
Accreditation Standard I.C.8 and 10

Adopted: December 10, 2008

Last Revised: October 16, 2019, [May 2021](#)

Last Reviewed: December 10, 2008

The Superintendent/President shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations. The procedures shall be made widely available to students through the college catalog and other means.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student, except for conduct that constitutes sexual harassment under Title IX, which shall be addressed under BP 3433 Prohibition of Sexual Harassment under Title IX:

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the college president.
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to District property or to private property on campus.

- Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
- Sexual assault or sexual exploitation regardless of the victim's affiliation with the District.
- Committing sexual harassment as defined by law or by District policies and procedures.
- Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, immigration status, or any other status protected by law.
- Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
- Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
- Dishonesty, forgery, alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
- Unauthorized entry upon or use of college facilities.
- Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions.
- Engaging in expression which is obscene; libelous, or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

See Administrative Procedure 5500



BP 7330 Communicable Disease

References: Education Code Sections 87408; 87408.6; 88021

Adopted: November 12, 2008

Last Revised: October 16, 2019, May 2021

Last Reviewed: November 12, 2008

All newly hired academic employees shall have on file a medical certificate indicating freedom from communicable diseases unfitting the employee to instruct or associate with students, including tuberculosis. No academic employee shall commence service until such medical certificate has been provided to the District.

All newly hired employees must show that within the past 60 days they have submitted to a tuberculosis risk assessment and, if risk factors are present, been examined to determine that they are free from active tuberculosis. If risk factors were present at the tuberculosis risk assessment, and an examination occurs, after the examination the employee shall provide the District with a certificate from the employee's examining physician showing that the employee was examined and found to be free from active tuberculosis.

All employees shall be required to undergo an examination within four years of employment and every four years thereafter, to determine if they are free from tuberculosis.

See Administrative Procedure 7330