



## NOTICE OF REGULAR MEETING

November 17, 2021 | 1:00 p.m.

District Board Room  
Student and Administrative Service Building

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

### AGENDA

#### 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. Margarita Vasquez, Student Trustee

#### Pledge of Allegiance to the Flag

#### 1. Agenda Approval

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#### 2. Spotlight Presentation

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Enrollment Management

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

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

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

#### 4. Approval of Consent Agenda

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Approval of Minutes October 13, 2021	Action	
Approval of Minutes November 4, 2021 (Special)	Action	
Approval of Warrants	Action	21-8190
Ratification of Contracts	Action	21-8191
Approval of Use of Alcohol for Athletic Fundraiser	Action	21-8192
Adoption of REVISED 2022-2023 Academic Calendar	Action	21-8193
Approval of New Courses	Action	21-8194
Approval of Certificate of Achievement in Professional Accountant	Action	21-8195
Approval of Certificate of Achievement in Early Childhood Infant and Toddler Teacher	Action	21-8196
Approval of Certificate of Achievement in Early Childhood Site Supervisor	Action	21-8197

Approval of Certificate of Achievement in Early Childhood Special Education Teacher	Action	21-8198
Approval of Associate of Science in Business Administration for Transfer Degree 2.0	Action	21-8199
Approval and/or Ratification of Personnel Actions <u>Management</u> <i>Employment and working out-of-class</i> <u>Academic</u> <i>Employments and Assignments</i> <u>Classified Employees</u> <i>Employments, reclassification, working out-of-class, and permanent increases</i> <u>Temporary Employees</u> <i>Substitutes, professional experts, and volunteers</i>	Action	21-8200

## 5. **Information-Reports**

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

## 6. **Communications from the Public**

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

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

## 7. **Administration**

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Consideration of Board Policy 5900: COVID-19 Vaccination for Students	Action	21-8201
Review of Accreditation Institutional Self-Evaluation Report (ISER)	Information	21-8202

## 8. **Contracts**

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Approval of Contracts	Action	21-8203
Approval of Contract Award for Bid CNC Laser Cube Cutting System Equipment	Action	21-8204
Approval of Contract to Purchase Information Technology Goods and Services from Rainforest QA, Inc. utilizing California Multiple Award Schedule Number 3-18-70-3509A	Action	21-8205

## 9. **Finance**

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Board Criteria for 2022-23 Budget Development	Information	21-8206
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## 10. **Human Resources**

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Resolution 806 Reduction of Classified Services 2021-2022 Academic Year	Action	21-8207
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## 11. **Labor Relations**

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Initial Proposal between the Butte-Glenn Community College District and CSEA, Chapter 511 for Collective Bargaining Agreement 2022-25	Information	21-8208
Initial Proposal between the Butte-Glenn Community College District and the Butte College Police Officers Association for Collective Bargaining Agreement 2022-25	Information	21-8209

**12. Superintendent/President Search**

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Appointment to Screening and Interviewing Committees for the Superintendent/President Search	Action	21-8210
Approval of Class Specifications (Job Description) for the Superintendent/President	Action	21-8211

**13. Future Dates**

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December 15, 2021	Regular Meeting	Main Campus	1:00 p.m.
January 26, 2022	Special Retreat	Main Campus	10:00 a.m.
January 26, 2022	Regular Meeting	Main Campus	3:00 p.m.
February 16, 2022	Regular Meeting	Glenn County	1:00 p.m.

**14. Closed Session**

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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 54957.6:

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

Pursuant to Government Code Section 54957:

- c. PUBLIC EMPLOYEE EMPLOYMENT  
Superintendent/President
- d. EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT

Pursuant to Government Code Section 54956.95:

- e. LIABILITY CLAIM – Update on claims filed against the District  
Claimant: Susan Dawson  
Agency: Butte-Glenn Community College District
- f. LIABILITY CLAIM – Update on claims filed against the District  
Claimant: Donald Finkbiner  
Agency: Butte-Glenn Community College District

**15. Adjournment**

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

October 13, 2021

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The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, October 13, 2021 at 1:00 PM, in the Board Room at Butte College in Oroville, California.

**Board Members Present** 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. Margarita Vasquez, Student Trustee

**Board Member Absent** None

**Staff Members Present** Dr. Samia Yaqub, Superintendent/President  
Dr. Peter Gitau, Vice President  
Mr. Greg Stoup, Vice President  
Mr. Andy Suleski, Vice President  
Ms. Shannon McCollum, Executive Asst to the President and Board  
Dr. Bob White, President Academic Senate  
Mr. Peter Dahl, President Classified Senate  
Ms. Denise Adams, Dean of Instruction  
Mr. Mark Allen, Supervisor, Facilities Planning & Management  
Ms. Wendy Bocast, Admin Secretary  
Mr. Greg Bujor, Facilities Planning & Management  
Mr. Jim Butler, Facilities Planning & Management  
Ms. Melissa Cafferata-Ainsworth, Asst to VP of Student Services  
Mr. Casey Carlson, Chief of Police  
Ms. Liz Connors, Manager Information Tech  
Ms. Lisa DeLaby, Director Institutional Advancement  
Ms. Connie Dickens, Admin Secretary  
Ms. Michelle Dodele-Monnot, Bus Operator  
Mr. David Dow, Transportation Mechanic  
Ms. Karla Guzman, Student Activities Specialist  
Mr. Mike Hasbrough, Facilities Planning & Management  
Mr. Tony Hernandez, Facilities Planning & Management  
Ms. Mallory Holt, Admin Secretary  
Mr. Kim Hong, Representing CSEA  
Ms. Kim Jones, Director Facilities Planning & Management  
Ms. Christie Lee, Supervisor Tech Services Facilities Planning  
Mr. Chris Little, Ex Director Human Resources  
Ms. Jeannie Lybbert, Asst Director Financial Aid & Vet Services  
Ms. Carrie Monlux, Dean of Instruction  
Mr. Peter Monnot, Transportation Mechanic  
Ms. Kristie Nash, Manager Business Contracts/Risk Mgmt

Ms. Tanna Neilsen, Program Administrator  
Mr. Curtis Pahlka, Title IX Coordinator  
Ms. Annie Rafferty, Director Contract Ed Training & Development  
Mr. Don Robinson, Dean of Instruction  
Mr. Tray Robinson, Inclusion Diversity Equity & Anti-Racism Officer  
Mr. Christopher Schoof, Bus Operator  
Ms. Tammera Shinar, Dean Student Services  
Mr. David Shippen, Director CCC Tech Center  
Ms. Connie Smart, Bus Operator  
Ms. Tessa St. John, Admin Secretary  
Ms. Melody Stockwell, Director Kinesiology & Athletics  
Mr. Pat Tavelli, Facilities Planning & Management  
Ms. Llael Valle, EOPS Counselor  
Ms. Shaaron Vogel, BCEA Representative  
Dr. Andrea White, Biological Science Instructor  
Mr. Pete Yang, Facilities Planning & Management  
Ms. Linda Zorn, Ex Director, Economic & Workforce Development

### **Guests**

Mr. Anson Burgdorf, Associated Students, Tech Officer  
Ms. Elise Theriault, Associated Students President  
Ms. Tara Purcell, Associated Students VP of Internal Affairs  
Mr. Joe Hendrix, Deputy Superintendent of Sutter County Schools  
Mr. Eric Pomeroy Director, ROP & Adult Ed Sutter Co. Schools  
Mr. Ron Sherrod, Asst Superintendent, Bus. Svcs of Sutter Co. Schools

### **Pledge of Allegiance to the Flag**

Trustee Boss led the Pledge of Allegiance to the Flag.

#### **1. Agenda Approval**

It was moved by Trustee Blacklock, seconded by Trustee Boeger, to approve the agenda as presented.  
Motion carried unanimously. Student Trustee – aye.

#### **2. Spotlight: Sabbatical Update**

Vice President Virginia Guleff introduced Dr. Andrea White to give an updated on the research conducted while she was on sabbatical. Dr. White thanked the Trustees for the opportunity to take a sabbatical. She discussed her research on creating course-based undergraduate research experiences in Cellular and Molecular Biology.

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

There were no public comments.

#### **4. Approval of Consent Agenda, Item 21-8176 to 21-8181**

It was moved by Trustee McGinnis, seconded by Trustee Massa, to approve the consent agenda.  
Motion carried unanimously. Student Trustee – aye.

#### **5. Information Reports**

##### **Academic Senate President's Report** – Bob White, President

Dr. White stated faculty have concerns about COVID safety in the classroom. The safety of all should be the District's main concern. Academic Senate will keep finals week the same as the standard schedule. Dr. White announced that Donna Davis is the new Curriculum Committee Chair.

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

Mr. Dahl stated Classified Senate approved the ISER. They also received a training on the new Two-Factor authentication. They will have a fundraiser on Oct 28 at T-Bar.

**Student Trustee Comment** – Margarita Vasquez

Ms. Vasquez reminded the board that this is Hispanic/Latinx month. She listed various Halloween events on campus. Associated Students are looking at increasing campus connections through student clubs. She stated her concerns about the student vaccination requirement. The concerns addressed equity, diversity, respect, and misconceptions about the vaccines. She had questions about surveying students and how testing would be regulated.

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

Dr. Yaqub stated events on campus and virtually have increased including fall sports and art gallery shows. Dr. Yaqub updated the Board about events on campus including the Diversity Speaker Series, Latinx Heritage Month, Queer Week, Indigenous People’s Day, and Undocumented Student Action Week. She updated the Trustees on the K-12 Strong Workforce program as well as the progress on implementing Board Policy 2900: Employee Vaccinations. She concluded her report with the introduction of our new Chief Technology Officer, Chioma Ndubuisi.

**Board Comments**

Board President Dahlmeier appointed Trustees McGinnis (chair), Boss, and himself to serve on a subcommittee to make recommendations to the full Board on the search process for the new Superintendent/President. Trustee McGinnis stated multiple CEO searches are happening at other colleges. Trustee Krepelka stated certificate programs are an important service for our community. Trustee Blacklock thanked Dr. Yaqub for her leadership.

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

Michelle Dodele-Monnot, a Bus Operator for Butte College, requested COVID testing for all staff. Shaaron Vogel, BCEA President, stated BCEA signed the MOU for testing faculty. She stated faculty do not feel safe in the classroom with unvaccinated students. Anson Burgdoff, Associated Students Tech Officer, stated vaccinated students on campus are fearful of unvaccinated students and recommended testing for everyone. Joe Hendrix, Deputy Superintendent of Sutter County Schools, feels that the Strong Workforce grant was wrongfully terminated. Ron Sherrod, Asst Superintendent of Business Services of Sutter Co. Schools, stated the audit report for Strong Workforce wasn’t conducted correctly and he returned the funds the District had requested. Shaaron Vogel, BCEA President, stated she was happy to see the District moving forward with testing and glad to see that all students and staff can be tested at any time.

7. **Contracts**

**Approval of Contracts, Item 21-8182**

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

Motion carried unanimously. Student Trustee – aye.

**Approval of Contract to Purchase Spirion LLC Support and Maintenance from SHI International Corp. utilizing California Participating Addendum Number 7-16-70-36, Item 21-8183**

It was moved by Trustee Krepelka, seconded by Trustee McGinnis, to approve the purchase of the required Spirion Support and Maintenance from SHI International Corp., utilizing California Participating Addendum Number 7-16-70-36, per the terms of the contract, for the term of December 10, 2021 through December 9, 2022, in the amount not to exceed \$133,662.82 and authorize District staff to execute the necessary contract documents related to the purchase of the required services from SHI International Corp. in accordance with Board Policy 6340 prior to ratification by the Board at a subsequent meeting.

Motion carried unanimously. Student Trustee – aye.

**Approval of Contract to Purchase Splunk Product from SHI International Corp. utilizing California Participating Addendum Number 7-16-70-36, Item 21-8184**

It was moved by Trustee Krepelka, seconded by Trustee Blacklock, to approve the purchase of the required Splunk Enterprise from SHI International Corp. utilizing California Participating Addendum Number 7-16-70-36, per the terms of the contract, for the term of December 27, 2021 through

December 26, 2022, in the amount not to exceed \$268,272.00 and authorize District staff to execute the necessary contract documents related to the purchase of the required product from SHI International Corp. in accordance with Board Policy 6340 prior to ratification by the Board at a subsequent meeting.

Motion carried unanimously. Student Trustee – aye.

## 8. **Student Services**

### **Open for Public Comment and Approval: REVISED College and Career Access Pathways (CCAP) Appendix which includes the addition of a dual enrollment online collaborative pilot for the 2021/22 school year at Gridley High School, Item 21-8185**

Board President Dahlmeier opened the meeting for public comment on the College and Career Access Pathway Appendix at 2:12 pm. Hearing no public comments, the session was closed at 2:13 pm.

It was moved by Trustee Boeger, seconded by Trustee Boss, to approve the revised CCAP Appendix which includes the addition of a dual enrollment online collaborative pilot for the 2021/22 school year at Gridley High School.

Motion carried unanimously. Student Trustee – aye.

## 9. **Administration**

### **Consideration of Resolution No. 805: Affirming Butte-Glenn Community College District's Commitment to Diversity, Equity, and Inclusion, Item 21-8186**

It was moved by Trustee McGinnis, seconded by Trustee Massa, to adopt Resolution No. 805 affirming Butte-Glenn Community College District's Commitment to Diversity, Equity, and Inclusion.

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

### **Consideration of Board Policy 5900: COVID-19 Vaccination for Students, Item 21-8187**

It was moved by Trustee McGinnis, seconded by Trustee Boeger, to adopt BP 5900: COVID-19 Vaccinations for Students as proposed.

Trustee McGinnis asked if there is criteria in place for canceling the testing and masking. Dr. Yaqub stated the District would follow local and state recommendations. Trustee McGinnis stated he wasn't opposed to testing everyone but doesn't know how that process would be managed. He stated this is a public health crisis and there are FDA approved vaccinations. Trustee Massa stated we have a duty to the college to protect and provide safety to everyone by following health protocols. Trustee Boeger stated UC and CSU mandate vaccinations for staff and students. He stated our policy is more relaxed which allows people options. Trustee Boss is in favor of testing everyone. Trustee Blacklock stated he wished there was a single source of accurate information everyone could rely on. Trustee Boeger understands the desire to test everyone but doesn't think it is feasible. Trustee Krepelka expressed a desire to find a middle ground to protect the most people. Trustee Blacklock requested more information on vaccinated individuals transmission rate.

Trustee McGinnis withdrew his motion to approve.

It was moved by Trustee Boeger, seconded by Trustee Massa, to postpone this item to the November Board Meeting.

Motion to postpone carried unanimously. Student Trustee – aye.

### **Adoption of Guidelines for Employment of Superintendent/President, Item 21-8188**

It was moved by Trustee Boss, seconded by Trustee McGinnis, to adopt Guidelines for Employment of Superintendent/President.

Motion carried unanimously. Student Trustee – aye.

10. **Closed Session**

The Board of Trustees of the Butte-Glenn Community College District met in closed session under authority of Government Code Section 54954.5.

During closed session the Board discussed item 11b.

Board President Dahlmeier reported there was no reportable action.

11. **Adjournment**

Board President Dahlmeier adjourned the meeting at 3:28 PM.



## MINUTES OF SPECIAL MEETING

November 4, 2021

The Board of Trustees of the Butte-Glenn Community College District met on Thursday, November 4 at 10:00 AM, in the Board Room at Butte College in Oroville, California.

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

**Board Member Absent** Mr. Rick Krepelka, Clerk

**Staff Members Present** Dr. Samia Yaqub, Superintendent/President  
Ms. Shannon McCollum, Executive Asst to the President and Board

**Guests** Dr. Marcia Nelson, Chief Medical Officer Enloe Medical Center

### **Pledge of Allegiance to the Flag**

Board President Dahlmeier led the Pledge of Allegiance to the Flag.

#### 1. **Agenda Approval**

It was moved by Trustee Boeger, seconded by Trustee Blacklock, to approve the agenda as presented. Motion carried unanimously. Trustee Krepelka absent.

#### 2. **Communications from the Public**

There were no public comments.

#### 3. **Study Session: COVID-19 and Vaccinations**

Dr. Yaqub introduced Dr. Marcia Nelson, the Chief Medical Officer for Enloe Medical Center. Dr. Nelson presented on COVID-19 and vaccinations. She stated that Butte County is only 56% vaccinated, which is well below the average for California. This is causing our area to be a hotspot for continued infections and increase in deaths. She stated the vaccines available are safe and the technology to create the vaccines have been around for over 30 years. In comparison to fully vaccinated people, unvaccinated individuals test positive for COVID-19 six times more and are dying from COVID-19 eleven times more than vaccinated individuals. COVID-19 affects all ages and although the younger population at Butte College are less likely to die, they can transmit it to immunocompromised individuals. Because vaccinated individuals are less likely to contract COVID-19, they are less likely to spread it. She stated that over 95% of Enloe physicians are vaccinated. Dr. Nelson recommends testing only unvaccinated individuals due to their higher transmission rate.

#### 4. **Superintendent/President Search**

##### **Contract Approval: Request for Proposal Award for Management of Search for Superintendent/President, Item 21-8189**

It was moved by Trustee McGinnis, seconded by Trustee Boss, to approve the award of the Superintendent/President Search Firm contract to Professional Personnel Leaders, Inc., per the contract terms and conditions, for \$30,000 and term of November 4, 2021 to June 30, 2022 and to authorize

the Board Search Committee Chair, Trustee McGinnis, to execute appropriate contract documents in accordance with Board Policy 6340.

Motion carried unanimously. Trustee Krepelka absent.

5. **Closed Session**

The Board of Trustees of the Butte-Glenn Community College District met in closed session under authority of Government Code Section 54954.5.

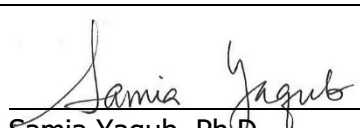
Board President Dahlmeier reported there was no reportable action.

6. **Adjournment**

Board President Dahlmeier adjourned the meeting at 12:02 PM.

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

**November 17, 2021**

<b>Subject:</b> Approval of Warrants	<b>Item No:</b> 21-8190 <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Category:</b> Finance	<b>Action</b> <input checked="" type="checkbox"/> <b>Regular</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Consent</b> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Vice President	<b>Approved By:</b>  Samia Yaqub, Ph.D. Superintendent/President

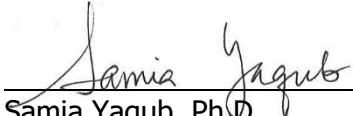
It is recommended that the Board of Trustees approve the vendor, payroll, and financial aid warrants for the period of September 27, 2021 to October 31, 2021.

<b>Type of Warrant</b>	<b>Check/Voucher Sequence</b>	<b>Total</b>
Vendor	675058 - 676058	\$ 11,621,987.38
Payroll	525484 – 525628	\$ 6,967,776.98
Financial Aid	350220 – 353413	\$ 3,879,748.30

Warrant registers are available for review in the Business Office.

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

**November 17, 2021**

<b>Subject:</b> Ratification of Contracts	<b>Item No:</b> 21-8191 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Contracts	<b>Action Regular</b> <input checked="" type="checkbox"/> <input type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Vice President	<b>Approved By:</b>  _____ Samia Yaqub, Ph.D. Superintendent/President

**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 October 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**  
**October 2021**

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
10/18/21	10/18/23	University of South Alabama	Learning opportunities for undergraduate and graduate nursing students of University	\$0.00	N/A	Nursing	Guleff
8/23/21	6/10/22	Chico Unified School District	Field Experience Partnership Agreement for Introduction to Education Program	\$0.00	N/A	Family & Community Services	Guleff
8/17/21	Until Terminated	Kirkwood Elementary School District	Field Experience Partnership Agreement for Introduction to Education Program	\$0.00	N/A	Family & Community Services	Guleff
8/17/21	Until Terminated	Richfield Elementary School	Field Experience Partnership Agreement for Introduction to Education Program	\$0.00	N/A	Family & Community Services	Guleff
9/7/21	Until Terminated	Wheatland School District	Field Experience Partnership Agreement for Introduction to Education Program	\$0.00	N/A	Family & Community Services	Guleff
9/20/21	12/2/21	Chelsea Cornell	Resource Family Applicant Training Module Development	(\$3,120.00)	Restricted General	Foster/Kinship Care & Education	Gitau
10/13/21	10/13/21	Charles Morris III	Presentation on Immigration Law and the LGBTQ+ Community	(\$200.00)	Restricted General	Student Equity & Achievement	Gitau
10/11/21	10/11/21	Liliana Vargas	Presentation for Indigenous Peoples' Day	(\$150.00)	Restricted General	Student Equity & Achievement	Gitau
10/11/21	10/11/21	Amber Noel-Camacho	Presentation for Indigenous Peoples' Day	(\$150.00)	Restricted General	Student Equity & Achievement	Gitau
10/18/21	11/17/21	Heidi Murray	Art Exhibition & Loan Agreement for Gallery Exhibit	\$0.00	Unrestricted General	Arts	Guleff
10/18/21	11/22/21	Wyatt Hersey	Arts Building Exterior Mural Painter	(\$18,000.00)	Fiduciary	Student Life	Gitau
10/18/21	11/22/21	Dylan Tellesen	Life Science Building Exterior Mural Painter	(\$10,000.00)	Fiduciary	Student Life	Gitau
10/1/21	11/7/21	Tatum Hazelton	Costume Designer	(\$400.00)	Foundation Agency Account	Drama	Guleff
10/1/21	11/7/21	Shamaya Sutton	Theater Technician	(\$750.00)	Foundation Agency Account	Drama	Guleff
10/11/21	10/11/21	Melissa Muganzo Murphy	Counseling Services for Coming Out Circles event	(\$350.00)	Restricted General	Student Equity	Gitau
10/16/21	10/16/21	Anson Burgdorf	DASH for Discovery Day	(\$56.00)	Restricted General	Welcome Center	Gitau
10/11/21	10/16/21	Results Radio	Radio promotion for Discovery Day	(\$2,000.00)	Restricted General	Welcome Center	Gitau
10/16/21	10/16/21	Snapshots Photo Booth	Photo Booth for Discovery Day	(\$550.00)	Restricted General	Welcome Center	Gitau
1/1/21	12/31/26	Temple University - Of the Commonwealth System of Higher Education	Dual Admission Agreement	\$0.00	Unrestricted General	International Recruitment	Gitau
10/1/21	5 years	SMILE Education Myanmar	International Recruiting Agent	(\$700.00)/student x 2 semesters	Unrestricted General	International Recruitment	Gitau
7/1/21	6/30/24	Chico Unified School District	College & Career Access Pathways Partnership Agreement	\$0.00	Restricted General	School Relations	Gitau
8/23/21	5/27/22	Chico Unified School District, Pleasant Valley High School	College & Career Access Pathways Partnership Agreement Appendix	(\$1,000.00)	Restricted General	School Relations	Gitau
8/23/21	5/27/22	Chico Unified School District, Chico High School	College & Career Access Pathways Partnership Agreement Appendix	(\$6,900.00)	Restricted General	School Relations	Gitau
8/23/21	5/27/22	Gridley Unified School District	College & Career Access Pathways Partnership Agreement Appendix	(\$3,400.00)	Restricted General	School Relations	Gitau
10/15/21	Upon Termination	Liebert Cassidy Whitmore	Agreement for Special Services	Expense based on Services used	Unrestricted General	Administration	Suleski
7/1/21	6/30/22	Creative Imaging	Freelance Photography Services	(\$5,000.00)	Unrestricted General	Institutional Advancement	Yaqub
Upon Course Access	Upon Completion	Shadow Health, Inc.	Shadow Health Digital Clinical Experience (Student Software)	(\$13,800.60)	Unrestricted General	Health Occupations	Guleff
9/10/21	12/30/21	Economic Modeling, LLC	Data Pulls for Pathways Website	(\$1,000.00)	Restricted General	North Far North Regional Consortium	Guleff

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

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
8/30/21	6/30/22	Nova Information Group	Consulting Services for Hobsons Starfish Implementation	(\$20,000.00)	Restricted General	Student Equity & Achievement	Gitau
10/11/21	10/11/21	YNME Creatives, LLC	Presentation for LatinX Heritage Month	(\$2,200.00)	Restricted General	Student Equity & Achievement	Gitau
Subscription Start	Until Terminated	DawnSignPress	Signing Naturally subscription	\$0.00	N/A	American Sign Language	Guleff
10/5/21	1 year	Hometown Ticketing, Inc.	Digital Ticketing & Event Management Software Service Agreement	Expense based on Percent of Ticket Sales	Foundation Agency Account	Kinesiology & Athletics	Guleff
Upon Download	17 months	TestOut Corporation	TestOut Server Pro 2016: Identity	(\$2,193.00)	Unrestricted General	Computer Science	Guleff
8/25/21	9/30/25	California Department of Parks & Recreation	Instructional Service Agreement Amendment for Courses Update	\$0.00	Unrestricted General	Career & Technical Education	Guleff
7/1/21	6/30/22	Butte County Office of Education	California Adult Education Program Allocation	(\$194,171.00)	Restricted General	Career & Technical Education	Guleff
7/1/21	6/30/22	Glenn County Office of Education	California Adult Education Program Allocation	(\$513,052.00)	Restricted General	Career & Technical Education	Guleff
7/1/21	6/30/22	Hamilton Unified School District	California Adult Education Program Allocation	(\$217,678.00)	Restricted General	Career & Technical Education	Guleff
7/1/21	6/30/22	Oroville Union High School District	California Adult Education Program Allocation	(\$1,208,644.00)	Restricted General	Career & Technical Education	Guleff
7/1/21	6/30/22	Paradise Unified School District	California Adult Education Program Allocation	(\$116,033.00)	Restricted General	Career & Technical Education	Guleff
7/26/21	6/30/22	Academy Trained	PG&E Utility Line Clearance Arborist Training Project	(\$69,200.00)	Restricted General	Contract Education	Guleff
10/8/21	6/30/22	Academy Trained	PG&E Utility Line Clearance Arborist Training Project	(\$88,700.00)	Restricted General	Contract Education	Guleff
7/1/21	6/30/22	Brain Friendly Dynamics	Training Services	(\$5,000.00)	Restricted General	Contract Education	Guleff
10/1/21	9/30/22	California Manufacturing Technology Consulting	Cost Share Subrecipient Agreement to provide consulting, customized on-site training, and consortia or group delivery services and trainings to emerging and existing manufacturing establishments in California Manufacturing Region 1	\$110,000.00 (\$100,000.00)	Restricted General	Contract Education	Guleff
10/11/21	10/23/21	CN Utility Consulting, LLC	Utility Line Clearance Pre-Inspector Pilot Training	(\$19,318.00)	Restricted General	Contract Education	Guleff
10/8/21	6/30/22	Glenn County Office of Education, Child & Family Services	Employee Training	\$700.00	Restricted General	Contract Education	Guleff
10/8/21	6/30/22	Housing Authority of Butte County	Employee Training	\$700.00	Restricted General	Contract Education	Guleff
10/20/21	6/30/22	Jamie Grettum	Training Services	(\$5,000.00)	Restricted General	Contract Education	Guleff
10/1/21	6/30/22	Margaret Schmidt Business Solutions	Training, Design, Special Project Management Services	(\$5,000.00)	Restricted General	Contract Education	Guleff
10/11/21	10/24/21	Lakeside Environmental Consultants, LLC	Utility Line Clearance Pre-Inspector Pilot Training	(\$12,410.00)	Restricted General	Contract Education	Guleff
8/16/21	6/30/22	Los Rios Community College District	PG&E Utility Line Clearance Arborist Training Project	(\$97,875.00)	Restricted General	Contract Education	Guleff
1/4/21	12/31/21	Windsor Chico Care Center	Employer Participation Agreement Employment Training Panel (ETP) Training Project	(\$24,012.00)	Restricted General	Contract Education	Guleff
9/28/21	12/31/21	Ibis Business Solutions, LLC	Business Consulting & Training Services	(\$25,000.00)	Restricted General	Small Business Development Center	Guleff
Upon Download	Until Terminated	Claris	FileMakerPro	(\$2,340.00)	Unrestricted General	Information Technology	Stoup
Upon Download	1 year	Parallels International GMBH	Parallels Desktop for Mac Pro Edition	(\$99.99)	Unrestricted General	Information Technology	Stoup

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

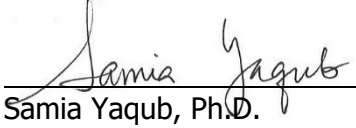
<b>Contract Effective Date</b>	<b>Contract Expiration Date</b>	<b>Contractor</b>	<b>Contract Purpose</b>	<b>Contract Value Revenue/(Expense)</b>	<b>Funding Source (Fund)</b>	<b>Originated by: District Department</b>	<b>Approved by: District Administrator</b>
10/19/21	10/18/22	Adobe Inc.	Adobe Sign Enterprise Services	(\$7,875.00)	Restricted General	CCC Technology Center	Stoup
7/1/21	6/30/22	Automatic Sync Technologies LLC	CaptionSync Platform Services	(\$18,000.00)	Restricted General	CCC Technology Center	Stoup
2/1/21	9/30/21	Computerland	Azure Subscription Usage Beyond Pre-Paid Commitment	(\$1,126.00)	Restricted General	CCC Technology Center	Stoup
10/20/21	Upon Purchase	Computerland	M365 EDU and Azure Subscription	(\$21,686.00)	Restricted General	CCC Technology Center	Stoup
10/1/21	9/30/22	Microsoft and Foundation for California Community Colleges	Enrollment for Education Solutions Contract and Campus and School Agreement for M365 EDU and Azure Subscription	\$0.00	Restricted General	CCC Technology Center	Stoup
9/28/21	9/27/22	Docker, Inc.	Docker Software Seats	(\$300.00)	Restricted General	CCC Technology Center	Stoup
Upon Download	1 year	HelpSystems LLC	Cobalt Strike Software	(\$2,585.00)	Restricted General	CCC Technology Center	Stoup
10/28/21	Upon Purchase	SHI International Corp.	JetBrains software	(\$4,115.66)	Restricted General	CCC Technology Center	Stoup
12/5/21	12/4/22	JetBrains Americas, Inc.	PhpStorm Commercial Subscription and IntelliJ IDEA Ultimate Commercial Subscription	\$0.00	Restricted General	CCC Technology Center	Stoup
7/1/21	6/30/22	Palomar College	System-Wide video on demand/streaming video, event coverage, video conferencing, e-conferencing, CCC Confer services and the Online Teaching Conference	(\$3,750,000.00)	Restricted General	CCC Technology Center	Stoup
10/28/21	Upon Payment	SHI International Corp.	Splunk Enterprise Term License with Standard Success Plan	(\$268,272.00)	Restricted General	CCC Technology Center	Stoup
12/27/21	12/26/22	Splunk, Inc.	Splunk Software License	\$0.00	Restricted General	CCC Technology Center	Stoup
10/1/21	Upon Payment	SHI International Corp.	TechSmith Maintenance Agreement Program Technical Support for Camtasia software	(\$110.19)	Restricted General	CCC Technology Center	Stoup
10/5/21	10/4/22	TechSmith Corporation	Camtasia Software	\$0.00	Restricted General	CCC Technology Center	Stoup
10/28/21	Upon Payment	SHI International Corp.	Veeam Standard Support Technical Support Veeam Backup & Replication Standard for VMware	(\$767.96)	Restricted General	CCC Technology Center	Stoup
11/27/21	11/26/22	Veeam Software Group GMBH	Veeam Products Licenses	\$0.00	Restricted General	CCC Technology Center	Stoup
1/1/22	6/30/22	Los Rios Community College District	Strong Workforce Program Allocation for NetLabs Maintenance	(\$18,000.00)	Restricted General	Strong Workforce Program	Guleff
1/1/22	6/30/22	Los Rios Community College District	Strong Workforce Program Allocation for Center of Excellence support for Labor Market Research and Assistance	(\$100,000.00)	Restricted General	Strong Workforce Program	Guleff
1/1/22	12/31/22	Mendocino County Office of Education	K12 Strong Workforce Program Pathway Coordinator Grant Agreement	(\$130,000.00)	Restricted General	Strong Workforce Program	Guleff
1/1/22	12/31/22	Plumas Charter School	K12 Strong Workforce Program Pathways Coordinator Grant Agreement	(\$130,000.00)	Restricted General	Strong Workforce Program	Guleff
1/1/22	12/31/22	Shasta County Office of Education	K12 Strong Workforce Pathway Coordinator Grant Agreement	(\$130,000.00)	Restricted General	Strong Workforce Program	Guleff
9/27/21	6/30/22	Accuarm Security Systems	Alarm Installation at new Glenn County Center	(\$6,224.00)	Capital	Facilities Planning & Management	Suleski

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

<b>Contract Effective Date</b>	<b>Contract Expiration Date</b>	<b>Contractor</b>	<b>Contract Purpose</b>	<b>Contract Value Revenue/(Expense)</b>	<b>Funding Source (Fund)</b>	<b>Originated by: District Department</b>	<b>Approved by: District Administrator</b>
1/3/22	5/30/22	California Renovation Carpet One	Carpet Replacement at Student Health Clinic	(\$10,027.06)	Restricted General	Facilities Planning & Management	Suleski
9/16/21	10/1/22	Frontier Consulting Engineers, Inc.	Engineer Services for AHPS Chiller Replacement	(\$30,000.00)	Restricted General	Facilities Planning & Management	Suleski
9/16/21	10/1/22	Frontier Consulting Engineers, Inc.	Engineer Services for FPM HVAC Upgrade	(\$60,000.00)	Restricted General	Facilities Planning & Management	Suleski
12/1/21	5/15/22	Hankins Group Inc.	Outdoor WIFI for Parking Lot 4	(\$54,000.00)	Restricted General	Facilities Planning & Management	Suleski
7/1/22	6/30/27	School Project for Utility Rate Reduction "SPURR"	Natural Gas Services	Expense based on usage	Unrestricted General	Facilities Planning & Management	Suleski
10/8/21	3/1/22	United Building Contractors, Inc.	Technology Remodel Change Order #10 to modify existing conduit support and provide grout in-fill at women's restroom	(\$17,879.10)	Measure J and Restricted	Facilities Planning & Management	Suleski
10/8/21	3/1/22	United Building Contractors, Inc.	Technology Remodel Change Order #11 to add power to drinking fountain	(\$727.26)	Measure J and Restricted	Facilities Planning & Management	Suleski
10/8/21	3/1/22	United Building Contractors, Inc.	Technology Remodel Change Order #12 to modify roof, grind concrete and install headers at entry doors	(\$56,284.77)	Measure J and Restricted	Facilities Planning & Management	Suleski
10/4/21	11/30/21	Voltage Specialists	Install Mass Notification System at Scenario Village	(\$11,445.00)	Measure J	Facilities Planning & Management	Suleski
5/1/22	6/30/22	Voltage Specialists	Security Cameras moved to new Glenn County Center	(\$21,905.00)	Capital	Facilities Planning & Management	Suleski
			<b>TOTAL REVENUE CONTRACTS</b>	<b>\$ 111,400.00</b>			
			<b>TOTAL EXPENSE CONTRACTS</b>	<b>\$ (7,656,082.59)</b>			

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

**November 17, 2021**

<b>Subject:</b> Approval of Use of Alcohol for Athletic Fundraiser	<b>Item No:</b> 21-8192 <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Category:</b> Instruction	<b>Action Regular</b> <input checked="" type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/>
<b>Submitted By:</b> Virginia L. Guleff Vice President	<b>Approved By:</b>  Samia Yaqub, Ph.D. Superintendent/President

**Background**

Board Policy 3560 provides that "The Superintendent/President or designee is authorized to enact procedure as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fundraising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with District procedures. Administrative Procedure 3560 provides that "only under certain circumstances is the possession, consumption, sale or use of alcohol permitted on campus."

**Status**

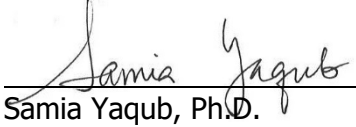
The Butte College Athletics Department will hold the annual Crab Feed Fundraiser in January 2022 to raise money to support the Athletics Department.

**Recommendation**

It is recommended that the Board of Trustees give approval for the Butte College Athletics Department to include alcohol as part of the Crab Feed Fundraiser.

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

**November 17, 2021**

<b>Subject:</b> Adoption of REVISED 2022-2023 Academic Calendar	<b>Item No:</b> 21-8193 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Instruction	<b>Action</b> <input checked="" type="checkbox"/> <b>Regular</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Consent</b> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Virginia L. Guleff, Vice President	<b>Approved By:</b>  Samia Yaqub, Ph.D. Superintendent/President

**Background**

The Board of Trustees must adopt academic calendars. The BCEA contract states in Section 3.14 that the "District agrees to negotiate on the calendar with Association in order to allow Association input prior to presentation to the Board for final decision."

**Status**

The Board of Trustees adopted the 2022-2023 Academic Calendar in May 2021. President Biden declared Juneteenth (June 19) a federal holiday on June 17, 2021 stating, "One hundred and fifty-six years ago, June 19th, 1865, a major general of the Union Army arrived in Galveston, Texas, to enforce the Emancipation Proclamation and free the last enslaved Americans in Texas from bondage. A day, as you all know, became known as Juneteenth. Juneteenth marks both the long, hard night of slavery and subjugation, and a promise of a brighter morning to come. This is a day of profound weight and profound power." The 2022-2023 Academic Calendar has been revised to account for this holiday.

Since Juneteenth falls on a weekend, it will be observed on Monday, June 20, 2022. The President's Leadership Team approved the revised calendar. In addition, Academic Senate, Classified Senate, and the Deans and Directors have each reviewed and approved the revision to the calendar.

**Recommendation**

It is recommended the Board of Trustees adopt the REVISED Academic Calendar for 2022-2023 as proposed.



# ACADEMIC CALENDAR *REVISED* 2022-2023

June 2022				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

SUMMER SESSION (23 days) 



Jan 2023	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

July 2022					1	2	
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

FALL (81 days)   
WINTER SESSION (15 days) (Jan 3 - Jan 20) 



Feb 2023				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28				

Aug 2022		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

FINALIS WEEK   
LEGAL/LOCAL HOLIDAYS (11 days) 



Mar 2023				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

Sept 2022					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

INSTRUCTIONAL BREAKS   
FACULTY INSTITUTE (2 days) 


Apr 2023							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						

Oct 2022							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

PROFESSIONAL DEVELOPMENT "FLEX" DAYS (11 days)   
NON-INSTRUCTIONAL SATURDAYS 

May 2023		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

Nov 2022			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

THANKSGIVING EVE   
*(Classes that end 6pm or later do not meet)*

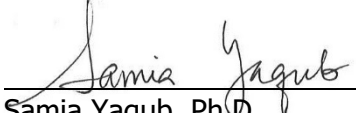
June 2023					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

Dec 2022					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

**BUTTE-GLENN COMMUNITY COLLEGE DISTRICT  
BUTTE COLLEGE**  
*(Administrative and Classified Staff will work all days except legal and local holidays and specified vacation days.)*

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

**November 17, 2021**

<b>Subject:</b> Approval of New Courses	<b>Item No:</b> 21-8194 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Office of Instruction	<b>Action</b> <input checked="" type="checkbox"/> <b>Regular</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Consent</b> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Virginia Guleff Vice President	<b>Approved By:</b>  _____ Samia Yaqub, Ph.D. Superintendent/President

**Background**

The courses described in the attached have been developed by the Computer Science and Music departments to update their present curriculum.

Computer Science Courses

These courses support server management, networking and connectivity knowledge which is standard to industry; these courses also support industry certification changes.

- CSCI 50 – Comp TIA Cloud+
- CSCI 51 – IT Fundamentals+
- CSCI 52 – IT Support Professional
- CSCI 53 – Server Administration
- CSCI 76 – Windows Hybrid Infrastructure and Services

Music Course

This noncredit course for older adults will be offered as a mirrored course to MUS 60. Provides opportunities for community members to participate in ensembles.

MUS 360 – Orchestra

**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**

### **Computer Science (CSCI)**

#### **CSCI 50 - CompTIA Cloud+**

**3 Unit(s)**

Transfer Status: CSU

34 hours Lecture

51 hours Lab

This course will give students the skills necessary to evaluate and implement standard cloud deployments. Students will use cloud technologies, including network, storage, and virtualization components, to create cloud solutions. Students will also manage workload migrations, manage cloud vendors to control costs, use automation and orchestration to bring business value from cloud solutions, and ensure cloud security. This course provides full coverage of the objectives for the CompTIA Cloud+ certification and will help prepare students to take the exam.

#### **CSCI 51 - IT Fundamentals+**

**1.5 Unit(s)**

Transfer Status: CSU

25.5 hours Lecture

This course will introduce students to some of the basic skills and frameworks of modern computing. It will include an overview of information technology infrastructure, software development, database use, installation of software, establishing basic network connectivity, and identifying/preventing basic security risks.

#### **CSCI 52 - IT Support Professional**

**3 Unit(s)**

Transfer Status: CSU

34 hours Lecture

51 hours Lab

This is a 5-module industry certification program to prepare for an entry-level customer support job in IT. It will provide an understanding of the soft skills required for customer service and technical support fundamentals, computer networking, being an operating systems power user, basics of systems administration and supporting infrastructure services, and IT security.

#### **CSCI 53 - Server Administration**

**3 Unit(s)**

Transfer Status: CSU

Prerequisite: CSCI 49 or Current A+ Certification or Department approval.

34.00 Lecture

51.00 Lab

This course will teach the skills necessary for server administrators and data center technicians to deploy, maintain, and troubleshoot servers. It will include installation and configuration, server hardening and security, troubleshooting, backups, disaster recovery, and high availability concepts.

#### **CSCI 76 - Windows Hybrid Infrastructure and Services**

**3 Unit(s)**

Transfer Status: CSU

Prerequisite: CSCI 49 or Current A+ Certification or Department approval.

34.00 Lecture

51.00 Lab

This course prepares students to configure advanced Windows Server services using on-premises, hybrid, and cloud technologies. Students will gain expertise in implementing and managing on-premises and hybrid solutions, including performing tasks related to security, migration, monitoring, high availability, troubleshooting, and disaster recovery. They will deploy, manage and secure Active Directory on-premises and in the cloud, manage server workloads and network infrastructure in a hybrid environment. Students will use administrative tools and technologies, such as Windows Admin Center, PowerShell, Azure Arc, Azure Automation Update Management, Microsoft Defender for Identity, Azure Security Center, Azure Migrate, and Azure Monitor.

### **MUSIC (MUS)**

#### **MUS 360 - Orchestra**

**0 Unit(s)**

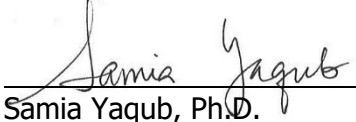
Transfer Status: NT

68 hours Lab

This course is for the study, rehearsal, and public performance of literature appropriate to the ensemble, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Choice of ensemble is based on each student's identified major instrument or voice. Non-credit.

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

**November 17, 2021**

<b>Subject:</b> Approval of Certificate of Achievement in Professional Accountant	<b>Item No:</b> 21-8195 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Office of Instruction	<b>Action</b> <input checked="" type="checkbox"/> <b>Regular</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Consent</b> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Virginia Guleff Vice President	<b>Approved By:</b>  Samia Yaqub, Ph.D. Superintendent/President

**Background**

This program is designed to assist students who want to learn necessary skills that are used in Accounting in the real world, as well as assisting those students who want to transfer by helping them with hands-on skills and software they will use as a CPA. It also contributes to the hours requirement for obtaining a CPA.

**Status**

The appropriate instructional areas on campus and the Curriculum Committee have approved the attached Certificate of Achievement in Professional Accountant.

**Recommendation**

It is recommended that the Board of Trustees approve the new Certificate of Achievement in Professional Accountant.

## **Certificate of Achievement Professional Accountant**

The Certificate of Achievement in Professional Accountant offers a selection of courses including first year college accounting as well as more advanced and specialized courses in Accounting software. Courses in this certificate provide skills which lead to a number of goals, including skills to assist in career development, advancement for those who are already employed, and skills needed by CPAs today. These courses are part of the AS Degree in Accounting and can be taken now to help you get employed in accounting as you enter the workforce or you may want to work in your field while you continue your studies.

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

- Students will perform transaction analysis, process accounting information, and prepare and analyze reports
- Students will prepare and interpret the four basic financial statements
- Students will apply various methods, including cost-volume-profit analysis, flexible budgeting, and decision-making in both manufacturing and service environments
- Students will use various methods, including net present value and time value of money to make capital budgeting decisions
- Students will learn the dominant small business accounting software QuickBooks and will learn how to calculate, report and understand the laws surrounding payroll which is vital to the success of companies

### **Program Requirements**

<b>Requirements</b>	<b>Dept. Name/ #</b>	<b>Title</b>	<b>Units</b>	<b>Sequence</b>
Required	ACCT 2	Financial Accounting	4	Yr 1 – Fall
Required	ACCT 4	Managerial Accounting	4	Yr 1 – Spring
Required	ACCT 30	Accounting Capstone	4	Yr 1 – Spring
Required	ACCT 100	QuickBooks Pro Comp Acctg	2	Yr 1 – Fall or Spring
Required	ACCT 110	Accounting for Payroll	3	Yr 1 – Fall or Spring

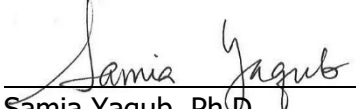
**Required Major Total: 17 Units**

**TOTAL UNITS: 17**

**Proposed Sequence: See above**

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

**November 17, 2021**

<b>Subject:</b> Approval of Certificate of Achievement in Early Childhood Infant and Toddler Teacher	<b>Item No:</b> 21-8196 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Office of Instruction	<b>Action</b> <input checked="" type="checkbox"/> <b>Regular</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Consent</b> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Virginia Guleff Vice President	<b>Approved By:</b>  Samia Yaqub, Ph.D. Superintendent/President

**Background**

Students who earn this certificate meet the core course requirements of the Master Teacher level of the California Child Development Permit with a specialization in infant and toddler care.

**Status**

The appropriate instructional areas on campus and the Curriculum Committee have approved the attached Early Childhood Infant and Toddler Teacher.

**Recommendation**

It is recommended that the Board of Trustees approve the new Certificate of Achievement in Early Childhood Infant and Toddler Teacher.

**Certificate of Achievement  
Early Childhood Infant and Toddler Teacher**

The Certificate of Achievement in Early Childhood Infant and Toddler Teacher offers the students who earn this certificate the core course requirements of the Master Teacher level of the California Child Development Permit with a specialization in infant and toddler care. The certificate holder is expected to know how to create inclusive learning environment and use their understanding of infant and toddler development at their workplace. The student will obtain the knowledge and ability to provide effective learning experiences and environments, to use appropriate assessment, to communicate and collaborate with families, and access to community resources. Additional work experience and general education coursework are needed before applying for the Master Teacher level of the California Child Development Permit with a specialization in Infant and Toddler.

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

- Identify, explain, and demonstrate knowledge and skills relating to effective teacher performance expectation.
- Apply knowledge of infant and toddler development to design linguistically, culturally and developmentally appropriate learning experiences including the ability to individualize instruction for varying abilities.
- Understand the unique care, temperaments, and learning needs of infants and toddlers and how to support their growth, development, and learning within the early childhood setting.
- Differentiate the range and characteristics of typical and atypical child development from birth through age 3 to support learning experiences.
- Knowledge of how to access resources to support infant and toddlers and their families.

**Program Requirements**

<b>Required Courses</b>	<b>Course Name</b>	<b>Units</b>	<b>Year/Semester</b>
CDF 12	Child, Family, and Community	3	Yr. 1, Fall
CDF 14	Child, Growth and Development	3	Yr. 1, Fall
CDF 30	Adult Supervision in Early Childhood Education	2	Yr. 1, Spring
CDF 40	Observation and Assessment	3	Yr. 1, Spring
CDF 48	Teaching Young Children	3	Yr. 1, Fall
CDF 56	Prenatal, Infant, and Toddler Development	3	Yr. 1, Spring
CDF 65	Infant/Toddler Curriculum	3	Yr. 1, Spring
CDF 80	Health, Safety and Nutrition	3	Yr. 1, Fall
CDF 99	Work Experience	1	Yr. 1, Spring

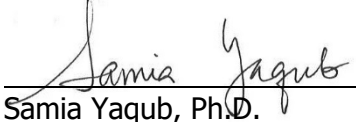
**Required Major Total: 24 Units**

**TOTAL UNITS 24**

**Proposed Sequence: See above**

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

**November 17, 2021**

<b>Subject:</b> Approval of Certificate of Achievement in Early Childhood Site Supervisor	<b>Item No:</b> 21-8197 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Office of Instruction	<b>Action</b> <input checked="" type="checkbox"/> <b>Regular</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Consent</b> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Virginia Guleff Vice President	<b>Approved By:</b>  Samia Yaqub, Ph.D. Superintendent/President

**Background**

Students who earn this certificate meet the core course requirements of the Site Supervisor level of the California Child Development Permit.

**Status**

The appropriate instructional areas on campus and the Curriculum Committee have approved the attached Early Childhood Site Supervisor.

**Recommendation**

It is recommended that the Board of Trustees approve the new Certificate of Achievement in Early Childhood Site Supervisor.

## Certificate of Achievement Early Childhood Site Supervisor

The Certificate of Achievement in Early Childhood Site Supervisor offers the students who earn this certificate the core course requirements of the Site Supervisor level of the California Child Development Permit. The certificate holder may supervise a single site and/or multiple programs; provide service in the care, development, and learning of children in a childcare and development program; supervise the work of other adults in an early childhood setting; and serve as coordinator of curriculum and staff development. Additional work experience and general education coursework are needed before applying for the Site Supervisor level of the California Child Development Permit.

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

- Identify, explain, and demonstrate knowledge and skills relating to effective teacher performance expectation.
- Utilize effective leadership strategies to ensure equity and respect for children, families, staff and colleagues of the program.
- Demonstrate the knowledge and skills to design, develop, implement, and assess a high-quality early childhood education program in accordance with all applicable laws, regulations and policies including the ability prepare and submit program, fiscal and other reports, as required.
- Ability to represent the program effectively to families, the community, funding and oversight agencies and other early childhood providers collaborating with the program.
- Apply methods and tools, including multiple, valid sources of assessment and other data, for program evaluation and improvement purposes.

### Program Requirements

Required Courses	Course Title	Units	Year/Semester
CDF 12	Child, Family, and Community	3	Yr.1, Fall
CDF 14	Child, Growth, and Development	3	Yr.1, Fall
CDF 30	Adult Supervision in Early Childhood Education	2	Y2,Fall
CDF 40	Observation and Assessment	3	Y1, Spring
CDF 48	Teaching Young Children	3	Yr.1, Fall
CDF 57	Teaching in a Diverse Society	3	Y1, Spring
CDF 78	Early Childhood Education Practicum	3	Y2,Fall
CDF 80	Health, Safety, and Nutrition	3	Yr.1, Fall
CDF 84	Administration I: Programs in ECE	3	Y2,Fall
CDF 85	Administration II: Personnel & Leadership in ECE	3	Y2, Spring
<b>Section one 3 unit curriculum course</b>			
CDF 63	Introduction to Early Childhood Education Curriculum	3	Y1, Spring
CDF 65	Infant/Toddler Curriculum	3	Y1, Spring
CDF 20	Curriculum for Special Needs	3	Y1, Spring
CDF 59	Anti-bias Curriculum	3	Y1, Spring

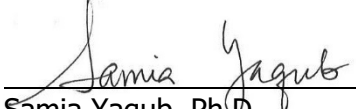
**Required Major Total: 32 Units**

**TOTAL UNITS 32**

**Proposed Sequence: See above**

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

**November 17, 2021**

<b>Subject:</b> Approval of Certificate of Achievement in Early Childhood Special Education Teacher	<b>Item No:</b> 21-8198 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Office of Instruction	<b>Action</b> <input checked="" type="checkbox"/> <b>Regular</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Consent</b> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Virginia Guleff Vice President	<b>Approved By:</b>  Samia Yaqub, Ph.D. Superintendent/President

**Background**

Students who earn this certificate meet the requirements for Master Teacher level of the California Child Development Permit with specialization in special education.

**Status**

The appropriate instructional areas on campus and the Curriculum Committee have approved the attached Early Childhood Special Education Teacher Certificate of Achievement.

**Recommendation**

It is recommended that the Board of Trustees approve the new Certificate of Achievement in Early Childhood Special Education Teacher.

## **Certificate of Achievement Early Childhood Special Education Teacher**

The Certificate of Achievement in Early Childhood Special Education Teacher offers the students who earn this certificate the requirements for Master Teacher level of the California Child Development Permit with a specialization in special education. The certificate holder will understand the purpose and implement the use of inclusive pedagogical practices, universal design, accessibility and adaptations to advance the development and learning of children who have specialized developmental or learning needs such as children with disabilities or learning delays. The student will use their knowledge to communicate and connect with colleagues and families when a child may need additional services. Additional work experience and general education coursework are needed before applying for the Master Teacher level of the California Child Development Permit with a specialization in special education.

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

- Identify, explain, and demonstrate knowledge and skills relating to effective teacher performance expectation.
- Apply knowledge of the range and characteristics of typical and atypical child development from birth through age 8 to help in inform planning and experiences for all children.
- Describe and recognize when a child may need additional diagnosis and services, and identify the types of services that may be available for children with an identified disability or other special needs.
- Ability to collect and analyze assessment data to monitor children’s development and learning and adjust learning experiences while teaching.
- Communicate and collaborative with colleagues and families to support young children’s development and learning.

### **Program Requirements**

<b>Required Courses</b>	<b>Course Name</b>	<b>Units</b>	<b>Years/Semester</b>
CDF 12	Child, Family and Community	3	Yr.1,Fall
CDF 14	Child, Growth and Development	3	Yr.1,Fall
CDF 40	Observation and Assessment	3	Yr.2, Spring
CDF 63	Introduction to Early Childhood Education Curriculum	3	Yr.2, Spring
CDF 18	Children with Special Needs	3	Yr.2, Spring
CDF 20	Curriculum for Children with Special Needs	3	Yr.2, Spring
CDF 30	Adult Supervision in Early Childhood Education	2	Yr.2, Spring
CDF 44	Positive Child Guidance	3	Yr.1,Fall
CDF 80	Health, Safety and Nutrition	3	Yr.1,Fall

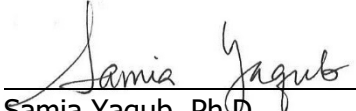
**Required Major Total: 26 Units**

**TOTAL UNITS 26**

**Proposed Sequence: See above**

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

**November 17, 2021**

<b>Subject:</b> Approval of Associate of Science in Business Administration for Transfer Degree 2.0	<b>Item No:</b> 21-8199 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Office of Instruction	<b>Action Regular</b> <input checked="" type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/>
<b>Submitted By:</b> Virginia Guleff Vice President	<b>Approved By:</b>  Samia Yaqub, Ph.D. Superintendent/President

**Background**

The Associate in Science in Business Administration for Transfer Degree (AS-T Business Administration 2.0) creates a transfer pathway for students who plan to complete a Bachelor in Science in Business Administration at a California State University. With the completion of the AS-T in Business Administration, students will possess foundational knowledge and skill that comprise the core content of the first two years of many four-year programs in Business Administration.

**Status**

The appropriate instructional areas on campus and the Curriculum Committee have approved the attached Associate of Science in Business Administration for Transfer Degree.

**Recommendation**

It is recommended that the Board of Trustees approve the new Associate of Science in Business Administration Transfer Degree.

**Butte College  
AS-T Degree  
Business Administration**

The Associate in Science in Business Administration for Transfer Degree is intended for students who plan to complete a bachelor's degree in Business Administration at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept this degree will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. In all cases, students should consult with a counselor for more information on university admission and transfer requirements.

A student who completes the AS-T in Business Administration will be able to:

- Discuss the context in which businesses operate and the impacts of environmental factors (such as economic markets and technological, regulatory and competitive forces) on businesses.
- Use appropriate business terminology to describe the functional areas of business enterprises.
- Assess business scenarios using a systematic, evaluative, quantitative, ethical and information-based approach.
- Evaluate the legal, economic and social impacts of business decisions.
- Prepare, analyze, interpret and discuss an entity's basic financial statements, as a basis for business decisions.
- Demonstrate analytical, teamwork, oral and written communication skills and ethical and professional conduct.

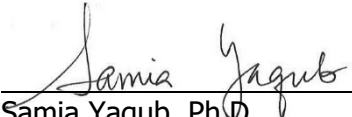
**Program Requirements**

<b><u>Required core</u></b>		
ACCT 2	Financial Accounting	4
ACCT 4	Managerial Accounting	4
BUS 8	Introduction to Business Law	3
ECON 2	Principles of Macroeconomics	3
ECON 4	Principles of Microeconomics	3
MATH 12	Mathematics for Business Decisions	3
MATH 13	Survey of Calculus	4
MATH 18	Introduction to Statistics	4
Or		
MATH 17	Investigative Introductory Statistics	4
BUS 20	Introduction to Business	3

<b>Major Total:</b>	27-28	
<b>Double-Counted CSU-GE/IGETC:</b>	9 Units	9 Units
<b>CSU-GE or IGETC:</b>	39 Units	37 Units
<b>Electives (CSU Transferable):</b>	2-3 Units	4-5 Units
<b>Degree Total:</b>	60 Units	

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

**November 17, 2021**

<b>Subject:</b> Approval and/or Ratification of Personnel Actions	<b>Item No:</b> 21-8200 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Human Resources	<b>Action Regular</b> <input checked="" type="checkbox"/> <input type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Vice President	<b>Approved By:</b>  Samia Yaqub, Ph.D. Superintendent/President

**Recommendation**

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

**Management\***

1. Employment of Executive Director (CCCTC) – Jennifer Coleman  
Full-time, 40 hours per week, 12 months per year  
Salary: MSC 26  
Effective: November 1, 2021
2. Employee working Out-of-Class: Vice President of Instruction – Denise Adams  
Effective: 9/7/21 – 9/17/21

**Academic\***

3. Employment of Full-Time, Non-Tenure Track, Grant Funded, Construction Instructor – Brooke Kinner  
Salary: Placement on the Academic Salary Schedule as determined by education and experience  
Effective: 8/1/21 – 5/27/22
4. Assignment as Dual Enrollment Coordinator (50%) – Susan Craig  
Effective: Academic Year 2021-2022
5. Assignment Puente Program Faculty Coordinator (25%) – Cristina Dahl  
Effective: Academic Year 2021-2022
6. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Instructional Service Agreement – California Department of Parks and Recreation) – Ennio Rocca  
Effective: September 29, 2021 – September 30, 2025
7. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Instructional Service Agreement – Work Training Center) – Marder Xiong  
Effective: October 29, 2021 – June 30, 2022

8. Employment of Temporary Academic Employees (Instructors and Student Development) Part-Time Faculty recommended for employment effective Fall Semester 2021 – Nicole Adams, Stephen Bailey, Steven Bertagna, Stephen Collins, Warren Heckerson, Jacob Moss

**Classified Employees\***

9. Employment of Administrative Secretary-Grants (CTE) – Kira Ellen  
Full-time, 40 hours per week, 12 months per year  
Salary: CSEA - 25  
Effective: November 1, 2021
10. Employment of Maintenance Tech, Sr. (FPM) – JW Sutton  
Full-time, 40 hours per week, 12 months per year  
Salary: CSEA - 27  
Effective: November 1, 2021
11. Reclassification of Position – Matthew Roak, James Cheatham, Gage Sharp  
From: Technical Computing Specialist I (CSEA 34)  
To: Technical Computing Specialist II (CSEA 39)  
Effective: November 1, 2021
12. Employee working Out-of-Class: Administrative Secretary III (Math & Sciences) – Amanda Matz  
Effective: 10/1/22 – 12/30/21
13. Employee working Out-of-Class: Student Orientation and Events Assistant (Student Services); Temporary increase in hours from 60% to 100% – Vanessa Burns  
Effective: 10/1/22 – 6/30/22
14. Permanent Increase from 10 months to 12 months, Laboratory Technician, Sr. (STEM) – Rusty Bogart  
Effective: 10/1/21

**Temporary Employees\***

15. **Substitutes**

- Kinesiology Equipment Technician (Athletics) – Casey Giddens  
Salary: \$20.75 per hour 10/1/21 – 6/30/22
- Children's Program Specialist Assistant (CDC) – Laurie Dobbs, Stella Brodie  
Salary: \$18.25 per hour 8/30/21 – 5/27/22
- Clerk II (Counseling & Advising) – Lexy Friendshuh  
Salary: \$16.50 per hour 10/1/21 – 6/30/22
- Safe Place Advocate (Safe Place) – Valerie Sanz  
Salary: \$31.25 per hour 10/18/21 – 6/30/22
- Custodian I (FPM) – Karen Castro  
Salary: \$18.25 per hour 10/12/21 – 6/30/22

16. **Professional Expert**

- Manipulative Skills Assistant – Alexandra Smith  
Salary: \$23.75 per hour 10/14/21 – 6/30/22
- Manipulative Skills/Evaluator – Marissa Brake, Grant Ferguson, Kurt Laver, Michael Healy  
Salary: \$14.50/\$16.75 per hour 10/14/21 – 6/30/22
- Manipulative Skills/Evaluator – Daniel Hart  
Salary: \$14.50/\$16.75 per hour 11/18/21 – 6/30/22
- Nursing – Jared Boaz  
Salary: \$45.00 per hour 10/5/21 – 6/30/22

Nursing – Robin Guynn

Salary: \$45.00 per hour 10/21/21 – 6/30/22

Foster/Kinship Care – Joyce Gonzales

Salary: \$55.00 per hour 7/1/21 – 6/30/22

EMT/Paramedic – Joseph Gonzales

Salary: \$14.50 per hour 11/1/21 – 6/30/22

**17. Volunteers/Interns**

Intern, EOPS (EOPS/Power Center) – Yvonne Martin

Salary: \$15.00 per hour 10/4/21 – 12/17/21

Volunteer (Athletics) – Bailey Johnson

**18. Retirements/Resignations**

Resignation, Automotive Instructor (Diesel Technology) – William Silliman

Effective: December 18, 2021

Resignation, Custodian I (FPM) – David Davis

Effective: October 29, 2021

Resignation, Student Success Specialist (ESL) – Ariana Roman

Effective: November 1, 2021

Resignation, Grounds Tech, Sr. (FPM) – Matthew Atteberry

Effective: November 9, 2021

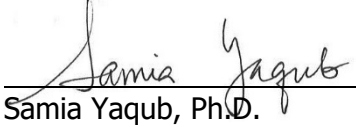
Retirement, Administrative Assistant (IE) – Gail Stone

Effective: July 6, 2022

\*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**

**November 17, 2021**

<b>Subject:</b> Consideration of Board Policy 5900: COVID-19 Vaccination for Students	<b>Item No:</b> 21-8201 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Administration	<b>Action</b> <input checked="" type="checkbox"/> <b>Regular</b> <input checked="" type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Consent</b> <input type="checkbox"/>
<b>Submitted By:</b> Samia Yaqub, Ph.D. Superintendent/President	<b>Approved By:</b>  Samia Yaqub, Ph.D. Superintendent/President

**Background**

In March of 2020, the Butte-Glenn Community College District Board of Trustees declared the COVID-19 pandemic a public health emergency and directed the Superintendent/President to take any and all actions necessary to continue District operations and preserve the health and safety of the District's students and employees. Since that time, safe, effective, widely available, and free vaccines have been developed and distributed throughout the United States and the State of California.

**Status**

Currently, students are strongly encouraged to get vaccinated. Students who show proof of vaccination will receive \$100. Students can receive a vaccine at the Student Health Clinic on a walk-in basis.

In furtherance of this commitment to providing a safe and healthy environment, the district would like to require that all students who access on-site campus/district programs in person or who participate in district operated or controlled off-site district/college services in person be fully vaccinated against COVID-19 or be subject to testing.

BP 5900: COVID-19 Vaccinations for Students was discussed by the Board of Trustees at their regular meeting on October 13, 2021. A motion to postpone a decision until the November 17, 2021 regular meeting was unanimously approved.

**Recommendation**

It is recommended that the Board of Trustees adopt BP 5900: COVID-19 Vaccinations for Students as proposed.



**BP 5900 COVID-19 Vaccinations for Students**

References: Education Code 70902, 76020, 76032, 76403, 87408, 87408.6, 87732, 88021  
*Regents of the University of California* (2021) PERB Decision No. 2783-H; U.S.  
Department of Justice Opinion 45 Op. O.L.C. (July 6, 2021)

Adopted:

Last Revised:

Last Reviewed:

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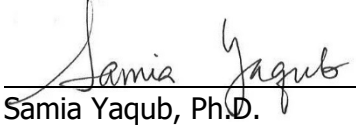
The Butte-Glenn Community College District (District) is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves, as well as maintaining higher education access and attainment for our students. As the District works toward the safe resumption of increased on campus learning, working and other activities, it embraces a comprehensive strategy designed to reduce the likelihood of transmission of the COVID-19 virus. The novel coronavirus and the disease it causes, COVID-19, is a global pandemic and has resulted in widespread severe illness and death worldwide, in the United States, and in California.

In furtherance of this commitment to providing a safe and healthy environment, the district requires that all students who access on-site campus/district programs in person or who participate in district operated or controlled off-site district/college services in person comply with this policy. Students are encouraged to be fully vaccinated against COVID-19 *and are required to follow testing and safety measures established by the administration based on federal, state, and local public health guidance.* ~~Those who are not fully vaccinated against COVID-19 will be subject to testing and must comply with other safety measures.~~

The Superintendent/President shall establish administrative procedures to implement this policy.

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

**November 17, 2021**

<b>Subject:</b> Review of Accreditation Institutional Self-Evaluation (ISER) Report	<b>Item No:</b> 21-8202 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Administration	<b>Action</b> <input type="checkbox"/> <b>Information</b> <input checked="" type="checkbox"/> <b>Regular</b> <input checked="" type="checkbox"/> <b>Consent</b> <input type="checkbox"/>
<b>Submitted By:</b> Virginia Guleff Vice President	<b>Approved By:</b>  Samia Yaqub, Ph.D. Superintendent/President

**Background**

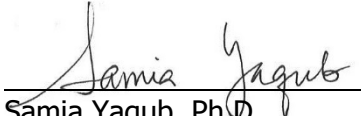
Over the past 18 months the college developed its Accreditation Self-Evaluation Report (ISER). It will receive its accreditation site visit from February 28 – March 3, 2022. As part of the college’s accreditation process the Board was educated on the accreditation requirements and process in 2020. Additionally, in February and March 2021, presentations were made to the Board about each of the accreditation standards and standard elements as well as an additional update on the progress at its June 2021 retreat. The college’s constituent groups have approved the ISER.

**Status**

The draft ISER is submitted to the Board for review and discussion. Any recommended changes from the Trustees will return to the Board for approval at the December 15, 2021 meeting.

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

**November 17, 2021**

<b>Subject:</b> Approval of Contracts	<b>Item No:</b> 21-8203 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Contracts	<b>Action Regular</b> <input checked="" type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Vice President	<b>Approved By:</b>  Samia Yaqub, Ph.D. Superintendent/President

**Background**

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).

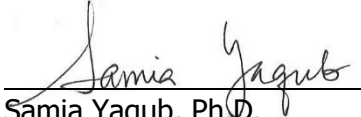
**Butte-Glenn Community College District**

**CONTRACTS APPROVAL REPORT**

<b>Contract Effective Date</b>	<b>Contract Expiration Date</b>	<b>Contractor</b>	<b>Contract Purpose</b>	<b>Contract Value Revenue/(Expense)</b>	<b>Funding Source</b>	<b>Originated by: District Department</b>	<b>Approved by: District Administrator</b>
Upon Execution	6/30/23	Los Rios Community College District	Strong Workforce Program Allocation	\$ (4,270,278.00)	Restricted General	Strong Workforce Program	Guleff
Upon Execution	6/30/23	Sierra Community College	Strong Workforce Program Allocation	\$ (1,027,655.00)	Restricted General	Strong Workforce Program	Guleff
Upon Execution	6/30/23	Feather River Community College District	Strong Workforce Program Allocation	\$ (333,934.00)	Restricted General	Strong Workforce Program	Guleff
Upon Execution	6/30/23	Lake Tahoe Community College District	Strong Workforce Program Allocation	\$ (287,250.00)	Restricted General	Strong Workforce Program	Guleff
Upon Execution	6/30/23	Lassen Community College District	Strong Workforce Program Allocation	\$ (289,118.00)	Restricted General	Strong Workforce Program	Guleff
Upon Execution	6/30/23	Mendocino Lake Community College District	Strong Workforce Program Allocation	\$ (529,072.00)	Restricted General	Strong Workforce Program	Guleff
Upon Execution	6/30/23	College of the Redwoods	Strong Workforce Program Allocation	\$ (783,032.00)	Restricted General	Strong Workforce Program	Guleff
Upon Execution	6/30/23	Shasta Tehama Trinity Community College District	Strong Workforce Program Allocation	\$ (1,219,058.00)	Restricted General	Strong Workforce Program	Guleff
Upon Execution	6/30/23	College of the Siskiyous	Strong Workforce Program Allocation	\$ (413,296.00)	Restricted General	Strong Workforce Program	Guleff
Upon Execution	6/30/23	Yuba Community College District	Strong Workforce Program Allocation	\$ (607,437.00)	Restricted General	Strong Workforce Program	Guleff
Upon Execution	6/30/23	Woodland Community College	Strong Workforce Program Allocation	\$ (404,957.00)	Restricted General	Strong Workforce Program	Guleff
1/1/22	12/31/22	Humboldt State University Sponsored Programs Foundation	SBDC 2022 Award	\$ 162,500.00	Restricted General	Small Business Development Center	Guleff
10/1/21	9/30/22	Humboldt State University Sponsored Programs Foundation	GO-BIZ Technical Assistance Expansion Program (TAEP) 2021-22	\$112,500.00	Restricted General	Small Business Development Center	Guleff
10/1/21	12/31/23	Foundation for California Community Colleges	Utility Line Clearance Pre-Inspector Training and Development	\$1,594,283.00	Restricted General	Contract Education	Guleff
			<b>TOTAL REVENUE CONTRACTS</b>	<b>\$ 1,869,283.00</b>			
			<b>TOTAL EXPENSE CONTRACTS</b>	<b>\$ (10,165,087.00)</b>			

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

**November 17, 2021**

<b>Subject:</b> Approval of Contract Award for Bid CNC Laser Cube Cutting System Equipment	<b>Item No:</b> 21-8204 <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Category:</b> Contracts	<b>Action Regular</b> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/> <input type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Vice President	<b>Approved By:</b>  Samia Yaqub, Ph.D. Superintendent/President

**Background**

On October 13, 2021 and October 20, 2021, the District advertised a Request for Formal Bid Proposals for the CNC Laser Cube Cutting System Equipment. The project includes, but is not limited to, the purchase and installation of welding and manufacturing equipment, complete with various ancillary components, for instructional use to meet course objectives and program outcomes for the District’s Welding and Manufacturing Program. The equipment cost estimate was approximately \$425,000. Funding for this project will be allocated from the Strong Workforce Program Fund.

One vendor submitted a bid by the bid due date on October 27, 2021.

**Status**

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

<b>Bid Opening Results</b>	
<b>Vendor</b>	<b>Bid Proposal Amount</b>
MJB Welding Supply, Inc.	\$445,178.00

Upon completion of District’s due diligence review, MJB Welding Supply, Inc., is the lowest responsive responsible bidder for this bid and acceptance of the bid is in the best interest of the District.

**Recommendation**

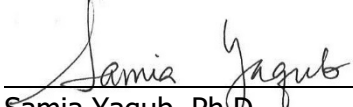
It is recommended that the Board of Trustees approve the award of contract for the Request for Formal Bid Proposals CNC Laser Cube Cutting System Equipment to MJB Welding Supply, Inc., of Chico, CA, as the lowest responsive responsible bidder in the amount of \$445,178.00 which equals the Bid Proposal Amount.

Board approval is contingent upon resolution of any bid protests during the applicable protest time period. Board approval is also contingent upon the contractor awarded the project providing acceptable insurance and bonding as required in the Bid and Contract Documents.

It is further recommended that the Board of Trustees authorize District staff to execute necessary contract documents related to the award of contract for the CNC Laser Cube Cutting System Equipment to MJB Welding Supply, Inc., prior to ratification by the Board at a subsequent meeting in accordance with Board Policy 6340.

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

**November 17, 2021**

<b>Subject:</b> Approval of Contract to Purchase Information Technology Goods and Services from Rainforest QA, Inc. utilizing California Multiple Award Schedule Number 3-18-70-3509A	<b>Item No:</b> 21-8205 <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Category:</b> Contracts	<b>Action Regular</b> <input checked="" type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Vice President	<b>Approved By:</b>  Samia Yaqub, Ph.D. Superintendent/President

**Background**

The California Community Colleges Technology Center requires information technology goods and services to provide software quality assurance services for development of new software systems and features for a variety of projects across the Center’s grants. Funding will be allocated from the Shared Infrastructure, Data Services, and Core Applications Projects.

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

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

**Status**

District staff recommends use of the awarded CMAS Number 3-18-70-3509A, as a source to purchase the required information technology goods and services from Rainforest QA, Inc., as needed during the term November 3, 2021 through November 2, 2022, in the amount not to exceed \$500,000.00. District staff has reviewed available leveraged purchasing agreements and other formal purchasing options and found that this CMAS contract best meets the needs of the District.

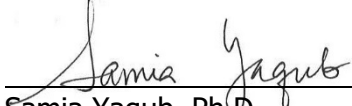
**Recommendation**

It is recommended that the Board of Trustees approve the purchase of the required information technology goods and services from Rainforest QA, Inc., utilizing CMAS Number 3-18-70-3509A, per the terms of the contract, for the term of November 3, 2021 through November 2, 2022, in the amount not to exceed \$500,000.00, contingent upon available funding and contingent upon successful completion of negotiation of terms with the contractor.

It is further recommended that the Board authorize District staff to execute the necessary contract documents related to the purchase of information technology goods and services from Rainforest QA Inc. in accordance with Board Policy 6340 prior to ratification by the Board at a subsequent meeting.

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

**November 17, 2021**

<b>Subject:</b> Board Criteria for 2022-23 Budget Development	<b>Item No:</b> 21-8206 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Finance	<b>Action</b> <input type="checkbox"/> <b>Regular</b> <input checked="" type="checkbox"/> <b>Information</b> <input checked="" type="checkbox"/> <b>Consent</b> <input type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Vice President	<b>Approved By:</b>  Samia Yaqub, Ph.D. Superintendent/President

**Background**

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

**Status**

The initial step in the 2022-23 budget development process is to determine the Board’s budget criteria. The 2022-23 budget criteria is drafted from the 2021-22 budget criteria with some modifications. The document was reviewed by the President’s Staff and the Planning & Budget Committee. The draft Budget Criteria is submitted to the Board for review and discussion.

The criteria with any recommended changes from the Trustees will return to the Board for approval at the December 15, 2021 meeting.

**BUTTE-GLENN COMMUNITY COLLEGE DISTRICT**  
**BUDGET CRITERIA**  
~~2021-22~~2022-23

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

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

### **Philosophy**

We seek to develop a budget that:

- allocates resources to achieve goals established in the District's strategic initiatives and strategic direction as approved by the Board and the Community Colleges System's Vision for Success;
- provides resources to help the District better focus on enhancing a culture of equity and inclusion;
- maximizes state apportionment revenue via ~~hold-harmless-emergency-relief~~emergency conditions allowance funding or actual Student Centered Funding Formula (SCFF) total computational revenue (TCR);
- provides adequate resources for continued improvement of equitable student outcomes and success;
- provides adequate resources and support for high quality, innovative instructional programs and services to students;
- makes reasonable and sound projections for all the District's sources of revenue and student access, equity & success data elements;
- allocates resources to maximize revenue by optimizing enrollment, supplemental funding and completion;
- improves classroom productivity, i.e., weekly student contact hours per full-time faculty equivalent, to make progress toward meeting the contractual goal of WSCH per FTEF;
- includes funding necessary to implement high priority District and system-wide goals and Board policies;
- increases and/or maintains sufficient levels of institutional effectiveness while becoming more efficient and cost effective;
- secures additional funding to supplement state apportionment and support student access, equity, success and completion;
- maximizes the employment of full-time faculty by exceeding the annual faculty obligation number to provide a robust curriculum and instructional guidance, support and interactions essential to student success and completion ~~and to exceed the annual faculty obligation number~~;
- makes every reasonable attempt to avoid layoffs and/or hold them to a minimum should layoffs ever be necessary to ensure the long-run viability of the institution;
- ~~works to maintain~~s technological currency and efficiency by updating and replacing equipment and software;
- ~~continues to fund~~s the District's sustainability efforts such as recycling, solar power generation, and mechanical system improvement ~~in order~~ to reduce the District's cost of utilities if the return on investment is reasonable;
- provides adequate resources to maintain buildings and grounds;
- provides resources to implement recommendations from the accrediting commission and make progress toward implementing accreditation planning agendas identified by the institution; and maintains adequate District reserves in excess of 5% contingency of approximately 25%;
- provides flexibility to respond to emergency situations (e.g. Wildfires and 2019 COVID-19 pandemic).

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

We will develop a budget that:

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

**BUTTE-GLENN COMMUNITY COLLEGE DISTRICT**  
**BUDGET CRITERIA**  
~~2021-22~~2022-23

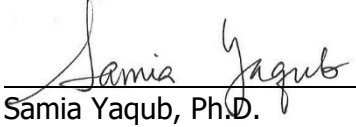
**Procedural Guides**

We will develop a budget that:

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

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

**November 17, 2021**

<b>Subject:</b> Resolution 806 Reduction of Classified Services 2021-2022 Academic Year	<b>Item No:</b> 21-8207 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Human Resources	<b>Action Regular</b> <input checked="" type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Vice President	<b>Approved By:</b>  Samia Yaqub, Ph.D. Superintendent/President

**Background**

The District received notification that the funding for the Economic and Workforce Development: Regional Director Industry Engagement (EWD: RDIE) grant is ending on December 31, 2022 and that funding for the Emergency Assistance to Institutions of Higher Education (EAI) grant is ending December 23, 2021. Consequently, it is necessary to discontinue services provided by these grants. Pursuant to District rules, regulations, and applicable Education Code of the State of California, the District is required to serve notice not less than 60 days to classified employees who may be affected by layoff.

**Status**

- 1.0 FTE Regional Director, Employer Engagement-ECU (EWD: RDIE), effective January 16, 2022
- 1.0 FTE Regional Director, Employer Engagement-Health, (EWD: RDIE), effective January 16, 2022
- 1.0 FTE Regional Director, Employer Engagement, ICT/DM, (EWD: RDIE), effective January 16, 2022

**Recommendation**

It is recommended that the Board of Trustees adopt Resolution 806 authorizing the Superintendent/President, or designee, to effect the layoff notices required by law and to inform the employees of their displacement rights, if any, and their rehire rights.

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

**November 17, 2021**

**RESOLUTION 806**

**RESOLUTION FOR THE REDUCTION OF CLASSIFIED SERVICES FOR THE  
2021-2022 ACADEMIC YEAR**

**WHEREAS**, Education Code sections 88014, 88017, 88117 and 88127 authorize the district to layoff classified employees for lack of work and/or lack of funds upon sixty (60) days prior notice; and

**WHEREAS**, due to a lack of work and/or a lack of funds, certain services now being provided by the District must be reduced for the remainder of the 2021-2022 academic year;

**NOW, THEREFORE, BE IT RESOLVED** that as of the 16<sup>th</sup> day of January 2022, the following positions will be eliminated:

Regional Director, Employer Engagement-ECU (EWD: RDIE)	12 months, 40 hours/1.0 FTE
Regional Director, Employer Engagement-Health (EWD: RDIE)	12 months, 40 hours/1.0 FTE
Regional Director, Employer Engagement, ICT/DM (EWD: RDIE)	12 months, 40 hours/1.0 FTE

**BE IT FURTHER RESOLVED** that the District Superintendent or designee is authorized and directed to give notice of termination of employment to the affected employee(s) of this District pursuant to District rules and regulations and applicable provisions of the Education Code not later than sixty (60) days prior to the effective date of such reduction or discontinuance as set forth above.

**BE IT FURTHER RESOLVED** that the District Superintendent/President or designee is authorized and directed to take any other actions necessary to carry out this Resolution.

The foregoing resolution was introduced by [Board Member] who moved its adoption, seconded by [Board Member], and adopted on November 17, 2021, by the following roll call vote:

**AYES:**

**NOES:**

**ABSENT:**

**SO ORDERED:**

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John Dahlmeier, President  
Board of Trustees

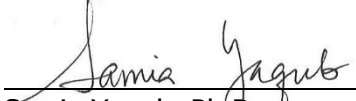
**ATTEST:**

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Samia Yaqub, Ph.D., Secretary  
Board of Trustees

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

**November 17, 2021**

<p><b>Subject:</b> Initial Proposal between the Butte-Glenn Community College District and CSEA, Chapter 511 for Collective Bargaining Agreement 2022-25</p>	<p><b>Item No:</b> 21-8208  <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Category:</b> Labor Relations</p>	<p><b>Action</b> <input type="checkbox"/>  <b>Regular</b> <input checked="" type="checkbox"/>      <b>Information</b> <input checked="" type="checkbox"/>  <b>Consent</b> <input type="checkbox"/></p>
<p><b>Submitted By:</b> Andrew Suleski Vice President</p>	<p><b>Approved By:</b>   <hr/> Samia Yaqub, Ph.D.  Superintendent/President</p>

**Background**

The Collective Bargaining Agreement between the Butte-Glenn Community College District (District) and California School Employees Association (CSEA), Chapter 511 expires on June 30, 2022.

**Status**

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

**California School Employees Association and its Butte College Chapter #511 (CSEA)**

**2022-2023 Initial Proposal**

**October 28, 2021**

To the Governing Board of the Butte-Glenn Community College District:

The California School Employees Association and its Butte College Chapter #511 (CSEA) submit the following Initial Proposal for contract negotiations to the Butte-Glenn Community College District (District), thereby satisfying the Public Notice legal requirements.

CSEA is seeking a three-year successor agreement commencing July 1, 2022 through, and including, June 30, 2025.

CSEA intends to negotiate improved wages, hours and working conditions for the classified bargaining unit. Further, CSEA intends to remove any existing “waivers” of CSEA rights as it relates to the current collective bargaining agreement.

Furthermore, CSEA intends to negotiate the following:

1. CSEA intends to negotiate a one-time off the salary schedule payment for bargaining unit members.
2. CSEA intends to negotiate receiving a copy of all desk audit and transfer requests.
3. CSEA intends to negotiate education stipends.
4. CSEA intends to negotiate that unit members can work as faculty.
5. CSEA intends to negotiate telecommuting guidelines.
6. CSEA intends to negotiate that unit members who serve as Club Advisors receive a stipend.
7. CSEA intends to negotiate increasing the Farm and Wildlife Technician and the Nursery Technician work hours.
8. Article 6.9.1.2 CSEA intends to negotiate to increase the number of bargaining team members
9. Article 6.9.4 CSEA intends to negotiate adding “designee” to release time.
10. New: Article 6.9.4.2 CSEA intends to negotiate adding 2 hours of release time for the CSEA Executive Board to attend meetings.
11. New: CSEA intends to negotiate allowing unit members 30 minutes so that they may attend the monthly chapter meetings.

12. Article 8.7.5 CSEA intends to negotiate expanding the standard workweek to include all options. CSEA intends to negotiate further clarification to holidays falling on non-work days.
13. Article 8.1.1 CSEA intends to negotiate increasing bereavement leave.
14. Article 8.1.2 CSEA intends to negotiate adding additional family to members of the immediate family.
15. New Article 8.4.2.5 CSEA intends to negotiate adding time for professional development.
16. Article 8.8.2 CSEA intends to negotiate an increase to the rate of vacation accumulation.
17. Article 8.12 CSEA intends to increase hours for personal business leave.
18. Article 9.6.6 CSEA intends to match the faculty buyout of retiree health benefits
19. New Article 11.5.3 CSEA intends to negotiate getting deferred payment for unit members working less than twelve months.
20. Article 12.2 CSEA intends to negotiate several changes to this article in order to ensure that classified employees reclassifications are streamlined and completed in a timely fashion.
21. Article 12.10 CSEA intends to negotiate an increase to project pay for classified development coordinators.
22. Article 12.4.3: CSEA intends to negotiate that internal vacancy notices be posted prior to external vacancy notices.
23. Article 14.3 CSEA intends to negotiate the ability to work in all interim positions. CSEA intends to negotiate that the district keep a list of all unit members interested in interim positions. This includes unit members who work 9, 10 and 11 months.
24. Article 14.3.1 CSEA intends to negotiate for unit members who take an interim position to retain all rights to their previous position.
25. Article 15.8.1 delete
26. Article 15.8.3.1 CSEA intends to negotiate that approval be at the Supervisor's discretion.

27. Article 15.8.3.3 CSEA intends to negotiate that CTO may be paid out at time and a half, if preferred
28. Article 15.15.2 CSEA intends to negotiate that unit members who are required to maintain a 5 day/week summer work schedule be provided with justification from their Supervisor.
29. New Article 15.16 CSEA intends to negotiate to receive hazard/emergency pay.
30. Article 18 CSEA intends to update this article to comply with the law.
31. Article 21 CSEA proposes a new term from July 1, 2022 to June 30, 2025. CSEA intends to negotiate reopeners for 2023-2024 and 2024-2025 that would include salary, benefits and five articles of CSEA's choice.
32. Appendix C Identify the percentage between ranges and steps on the salary schedule.
33. Appendix E Eligibility and Contributions "C": CSEA intends to negotiate that eligibility be after 90 days.
34. CSEA intends to negotiate adding Bus Operator job duties to the Transportation Mechanic II and Transportation Mechanic Senior job descriptions.
35. Update any and all areas of the contract to comply with current statute, i.e. probationary period and layoff notice.
36. Clarify standby and on call/ call in time (Article 15).

***The following are editing errors that need to be corrected:***

- 8.3.3 Space between it and 8.3.2
- 9. To align with the rest of the CBA, renumber beginning with 9.1 and adjust as needed.
- 11.2.1 Needs to be tabbed in.
- 12.2 Needs to be brought out
- 15.15.1 Space between it and header 15.15.2

DISTRICT INITIAL PROPOSAL TO CSEA

FOR

JULY 1 2022 – JUNE 30, 2025 COLLECTIVE BARGAINING AGREEMENT

Consider Incorporating the following MOUs into the new 2022-2025 CBA agreed to after the close of the 2019-2022 CBA:

MOU 10/28/21 – Juneteenth. Insert as 8.7.1.e; then renumber remaining holidays.

Other proposals include:

6.7.1 Delete. Section 6.7 already requires the District to provide CSEA with contact information on new hires within 30 days.

8.1. (Bereavement Leave):

8.1.2. Add stepparents and stepchildren to be included as members of the immediate family for purposes of this section.

8.3. (Personal Necessity Leave):

8.3.6. Add language to reflect current practice that personal necessity leave requests are approved by the employee's supervisor and this is documented on the employee's time sheet. Delete "on forms prepared by Human Resources".

8.3.3.9 Add: Up to 8 hours of Personal Necessity to look for employment after notification of layoff (see 18.7.3).

8.4. (Educational Conference/In-Service Training Leave):

8.4.2.1. Add language that approval of course work or in-service training occurs prior the course or training beginning.

8.20. (Campus Closure – new section):

Campus Closures. In the event of a non-emergency campus closure, for example a power shutoff when the physical campus is closed but the college is still open for instruction, all employees will be responsible for continuing work and/or service via a remote modality if possible. Employees who do not work or are otherwise unavailable during a non-emergency campus closure, must follow the leave policies and procedures contained in this agreement.

9.4. (Insurance Programs/General):

Add 9.4.3. Add language that part time unit members temporarily expanded for more than twenty (20) working days will receive an increased District premium contribution based on their temporary expansion. When the temporary expansion is removed, the premium contribution will return to the previous level.

12.2. (Implementation – Classification/Reclassification):

12.2.1. Add : Any request for classification review must be submitted between July 1 and September 30 of each year.

12.5. (Temporary and Permanent Involuntary Transfers and Reassignments):

12.5.4. Add language to define the area in which volunteers are sought prior to implementing an involuntary transfer or reassignment.

Add 12.5.6. Add language that section 12.5.4 does not apply to temporary reassignments or involuntary transfers.

13.3. Performance Appraisal – Forms.

Review forms for appropriate diversity, equity and inclusion language.

15.3. (Workweek):

Add: The workweek for all unit members shall be from Saturday at midnight, through midnight of the following Saturday. The workweek shall consist of forty (40) hours within the seven (7) day period.

15.5. (Part-Time Assignment):

Add language to clarify “incumbent” as being the employee occupying the part time position being increased. Also add language to cap the number of times an employee can decline an offer of expansion before being permanently removed from the offer of expansion process.

15.8.2. (Designation of Overtime):

15.8.2.2. Remove reference to “chief human resources officer or designee” and replace with “employee’s supervisor or manager”.

15.8.3. (Compensatory Time Off for Overtime):

15.8.3.1. Add language to provide a cap for maximum compensatory time off accrual of 240 hours. (Per FLSA and Labor Code 204.3.)

15.11. (Compensation for Shift Differential (not current methodology, which include base + longevity):

15.11.1. Add language to clarify that shift differential is applied to base pay and longevity.

15.11.2. Add language to clarify that shift differential pay is applied to base pay and longevity.

15.11.3. Add language to clarify that shift differential pay is applied to base pay and longevity. Also add language to clarify that differential is only paid for time worked.

15.12 Stand-by Time – Replace with: Unit members may be scheduled to stand-by at home or another location specified by the District for immediate work when called upon. All stand-by time shall be considered as regular hours worked and shall be compensated on a straight time or overtime basis as are other hours worked under this Agreement. The total regular work time plus stand-by time should not exceed 10 hours.

18.6.2 Change word to “wish”.

18.7.2 Review benefits paid for employees on reduced assigned time.

18.11 For notification of layoffs, change “forty-five (45 days)” to “sixty (60) days” and add “due to the expiration of a specially funded program.” Add, “All other affected employees must be notified no later than March 15 that their services will not be required for the following school year due to lack of work or lack of funds.”

18.12 Change subtitle to “Student employees”.

19. (Duration/Reopeners of the agreement):

19.1. The proposed term of the agreement is July 1, 2022 through June 30, 2025.

20.3. (Notice):

20.3.1. Clarify language to illustrate that the Superintendent/President may institute the disciplinary process prior to making a recommendation to the Governing Board. Add: “The District may initiate a suspension without pay upon the authority provided by the Board of Trustees to the Superintendent/President pending final disciplinary action by the Board when reasonable cause exists to believe the suspension is to protect the best interest of the District and/or the safety of the staff.”

20.5. (Hearing Before the Board of Trustees):

20.5.1. Allow Board to appoint an internal Hearing Officer.

20.5.1.8. Change “decision” to “recommendation.”

21. Duration/Reopeners of the agreement.

21.1. The proposed term of the agreement is July 1, 2022 through June 30, 2025.

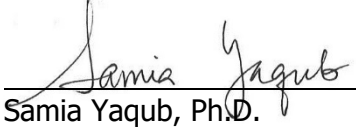
Appendix D. Update list of classified positions.

Appendix E. (Catastrophic Leave Bank):

Add language to set the Open Enrollment period to coincide with the annual Benefit Open Enrollment period.

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

**November 17, 2021**

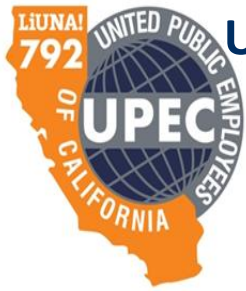
<b>Subject:</b> Initial Proposal between the Butte-Glenn Community College District and the Butte College Police Officers Association for Collective Bargaining Agreement 2022-25	<b>Item No:</b> 21-8209 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Labor Relations	<b>Action</b> <input type="checkbox"/> <b>Regular</b> <input checked="" type="checkbox"/> <b>Information</b> <input checked="" type="checkbox"/> <b>Consent</b> <input type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Vice President	<b>Approved By:</b>  Samia Yaqub, Ph.D. Superintendent/President

**Background**

The Collective Bargaining Agreement between the Butte-Glenn Community College District (District) and the Butte College Police Officers Association (BCPOA) expires on June 30, 2022.

**Status**

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



# United Public Employees of California, Local 792

Laborers' International Union of North America, AFL-CIO

*"Serving Those Who Serve Our Communities"*

1800 Park Marina Drive • Redding, California 96001-0913  
530-245-1890 • Toll Free 800-241-1890 • Fax 530-246-1651 • www.upec792.com

## Butte College Police Officers' Association Comprehensive Package Proposal

### **ARTICLE 8.6 SICK LEAVE**

**8.6.2** Replace (5) days a week with forty (40) hours per week.

**8.6.3** Replace (5) days a week with forty (40) hours per week.

### **ARTICLE 8.8 HOLIDAY LEAVES**

**8.8.1** Include Juneteenth sideletter

### **ARTICLE 8.9 VACATION**

#### **New 8.9.14 VACATION LEAVE CASH OUT**

By no later than December 15th of each year, employees may make an irrevocable decision to cash out up to 40 hours of vacation that will be accrued during the next year. Cash Out requests must be made on a form to be provided by the District and shall include the number of hours the employee wishes to cash out and the date, after July 1, in the following year on which the employee wishes to receive the payment. The payment will occur in the pay period immediately following the date selected.

Irrevocable Election: Once made, both the election to cash out vacation leave and the date upon which the cash out is scheduled to occur is irrevocable. Employees will only be able to modify the date scheduled in cases of unforeseen emergencies, such as an unanticipated need to utilize vacation leave for a leave of absence due to medical reasons, and only upon approval of the Personnel Director or his or her designee. If, on the date scheduled for cash out, the employee does not have enough vacation leave available to satisfy the election, the District will cash out the vacation leave up to the amount available. In that case, the District will be deemed to have satisfied its obligation to cash out vacation leave pursuant to the employee's election and no further cash out will occur. For example, if an employee elects to cash out 5 days of vacation leave on August 1, but only has 3 days of vacation leave available on that date, the District will cash out the employee's available 3 days of vacation leave and no further cash out will occur pursuant to that election.

#### **New ARTICLE 8.22 CATASTROPHIC LEAVE PROGRAM**

The District will provide for a voluntary Catastrophic Illness/Injury Leave Program as follows:

### **8.22.1 General**

This program is established as an employer sponsored voluntary leave sharing arrangement by which one regular Unit employee may donate accrued time to another regular Unit employee who is experiencing a catastrophic illness or injury; subject to the conditions set forth by this program. This program is not available to extra-help or to employees with less than 6 months District services.

### **8.22.2 Definition of Terms.**

- A. "Catastrophic Illness/Injury" is an illness/injury of more than seven calendar days duration to an employee which presents an undue financial burden on the employee, or is an illness/injury of more than seven calendar days duration to an immediate family member of the employee which requires the employee to be present to care for the family member.
- B. "Immediate Family Member" as identified in Ed. Code 86194.
- C. "Accrued Time Off" is vacation, sick leave, and compensatory time.
- D. "Base Hourly Rate of Pay" is all earnings payable to the employee sans Shift Differential.

### **8.22.3 Responsibility**

The Personnel Director and the Director of Finance are responsible for the administration of this program to include ensuring that all program requirements are met.

**VOLUNTARY.** Participation in this program by both donors and recipients is voluntary. No one shall be coerced, intimidated or threatened with reprisal for either participating or not participating in this program. Employees who believe that they are being forced to participate in this program shall immediately report their concerns to the Police Chief, the Director of Finance, or the Personnel Director.

### **8.22.4 Criteria For Establishing a Leave Sharing Program For An Individual**

A leave sharing program may be established for an individual employee if the following conditions are met:

- A. The employee or the employee's immediate family member must be experiencing a catastrophic illness/injury.
- B. The employee must have exhausted or will soon exhaust all of his/her accrued time off.
- C. The employee has requested in writing to his/her Department Head that the leave sharing program be established in his/her behalf.
- B. The Department Head must submit the request for the establishment of the leave sharing program.

### **8.22.5 Procedure for Establishing the Leave Sharing Program**

- A. In order to establish a leave sharing program the employee requests in writing to his/her Department Head that a Leave sharing program be established in his/her behalf.

- B. To support this request the employee must submit a completed Physician's Statement Supporting Leave verifying the illness/injury. (NOTE: If the request is based on illness/injury of an immediate family member the immediate family member must authorize their treating physician to complete the required Health Care Provider form and the employee must include a completed copy of the Health Care Provider form pertaining to the immediate family member's illness/injury).
- C. The employee must execute a statement authorizing the District to publish announcements soliciting donations of leave time on his/her behalf.
- D. Upon receipt of the required documents, the Department Head will forward the request with all supporting documents to the Personnel Director.
- E. The Personnel Director in conjunction with the employee will develop language for the solicitation of donations.
- F. Upon agreement as to the language of the solicitation, the Personnel Director will distribute to all Unit members a copy of the solicitation of donations for distribution to all department employees.

**8.22.6 Criteria for Donations**

- A. Donations must be for 4 or more hours in whole hour increments.
- B. Donations must be from vacation, sick leave, and/or compensatory time.
- C. Donors must maintain a minimum of 80 hours of accrued time-off in their leave account(s) after the donation is made. The total 80 hours may be a combination of vacation, sick leave, and compensatory time.
- D. Donations can only be made to an employee for whom a leave sharing program has been established.
- E. Donations must be made to a specific employee. Donated leave will not be credited to a recipient employee's account until that employee has exhausted all sick leave, vacation and comp time.
- F. Donations will be deducted from the donor's accruals (vacation, sick leave and/or compensatory time) on an hour for hour basis in increments of full hours.
- G. Donations will be credited to the recipient's sick accruals on an hour for hour basis. No more than one pay period of leave will be transferred to a recipient employee's catastrophic leave bank at any one time.
- H. Donation will be used in the order received. Donations are only processed as they are needed, per pay period.
- I. Unused donations will be credited back to the donor's accruals.

**ARTICLE 11 SALARY**

The Association proposes working collaboratively with the District to implement a salary increase to compensate for the responsibilities of these positions and the market value of these positions.

**ARTICLE 17 CONTRACTING OUT WORK**

Update this section as follows:

17.1 The District reserves the right to contract out any work permitted by statute now being performed by unit members. ~~No later than five (5) working days prior to contracting out work that will not result in the reduction of staff or working hours, the District shall consult with BCPOA.~~ No later than ninety (90) days prior to contracting out the work ~~that would result in the reduction of staff or working hours~~, the District shall consult with BCPOA. The District shall attempt to relocate unit members affected by contracting out work.

17.2 Before contracting out work performed by classified employees the District must follow Education Code, Section 88003.1.

### **ARTICLE 19 DURATION/REOPENERS OF THE AGREEMENT**

The Association is open to discussion on various terms.

### **NEW POSITION**

The Unit proposes the creation of a new position of CSO - Records Supervisor. This position would fulfill the requirements to comply with current Department of Justice reporting requirements regarding police records, reporting and evidence.

DISTRICT INITIAL PROPOSAL TO POA

FOR

JULY 1, 2022 – JUNE 30, 2025 COLLECTIVE BARGAINING AGREEMENT

Consider Incorporating the following MOUs into the new 2022-2025 CBA agreed to after the close of the 2020-2022 CBA:

MOU 09/21/21 - Juneteenth holiday. Insert as 8.8.1.e, then reorder the remaining holidays.

Other proposals include:

8.1. (Bereavement Leave):

8.1.2. Add stepparents and stepchildren to be included as members of the immediate family for purposes of this section.

8.3. (Personal Necessity Leave):

8.3.4. Add language to reflect current practice that personal necessity leave requests are approved by the employee's supervisor and this is documented on the employee's time sheet. Delete "on forms prepared by Human Resources".

8.3.6 Add: Up to 8 hours of Personal Necessity to look for employment after notification of layoff (see 18.7.3).

9.4. (Insurance Programs/Part-Time Unit Members):

Add 9.4.3. Add language that part time unit members temporarily expanded for more than twenty (20) working days will receive an increased District premium contribution based on their temporary expansion. When the temporary expansion is removed, the premium contribution will return to the previous level.

11.4 Amend salary schedules for POST certification for PERS compliance.

11.6. (Uniform Maintenance):

11.6.1. Add language to change how uniform allowance is paid. Currently this is paid with the July warrant and is proposed to be paid monthly to be in compliance with PERS.

13.4. Performance Appraisal – Forms

Review forms for appropriate diversity, equity and inclusion language.

15.7.3. Compensatory Time Off for Overtime

15.7.3.1. Add language to provide a cap for maximum compensatory time off accrual of 480 hours. (per FLSA)

15.10 Call-in/Call-back Time – Change number of hours guaranteed in excess of their regular work assignment to two (2) hours of work. Include this guarantee for unit members working less than full-

time. Change language to read “...and shall be compensated on a straight time or overtime basis as are other hours worked under this Agreement.”

15.11. Compensation for Shift Differential

15.11.1. Add language to clarify that shift differential pay is applied to base pay and longevity. Change to “unit members required to work”.

15.11.2. Add language to clarify that shift differential pay is applied to base pay and longevity. Change to “unit members required to work”.

15.11.3. Add language to clarify that shift differential pay is applied to base pay and longevity. Also change “3 ¾ %” to “3.75%” for consistency.

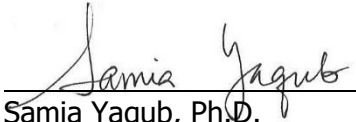
18.11 Remove reference to “forty-five (45) calendar days” and add “in accordance with Appendix C.”

19. Duration/Reopeners of the agreement.

19.1. The proposed term of the agreement is July 1, 2022 through June 30, 2025.

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

**November 17, 2021**

<b>Subject:</b> Appointment to Screening and Interviewing Committees for the Superintendent/President Search	<b>Item No:</b> 21-8210 <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Category:</b> Superintendent/President Search	<b>Action Regular</b> <input checked="" type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/>
<b>Submitted By:</b> William G. McGinnis Search Committee Chair	<b>Approved By:</b>  Samia Yaqub, Ph.D. Superintendent/President

**Background**

At the October 13, 2021 Board of Trustees meeting, Board President Dahlmeier appointed Trustees McGinnis (chair), Boss, and himself to serve as a subcommittee to make recommendations to the full Board on the search process for the new Superintendent/President.

**Status**

Per Employment of Superintendent/President Guidelines dated October 13, 2021, the Board will appoint at least one representative from names submitted by each constituency group to the Screening and/or Interviewing Committee. In addition, the Board will appoint one additional manager, a minimum of one community representative, and the Diversity Officer. The Board Search Committee met on November 2 and November 4, 2021 to review the names submitted by each constituently groups to make a recommendation to the full Board.

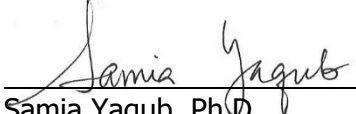
**Recommendation**

It is recommended that the Board appoint the below list of individuals to serve on the Screening and/or Interviewing Committee for the Superintendent/President.

<b>Screening Committee</b>	<b>Interviewing Committee</b>
Trustee William G. McGinnis – Board of Trustees (Committee Chair) Trustee Julie Boss – Board of Trustees Trustee John Dahlmeier – Board of Trustees Selena Lee – Administrative Support (Non-Voting) Chris Little – District EEO Officer (Non- Voting) Andy Suleski – Vice President Tray Robinson – Inclusion Diversity Equity and Anti-Racism Officer Anna Bauer – Butte County Community Member Maria Briones – Glenn County Community Member Tom Lando – Foundation Board Farshad Azad – Foundation Board Julio Delgado – Academic Senate Jennifer Charles-Tollerup – Academic Senate Shannon Hamlyn – CSEA Meredith Marasco – CSEA Yvette Zuniga – MSC Melissa Cafferata-Ainsworth – MSC Margarita Vasquez – Associated Students Sarah Houston – Associated Students	Trustee William G. McGinnis – Board of Trustees (Committee Chair) Trustee Julie Boss – Board of Trustees Trustee John Dahlmeier – Board of Trustees Selena Lee – Administrative Support (Non-Voting) Chris Little – District EEO Officer (Non- Voting) Andy Suleski – Vice President Tray Robinson – Inclusion Diversity Equity and Anti-Racism Officer Anna Bauer – Butte County Community Member Maria Briones – Glenn County Community Member Tom Lando – Foundation Board Jennifer Charles-Tollerup – Academic Senate Meredith Marasco – CSEA Melissa Cafferata-Ainsworth – MSC Margarita Vasquez – Associated Students

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

**November 17, 2021**

<b>Subject:</b> Approval of Class Specifications (Job Description) for the Superintendent/President	<b>Item No:</b> 21-8211 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Superintendent/President Search	<b>Action</b> <input checked="" type="checkbox"/> <b>Regular</b> <input checked="" type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Consent</b> <input type="checkbox"/>
<b>Submitted By:</b> William G. McGinnis Search Committee Chair	<b>Approved By:</b>  Samia Yaqub, Ph.D. Superintendent/President

**Background**

At the October 13, 2021 Board of Trustees meeting, Board President Dahlmeier appointed Trustees McGinnis (chair), Boss, and himself to serve as a subcommittee to make recommendation to the full Board on the search process for the new Superintendent/President.

**Status**

Per Employment of Superintendent/President Guidelines dated October 13, 2021, the Board will meet to discuss the job description as well as desired competencies in a Superintendent/President and review input provided by the constituency groups. Requests for feedback from the constituency groups was sent on October 13, 2021. The Board of Trustees reviewed the suggestions provided and discussed the job description on November 4, 2021.

**Recommendation**

It is recommended the Board approve the Class Specifications for the Superintendent/President as presented.

# BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

## CLASS TITLE: SUPERINTENDENT/PRESIDENT

**BASIC FUNCTION:** Under the direction of the Board of Trustees, the Superintendent/President serves as the Chief Executive Officer for the District. The Superintendent/President is responsible for the operations, management, and direction of the College with the primary focus of enhancing education attainment by students.

**REPRESENTATIVE DUTIES:** *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The essential duties of the class are indicated with an asterisk \*.)*

1. Assumes full management responsibility for the District including the budgets, personnel and activities of all programs, divisions, departments, and services. \*
  2. Manages the development and implementation of goals, objectives, and priorities for the District and its associated service area. \*
  3. Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly. \*
  4. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes. \*
  5. Manages and participates in the development and administration of the District budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures; and implements budgetary adjustments as appropriate and necessary. \*
  6. Serves as a professional advisor to the Board and participates in the formulation of District policy regarding organization, finance, instruction, facilities, diversity, sustainability, and other functions of the College for Board consideration. \*
  7. Directs professional staff in long-range educational planning. Develops and implements procedures for development, evaluation and revision of educational programs and related student services. \*
  8. Directs a continuous program of research to improve the District's programs and to meet the educational needs of the community. \*
  9. Participates in and makes recommendations on the hiring and dismissal of college faculty and staff; assists in developing performance standards and is responsible for the evaluation of all academic and classified employees of the District. \*
  10. Provides and encourages in-service training for college administrators, faculty, and staff to promote professional growth, innovation, improved efficiency and quality of operations and to prepare employees for advancement. \*
  11. Is a role model for collegial consultation and shared decision making. Advocates participatory governance and promotes collegiality, teamwork, and respect among all the college constituencies. Creates an atmosphere conducive to a high faculty, staff, and student morale. \*
  12. Provides leadership for institutional planning and works collegially on planning processes including development of the College's Vision statement, Mission statement, Strategic Plan, Educational Master Plan, Facilities Master plan, Technology Master Plan, Foundation Master Plan, Equity and Diversity Plan, and the District's Annual Budget. \*
  13. Provides overall leadership for the District's accreditation process. Ensures the ongoing maintenance oversight of the accreditation process. \*
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14. Provides leadership in the area of resource development through active participation in the fund-raising efforts of the Foundation, and an active role in developing grant resources. Works collegially with other leaders to develop strategies to enhance resources. \*
15. Represents the District to the community, promoting positive relationships and providing open communication with all constituency groups; builds strong partnerships with local schools, business, industry, and government. \*
16. Consults with District administrators, analyzes long term facility needs; makes recommendations to District on additions, deletions, or changes in the District five-year-plan and on maintenance and remodeling of facilities. \*
17. Serves on or chairs a variety of District committees. \*
18. Ensures the proper maintenance of Board records, proceedings, and other documents. \*
19. Attends all open meetings of the Board and participates in its deliberations. \*
20. Keeps the Board informed on issues, needs, and operations of the college, district, and state. \*
21. Demonstrates cultural competence relative to a global society. \*
22. Promotes diversity, inclusion, equity, and antiracism as primary values of the District. \*
23. Works effectively and diplomatically with unique constituent groups such as legislatures, board members, business leaders, community leaders, accreditation organizations, and others. \*
24. Develops, positive public relations for the District at the local, state, regional, and national levels by attending meetings, serving on committees, participating in professional conferences, and other activities. \*
25. Demonstrates commitment to the offering of programs that are relevant to the current needs of business, industry, and local communities. \*
26. Acts as the primary authority, under emergency situations, to protect the safety and health of students, staff, and facilities under the District procedures. \*
27. Implements all provisions of collective bargaining agreements, the California Education Code, and all applicable state and federal laws, regulations, and emergency orders. \*
28. Explains, justifies, and defends college programs, policies, and activities; negotiates and resolves sensitive and controversial issues. \*
29. May be assigned professional responsibilities beyond the scope of the college.
30. Performs related duties as required.

#### **EDUCATION AND EXPERIENCE:**

- A Master's Degree from an accredited institution.
- Progressively responsible Senior administrative-level experience in higher education;
- Including a strong record of administrative experience in educational institutions; **And**
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender, disability and ethnic/racial backgrounds of community college students.

#### **Desired Qualifications:**

- Earned Doctorate degree
  - Teaching/counseling experience in higher education;
  - A clear understanding of the role of faculty, staff, and students in participatory governance; **And**
  - Senior level experience in implementing equity and diversity programs.
-

**KNOWLEDGE AND ABILITIES:**

**Knowledge** and ability to develop, interpret and apply District policies, rules and procedures; knowledge of laws, ordinances pertaining to the specific responsibilities of the position; and the successful operation in higher education, knowledge of supervisory and managerial concepts and principles; knowledge of the theories and methods of higher-education curriculum, planning and administration; knowledge of government budgeting processes and procedures, and knowledge of practices supportive of diversity and equity.

**Ability** to ensure compliance with all laws, regulations and policies through effective leadership and supervision; ability to motivate and provide leadership to a diverse population of professionals; ability to plan and coordinate the most effective use of faculty, staff, facilities and resources to achieve administrative and educational goals; ability to comprehend and stay current with the theories of and practices in higher education instruction and programming; ability to negotiate among different constituency groups with diverging interests to achieve a shared understanding and commonality of purpose; ability to communicate professionally in confrontational situations; ability to compose complex reports, analysis, and correspondence; ability to analyze administrative problems and prepare comprehensive, clear and concise reports and recommendations; ability to make sound, educated decisions; ability to work independently; ability to establish and maintain cooperative working relationships with those contacted in the course of work; ability to work with diverse populations; ability to make required mathematical calculations accurately; ability to make public presentations; ability to represent the College and Board of Trustees with professionalism and confidence; ability to perform and complete assigned duties despite public scrutiny and political pressures; ability to ensure the maintenance of a positive public relations and a positive College image; ability to use various financial information necessary in the preparation of the College budget; ability to oversee the preparation and control the budget.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Provides direct supervision to executive level, and confidential staff.

**PHYSICAL EFFORT:**

Normal office environment.

**CONTACTS:**

All classifications of faculty, staff, and administration at Butte College; members of the Board of Trustees; executive management and associated staff from other educational institutions; State Chancellor's Office personnel; students; vendors; business and community leaders; community organizations; consultants; general public; legislators.

**WORKING CONDITIONS:**

Normal office environment.

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.