



NOTICE OF REGULAR MEETING

December 15, 2021 | 1:00 p.m.

District Board Room
Student and Administrative Service Building

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**

2. **Spotlight Presentation**

Nursing and Respiratory Care Programs during COVID

3. **Annual Reorganization of Governing Board**

Action

21-8212

- 3.1 Election of President
- 3.2 Election of Vice President
- 3.3 Election of Clerk
- 3.4 Appointment of Trustee to Foundation Board

4. **Board Committee Appointments**

- 4.1 Board Self-Evaluation Revision
- 4.2 Board Policy Review
- 4.3 Audit Committee

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

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

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

6. **Approval of Consent Agenda**

Approval of Minutes November 17, 2021	Action	
Approval of Warrants	Action	21-8213
Ratification of Contracts	Action	21-8214
Quarterly Financial Status Report for the Quarter Ended September 30, 2021	Action	21-8215
Approval of New Courses	Action	21-8216
Approval of Out of State Student Travel – Washington, D.C.	Action	21-8217
Approval of Out of State Student Travel – Reno, NV	Action	21-8218
Approval and/or Ratification of Personnel Actions	Action	21-8219
Management		
<i>Employments and reassignment</i>		
Academic		
<i>Employments</i>		
Classified Employees		
<i>Employment</i>		
Temporary Employees		
Professional expert		

7. **Information-Reports**

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

8. **Communications from the Public**

At this time, members of the public have the opportunity to address the Board of Trustees on any item within the subject matter jurisdiction of the Board. Members of the community and employees wishing to address the Board of Trustees are asked to complete a "Public Comment" card 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

9. **Contracts**

Approval of Contracts	Action	21-8220
Approval of Contract Award for Request for Proposals #CCCTC-21-01 Help Desk Services for California Community Colleges	Action	21-8221

10. **Finance**

Adoption of the 2022-23 Budget Criteria	Action	21-8222
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11. **Labor Relations**

Public Hearing and Adoption of Initial Proposals between Butte-Glenn Community College District and California School Employees Association (CSEA) Chapter 511 for the 2022-25 Collective Bargaining Agreement	Action	21-8223
Public Hearing and Adoption of Initial Proposals between Butte-Glenn Community College District and the Butte College Police Officers Association (BCPOA) for Collective Bargaining Agreement 2022-25	Action	21-8224

12. **Administration**

Approval of Accreditation Institutional Self-Evaluation Report (ISER)	Action	21-8225
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13. Future Dates

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.
February 25, 2022	Special Meeting	Main Campus	10:00 a.m.

14. Closed Session

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

Pursuant to Government Code Section 54957:

- a. PUBLIC EMPLOYEE EMPLOYMENT
Superintendent/President
- b. EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT

Pursuant to Government Code Section 54956.95:

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

15. Adjournment

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



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

BOARD OF TRUSTEES

MINUTES OF REGULAR MEETING

November 17, 2021

The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, November 17, 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
Ms. Virginia Guleff, 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
Ms. Melissa Cafferata-Ainsworth, Asst to VP of Student Services
Mr. Casey Carlson, Chief of Police
Ms. Jennifer Coleman, Ex Director CCC Tech Center
Ms. Liz Connors, Manager Information Tech
Ms. Lisa DeLaby, Director Institutional Advancement
Ms. Michelle Dodele-Monnot, Bus Operator
Mr. Jordan Frazer, Director Student Health Clinic
Ms. Kelly Fredericks, English Instructor
Mr. Craig Kielb, Automotive Tech Instructor
Mr. Steve Klein, Director Statewide Programs CCC Tech Center
Ms. Christie Lee, Supervisor Tech Services Facilities Planning
Ms. Jeannie Lybbert, Asst Director Financial Aid & Vet Services
Ms. Ruth Ann McKalip, Employment Technician
Ms. Carrie Monlux, Dean of Instruction
Ms. Tanna Neilsen, Program Administrator
Mr. Curtis Pahlka, Title IX Coordinator
Mr. Bruce Racheter, Project Manager CCC Tech Center
Ms. Annie Rafferty, Director Contract Ed Training & Development
Mr. Don Robinson, Dean of Instruction
Mr. Tray Robinson, Inclusion Diversity Equity & Anti-Racism Officer
Ms. Brenda Rodriguez, Welcome Center

Ms. Mady Schott, Admin Sec substitute CCC Tech Center
Mr. Shahrouka Mistry, Biology Instructor
Ms. Tammera Shinar, Dean Student Services
Mr. David Shippen, Director CCC Tech Center
Ms. Carrie Soldate, Admin Secretary to the Dean
Mr. Dave Stephens, Instructional Technology Specialist
Ms. Melody Stockwell, Director Kinesiology & Athletics
Mr. Pat Tavelli, Facilities Planning & Management
Mr. Dan Torres, Financial Aid Veterans Asst
Ms. Shanna Vela, Physical Ed Instructor
Ms. Llael Valle, EOPS Counselor
Mr. Angel Ventura Plascencia, Student Support Center
Ms. Teresa Ward, Faculty Professional Dev Coord
Mr. Brad Zuniga, Dean of Students

Guests

Mr. Anson Burgdorf, Associated Students Tech Officer
Ms. Tara Purcell, Associated Students VP of Internal Affairs
Ms. Brianna Montelongo, Associated Students Inter Club Council
Ms. Julie Reyna, Student
Ms. McKenna Smith, Student
Ms. Renee Gramps, community member

Pledge of Allegiance to the Flag

Trustee Blacklock led the Pledge of Allegiance to the Flag.

1. **Agenda Approval**

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

Motion carried unanimously. Student Trustee – aye.

2. **Spotlight: Enrollment Management**

Superintendent/President Yaquab introduced Vice President Peter Gitau and Vice President Virginia Guleff to discuss Enrollment Management. VP Gitau stated to increase enrollment focus needs to be on recruitment, retention, as well as marketing and instruction. VP Gitau explained enrollment initiatives; VP Guleff explained enrollment management from an instruction perspective which included expanding programs, monitoring waitlist, and communications; and VP Gitau explained the expanded marketing campaign.

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

There were no public comments.

4. **Approval of Consent Agenda, Item 21-8190 to 21-8200**

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

Trustee Boeger asked about item 21-8191 Ratification of Contracts. He asked how much has been spent on change orders for the Technology Remodel and who is paying for these changes? VP Suleski deferred to Kim Jones, Director of Facilities Planning & Management, who stated the state funds up to 10% of change orders and to date we've only used less than 2% of these funds and we are more than 50% done with the remodel.

Motion carried unanimously. Student Trustee – aye.

5. **Information Reports**

Academic Senate President's Report – Bob White, President

Dr. White stated there will be upcoming GE structure changes due to AB928. Academic Senate is working through these changes to best support our students. He also stated AB1111 will create common course

naming which will help transfer students. On November 10, Academic Senate adopted a resolution to require vaccination or testing for all students.

Classified Senate President's Report – Peter Dahl, President

Mr. Dahl stated the T-Bar fundraiser brought in more than \$260. Classified Senate will continue the tradition of free scantrons and coffee for students during finals week.

Student Trustee Comment – Margarita Vasquez

Ms. Vasquez stated the LGBTQ+ community was honored during October. November is Native American Heritage month. She reviewed past events which included Veterans Day and Dis De Los Muertos, as well as upcoming events including Giving Tuesday. Associated Students will host Wellness Week during finals week for the students. She updated the Trustees on the murals progress.

Superintendent/President's Report – Dr. Samia Yaqub

Dr. Yaqub thanked the campus and the Trustees for the non-perishable food drive that filled the Boardroom. She updated the Board on a grant for a feasibility study on building student housing in Chico as well as the MOU with Umoja Community Education Foundation to increase rates of course retention, completion, and success. Dr. Yaqub updated the Trustees on events on campus which included student art displays, concerts, and Veteran's Day celebration. Dr. Yaqub introduced Jennifer Coleman, the new Executive Director of the California Community Colleges Technology Center.

Board Comments

Board President Dahlmeier stated he was honored to be at the ribbon cutting for Scenario Village. He also stated he went through the covid testing process at the Chico Center. He reported it went seamless and was painless. Trustee Blacklock stated Scenario Village is a success for Butte College. Trustee Massa attended a Butte College football game. Trustee Boss attended Discovery Days at the Chico Center. She thanked the campus for the food drive donations. Trustee McGinnis stated the recruitment for a new Superintendent/President is moving forward. He expressed his appreciation for the input from the constituency groups.

6. **Communications from the Public**

Kelly Fredericks, English Instructor, read a statement from Deb McCabe, Communication Studies Instructor, stating her disappointment that the Board is not mandating vaccinations for students. Shahrouka Mistry, Biology Instructor, requested a requirement for student vaccinations. Michelle Dodele-Monnot, Bus Operator, stated vaccinations should be a freedom of choice. Anson Burgdorf, Associated Students Tech Officer, read a statement from Makenna Smith, Butte College student, stating she didn't want to be vaccinated. Mr. Burgdorf stated he would like to see testing for everyone regardless of vaccination status. Renee Gramps, community member, was asked to put on a mask before she spoke, she feels that no one should have to be vaccinated nor wear a mask.

7. **Administration**

Consideration of Board Policy 5900: COVID-19 Vaccination for Students, Item 21-8201

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

Student Trustee Vasquez shared a survey from students stating 50% of respondents did not want a vaccine mandate. (Respondents were less than 10% of the student population.) There were some issues with the survey as it only tracked unique IP address. An individual could respond multiple times on a smart phone, school computer, home computer etc. Ms. Vasquez recommended testing for everyone. She also requested a student forum on how this will be implemented if it passes. Trustee Boeger stated we are in a pandemic. The only way to slow it down is vaccinations. We need to protect one another. Trustee Massa supports testing everyone to keep COVID off the campus. Trustee Boss stated this is the toughest decision as it involves people's lives, and she doesn't want to tell people what to do. Trustee Krepelka stated this isn't a "my life, my choice" decision. It is a personal decision that affects others. Trustee Krepelka supports vaccination or testing and what will keep the most people safe. Trustee Blacklock stated this is the most difficult decision this Board has faced. People feel very passionate about

vaccinations. The Board's priority is to have a safe work and learning place. If there is less COVID around, Butte College is a safer place.

Motion carried by majority vote. Trustee Massa voted no. Student Trustee abstained.

Review of Accreditation Institutional Self-Evaluation Report (ISER), Item 21-8202

Dr. Yaqub introduced Vice President Guleff. VP Guleff presented information to the Board about the Accreditation Institutional Self-Evaluation. The report has been approved by all the constituency groups and is now coming to the Board as an information item before being presented as an action item at the December meeting. VP Guleff stated Butte College meets all the standards, but they've identified three areas that have improvement plans. She thanked everyone for their hard work and highlighted the work of Gail Stone and Teresa Ward.

8. Contracts

Approval of Contracts, Item 21-8203

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 Award for Bid CNC Laser Cube Cutting System Equipment, Item 21-8204

It was moved by Trustee Massa, seconded by Trustee McGinnis, to 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 and 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.

Motion carried unanimously. Student Trustee – aye.

Approval of Contract to Purchase Information Technology Goods and Services from Rainforest QA, Inc. utilizing California Multiple Award Schedule Number 3-18-70-3509A, Item 21-8205

It was moved by Trustee Krepelka, seconded by Trustee Blacklock, to 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 and 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.

Motion carried unanimously. Student Trustee – aye.

9. Finance

Board Criteria for 2022-23 Budget Development, Item 21-8206

Dr. Yaqub stated that this is the draft 2022-23 budget criteria for Board review. VP Suleski stated changes can be seen on the draft criteria. The document has been reviewed by the President's Staff and the Planning & Budget Committee. The criteria with any recommended changes from the Trustees will return to the Board for approval at the December 15, 2021 meeting.

Trustee McGinnis asked to add "water conservation and/or recycling" to bullet point number 15. Trustee Krepelka ask to add an item to address funding toward innovations within the district's operations. Trustee Boeger expressed concerns about maximizing employment of full-time faculty and said this employment should be within reason.

10. **Human Resources**

Resolution 806 Reduction of Classified Services 2021-2022 Academic Year, Item 21-8207

It was moved by Trustee McGinnis, seconded by Trustee Boss, to 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.

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

11. **Labor Relations**

Initial Proposal between the Butte-Glenn Community College District and CSEA, Chapter 511 for Collective Bargaining Agreement 2022-25, Item 21-8208

Dr. Yaqub stated these are the initial proposals for a successor collective bargaining agreement between the District and CSEA. The public will have an opportunity to comment on the proposal during a public hearing to be held during the next regular meeting of the Board of Trustees.

Initial Proposal between the Butte-Glenn Community College District and the Butte College Police Officers Association for Collective Bargaining Agreement 2022-25, Item 21-8209

Dr. Yaqub stated these are the initial proposals for a successor collective bargaining agreement between the District and BCPOA. The public will have an opportunity to comment on the proposal during a public hearing to be held during the next regular meeting of the Board of Trustees.

12. **Superintendent/President Search**

Appointment to Screening and Interviewing Committees for the Superintendent/President Search, Item 21-8210

It was moved by Trustee Boeger, seconded by Trustee McGinnis, to appoint the below list of individuals to serve on the Screening and/or Interviewing Committee for the Superintendent/President.

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

Motion carried unanimously. Student Trustee – aye.

Approval of Class Specifications (Job Description) for the Superintendent/President, Item 21-8211

It was moved by Trustee Blacklock, seconded by Trustee McGinnis, to approve the Class Specifications for the Superintendent/President as presented.

Motion carried unanimously. Student Trustee – aye.

13. 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 14a, 14b, 14c, and 14d.

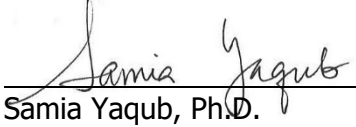
Board President Dahlmeier reported there was no reportable action.

14. Adjournment

Board President Dahlmeier adjourned the meeting at 4:24 PM.

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

December 15, 2021

Subject: Annual Reorganization of the Governing Board	Item No: 21-8212 Enclosure: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Category: Administration	Action Regular <input checked="" type="checkbox"/> Information Consent <input type="checkbox"/>
Submitted By: Samia Yaqub, Ph.D. Superintendent/President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

Annually, it is the obligation of the Board of Trustees to elect a new slate of officers for the upcoming year.

Recommendation

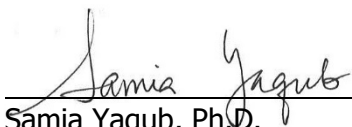
It is recommended that the Board of Trustees elect the following officers for 2022:

- Board President
- Board Vice President
- Clerk of the Board

It is recommended that the Board appoint a Trustee to the Foundation Board.

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

December 15, 2021

Subject: Approval of Warrants	Item No: 21-8213 Enclosure: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Category: Finance	Action <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Information <input type="checkbox"/> Consent <input checked="" type="checkbox"/>
Submitted By: Andrew Suleski Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

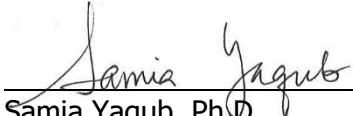
It is recommended that the Board of Trustees approve the vendor, payroll, and financial aid warrants for the period of November 1, 2021 to November 28, 2021.

Type of Warrant	Check/Voucher Sequence	Total
Vendor	676059 - 677106	\$ 6,962,728.84
Payroll	525629 – 525756	\$ 956,682.38
Financial Aid	353414 – 353593	\$ 287,609.61

Warrant registers are available for review in the Business Office.

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

December 15, 2021

Subject: Ratification of Contracts	Item No: 21-8214 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Contracts	Action Regular <input checked="" type="checkbox"/> <input type="checkbox"/> Information Consent <input type="checkbox"/> <input checked="" type="checkbox"/>
Submitted By: Andrew Suleski Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

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

Status

The attached Contracts Ratification Report represents contracts entered into on behalf of the District during the month of November 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
November 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
11/19/21	12/10/21	Paradise Alliance Church	Facility Rental for Law Enforcement Academy Graduation	(\$1,320.00)	Unrestricted General	Public Safety Education & Training	Guleff
10/26/21	10/26/21	Oroville Union High School District	Facility Use Agreement	\$0.00	N/A	Athletics	Guleff
9/2/21	9/2/21	Christine Mac Shane	Painting/Art Workshop	(\$200.00)	Restricted General	TRIO	Gitau
11/10/21	11/10/21	Brynn Saito-Lehi	Diversity Speaker Series: Storytelling	(\$1,350.00)	Restricted General	Student Equity & Achievement	Gitau
10/18/21	11/17/21	Aniko Kiezel	Art Exhibition & Loan Agreement	\$0.00	N/A	Arts	Guleff
11/19/21	11/19/21	Carrie Marks	Workshop Speaker AB 705	(\$300.00)	Restricted General	English	Guleff
11/19/21	11/19/21	Dawna DeMartini	Workshop Speaker AB 705	(\$300.00)	Restricted General	English	Guleff
12/7/21	12/7/21	RK Resolution LLC	Guest Speaker Restorative Justice at Butte College	(\$600.00)	Restricted General	Rising Scholars	Guleff
12/8/21	12/9/21	Phoenix Nest Community Project	Massage Therapists for Wellness Days for Students	(\$1,250.00)	Fiduciary	Student Life	Gitau
11/2/21	2/1/22	Umoja Community Education Foundation	Umoja affiliated program focused on retention and academic success of African American and other underrepresented students	\$0.00	N/A	Student Equity & Achievement	Gitau
12/31/21	12/31/22	STATco	CATEMA System License	(\$1,800.00)	Restricted General	Welcome Center	Gitau
12/1/21	8/31/22	Career Dimensions, Inc.	Focus2Career License Single Sign On Addendum	(\$1,500.00)	Restricted General	Career & Academic Assessment Center	Gitau
11/3/21	1/31/22	The NCHERM Group, LLC dba TNG	Consulting Services Title IX Policy Review	(\$3,500.00)	Unrestricted General	Title IX	Gitau
11/1/21	10/31/24	Cal Fire	Affiliation Agreement for Clinical Experience for the Firefighter Academy	\$0.00	N/A	Public Safety Education & Training	Guleff
11/1/21	10/31/24	Chico Fire Department	Affiliation Agreement for Clinical Experience for the Firefighter Academy	\$0.00	N/A	Public Safety Education & Training	Guleff
11/1/21	10/31/24	Linda Fire Department	Affiliation Agreement for Clinical Experience for the Firefighter Academy	\$0.00	N/A	Public Safety Education & Training	Guleff
11/1/21	10/31/24	San Bruno Fire Department	Affiliation Agreement for Clinical Experience for the Firefighter Academy	\$0.00	N/A	Public Safety Education & Training	Guleff
11/1/21	10/31/24	Yuba City Fire Department	Affiliation Agreement for Clinical Experience for the Firefighter Academy	\$0.00	N/A	Public Safety Education & Training	Guleff
11/2/21	1 year	Kaplan, Inc.	i-Human Patients Simulation	(\$2,700.00)	Unrestricted General	Nursing	Guleff
10/26/21	6/30/22	Healthcare IT Leaders, LLC	Comprehensive COVID-19 Solution (Vaccine Verification and Testing) and COVID-19 Contact Tracing Solution	Expense based on Services used	Restricted General	Institutional Effectiveness	Stoup
9/1/21	6/30/22	Chabot-Las Positas Community College District	California Early Childhood Mentor Program	\$18,524.25	Restricted General	Child Development	Guleff
10/1/21	12/31/22	California Community Colleges Chancellor's Office	Tax OffSet Program	(25%) of Collections Amount from FTB	Unrestricted General	Business Services	Suleski
7/1/21	6/30/24	BM Technologies, Inc. dba BMTX, Inc.	Student Financial Aid Disbursement Services	(\$40,500.00) plus Disbursement Fees	Unrestricted General	Business Services	Suleski
9/5/21	6/30/22	Shasta Tehama Trinity Joint Community College District	Programs to serve formerly incarcerated students	\$8,500.00	Restricted General	Instruction	Guleff
10/15/21	12/15/21	Enloe Medical Center	Oncology RN Review Course	(\$6,000.00)	Restricted General	Regional Director Health	Guleff
10/1/21	10/22/21	Abernathy VM-Services, LLC	Vegetation Management Pre-Inspector Training and Consulting Services	(\$50,255.00)	Restricted General	Contract Education	Guleff
10/1/21	10/27/21	Arbor Global	Utility Line Clearance Pre-Inspector Pilot Training Services	(\$34,225.00)	Restricted General	Contract Education	Guleff
10/29/21	6/30/22	CalPlant1	Employee Training	\$3,000.00	Restricted General	Contract Education	Guleff
10/4/21	6/30/22	International Arborist Institute	Utility Line Clearance Arborist Training Project	(\$75,500.00)	Restricted General	Contract Education	Guleff

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

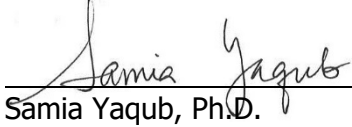
Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
11/16/21	6/30/22	Margaret Schmidt Business Solutions	Employee Training	\$3,615.00	Restricted General	Contract Education	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	9/30/22	Humboldt State University Sponsored Programs Foundation	GO-BIZ Capital Infusion Project (CIP) 2021-22	\$50,000.00	Restricted General	Small Business Development Center	Guleff
9/20/21	5/2/22	Joanne Tippin	ACUE Facilitator	(\$5,000.00)	Restricted General	North Far North Regional Consortium	Guleff
11/1/21	12/31/21	Pacific Sky	K-14 Pathway Mapping Website	(\$12,500.00)	Restricted General	North Far North Regional Consortium	Guleff
1/1/22	12/31/22	Butte County Office of Education	K12 Strong Workforce Program Grant for K12 Pathway Coordinator	(\$130,000.00)	Restricted General	Strong Workforce Program	Guleff
1/1/22	12/31/22	Lassen Union High School District	K12 Strong Workforce Program Grant for K12 Pathway Coordinator	(\$65,000.00)	Restricted General	Strong Workforce Program	Guleff
1/1/22	12/31/22	Siskiyou County Office of Education	K12 Strong Workforce Program Grant for K12 Pathway Coordinator	(\$130,000.00)	Restricted General	Strong Workforce Program	Guleff
11/29/21	Upon Payment	ePlus Technology, Inc.	Purchase Terms and Conditions UPS Service Plans	(\$4,141.05)	Unrestricted General	Information Technology	Stoup
12/20/21	12/19/22	Schneider	Symmetra PX UPS Advantage Ultra Service Plan and EAA Upgrade Service Plan	\$0.00	Unrestricted General	Information Technology	Stoup
12/15/21	12/14/24	Fluke Networks	Gold Support Plan for Fiber Tester	(\$8,280.00)	Unrestricted General	Information Technology	Stoup
11/17/21	1/30/22	Deloitte Consulting LLP	IT Strategic Planning	(\$85,000.00)	Unrestricted General	Information Technology	Stoup
11/1/21	10/31/22	Atlassian Pty Ltd	Bitbucket (Data Center) License	(\$3,800.00)	Restricted General	CCC Technology Center	Stoup
1/1/21	12/31/21	California Community Colleges Chancellor's Office	Amendment to Letter of Agreement to establish fiduciary responsibility for InCommon Federation Annual SSL Certificate Subscription Service Fees <i>Pursuant to CCCCCO Grant Agreement Work Plan & Budget</i>	(\$243,000.00)	Restricted General	CCC Technology Center	Stoup
1/1/22	12/31/22	California Community Colleges Chancellor's Office	Letter of Agreement to establish fiduciary responsibility for InCommon Federation Participation Agreement Subscription Fees <i>Pursuant to CCCCCO Grant Agreement Work Plan & Budget</i>	(\$451,000.00)	Restricted General	CCC Technology Center	Stoup
3/20/22	3/23/22	MeetingWise LLC on behalf of CISOA	2022 CISOA Technology Summit Sponsor & Exhibitor Registration	(\$2,500.00)	Restricted General	CCC Technology Center	Stoup
3/17/22	3/16/23	Maths for More, S.L. dba Design Science, Inc.	MathType for Office Tools License	(\$675.00)	Restricted General	CCC Technology Center	Stoup
1/29/22	1/28/23	PlexTrac, LLC	PlexTrac Private Hosted Purple Team License	(\$6,500.00)	Restricted General	CCC Technology Center	Stoup
11/18/21	Upon Purchase	SHI International Corp.	ABBYY Software Maintenance - Technical Support for FineReader Standard Edition Purchase Terms	(\$439.60)	Restricted General	CCC Technology Center	Stoup
12/1/21	11/30/22	ABBYY	ABBYY Software Maintenance - Technical Support for FineReader Standard Edition License	\$0.00	Restricted General	CCC Technology Center	Stoup
11/19/21	Upon Purchase	SHI International Corp.	GlobalProtect Subscription and Premium Support Purchase Terms	(\$2,835.94)	Restricted General	CCC Technology Center	Stoup
1/23/22	1/23/23	Palo Alto Networks, Inc.	GlobalProtect Subscription Terms of Use	\$0.00	Restricted General	CCC Technology Center	Stoup
11/16/21	Upon Payment	SHI International Corp.	Nuance Dragon Legal Individual Purchase Terms	(\$467.11)	Restricted General	CCC Technology Center	Stoup

Butte-Glenn Community College District
CONTRACTS RATIFICATION REPORT
Contracts Signed by the Superintendent/President or Vice President for Administration
November 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
12/1/21	11/30/22	Nuance Communications, Inc.	Nuance Dragon Legal Individual	\$0.00	Restricted General	CCC Technology Center	Stoup
11/18/21	Upon Payment	SHI International Corp.	Sohos Central Intercept X Advanced Subscription Purchase Terms	(\$1,957.95)	Restricted General	CCC Technology Center	Stoup
3/23/22	3/22/23	Sophos Limited	Sohos Central Intercept X Advanced Subscription License	\$0.00	Restricted General	CCC Technology Center	Stoup
11/16/21	Upon Payment	SHI International Corp.	Spirion License Support & Maintenance Purchase Terms	(\$133,662.83)	Restricted General	CCC Technology Center	Stoup
12/10/21	12/9/22	Spirion, LLC	Spirion License Support & Maintenance	\$0.00	Restricted General	CCC Technology Center	Stoup
11/18/21	Upon Purchase	SHI International Corp.	Smartsheet for Education plus Pro Support Purchase Terms	(\$10,728.48)	Restricted General	CCC Technology Center	Stoup
2/27/22	2/26/23	Smartsheet Inc.	Smartsheet for Education plus Pro Support User Agreement	\$0.00	Restricted General	CCC Technology Center	Stoup
11/3/21	11/2/22	Rainforest QA, Inc.	Software Quality Assurance Services for development of new software systems and features for a variety of projects	(\$500,000.00)	Restricted General	CCC Technology Center	Stoup
7/1/21	6/30/22	Chico Electric	Photovoltaic System Operations & Maintenance Agreement	(\$59,948.00)	Capital	Facilities Planning & Management	Suleski
1/3/22	9/30/22	NorthStar Engineering	Engineer Services Agreement for Storm Drainage Outfalls between Physical Science and Child Development Center Project	(\$13,000.00)	Measure J	Facilities Planning & Management	Suleski
12/1/21	5/15/22	Sierra Range Electric	Outdoor Wifi for Parking Lots 1 & 3	(\$59,875.00)	Restricted General	Facilities Planning & Management	Suleski
11/3/21	3/1/22	United Building Contractors, Inc.	Technology Remodel Change Order #13 Added Framing	(\$8,931.32)	Measure J and Restricted	Facilities Planning & Management	Suleski
			TOTAL REVENUE CONTRACTS	\$ 196,139.25			
			TOTAL EXPENSE CONTRACTS	\$ (2,120,042.28)			

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

December 15, 2021

Subject: Quarterly Financial Status Report for the Quarter Ended September 30, 2021	Item No: 21-8215 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Finance/Facilities	Action Regular <input checked="" type="checkbox"/> <input type="checkbox"/> Information Consent <input type="checkbox"/> <input checked="" type="checkbox"/>
Submitted By: Andrew Suleski Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

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

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

Status

The Quarterly Financial Status Report for the quarter ended September 30, 2021 indicates that the District is financially stable and details the following:

26% of the total estimated revenue has been charged or received (22% unrestricted).

20% of the total expected expenditures have been expended (21% unrestricted).

The Reserve for Contingency is 5% of total expenditures.

Recommendation

It is recommended that the Board of Trustees approve the Quarterly Financial Status Report (CCFS-311Q) for the quarter ended September 30, 2021.

Butte-Glenn Community College District
Revenue/Expenditures
As of September 30, 2021

	Final Budget Fund 11 12 Combined	Unrestricted Fund 11 1st Quarter Revised	Restricted Fund 12 1st Quarter Revised	Fund 11 12 Combined 1st Quarter Revised	Actuals To Date Combined	
REVENUE						
Beginning Balance	\$33,500,422			\$33,500,422		
8110 Forest Reserve	-	-	-	-	-	
8121 College Work Study - Admin	12,560	12,560	-	12,560	-	
8122 College Work Study - Wages	218,252	-	218,252	218,252	-	
8123 College Work Study - Job Devel.	27,575	27,575	-	27,575	-	
8124 College Work Study - Comm. Service	20,388	-	20,388	20,388	-	
8131 Adult Education	-	-	-	-	-	
8136 Foster Care	133,829	-	133,829	133,829	-	
8140 Transitional Assistance to Needy Families (TANF)	11,285	-	11,285	11,285	-	
8151 Supplemental Educational Opportunity Grants (SEOG) - Admin.	13,117	13,117	-	13,117	-	
8152 Pell Grant - Admin.	40,000	40,000	-	40,000	-	
8160 Veterans' Attendance Allowance	12,166	-	12,166	12,166	24,962	
8170 Perkins	777,886	-	824,342	824,342	-	
8174 VTEA - Tech Prep.	42,483	-	42,483	42,483	-	
8173 US Dept of Ed. TRIO	391,178	-	284,867	284,867	125,235	
8194 Small Business Development	272,130	-	359,544	359,544	71,397	
8197 US Dept Ed/OPE	1,772,658	-	3,444,870	3,444,870	1,032,604	
8198 Higher Education Emergency Relief Fund (HEERF)	23,774,631	-	23,640,591	23,640,591	775,654	
8199 Other Federal Revenue	555,718	-	1,235,654	1,235,654	13,374	
8100 TOTAL FEDERAL REVENUE	28,075,856	93,252	30,228,271	30,321,523	2,043,226	7%
8612 State General Apportionment	43,978,723	43,978,723	-	43,978,723	10,508,245	
8613 Full Time Faculty Hiring	1,436,693	1,436,693	-	1,436,693	413,548	
8614 Part-Time Faculty Compensation	223,712	223,712	-	223,712	62,639	
8615 Enrollment Fee Admin.	128,800	128,800	-	128,800	36,064	
8619 Prior Year Corrections (Apportionment)	250,199	250,199	-	250,199	250,199	
8620 Student Equity and Achievement	5,662,264	-	7,762,264	7,762,264	4,749,637	
8621 CalWorks	419,894	-	419,894	419,894	97,589	
8622 Extended Opportunity Programs and Services (EOPS)	1,581,453	-	1,581,453	1,581,453	361,288	
8623 Cooperative Agency Resources and Education (CARE)	850,762	-	850,762	850,762	218,490	
8624 Disabled Student Services and Programs (DSPS)	833,109	-	1,289,498	1,289,498	773,368	
8626 Telecommunications	13,000,000	-	13,000,000	13,000,000	13,000,000	
8626 TTIP/CENIC	1,600,000	-	14,186,549	14,186,549	1,600,000	
8627 Student Financial Aid Admin.	562,259	-	562,259	562,259	118,151	
8629 Scheduled Maintenance and Instructional Equipment	5,282,059	-	5,282,059	5,282,059	1,478,976	
8630 Education Protection Account	8,088,984	8,088,984	-	8,088,984	3,374,357	
8630 Undocumented Resources Liason Program	99,492	-	99,492	99,492	27,858	
8631 Transitional Assistance to Needy Families (TANF)	60,410	-	60,410	60,410	-	
8633 Funds for Student Success - MESA (Math, Engineering, Science)	104,612	-	160,968	160,968	-	
8634 Classified Professional Development	82,225	-	82,225	82,225	82,225	
8635 Equal Employment Opportunity (EEO)	66,445	-	66,445	66,445	50,000	
8636 Foster Care Grant	207,798	-	207,798	207,798	58,183	
8638 Technology Center	10,662,066	-	10,765,394	10,765,394	454,420	
8640 Veterans Resource Center	92,004	-	92,004	92,004	25,761	
8642 CA College Promise	834,929	-	834,929	834,929	233,780	
8643 Student Success Completion	2,531,779	-	2,531,779	2,531,779	2,531,779	
8644 Financial Aid Technology	47,442	-	194,318	194,318	167,645	
8645 CARES Act-State Block Grant	-	-	39,355	39,355	39,355	
8646 Early Action Emergency Financial Aid	749,386	-	749,386	749,386	679,202	
8646 Retention & Enrollment Outreach	975,000	-	1,254,144	1,254,144	279,144	
8653 Adult Education Block Grant	2,329,276	-	2,483,730	2,483,730	793,277	
8654 College Homeless Pilot	1,545,204	-	1,820,204	1,820,204	932,058	
8657 Economic Development	945,247	-	1,093,794	1,093,794	607,986	
8658 Strong Workforce Program	30,088,764	-	30,101,373	30,101,373	4,137,185	
8659 Other Categorical Programs	-	-	-	-	-	
8671 Homeowners' Exemptions Taxes	220,429	220,429	-	220,429	3,896	
8672 Timber Yield Tax	48,726	48,726	-	48,726	555	
8681 State Lottery Proceeds	2,118,132	1,567,833	550,299	2,118,132	358,051	
8683 Mandated Costs	308,660	308,660	-	308,660	-	
8690 Guided Pathways	147,226	-	147,226	147,226	41,223	
8692 STRS On Behalf	1,806,711	1,605,759	200,952	1,806,711	-	
8693 Innovation Award	745,591	-	991,182	991,182	745,591	
8699 Other State Revenue	375,095	-	370,643	370,643	86,547	
8600 TOTAL STATE REVENUE	141,091,560	57,858,518	99,832,788	157,691,306	49,378,272	31%

8811 Secured Taxes	15,878,211	15,878,211	-	15,878,211	159,945	
8812 Supplemental Roll Taxes	198,149	198,149	-	198,149	1,434	
8813 Unsecured Taxes	894,688	894,688	-	894,688	1,858	
8816 Prior Year Taxes	24,768	24,768	-	24,768	(997)	
8817 Educational Revenue Augmentaion Fund (ERAF)	(2,647,308)	(2,647,308)	-	(2,647,308)	(18,307)	
8818 Redevelopment - Local	1,731,831	1,731,831	-	1,731,831	-	
8819 Redevelopment - Residual	-	-	-	-	-	
8829 Gifts and Contributions	4,000	-	4,000	4,000	12,729	
8831 Contract Instructional Services	49,225	-	49,225	49,225	-	
8839 Contract Education	2,422,959	-	4,262,520	4,262,520	1,476,873	
8840 Sales and commissions	47,500	47,500	-	47,500	281	
8842 Sale of Equipment and Supplies	52,500	-	52,500	52,500	8,275	
8859 Other Rentals and Leases	28,202	13,000	15,202	28,202	2,000	
8861 Interest	1,200,000	1,200,000	-	1,200,000	1,026	
8872 Community Service Classes	103,423	-	103,423	103,423	10,673	
8874 Enrollment Fees	2,853,616	2,853,616	-	2,853,616	1,779,091	
8876 Health Service Fees	350,000	-	350,000	350,000	215,811	
8877 Material Fees	220,000	125,094	-	125,094	124,583	
8879 Student Records/ID Card	63,859	63,859	-	63,859	11,183	
8880 Non-Resident Student Fees	1,484,048	1,484,048	-	1,484,048	953,925	
8881 Transportation Fees	1,038,043	-	1,038,043	1,038,043	301,430	
8882 Audit Fees	2,000	2,000	-	2,000	465	
8885 Other Student Fees & Charges	10,000	10,000	-	10,000	6,657	
8886 Technology Access Fee	370,500	370,500	-	370,500	208,167	
8888 Library Charges	10,000	-	10,000	10,000	25,984	
8893 Prior Year Outlawed Warrants	28,000	28,000	-	28,000	-	
8894 Workers Comp. Reimbursements	28,000	28,000	-	28,000	12,457	
8896 Safety Credits	20,000	-	20,000	20,000	-	
8897 Parking Meters & Fines	20,000	20,000	-	20,000	-	
8899 Other Local Revenue	985,378	50,032	1,302,392	1,352,424	31,207	
8800 TOTAL LOCAL REVENUE	27,471,592	22,375,988	7,207,305	29,583,293	5,326,750	18%
8980 Incoming Transfers	2,890,662	2,200,000	690,662	2,890,662	-	
8000 TOTAL REVENUE	199,529,670	82,527,758	137,959,026	220,486,784	56,748,248	26%
TOTAL REVENUE AND						
BEGINNING BALANCE	\$233,030,092			\$253,987,206		

Apportionment Summary:

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

71,213,745

71,213,745

71,213,745

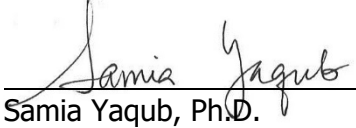
EXPENSES

1100 Instruction, Regular	16,437,182	15,321,637	1,329,550	16,651,187	3,462,377	
1200 Non-instruction, Regular	8,274,437	6,131,554	1,897,624	8,029,178	1,948,441	
1300 Instruction, Non-regular	8,161,786	7,996,090	27,902	8,023,992	1,448,754	
1400 Non-instruction, Non-regular	1,002,542	754,800	9,447,923	10,202,723	641,844	
1000 TOTAL ACADEMIC SALARIES	33,875,947	30,204,081	12,702,999	42,907,080	7,501,416	17%
2100 Non-instruction, Regular	26,161,367	14,395,332	13,436,298	27,831,630	6,178,685	
2200 Instructional Aids, Regular	1,581,419	1,302,708	186,482	1,489,190	348,952	
2300 Non-instruction, Non-regular	1,159,744	407,204	1,313,933	1,721,137	382,375	
2400 Instructional Aids, Non-regular	501,749	364,650	111,954	476,604	110,028	
2000 TOTAL CLASSIFIED SALARIES	29,404,279	16,469,894	15,048,667	31,518,561	7,020,040	22%
3100 STRS (State Teachers Retirement)	7,542,713	6,736,713	910,829	7,647,542	794,787	
3200 PERS (Public Employees Retirement)	6,406,887	3,667,848	3,072,009	6,739,857	1,543,472	
3300 OASDI (Old Age, Survivors & Disability)	2,674,531	1,672,087	1,133,982	2,806,069	680,327	
3400 Health, Dental, & Life Insurance	13,743,132	10,183,440	3,871,036	14,054,476	2,143,447	
3450 Retiree Benefits Normal Cost	1,049,743	725,973	359,121	1,085,094	234,332	
3500 State Unemployment Insurance	406,202	301,792	125,859	427,651	97,481	
3600 Workers' Compensation Insurance	919,187	682,656	277,825	960,481	213,343	
3700 Alternate Retirement Plan	-	-	4,722	4,722	1,685	
3900 Income Protection Insurance	267,265	189,682	95,666	285,348	64,063	
3000 TOTAL EMPLOYEE BENEFITS	33,009,660	24,160,191	9,851,049	34,011,240	5,772,937	17%
4200 Duplicating Supplies	65,191	46,062	24,593	70,655	7,731	
4300 Supplies, Instructional	784,395	759,900	458,577	1,218,477	148,677	
4500 Supplies, Non-instructional	3,104,818	261,013	4,353,159	4,614,172	186,539	
4000 TOTAL SUPPLIES	3,954,404	1,066,975	4,836,329	5,903,304	342,947	6%
5100 Personal Services & Consultants	48,448,274	1,262,225	47,966,403	49,228,628	16,333,018	
5200 Travel, Conference & Mileage	702,742	386,204	929,024	1,315,228	103,640	
5300 Dues & Memberships	78,055	118,259	381,894	500,153	195,020	
5400 Insurance	891,335	868,667	22,668	891,335	439,068	
5500 Utilities & Housekeeping Services	866,991	857,245	17,081	874,326	88,847	
5600 Rents, Leases & Repairs	2,411,770	2,315,563	3,044,549	5,360,112	3,087,539	
5700 Legal, Election & Audit	221,079	221,079	9,000	230,079	74,803	
5800 Other Services & Expenses	26,947,354	(138,271)	17,587,068	17,448,797	239,809	
5000 OTHER OPERATING EXPENSES	80,567,600	5,890,971	69,957,687	75,848,658	20,561,744	27%
TOTAL 1000-5000	180,811,890	77,792,112	112,396,731	190,188,843	41,199,084	22%
6100 Site Improvements	820,078	10,045	1,650,456	1,660,501	842,608	
6200 Buildings	56,552	68,697	650,384	719,081	207,258	
6300 Library Books	213,789	203,789	10,000	213,789	56,863	
6400 Equipment	526,960	482,732	6,803,713	7,286,445	197,612	
6500 Lease Purchase Agreements	99,375	94,836	-	94,836	8,593	
6600 Capitalized Equipment	47,332	80,531	64,973	145,504	15,000	
6000 TOTAL CAPITAL EXPENSES	1,764,086	940,630	9,179,526	10,120,156	1,327,934	13%
1000 - 6000 TOTAL EXPENDITURES	182,575,976	78,732,742	121,576,257	200,308,999	42,527,018	21%
7100 Debt Retirement	963,323	963,323	-	963,323	-	
7300 Interfund Transfers	7,530,794	187,680	7,455,217	7,642,897	-	
7400 Other Transfers	-	-	-	-	-	
7500 Student Financial Aid	4,745,565	-	5,387,565	5,387,565	836,672	
7600 Other Payments to Students	1,153,271	83,272	3,539,987	3,623,259	1,036,201	
7000 TOTAL OTHER OUTGO	14,392,953	1,234,275	16,382,769	17,617,044	1,872,873	11%

TOTAL EXPENDITURES	196,968,929	79,967,017	137,959,026	217,926,043	44,399,891	20%
Reserves:						
9710 Reserve for Contingencies	9,848,446			10,896,302		
9721 Reserve for Facilities	8,000,000			8,000,000		
9728 Reserve for Budget Planning	18,212,717			17,164,861		
Total Reserves	36,061,163			36,061,163		
TOTAL EXPENDITURES AND						
ENDING BALANCE	233,030,092			253,987,206		

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

December 15, 2021

Subject: Approval of New Courses	Item No: 21-8216 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Office of Instruction	Action <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Information <input type="checkbox"/> Consent <input checked="" type="checkbox"/>
Submitted By: Virginia Guleff Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

The courses described in the attached have been developed by the Cosmetology faculty to align with the new State program guidelines.

Cosmetology Courses

The changes to the Cosmetology curriculum were essential to structurally align the program with the Butte College semester system schedule and to pedagogically align and organize the course content more organically, both to keep content commensurate with the student’s level of experience and to structure content delivery in a sequentially logical manner.

Cosmetology

- COS 10 – Health, Safety and Sanitation Theory
- COS 11 – Health, Safety and Sanitation Practicum
- COS 12 – Manicuring and Pedicuring
- COS 14 – Hair Removal
- COS 17 – Trimming and Shaving I
- COS 19 – Hair Styling Services I
- COS 20 – Chemical Hair Services Theory
- COS 21 – Chemical Hair Services Practicum
- COS 23 – Skin Care
- COS 27 – Trimming and Shaving II
- COS 29 – Hair Styling Services II
- COS 32 – Advanced Manicuring and Pedicuring
- COS 39 – Advanced Hair Styling Services

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

Cosmetology (COS)

COS 10 - Health, Safety and Sanitation Theory

3 unit(s)

Transfer Status: CSU

Prerequisite Non Course Requirement: Admission to the Cosmetology Program

51 hours lecture

This course will teach standard health, safety, and sanitation practices in cosmetology, barbering, manicuring, and esthetics. Students will understand agency standards and state board requirements for beauty professionals servicing the general public.

COS 11 - Health, Safety and Sanitation Practicum

4 unit(s)

Transfer Status: CSU

Prerequisite Non Course Requirement: Permission of instructor

215 hours lab

This course will teach standard health, safety, and sanitation practices in cosmetology, barbering, manicuring, and esthetics. Students will demonstrate state board practices for beauty professionals while servicing the general public.

COS 12 - Manicuring and Pedicuring

2.5 unit(s)

Transfer Status: CSU

Co-requisites: COS 10, COS 11

138 hours lab

In this course students will develop and demonstrate basic nail procedures. Topics are to include analyzation, treatment, creation, maintenance and removal of nail enhancements, including gel polish, wraps, repairs, acrylic and UV light cured gel enhancements. Students will work towards California State Board of Barbering and Cosmetology minimum practical hours and operations in subjects learned.

COS 14 - Hair Removal

1.5 unit(s)

Transfer Status: CSU

Co-requisites: COS 10 and COS 11

78 hours lab

In this course students will help students develop and demonstrate various hair removal techniques. Emphasis is placed on client consultation, skin typing and physiology, waxing, threading, sugaring, electrolysis and laser removal techniques. Students will work towards California Board of Barbering and Cosmetology minimum practical operations in subjects learned.

COS 17 - Trimming and Shaving I

4 unit(s)

Transfer Status: CSU

Prerequisites: COS 19; Admission to the Cosmetology Program

215 hours lab

In this course students will gain understanding and skills in beard trimming and shaving. Emphasis is placed on health & safety, facial-hair design, razor techniques, and equipment maintenance. Students will continue to work towards achieving the requirements of California Board of Barbering and Cosmetology practical operations in subjects learned.

COS 19 - Hair Styling Services I

4 unit(s)

Transfer Status: CSU

Co-requisites: COS 10, COS 11

215 hours lab

In this course students will develop their skills in all aspects of hair cutting and styling. Topics include client consultation, applying industry standard health and safety protocols, haircutting, and formal styling. Students will work towards California Board of Barbering and Cosmetology minimum practical operations in subjects learned.

COS 20 - Chemical Hair Services Theory **3 unit(s)**

Transfer Status: CSU

Co-requisite: COS 21

51 hours lecture

In this course students will develop and demonstrate the basics of chemistry, chemical texture services, and fundamentals of hair-coloring. Students will work towards California Board of Barbering and Cosmetology minimum practical operations in subjects learned.

COS 21 - Chemical Hair Services Practicum **4 unit(s)**

Transfer Status: CSU

Co-requisite: COS 20

215 hours lab

In this course students will develop and demonstrate the basics of chemistry, chemical texture services, and the fundamentals of hair-coloring. Students will work towards California Board of Barbering and Cosmetology minimum practical operations in the subjects learned.

COS 23 - Skin Care **4 unit(s)**

Transfer Status: CSU

Prerequisites: COS 10, COS 11

215 hours lab

In this course students will develop knowledge and skills necessary to understand the nature of skin care and show proficiency in skin related services. Topics include skin disorders and diseases, skin structure, growth, and nutrition, advanced skin care, facials. Students will work towards California Board of Barbering and Cosmetology minimum practical operations in subjects learned.

COS 27 - Trimming and Shaving II **4 unit(s)**

Transfer Status: CSU

Prerequisite: COS 17

215 hours lab

In this course students will build on understanding and skills in beard trimming and shaving. Emphasis is placed on health & safety, facial-hair design, razor techniques for advanced trimming and shaving. Students will continue to work towards achieving the requirements of California Board of Barbering and Cosmetology practical operations in subjects learned.

COS 29 - Hair Styling Services II **4 unit(s)**

Transfer Status: CSU

Prerequisite: COS 19

215 hours lab

In this course students will develop and demonstrate core hairdressing skills. Emphasis is placed on client draping, shampooing and conditioning, fundamentals of hair design and basic hairstyling techniques. Students will work towards California Board of Barbering and Cosmetology minimum hours and operations in subjects learned.

COS 32 - Advanced Manicuring and Pedicuring **3 unit(s)**

Transfer Status: CSU

Prerequisites: COS 10, COS 11, COS 12

153 hours lab

In this course students will perform level-appropriate services on clients. Services include manicuring, pedicuring, safe use of manicuring equipment, nail enhancements and extensions, and safe removal of nail enhancements, acrylic, wraps and gel polish. Students will work towards California State Board of Barbering and Cosmetology practical operations and hours in subjects learned.

COS 39 - Advanced Hair Styling Services **3 unit(s)**

Transfer Status: CSU

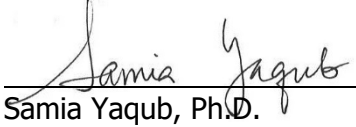
Prerequisite: COS 29

153 hours lab

In this course students will develop knowledge and skills in the fundamental principles of hair design. Lecture topics will include properties of the hair and scalp, scalp care and conditioning, basic haircutting, fundamentals of hair design, and basic hairstyling techniques. Students will work towards California Board of Barbering and Cosmetology practical operations in subjects learned.

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

December 15, 2021

Subject: Approval of Out of State Student Travel – Washington, D.C.	Item No: 21-8217 Enclosure: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Category: Instruction	Action Regular <input checked="" type="checkbox"/> Information Consent <input type="checkbox"/>
Submitted By: Virginia L. Guleff Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

In June 2021, Christian Valdez, a MESA student, applied to be accepted as a Fellow in the Dwight D. Eisenhower Transportation Fellowship Program (DDETFP). Christian is majoring in Mechanical Engineering and the focus of his research will be "Aerospace Industry Use of 3D Printing for Mechanical Parts." In previous years, the DDETFP announced the Fellows in June, but again this year, due to changes in leadership the FHWA the successful candidates' names were just released.

The DDETFP is a prestigious nationally competitive fellowship program that only a few community college students have the privilege of submitting applications for consideration. Students who attend the Transportation Board Annual Meeting will participate in workshops, receive mentoring, and network with students, professionals, and industry representatives.

Status

Christian is required to attend the annual Transportation Board Annual Meeting in Washington D.C. from January 9th – 12th, 2022 as a condition of his Award. In addition, he is receiving a stipend to conduct his research for the remainder of the academic year in the amount of \$5,000. He will also be required to set aside the cost of travel as a requirement of the Fellowship, thus travel to Washington D.C. will be paid using his DDETFP stipend.

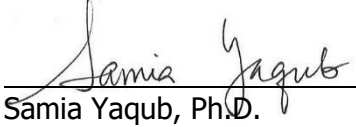
No District funds will be used for travel to Washington D.C. for the student.

Recommendation

It is recommended the Board authorize out of state travel to Washington D.C., from January 9th through January 12th, 2022, for Christian Valdez to attend the Transportation Board Annual Meeting accompanied by Nena Anguiano, MESA Program Director.

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

December 15, 2021

Subject: Approval of Out of State Student Travel – Reno, NV	Item No: 21-8218 Enclosure: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Category: Student Life – Student Services	Action <input checked="" type="checkbox"/> Regular <input checked="" type="checkbox"/> Information <input type="checkbox"/> Consent <input checked="" type="checkbox"/>
Submitted By: Peter Gitau Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

The Annual Meeting of the Western Section of the Wildlife Society is a scientific conference that attracts a diverse blend of over 600 wildlife professionals, students, and academics who study and manage wildlife species, habitats, and issues related to their conservation. Attendees participate in technical sessions and learn a wide variety of topics during the student poster session. This conference is especially valuable for students and early career professionals. Butte College’s Bat Assessment Team has participated and presented bat research that was conducted on campus at this conference for many years and is excited to bring the Butte Bat Project research to the February 2022 Western session.

Status

A Butte College student will accompany faculty member, Shahroukh Mistry, to represent Butte College and present research discovered as part of the Butte Bat Project at the Annual Meeting of the Western Section of the Wildlife Society in Reno, NV on February 8-10, 2022.

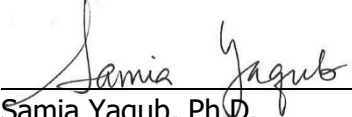
A.S. approved funds will be used for travel to Reno, NV for the student.

Recommendation

It is recommended the Board authorize out of state travel to Reno, NV from February 8th through February 10th, 2022, for Kylie McNary to attend the Annual Meeting of the Western Section of the Wildlife Society accompanied by Shahroukh Mistry, Butte College Biology Instructor and oversight to the Butte College Bat Project.

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

December 15, 2021

Subject: Approval and/or Ratification of Personnel Actions	Item No: 21-8219 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Human Resources	Action Regular <input checked="" type="checkbox"/> <input type="checkbox"/> Information Consent <input type="checkbox"/> <input checked="" type="checkbox"/>
Submitted By: Andrew Suleski Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Recommendation

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

Management*

1. Employment of Director, Statewide Programs (CCCTC) – Michael Thathuvaswamy
 Full-time, 40 hours per week, 12 months per year
 Salary: MSC - 20
 Effective: January 1, 2022
2. Employment of Retention Specialist (Student Equity) – Francisco Medrano
 Full-time, 40 hours per week, 12 months per year
 Salary: MSC - 4
 Effective: January 3, 2022
3. Permanent Voluntary Reassignment – Matthew Langer
 From: Program Administrator, Grants – MSC - 5
 To: Retention Specialist (EOPS) – MSC - 4
 Effective: November 1, 2021

Academic*

4. Employment of Full-Time, Temporary, Non-Tenure Track, Grant Funded, Automotive Tech Instructor – Bradley Jenks, II
 Salary: Placement on the Academic Salary Schedule as determined by education and experience
 Effective: January 1, 2022 – May 27, 2022
5. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Instructional Service Agreement – California Department of Parks and Recreation) – Nick Chase
 Effective: November 16, 2021 – September 30, 2025
6. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Instructional Service Agreement – California Department of Parks and Recreation) – Scott Struckman
 Effective: November 3, 2021 – September 30, 2025

7. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Instructional Service Agreement – California Department of Fish and Wildlife) – Chad Alexander, John Amis, Ian Beary, Jeremy Bonesio, Brian Boyd, Michele Budisch, Barry Ceccon, Mitch Carlson, Patrick Foy, Aaron Freitas, Jason Green, Jennifer Ikemoto, Mark Imsdahl, Jacob Juarez, Casey McVay, Shawn Olague, Mike, Pascoe, James Reed, Nate Stebbins, Christy Wurster
Effective: January 1, 2022 – December 31, 2025
8. Employment of Temporary Academic Employees (Instructors and Student Development) Part-Time Faculty recommended for employment effective Fall Semester 2021 – Arlyn Beneke, Matthew Cardinet, Rick Feingold

Classified Employees*

9. Employment of College Police Officer (Sworn) – Blake Chavez
Full-time, 40 hours per week, 12 months per year
Salary: BCPOA - 1
Effective: January 3, 2022

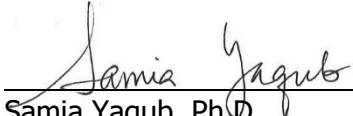
Temporary Employees*

10. **Professional Expert**
EMT/Paramedic – Tyler Dulleck
Salary: \$14.50 per hour 11/20/21 – 6/30/22
11. **Retirements/Resignations**
Resignation, Student Success Specialist (ESL) – Ariana Roman
Effective: November 1, 2021
Resignation, Grounds Technician, Sr., (FPM) – Matthew Atteberry
Effective: November 9, 2021
Resignation, Webmaster (IT) – Kevin Rys
Effective: November 18, 2021
Resignation, Transportation Mechanic I (FPM) – David Dow
Effective: December 1, 2021
Retirement, Admissions & Records Technician Sr. – Michael Station
Effective: December 21, 2021

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

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

December 15, 2021

Subject: Approval of Contracts	Item No: 21-8220 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Contracts	Action Regular <input checked="" type="checkbox"/> Information Consent <input type="checkbox"/>
Submitted By: Andrew Suleski Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

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

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

Status

The relevant amount specified in Public Contract Code Section 20651 as adjusted annually is currently \$96,700.00 for contracts to purchase equipment, materials, supplies, services, and repair. The relevant amount specified in Public Contract Code Section 22032 is \$200,000.00 for public projects contracts.

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

Recommendation

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

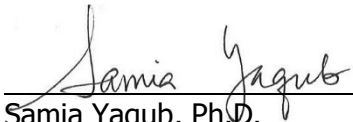
Butte-Glenn Community College District

CONTRACTS APPROVAL REPORT

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source	Originated by: District Department	Approved by: District Administrator
1/1/22	12/31/22	Los Rios Community College District	Hire Assistant Directors (3) of Employer Partnerships pursuant to Chancellor's Office Regional Collaboration and Coordination Grant	(\$810,000.00)	Restricted General	North Far North Regional Consortium	Guleff
1/1/22	12/31/22	Shasta Tehama Trinity Community College District	Hire Assistant Directors (9) of Employer Partnerships pursuant to Chancellor's Office Regional Collaboration and Coordination Grant	(\$1,400,000.00)	Restricted General	North Far North Regional Consortium	Guleff
1/1/22	12/31/22	Shasta Tehama Trinity Community College District	Hire Director of Employer Partnerships pursuant to Chancellor's Office Regional Collaboration and Coordination Grant	(\$175,000.00)	Restricted General	North Far North Regional Consortium	Guleff
12/20/21	12/20/23	Employment Training Panel	California Community College Funds Program Training Project	\$1,511,800.00	Restricted General	Contract Education	Guleff
			TOTAL REVENUE CONTRACTS	\$ 1,511,800.00			
			TOTAL EXPENSE CONTRACTS	\$ (2,385,000.00)			

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

December 15, 2021

Subject: Approval of Contract Award for Request for Proposals #CCCTC-21-01 Help Desk Services for California Community Colleges	Item No: 21-8221 Enclosure: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Category: Contracts	Action Regular <input checked="" type="checkbox"/> Information Consent <input type="checkbox"/>
Submitted By: Andrew Suleski Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

On September 15, 2021, the District released Request for Proposal (RFP) #CCCTC-21-01 Help Desk Services for California Community Colleges to seek proposals to provide Help Desk Services.

Under Education Code 81645, the governing board of any community college district may contract with a party who has submitted one of the three lowest responsible competitive proposals or competitive bids for the acquisition, procurement, or maintenance of electronic data processing systems and equipment, electronic telecommunications equipment, supporting software, and related materials, goods, and services, in accordance with procedures and criteria established by the governing board.

Status

Five firms submitted proposals by the submittal deadline date as follows:

FIRM NAME	SERVICE LEVELS OPTIONS	PROPOSAL VALUE
BlackBeltHelp, LLC	Model 1 Shared Resources	\$2,631,909.00 *
	Model 2 Hybrid	\$3,589,376.00
	Model 3 Dedicated Resources	\$4,053,124.00
Blackboard, Inc.	Blended	\$2,271,981.56 *
	Hybrid	\$2,865,215.56
	Dedicated Models	\$6,425,160.30
Experis US, Inc.	Option 1	\$4,000,000.20
	Option 2	\$5,500,000.20
American Customer Care, Inc.		\$2,299,874.21
TeleSky Ltd.		\$198,432.92 *

* Deemed a non-responsive proposal as it did not meet the performance requirements.

A proposal evaluation team considered the qualifications, experience, technical approach, and cost in the evaluation of the responsive proposals and selected four firms to invite to participate in interviews.

Upon completion of the due diligence review, staff determined that BlackBeltHelp, LLC is the best qualified firm to perform the consulting services and an award of contract to BlackBeltHelp, LLC is in the best interest of the District.

Recommendation

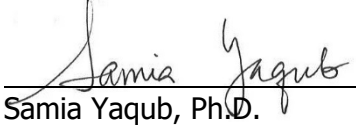
It is recommended that the Board of Trustees approve the award of the contract for the Request for Proposals #CCCTC-21-01 Help Desk Services for California Community Colleges to BlackBeltHelp, LLC in the amount not to exceed \$3,589,376.00 and for the term of July 1, 2022 through June 30, 2027.

Board approval is contingent upon available funding and contingent upon successful completion of negotiation of terms with the contractor.

It is further recommended that the Board of Trustees authorize District staff to execute necessary contract documents related to the award of the contract for the Request for Proposals #CCCTC-21-01 Help Desk Services for California Community Colleges to BlackBeltHelp, LLC 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**

December 15, 2021

Subject: Adoption of the 2022-23 Budget Criteria	Item No: 21-8222 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Finance	Action Regular <input checked="" type="checkbox"/> Information Consent <input type="checkbox"/>
Submitted By: Andrew Suleski Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

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

Proposed changes to the 2022-23 Budget Criteria recommended by the President’s Leadership Team and the Planning & Budget Committee were presented to the Board for information at the November 17, 2021 meeting.

Recommendation

It is recommended the Board of Trustees adopt the Budget Criteria for 2022-23.

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

BUDGET CRITERIA

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 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;
- provides adequate resources for innovation to increase and/or maintain 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, as funding permits, to provide a robust curriculum and instructional guidance, support and interactions essential to student success and completion;
- 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;
- maintains technological currency and efficiency by updating and replacing equipment and software;
- funds District sustainability efforts such as recycling, solar power generation, water conservation and/or recycling and mechanical system improvement 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
2022-23**

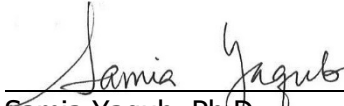
Procedural Guides

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;
- 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**

December 15, 2021

<p>Subject: Public Hearing and Adoption of Initial Proposals between Butte-Glenn Community College District and California School Employees Association (CSEA) Chapter 511 for the 2022-25 Collective Bargaining Agreement</p>	<p>Item No: 21-8223 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Category: Labor Relations</p>	<p>Action <input checked="" type="checkbox"/> Regular <input checked="" type="checkbox"/> Information <input type="checkbox"/> Consent <input type="checkbox"/></p>
<p>Submitted By: Andrew Suleski Vice President</p>	<p>Approved By:  Samia Yaqub, Ph.D. Superintendent/President</p>

Background

The Collective Bargaining Agreement between the Butte-Glenn Community College District (District) and the California School Employees Association Chapter #511 (CSEA) expires on June 30, 2022. Pursuant to Government Code §3547(a), the initial proposals for a successor collective bargaining agreement by the CSEA and the District were presented to the Board of Trustees on November 17, 2021.

Status

According to the Educational Employment Relations Act, the Board of Trustees must provide an open hearing to allow the public to comment on initial proposals before negotiations begin.

Recommendation

It is recommended that the Board of Trustees open a Public Hearing to allow public comment regarding the initial proposals from both parties.

It is further recommended that the Board of Trustees adopt the Initial Proposals between CSEA #511 and the District for the 2022-25 Collective Bargaining Agreement.

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.

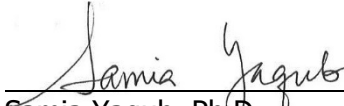
Appendix D. Update list of classified positions.

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**

December 15, 2021

<p>Subject: Public Hearing and Adoption of Initial Proposals between Butte-Glenn Community College District and Butte College Police Officers Association (BCPOA) for the 2022-25 Collective Bargaining Agreement</p>	<p>Item No: 21-8224 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>
<p>Category: Labor Relations</p>	<p>Action <input checked="" type="checkbox"/> Regular <input checked="" type="checkbox"/> Information <input type="checkbox"/> Consent <input type="checkbox"/></p>
<p>Submitted By: Andrew Suleski Vice President</p>	<p>Approved By:  Samia Yaqub, Ph.D. Superintendent/President</p>

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. Pursuant to Government Code §3547(a), the initial proposals for a successor collective bargaining agreement by the BCPOA and the District were presented to the Board on November 17, 2021.

Status

According to the Educational Employment Relations Act, the Board of Trustees must provide an open hearing to allow the public to comment on initial proposals before negotiations begin.

Recommendation

It is recommended that the Board of Trustees open a Public Hearing to allow public comment regarding the initial proposals from both parties.

It is further recommended that the Board of Trustees adopt the Initial Proposals between BCPOA and the District for the 2022-25 Collective Bargaining Agreement.



United Public Employees of California, Local 792

Laborers' International Union of North America, AFL-CIO

"Serving Those Who Serve Our Communities"

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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.

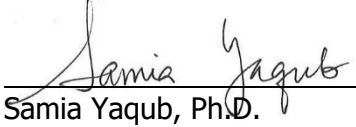
18.11 Remove reference to “forty-five (45) calendar days” and add “in accordance with Appendix C.”

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**

December 15, 2021

Subject: Approval of Accreditation Institutional Self-Evaluation (ISER) Report	Item No: 21-8225 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Administration	Action <input checked="" type="checkbox"/> Regular <input checked="" type="checkbox"/> Information <input type="checkbox"/> Consent <input type="checkbox"/>
Submitted By: Virginia Guleff Vice President	Approved By:  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 was submitted to the Board for review and discussion at its November 2021 meeting.

Recommendation

It is recommended that the Board approve the Accreditation Institutional Self-Evaluation Report.