



NOTICE OF REGULAR MEETING

May 18, 2022 | 1:00 p.m.

District Board Room
Student and Administrative Service Building, Oroville, CA

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

AGENDA

Call to Order

Ms. Julie Boss, President
Mr. Rick Krepelka, Vice President
Mr. Eugene Massa, Clerk
Mr. John Blacklock
Mr. Mike Boeger
Mr. John Dahlmeier
Mr. William McGinnis
Ms. Margarita Vasquez, Student Trustee

Pledge of Allegiance to the Flag

1. Agenda Approval

2. Spotlight Presentation

Student Equity

3. 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

4. Approval of Consent Agenda

Approval of Minutes April 13, 2022	Action	
Approval of Minutes April 13, 2022 (Special)	Action	
Approval of Warrants	Action	22-8284
Ratification of Contracts	Action	22-8285
Approval of Out of State Student Travel – Portland, OR	Action	22-8286
Approval of New Courses	Action	22-8287
Approval of Fall 2022 Academic Sabbatical Leave Request, - Shannan Troxel	Action	22-8288
Approval of Spring 2023 Academic Sabbatical Leave Request, - Leslie Henson	Action	22-8289
Adoption of 2023-2024 Academic Calendar	Action	22-8290
Approval of Revisions, Review, and Adoption of Board Policies	Action	21-8291

Approval and/or Ratification of Personnel Actions	Action	22-8292
<i>Management</i>		
<i>Reclassification</i>		
<i>Academic</i>		
<i>Reassignments, employments</i>		
<i>Classified</i>		
<i>Employments, out-of-class, temp increases</i>		
<i>Temporary Employees</i>		
<i>Substitutes, short term/seasonal, Professional experts,</i>		

5. Information-Reports

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

6. 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

7. Contracts

Approval of Contracts	Action	22-8293
Approval of Contract to Purchase Technology Professional Services from Experis US, Inc. utilizing CMAS Number 3-21-05-1008	Action	22-8294
Approval of Contract to Purchase Information Technology Goods and Services from InterVision Systems, LLC utilizing CMAS Number 3-18-70-2281L	Action	22-8295
Approval of Contract to Purchase Information Technology Professional Services from InterVision Systems, LLC utilizing CMAS Number 3-18-70-2281J	Action	22-8296

8. Human Resources

Consider/Approve Amended Employment Contract for: Vice President for Student Services	Action	22-8297
---	--------	---------

9. Administration

Approval of Emeritus Recommendations, 2021-2022	Action	22-8298
---	--------	---------

10. Future Dates

May 27, 2022	Commencement	Cowan Stadium	7:00 p.m.
June 29, 2022	Special Meeting	Main Campus	9:00 a.m.
June 29, 2022	Regular Meeting	Main Campus	3:00 p.m.

11. Closed Session

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

Pursuant to Government Code Section 54957:

- a. EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT

Pursuant to Government Code Section 54956.95:

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

12. **Adjournment**

For Information concerning this Agenda, please contact:

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

Persons requiring disability accommodation, please notify this office 48 hours prior to the scheduled meeting.

Meetings are held in wheelchair accessible locations.

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



MINUTES OF REGULAR MEETING

April 13, 2022

The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, April 13, 2022 at 1:00 PM, in the District Board Room at Butte College in Oroville, California

Board Members Present Ms. Julie Boss, President
Mr. Rick Krepelka, Vice President
Mr. John Blacklock
Mr. Mike Boeger
Mr. John Dahlmeier
Mr. William McGinnis
Ms. Margarita Vasquez, Student Trustee

Board Member Absent Mr. Eugene Massa, Clerk

Staff Members Present Dr. Samia Yaqub, Superintendent/President
Ms. Virginia Guleff, Vice President
Dr. Peter Gitau, Vice President
Mr. Greg Stoup, Vice President
Mr. Andy Suleski, Vice President
Ms. Shannon McCollum, Chief of Staff
Dr. Robert White, Academic Senate President
Mr. Peter Dahl, Classified Senate President
Ms. Linda Fischer, Computer Science Faculty
Ms. April Browne, Computer Science Faculty
Various Staff also in attendance

Guests None

Pledge of Allegiance to the Flag

Trustee Blacklock led the Pledge of Allegiance to the Flag.

1. **Agenda Approval**

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

Motion carried unanimously. Student Trustee – aye. Trustee Massa was not present for the vote.

2. **Personnel**

Dr. Yaqub discussed how important the process of tenure is for our faculty. Dr. Yaqub introduced Vice President Virginia Guleff and Vice President Peter Gitau who said a few words about the 17 probationary faculty members who are recommended for tenure.

It was moved by Trustee Boeger, seconded by Trustee Blacklock, to grant tenure to the recommended fourth-year, third contract, probationary faculty members effective Fall 2022 as presented.

Motion carried unanimously. Student Trustee – aye. Trustee Massa was not present for the vote.

Board President Boss recessed the meeting for ten minutes to allow for celebration of the newly tenured faculty members.

3. **Spotlight Presentation**

Dr. Yaqub welcomed Computer Science Instructors Linda Fischer and April Browne, to discuss Women in Computing and jobs in Information and Communications Technology (ICT). Ms. Fischer stated jobs in ICT are in demand in the Far North Region and expected to grow. She gave a summary of the degrees and certificates offered at Butte College. Ms. Browne gave a history of pioneering women in computer programming. She addressed concerns for women in computing as employment has been on the decline since 1985. She discussed what Butte is doing to encourage women to enter the field.

4. **Board Committee Appointments**

Board President Boss appointed Trustees Krepelka (Chair), Blacklock, and Boss to the June Retreat Planning Committee.

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

There were no public comments.

6. **Approval of Consent Agenda, Item 22-8266 to 22-8271**

It was moved by Trustee Blacklock, seconded by Trustee Krepelka, to approve the consent agenda as presented.

Motion carried unanimously. Student Trustee – aye. Trustee Massa was not present for the vote.

7. **Information Reports**

Academic Senate President's Report – Robert White

Dr. White stated Academic Senate participated in the State Senate Planetarium. They discussed AB1705, AB928, and Ethics study courses.

Classified Senate President's Report – Peter Dahl

Mr. Dahl stated Classified Professional Week was held during Spring Break. 20 workshops were conducted over four days.

Student Trustee Comment – Margarita Vasquez

Ms. Vasquez updated the Board on student groups' travels and accomplishments. She gave an update on Decolonize Days, art installations, and AS Elections.

Superintendent/President's Report – Dr. Samia Yaqub

Dr. Yaqub stated Butte College received approval for Institutional Effectiveness Partnership Initiative (IEPI) assistance. This will help in creating an improvement framework and program planning software. Dr. Yaqub stated two Phi Theta Kappa students received awards and Butte's Speech and Debate team took 3rd place in the Community College Division for the Northern CA Spring Championship and earned a silver and bronze medal at the National Online Tournament in March. She gave an update on the on-going classification study as well as enrollment projections.

Board Comments

Trustee Dahlmeier congratulated faculty receiving tenure. Trustee Blacklock congratulated Virginia Guleff on being Butte College's future president. He also stated the softball team is going great. Trustee Boeger stated opportunities for grown might be difficult the next few years. Trustee Krepelka stated it's important that technical professionals and students can communicate effectively. We need to make sure our technical students are educated in other subjects. Trustee McGinnis stated it is very important that students take the online training program in sexual harassment. Board President Boss stated the Spring Gala sold out early and 200 people attended. The Foundation is currently reviewing scholarship applications.

8. **Communications from the Public**

There were no public comments.

9. Contracts

Approval of Contracts, Item 22-8272

It was moved by Trustee McGinnis, seconded by Trustee Dahlmeier, 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. Trustee Massa was not present for the vote.

Approval of Contract to Purchase Apple Hardware and Services from Apple Inc. utilizing the Education/State & Local Government Purchase Agreement Number 12987 (CCN 4060), Item 22-8273

It was moved by Trustee McGinnis, seconded by Trustee Dahlmeier, to purchase desktop computers from Apple Inc. by piggybacking on the same terms as provided in the Education/State & Local Government Purchase Agreement Number 12987 (CCN 4060) and to approve the purchase of the required desktop computers from Apple Inc. utilizing the Education/State & Local Government Purchase Agreement Number 12987 (CCN 4060) in the amount not to exceed \$108,781.04 and authorize District staff to execute the necessary contract documents related to the purchase of Apple desktop computers from Apple Inc. in accordance with Board Policy 6340 prior to ratification by the Board at a subsequent meeting.

Motion carried unanimously. Student Trustee – aye. Trustee Massa was not present for the vote.

Approval of Contract Award for Special Services to Procure Master Data Management Software Maintenance Services to YOUnite, Inc., Item 22-8274

It was moved by Trustee Boeger, seconded by Trustee McGinnis, to authorize the District to let a contract to YOUnite, Inc., under Government Code Section 53060 without going through a competitive bidding or proposal process, to procure Master Data Management Software Maintenance Services in the amount not to exceed \$200,000.00 for the term July 1, 2022 through June 30, 2023 and authorize District staff to execute necessary contract documents related to the award of contract for the Master Data Management Software Services to YOUnite, Inc. prior to ratification by the Board at a subsequent meeting in accordance with Board Policy 6340.

Motion carried unanimously. Student Trustee – aye. Trustee Massa was not present for the vote.

Approval to Purchase LED Lighting Fixtures from GonLED utilizing the CollegeBuys/CSU Consortium Master Services Agreement No. 00004707, Item 22-8275

It was moved by Trustee Blacklock, seconded by Trustee Dahlmeier, to approve the purchase of the required lighting fixtures from GonLED utilizing CollegeBuys/CSU Consortium Master Services Agreement No. 00004707, per the terms of the contract, during the term of June 23, 2021 through June 22, 2024, in the amount not to exceed \$730,000.00 and authorize District staff to execute the necessary contract documents related to the purchase of LED lighting fixtures from GonLED in accordance with Board Policy 6340 prior to ratification by the Board at a subsequent meeting.

Motion carried unanimously. Student Trustee – aye. Trustee Massa was not present for the vote.

Approval to Purchase Furniture from Krueger International utilizing the Foundation for California Community Colleges Contract No. CB-145-18, Item 22-8276

It was moved by Trustee McGinnis, seconded by Trustee Krepelka, to approve the purchase of the required furniture from Krueger International utilizing FCCC Administrative Services Agreement CB-145-18, per the terms of the contract, during the term of April 14, 2022 through August 30, 2022, in the amount not to exceed \$250,000.00 and authorize District staff to execute the necessary contract documents related to the purchase of furniture from Krueger International in accordance with Board Policy 6340 prior to ratification by the Board at a subsequent meeting.

Motion carried unanimously. Student Trustee – aye. Trustee Massa was not present for the vote.

Approval of Sole Source Procurement Contract to Purchase Software Development and Maintenance Services for eTranscript California from XAP Corporation, Item 22-8277

It was moved by Trustee Krepelka, seconded by Trustee McGinnis, to authorize the District to let a sole source contract to XAP Corporation, without formal public advertising and receiving of bids, to procure eTranscript California software development and maintenance services in the amount not to exceed \$671,117.00 for the term July 1, 2022 through June 30, 2023 and authorize District staff to execute necessary contract documents related to the award of contract for eTranscript California software development and maintenance services to XAP Corporation prior to ratification by the Board at a subsequent meeting in accordance with Board Policy 6340.

Motion carried unanimously. Student Trustee – aye. Trustee Massa was not present for the vote.

Approval of Contract Award for Bid Facilities Planning and Management Building and Custodial Storage Building HVAC Upgrades, Item 22-8278

It was moved by Trustee Boeger, seconded by Trustee McGinnis, to approve the award of contract for the Request for Formal Bid Proposals Facilities Planning and Management Building and Custodial Storage Building HVAC Upgrades Project to Jessee Heating and Air Conditioning, of Chico, CA, as the lowest responsive responsible bidder in the amount of \$924,890.00, which equals the Bid Proposal Amount and authorize District staff to execute necessary contract documents related to the award of contract for the Facilities Planning and Management Building and Custodial Storage Building HVAC Upgrades Project to Jessee Heating and Air Conditioning prior to ratification by the Board at a subsequent meeting in accordance with Board Policy 6340.

Motion carried unanimously. Student Trustee – aye. Trustee Massa was not present for the vote.

Approval of Contract Award for Bid Bi-Polar Ionization HVAC Air Treatment Project, Item 22-8279

It was moved by Trustee Blacklock, seconded by Trustee Dahlmeier, to approve the award of contract for the Request for Formal Bid Proposals Bi-Polar Ionization HVAC Air Treatment Project to Jessee Heating and Air Conditioning, of Chico, CA, as the lowest responsive responsible bidder in the amount of \$498,900.00, which equals the Bid Proposal Amount and authorize District staff to execute necessary contract documents related to the award of contract for the Bi-Polar Ionization HVAC Air Treatment Project to Jessee Heating and Air Conditioning prior to ratification by the Board at a subsequent meeting in accordance with Board Policy 6340.

Motion carried unanimously. Student Trustee – aye. Trustee Massa was not present for the vote.

10. **Finance**

Adoption of Resolution 809: Resolution Authorizing the Issuance of Butte-Glenn Community College District (Butte and Glenn, Counties California) Election of 2016 General Obligation Bonds (Measure J), Series C, and Actions Related Thereto, Item 22-8280

It was moved by Trustee McGinnis, seconded by Trustee Krepelka, to adopt of Resolution 809: Authorizing the Issuance of Butte-Glenn Community College District (Butte and Glenn, Counties California) Election Of 2016 General Obligation Bonds (Measure J), Series C, and Actions Related Thereto.

Trustee Boeger expressed concerns over the increase to property taxes. Trustee McGinnis stated interest rates will likely increase so issuing Series C now will avoid a higher rate.

Motion carried by the following roll call vote:

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

Abstain – none

Nos – none

Absent – Massa

Adoption of Resolution 810: Resolution Authorizing the Issuance of Butte-Glenn Community College District (Butte and Glenn Counties, California) 2002 General Obligation Refunding (Measure A) Bonds, Item 22-8381

It was moved by Trustee Dahlmeier, seconded by Trustee Blacklock, to adopt of Resolution 810: Authorizing the Issuance of Butte-Glenn Community College District (Butte and Glenn Counties, California) 2002 General Obligation Refunding (Measure A) Bonds.

Trustee Boeger stated this didn't seem like a good return on investment. He asked if we could back-out if the rates aren't what we are expecting. VP Suleski answered, yes.

Motion carried by the following roll call vote:

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

Abstain – none

Nos – none

Absent – Massa

11. Administration

Proposed Revisions, Review, and Adoption of Board Policies, Item 22-8282

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

12. Superintendent/President Search

Approval of Employment Contract for Superintendent/President, Item 22-8283

Board President Boss provided an oral summary of the contract terms and compensation items.

It was moved by Trustee Blacklock, seconded by Trustee McGinnis, to approve the employment contract for the Superintendent/President.

Board President Boss thanked Trustee McGinnis for chairing the search committee. Trustee McGinnis thanked faculty and staff for their participation and comments. He stated all comments were read and very helpful.

Motion carried by the following roll call vote:

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

Nos – none

Absent – Massa

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.

Board President Boss reported there was no reportable action.

14. Adjournment

Board President Boss adjourned the meeting at 4:02 PM.



MINUTES OF SPECIAL MEETING

April 13, 2022

The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, April 13, 2022 at 11:30 AM, in the Board Room at Butte College in Oroville, California.

Board Members Present Ms. Julie Boss, President
Mr. Rick Krepelka, Vice President (arrive 11:35am)
Mr. Mike Boeger
Mr. John Blacklock
Mr. John Dahlmeier
Mr. William McGinnis

Board Member Absent Mr. Eugene Massa, Clerk

Staff Members Present Dr. Samia Yaqub, Superintendent/President
Ms. Shannon McCollum, Chief of Staff
Dr. Peter Gitau, Vice President
Mr. Greg Stoup, Vice President
Ms. Denise Adams, Dean of Instruction
Mr. Jordan Frazer, Director, Student Health Clinic
Ms. Heather Dwyer, HR Benefits Analyst
Mr. Chris Little, Ex Director HR

Guests None

Pledge of Allegiance to the Flag

Trustee McGinnis led the Pledge of Allegiance to the Flag.

1. **Agenda Approval**

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

Motion carried unanimously. Trustees Massa and Krepelka were not present for the vote.

2. **Study Session: COVID-19 Vaccinations and Testing**

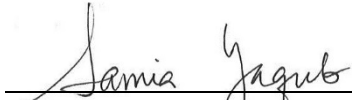
Dr. Yaqub introduced Vice President Gitau, Denise Adams, and Jordan Frazer, who make up the COVID-19 response team. There was a presentation and discussion of previous and current positive cases and hospitalizations related to COVID-19. There was a discussion on what testing and vaccination regulations are in place for staff. There was a discussion on what testing and vaccination regulations will be implemented for student in Fall 2022.

3. **Adjournment**

Board President Boss adjourned the meeting at 12:29 PM.

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

May 18, 2022

Subject: Approval of Warrants	Item No: 22-8284 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

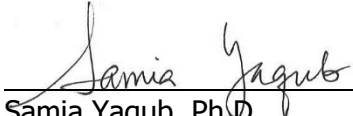
It is recommended that the Board of Trustees approve the vendor, payroll, and financial aid warrants for the period of March 28, 2022 to April 30, 2022.

Type of Warrant	Check/Voucher Sequence	Total
Vendor	681746 - 682738	\$ 10,912,139.84
Payroll	526223 – 526339	\$ 6,649,913.08
Financial Aid	361665 – 362174	\$ 777,125.73

Warrant registers are available for review in the Business Office.

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

May 18, 2022

Subject: Ratification of Contracts	Item No: 22-8285 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 April 2022. 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
April 2022

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
5/14/22	5/14/22	Durham Recreation & Park District	Facility Use Agreement for Special Needs Carnival	\$0.00	N/A	Respiratory Care	Guleff
5/31/22	5/31/22	Durham Recreation & Park District	Facility Use Agreement for Classified Professional's Day	(\$350.00)	Unrestricted General	Professional Development	Guleff
8/7/22	8/9/22	Gaia Hotel	Groups Sales Agreement for Great Teachers Event	Est. (\$16,559.00)	Unrestricted General	Professional Development	Guleff
6/10/22	6/10/22	Paradise Alliance Church	Facility Use Agreement for the Law Enforcement Academy graduation	(\$1,320.00)	Unrestricted General	Public Safety Education and Training Center	Guleff
4/8/22	4/8/22	Wine Time	Facility Rental Agreement for Butte College Retreat	(\$750.00)	Restricted General	Student Equity & Achievement	Gitau
5/5/22	5/6/22	Hampton Inn & Suites	Event & Rooms Agreement for Fire Summit Event	(\$1,400.00)	Restricted General	North Far North Regional Consortium	Guleff
7/1/22	6/30/24	Ampla Health	Clinical Experience Agreement	\$0.00	N/A	Nursing	Guleff
7/1/22	6/30/24	Bi County Ambulance	Clinical Experience Agreement	\$0.00	N/A	Health Occupations	Guleff
7/1/22	6/30/25	Country Village	Clinical Experience Agreement	\$0.00	N/A	Nursing	Guleff
7/1/22	6/30/24	Feather River Tribal Health	Clinical Experience Agreement	\$0.00	N/A	Nursing	Guleff
7/1/22	6/30/25	North Valley Behavioral Health	Clinical Experience Agreement	\$0.00	N/A	Paramedic	Guleff
7/1/22	6/30/25	Windsor Chico Creek Care & Rehabilitation Center	Clinical Experience Agreement	\$0.00	N/A	Nursing	Guleff
4/7/22	Until Terminated	Step Up Tutoring	Community Services Federal Work Study Program	(\$15.00)/Hr.	Restricted General	Student Services	Gitau
4/1/22	4/15/22	Emma Johnson	Script Writer	(\$500.00)	Foundation Agency Account	Drama	Guleff
5/1/22	5/4/22	James Woronow	Juror for 38th Annual Student Art Show	(\$100.00)	Unrestricted General	Arts	Guleff
4/26/22	4/26/22	Theodore Burton	DJ an UMOJA open house	(\$300.00)	Restricted General	Umoja	Gitau
5/3/22	5/3/22	Stacey Gee	Spoken Word Performance to celebrate Asian Pacific Island Heritage Month	(\$1,500.00)	Restricted General	Student Equity & Achievement	Gitau
4/22/22	4/22/22	Ravina Wadhvani	Keynote presentation for Women of Color Celebration	(\$2,000.00)	Restricted General	Student Equity & Achievement	Gitau
5/17/22	5/17/22	Christine Mac Shane	Painting/Art instruction for up to 60 students via Zoom	(\$600.00)	Restricted General	TRIO Student Support Services	Gitau
4/22/22	4/22/22	Eclectic Sound DJ's	Provide DJ music at the Women of Color Dinner Event	(\$350.00)	Restricted General	Student Equity & Achievement	Gitau
5/10/22	5/10/22	Yony's Roasted Corn	Provide roasted corn from food cart during End of Year Celebration	(\$650.00)	Fiduciary	Student Life	Gitau
4/20/22	4/22/22	Pirate Gypsy Productions	Earth Day Event - Traveling Hemp Museum	(\$400.00)	Fiduciary	Student Life	Gitau
4/21/22	4/21/22	Amy Roseman	Earth Day Event - Presentation	(\$200.00)	Fiduciary	Student Life	Gitau
4/21/22	4/21/22	Jason Romer	Earth Day Event - DJ and Sound Service	(\$400.00)	Fiduciary	Student Life	Gitau
4/21/22	4/21/22	Heather Frey	Earth Day Event - Samba Dancing	(\$200.00)	Fiduciary	Student Life	Gitau
4/21/22	4/21/22	Konkau Association Corporation	Traditional Dancing during Butte College Earth Day opening ceremony	(\$975.00)	Fiduciary	Student Life	Gitau
4/29/22	4/29/22	Elizabeth Quivey	Bagpiping services for the State Parks Law Enforcement Academy graduation	(\$150.00)	Unrestricted General	Public Safety Education and Training Center	Guleff
5/20/22	5/20/22	Elizabeth Quivey	Bagpiping services for the Fire Academy graduation	(\$150.00)	Unrestricted General	Public Safety Education and Training Center	Guleff

Butte-Glenn Community College District
CONTRACTS RATIFICATION REPORT
Contracts Signed by the Superintendent/President or Vice President for Administration
April 2022

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
6/10/22	6/10/22	Elizabeth Quivey	Baggiping services for the Law Enforcement Academy graduation	(\$150.00)	Unrestricted General	Public Safety Education and Training Center	Guleff
3/30/22	3/30/22	Teresita Curiel	Diversity Speaker Series: Becoming an active HSI	(\$500.00)	Restricted General	Student Equity & Achievement	Gitau
5/27/22	6/13/22	Kingston Services LLC	Onsite photography, post event processing, release, and distribution of photos for Latinx Graduation	(\$525.00)	Restricted General	Student Equity & Achievement	Gitau
5/4/22	5/9/22	In Tents Events	Tent rental and set up	(\$840.00)	Fiduciary	Student Life	Gitau
3/9/22	6/30/22	MC2 Design Group, Inc.	DSPS marketing and outreach materials	(\$10,000.00)	Unrestricted General	Disabled Students Programs & Services	Gitau
4/5/22	10/4/23	iGrad Inc.	Financial literacy platform	(\$2,250.00)	Restricted General	TRIO Student Support Services	Gitau
10/1/21	9/30/24	Chico State Enterprises	CalFresh Program Outreach Federal Revenue and District Match	\$456,977.00 (\$927,782.00)	Restricted General	TRIO	Gitau
7/1/22	6/30/25	Foundation for California Community Colleges	Site License Agreement for BAR Smog Check Referee and Student Technician Training Program	\$36,000.00	Unrestricted General	Automotive	Guleff
7/1/22	12/31/22	MC2 Design Group, Inc.	Develop and execute a social media campaign for the Roadrunner Hub	(\$30,000.08)	Restricted General	Basic Needs Resource Center	Gitau
1/1/22	Until Terminated	Tax Deferred Solutions (TDS)	403(b) Plan Adoption Agreement	\$0.00	N/A	Human Resources	Suleski
4/29/22	4/29/22	NLYB Solutions	EEO Implicit Bias Training	(\$2,500.00)	Restricted General	Human Resources	Suleski
Upon Access	Until Terminated	Poll Everywhere, Inc	Web SRS for Students	\$0.00	N/A	STEM Chemistry	Guleff
Upon Purchase	One Year	Certiport, a business of NCS Pearson, Inc.	ACU Campus License with Site License Practice Test HED (NOAM)	(\$6,240.00)	Restricted General	Computer Science	Guleff
4/30/22	8/31/25	GoEngineer	Solidworks Software and GoEngineer Support	(\$11,976.00)	Restricted General	Computer Science	Guleff
4/30/22	8/31/25	Dassault Systemes SolidWorks Corporation	Network Support, DraftSight EDU, 3DEXperience 3D Designer License and Services Agreement	\$0.00	Restricted General	Computer Science	Guleff
3/13/22	4/4/22	Mendocino-Lake Community College District	Utility Line Clearance Pre-inspector Training and Development Project	(\$13,100.00)	Restricted General	Contract Education	Guleff
4/8/22	12/13/22	Chico Rehabilitation Hospital LLC dba California Park Rehabilitation Hospital	Employer Participation Agreement Employment Training Panel (ETP) Training Project	(\$10,000.00)	Restricted General	Contract Education	Guleff
2/1/22	2/1/23	Enloe Medical Center	Contract Education Services for employee training	\$7,500.00	Restricted General	Contract Education	Guleff
10/1/21	6/30/22	Mountain F. Enterprises, Inc.	ETP Administrative Services	\$10,000.00	Restricted General	Contract Education	Guleff
12/20/21	12/19/23	CA Employment Training Panel	ETP Contract Multiple Employer Training Project	\$1,511,053.00	Restricted General	Contract Education	Guleff
7/1/22	6/30/23	Darci Kimball	Health and Science Pipeline Initiative Website and Curriculum Maintenance and Event Support	(\$8,000.00)	Restricted General	North Far North Regional Consortium	Guleff
3/15/22	6/30/22	Art Cota	Coordination of Northern California Fire Technology Summit	(\$4,500.00)	Restricted General	North Far North Regional Consortium	Guleff
1/1/22	6/30/23	Shasta Tehama Trinity Community College District	Regional Collaboration and Coordination Grant funding to support hiring Assistant Directors (9) of Employer Partnerships	(\$2,095,975.00)	Restricted General	North Far North Regional Consortium	Guleff
3/29/22	6/30/22	Pacific Sky	K-14 Pathway Mapping Website	(\$12,000.00)	Restricted General	North Far North Regional Consortium	Guleff
4/20/22	6/30/24	Chico Unified School District	K12 Strong Workforce Program Grant Agreement	(\$908,445.00)	Restricted General	North Far North Regional Consortium	Guleff

Butte-Glenn Community College District
CONTRACTS RATIFICATION REPORT
Contracts Signed by the Superintendent/President or Vice President for Administration
April 2022

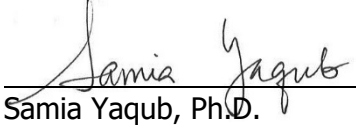
Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
4/7/22	6/30/24	Ferndale Unified School District	K12 Strong Workforce Program Grant Agreement	(\$118,000.00)	Restricted General	North Far North Regional Consortium	Guleff
4/7/22	6/30/24	Gateway Community Charters on behalf of Community Collaborative Charter	K12 Strong Workforce Program Grant Agreement	(\$192,105.00)	Restricted General	North Far North Regional Consortium	Guleff
4/7/22	6/30/24	Gateway Community Charters on behalf of Sacramento Academic and Vocational Academy (SAVA)	K12 Strong Workforce Program Grant Agreement	(\$700,000.00)	Restricted General	North Far North Regional Consortium	Guleff
4/7/22	6/30/24	Lassen Union High School District	K12 Strong Workforce Program Grant Agreement	(\$350,000.00)	Restricted General	North Far North Regional Consortium	Guleff
4/7/22	6/30/24	Mountain Union Elementary	K12 Strong Workforce Program Grant Agreement	(\$90,389.00)	Restricted General	North Far North Regional Consortium	Guleff
4/27/22	6/30/24	Natomas Unified School District	K12 Strong Workforce Program Grant Agreement	(\$831,174.00)	Restricted General	North Far North Regional Consortium	Guleff
4/7/22	6/30/24	Palermo Union Elementary	K12 Strong Workforce Program Grant Agreement	(\$313,841.00)	Restricted General	North Far North Regional Consortium	Guleff
4/7/22	6/30/24	Paragon Collegiate Academy	K12 Strong Workforce Program Grant Agreement	(\$385,260.00)	Restricted General	North Far North Regional Consortium	Guleff
4/7/22	6/30/24	Red Bluff Joint Union High School District	K12 Strong Workforce Program Grant Agreement	(\$1,000,000.00)	Restricted General	North Far North Regional Consortium	Guleff
4/7/22	6/30/24	Roseville Joint Union High School District	K12 Strong Workforce Program Grant Agreement	(\$848,156.00)	Restricted General	North Far North Regional Consortium	Guleff
4/7/22	6/30/24	Visions in Education	K12 Strong Workforce Program Grant Agreement	(\$4,703.00)	Restricted General	North Far North Regional Consortium	Guleff
4/7/22	6/30/24	Wheatland School District	K12 Strong Workforce Program Grant Agreement	(\$976,700.00)	Restricted General	North Far North Regional Consortium	Guleff
4/7/22	6/30/24	Wheatland Union High School District	K12 Strong Workforce Program Grant Agreement	(\$2,082,248.00)	Restricted General	North Far North Regional Consortium	Guleff
4/7/22	6/30/24	Willits Charter School	K12 Strong Workforce Program Grant Agreement	(\$222,330.00)	Restricted General	North Far North Regional Consortium	Guleff
4/7/22	Until Terminated	Glendale Unified School District and Apple Inc.	Piggyback Consent Form to the Education/State & Local Government Purchase Agreement and Professional Services Agreement	\$0.00	N/A	Information Technology	Stoup
3/30/22	Upon Payment	ComputerLand	Basic Support Coverage for VCenter SVR 7 & VSphere 7	(\$6,540.00)	Unrestricted General	Information Technology	Stoup
7/2/22	7/1/23	VMware, Inc.	VCenter SVR 7 & VSphere 7 license	\$0.00	Unrestricted General	Information Technology	Stoup
7/1/22	6/30/23	Ellucian	Colleague Maintenance Renewal	(\$498,759.00)	Unrestricted General	Information Technology	Stoup
5/17/22	5/17/23	FaxBack, Inc.	Annual Support Renewal and Annual Hardware Support Renewal	(\$747.00)	Unrestricted General	Information Technology	Stoup
3/1/22	2/28/23	Qualtrics, LLC	Cloud Services Professional CoreXM	(\$1,500.00)	Unrestricted General	Information Technology	Stoup
7/1/22	6/30/23	SAS Institute Inc.	Educational Analytical Suite license	(\$2,880.00)	Unrestricted General	Information Technology	Stoup
4/30/22	4/30/23	SolarWinds	Annual Maintenance Renewal - Orion	(\$12,334.00)	Unrestricted General	Information Technology	Stoup
5/19/22	5/19/23	SolarWinds	Annual Maintenance Renewal - SQL Sentry	(\$2,569.85)	Unrestricted General	Information Technology	Stoup

Butte-Glenn Community College District
CONTRACTS RATIFICATION REPORT
Contracts Signed by the Superintendent/President or Vice President for Administration
April 2022

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
3/30/22	3/29/23	Valsoft Corporation, Inc. dba SARS Software Products	SARS Anywhere, Text Messaging, SARS Messages, Online Meeting API licenses	(\$9,050.00)	Unrestricted General	Information Technology	Stoup
4/11/22	3/20/25	Cerritos Community College District	Institutional Participation Agreement Amendment	\$0.00	N/A	CCC Technology Center	Stoup
7/1/22	6/30/23	Constant Contact, Inc.	Constant Contact Email Plus Software License	(\$1,890.00)	Restricted General	CCC Technology Center	Stoup
7/1/22	6/30/23	GrackleDocs Inc.	Grackle Suite Software License	(\$31,350.00)	Restricted General	CCC Technology Center	Stoup
7/1/22	6/30/23	Onix Networking Corporation	Equidox document conversion software tool license	(\$80,000.00)	Restricted General	CCC Technology Center	Stoup
7/1/22	6/30/23	Sensus APS	SensusAccess Subscription License	(\$45,000.00)	Restricted General	CCC Technology Center	Stoup
5/1/22	6/30/23	Victor Valley College	Subgrant Agreement for California Community Colleges 10Gb Broadband Connectivity Equipment Grant	(\$50,000.00)	Restricted General	CCC Technology Center	Stoup
4/19/22	7/4/22	Zendesk, Inc.	Support Enterprise Subscription Amendment adding Two Seats	(\$501.24)	Restricted General	CCC Technology Center	Stoup
4/14/22	10/21/22	Jessee Heating and Air Conditioning	Facilities Planning & Management Building and Custodial Storage Building HVAC Upgrades Project	(\$924,890.00)	Restricted General	Facilities Planning & Management	Suleski
4/14/22	8/19/22	Jessee Heating and Air Conditioning	Bi-polar Ionization HVAC Air Treatment Project	(\$498,900.00)	Restricted General	Facilities Planning & Management	Suleski
			TOTAL REVENUE CONTRACTS	\$2,021,530.00			
			TOTAL EXPENSE CONTRACTS	(\$14,338,895.17)			

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

May 18, 2022

Subject: Approval of Out of State Student Travel to Portland, Oregon	Item No: 22-8286 Enclosure: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Category: Student Services	Action Regular <input checked="" type="checkbox"/> Information Consent <input type="checkbox"/>
Submitted By: Peter Gitau Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

The 34th Annual National Conference on Race & Ethnicity in Higher Education will return to an in-person format in Portland, Oregon May 30 to June 4, 2022.

At NCORE, individuals and campus teams can work collaboratively under the guidance, tutelage, and expertise of recognized and effective scholars, practitioners, and change-makers. It is a place where individuals and institutions share their on-the-ground knowledge about program development, student development, academic assessment tools, effective theoretical frameworks, the latest practice-based research findings, and radical and innovative experiential curriculum to transform higher education in its mission for diversity and inclusion for students, staff, faculty, and leadership.

Participation brings faculty, staff, students, and administrators together from more than 1200 institutions and organizations and allows them to create new or elevate existing networks with premier educators in the U.S. NCORE attendees can design their conference experience from a wide variety of more than 350 sessions on race and ethnicity in higher education over 5 days.

Status

A Butte College student will accompany 9 Butte College Student Services personnel at the conference. The student will participate in multiple workshops and activities each day.

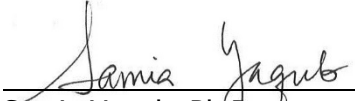
SEAP Funds will be used for the travel expenses. Student travel is an approved expense.

Recommendation

It is recommended the Board authorize student travel to Portland, Oregon from May 30 through June 4, 2022, to represent the college at the National Conference on Race & Ethnicity in Higher Education.

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

May 18, 2022

Subject: Approval of New Courses	Item No: 22-8287 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Instruction	Action Regular <input checked="" type="checkbox"/> <input type="checkbox"/> Information Consent <input type="checkbox"/> <input checked="" type="checkbox"/>
Submitted By: Virginia L. Guleff Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

The courses described in the attached have been developed by various departments to upgrade their present curriculum.

ALH 8 – Health Career Exploration - HESI

HESI course designed for high school students to explore health career field options.

CMST/ETHS 15 - Persuasion in Social Justice Movements

Course meets the new statewide general education transfer requirement, Area F, Ethnic Studies.

CMST/ETHS 17 - Race and Ethnicity in Mass Communication

Course meets the new statewide general education transfer requirement, Area F, Ethnic Studies.

CMST/ETHS 19 - Dialogue on Race and Ethnicity in the U.S.

Course meets the new statewide general education transfer requirement, Area F, Ethnic Studies.

ENGR 2 – Programming and Problem-Solving in MATLAB

Entry level course that is required for several engineering disciplines. Will be part of AS in Engineering.

ENGR 10 – Digital Logic Fundamentals

Course articulated to freshman level course at Chico state called ECE 144 Logic Design Fundamentals; required for electrical/electronic engineering and computer engineering majors; entry level engineering elective for students that doesn't require calculus.

MATH 4s – Concepts in Mathematics for Teachers I with Support

MATH 11s – Math for Liberal Arts with Support

MATH 12s – Mathematics for Business Decisions (Finite Mathematics) with Support

MATH 13s – Survey of Calculus with Support

MATH 20s – Trigonometry with Support

MATH 26s – College Algebra with Support

These courses are designed to support student success in key STEM prep courses as required by AB 705. They will be placed in the same programs and general education as their counterparts MATH 4, 11, 12, 13, 20, and 26.

Status

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

Recommendation

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

NEW COURSES

ALLIED HEALTH (ALH)

ALH 8 - Health Careers Exploration - HESI

Transfer Status: CSU; Unit(s): 4.00; 51.00 Lecture; 51.00 Lab

This course provides students the opportunity to explore various healthcare professions through direct observation and participation in the healthcare setting. It also provides students the opportunity to interact with healthcare professionals in the clinical environment.

COMMUNICATION STUDIES (CMST)/ETHNIC STUDIES (ETHS)

CMST/ETHS 15 - Persuasion in Social Justice Movements

Transfer Status: CSU/UC; Unit(s): 3.00; 51.00 Lecture

This course examines how marginalized people advocate for social justice as rhetorical agents, applying theories of persuasion to analyze collective efforts to challenge practices and institutions that support racial and ethnic oppression and inequality. Special focus will center on using concepts and theories from Ethnic Studies to analyze historical and contemporary origins of movements for social justice. Students will critically analyze persuasive efforts to improve the social, economic, and political positions of racial and ethnic groups in the United States, including Asian Americans, Chicax/Latinx, African Americans, and/or Native/Indigenous Americans. Students will use their knowledge of persuasive theory and strategy to construct and deliver their own messages as participants in a contemporary social justice movement.

CMST/ETHS 17 - Race and Ethnicity in Mass Communication

Transfer Status: CSU/UC; Unit(s): 3.00; 51.00 Lecture

This course introduces students to the critical study of race and ethnicity in Mass Communication. The course examines communication theories and concepts useful in the critical analysis of mass mediated messages, including how social identities based on race and ethnicity are constructed and reinforced in mass media. Special focus is placed on core concepts and theories of Ethnic Studies to examine how media representations address, reproduce and/or contest historical and contemporary issues of race, racism, discrimination, power, privilege, and difference in the United States. Students will explore works of media analysis by, for, and about minoritized racial and ethnic groups in the United States, including Asian Americans, Chicax/Latinx, African Americans, and Native/Indigenous Americans.

CMST/ETHS 19 - Dialogue on Race and Ethnicity in the U.S.

Transfer Status: CSU/UC; Unit(s): 3.00; 51.00 Lecture

This course introduces students to the theory and practice of difficult dialogue, including dialogical strategies such as active listening, perspective-taking, collaboration and collective problem-solving, in the context of race, ethnicity, bias, discrimination, power, equity and privilege. Students will study historical and contemporary racial inequities and power dynamics pertaining to majority and minoritized racial/ethnic groups in the United States, including Asian Americans, Chicax/Latinx, African Americans, and/or Native/Indigenous Americans. Students will explore how racial/ethnic identity influences cultural communication styles, while also applying communication theory and practice in an effort to improve the existing state of race relations in the United States.

ENGINEERING (ENGR)

ENGR 2 - Programming and Problem-Solving in MATLAB

Transfer Status: CSU/UC; Unit(s): 3.00; 34.00 Lecture; 51.00 Lab

This course utilizes the MATLAB environment and commercial electronic spreadsheets to provide students with a working knowledge of computer-based problem-solving methods relevant to science and engineering. It introduces the fundamentals of procedural and object-oriented programming, numerical analysis, and data structures. Examples and assignments in the course are drawn from practical applications in engineering, physics, and mathematics.

ENGR 10 - Digital Logic Fundamentals

Transfer Status: CSU/UC; Unit(s): 4.00; 51.00 Lecture; 51.00 Lab

In this course the student will be trained in the use of symbolic digital logic including switching algebra, optimization, Karnaugh map construction and use and the design of combinational logic networks. The student will develop skills in mapping of sequential logic theory to practical devices using flip-flops, registers, and counters.

MATHEMATICS (MATH)

MATH 4s - Concepts in Mathematics for Teachers I with Support

Transfer Status: CSU; Unit(s): 3.00; 34.00 Lecture; 34.00 Activity

This course focuses on the development of quantitative reasoning skills through in-depth, integrated explorations of topics in mathematics, including real number systems and subsystems. Emphasis is on comprehension and analysis of mathematical concepts and applications of logical reasoning. This course will contain the same curriculum as MATH 4 but will also have embedded support to review key intermediate algebra concepts. This course emphasizes in-class activities and applications. (C-ID MATH 120).

MATH 11s - Math for Liberal Arts with Support

Transfer Status: CSU; Unit(s): 3.00; 34.00 Lecture; 34.00 Activity

This course is a survey of mathematical concepts in a variety of areas. The topics include probability, statistics, set theory, measurement, geometry, and business finance. This course will contain the same curriculum as MATH 11 but will also have embedded support to review key intermediate algebra concepts. This course emphasizes in-class activities and applications.

MATH 12s - Mathematics for Business Decisions (Finite Mathematics) with Support

Transfer Status: CSU/UC; Unit(s): 3.00; 34.00 Lecture; 34.00 Activity

Linear functions, systems of linear equations and inequalities, matrices, linear programming, mathematics of finance, sets and Venn diagrams, combinatorial techniques, and an introduction to probability. Applications in business, economics, and social sciences. This course will contain the same curriculum as MATH 12 but will also have embedded support to review key intermediate algebra concepts. This course emphasizes in-class activities and applications. (C-ID MATH 130).

MATH 13s - Survey of Calculus with Support

Transfer Status: CSU/UC; Unit(s): 4.00; 34.00 Lecture; 68.00 Activity

Presents a study of the techniques of calculus with emphasis placed on the application of these concepts to business and management related problems. The applications of derivatives and integrals of functions including polynomials, rational, exponential and logarithmic functions are studied. This course will contain the same curriculum as MATH 13 but will also have embedded support to review key intermediate algebra concepts. This course emphasizes in-class activities and applications.

MATH 20s - Trigonometry with Support

Transfer Status: CSU; Unit(s): 3.00; 34.00 Lecture; 34.00 Activity

This course covers the theory and applications of trigonometry. The topics include definitions of circular and right triangle trigonometric functions, graphs, identities, equations, solutions of right and oblique triangles, vectors, polar coordinates, and complex numbers. This course will contain the same curriculum as MATH 20 but will also have embedded support to review key intermediate algebra concepts. This course emphasizes in-class activities and applications.

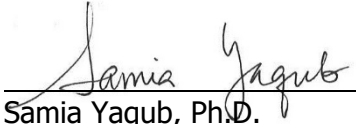
MATH 26s - College Algebra with Support

Transfer Status: CSU/UC; Unit(s): 4.00; 34.00 Lecture; 68.00 Activity

This course covers advanced algebra concepts beyond the scope of Intermediate Algebra. The topics include algebraic simplifying, conics, theory and solution of equations and inequalities, systems of equations, linear functions, exponential and logarithmic functions, polynomial and rational functions, binomial expansion, and partial fractions. The course is specifically designed for preparation for first semester Calculus (MATH 30). This course will contain the same curriculum as MATH 26 but will also have embedded support to review key intermediate algebra concepts. This course emphasizes in-class activities and applications.

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

May 18, 2022

Subject: Approval of Fall 2022 Academic Sabbatical Leave Request: Troxel	Item No: 22-8288 Enclosure: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Category: Instruction	Action <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Information <input type="checkbox"/> Consent <input checked="" type="checkbox"/>
Submitted By: Virginia L. Guleff Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

In compliance with the Butte College Education Association (BCEA) contract, Shannan Troxel has submitted a request for Sabbatical Leave for the Fall 2022 semester. Ms. Troxel’s sabbatical request proposes to research, evaluate, and develop recommendations on the emergency notification practices of colleges impacted by fires in Northern California. This information is vital to our faculty, staff, students, and greater communities who struggle to restore normalcy in the wake of past disasters, moving forward to a future that will most certainly include more fire-based emergencies.

Crisis and Disaster communication is a burgeoning field of Communication Studies at large. As weather patterns continue to evolve, we see the increase of communication needs surrounding natural disasters. Because community colleges are uniquely situated to engage with and advocate for its community, they must be purposeful in how they plan for natural disaster communication (Guzman-Lopez, 2018). How the schools leverage their ability to reach community members in an emergency is a critical component of Ms. Troxel’s research.

The objectives of Ms. Troxel’s proposed plan are to: collect and analyze existing research in the areas of Crisis and Emergency Communication, specifically for natural disasters and fires; collect and interpret data from Northern California colleges with communities directly impacted by fire including interviews with those involved in the creation of messaging; develop recommendations for future Crisis and Emergency Communication involving natural disasters and fires; and disseminate her findings and recommendations to multiple local and state entities for future use.

Ms. Troxel plans to share this project in a variety of ways: as part of her larger doctoral dissertation at Bradley University, with her colleagues in the Communication Studies department (her work will be used on a micro level in Argumentation and Debate, as well as all classes where research is explored); and with District leadership at all Northern California colleges who are inherently at greater risk of fire disasters. Ms. Troxel plans to host a visual presentation of her research, findings, and recommendations for the District for faculty to earn flex and learn about actionable response to fires from around the North State. She plans to connect with the California Community College Chancellor’s Office regarding findings and recommendations.

Status

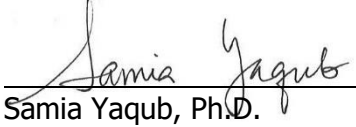
The Leave, Tenure and Professional Advancement (LTPA) Committee along with the Chief Instructional Officer reviewed the request and submitted their recommendation for consideration to the Superintendent/President.

Recommendation

It is recommended that the Sabbatical Leave Request for Fall 2022 be approved for Shannan Troxel.

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

May 18, 2022

Subject: Approval of Spring 2023 Academic Sabbatical Leave Request: Henson	Item No: 22-8289 Enclosure: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Category: Instruction	Action <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Information <input type="checkbox"/> Consent <input checked="" type="checkbox"/>
Submitted By: Virginia L. Guleff Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

In compliance with the Butte College Education Association (BCEA) contract, Leslie Henson has submitted a request for Sabbatical Leave for the Spring 2023 semester. Ms. Henson’s sabbatical request proposes examination of college data, disaggregated by race and ethnicity, for all English 2 and English 3 faculty who consent to participate in the study; interviews with consenting faculty about their practices and materials with a focus on those who have high and equitable success rates; audits of these faculty’s Canvas courses using an equity rubric, and evaluation of data for shared themes that might explain why faculty are achieving high and equitable outcomes in their course.

The objectives of Ms. Henson’s proposed plan are to: increase success and equity in English 2 and English 3 classes by identifying and sharing teaching methods being used by teachers who are achieving high and equitable success rates, particularly for Black and Latinx students; maximize the College’s funding under the terms of the new funding formula, which rewards us for students who complete transfer-level math and English during their first year of college; increase equity and success campus wide by identifying the practices that are scalable across instructors and translate into other disciplines; and promote retention and success of all students, specifically Black and Latinx students.

Ms. Henson plans to write a report and create presentations to share her findings with the English department, administration, and colleagues campus wide through a flex presentation. She also plans to share her findings with the AB 705 Implementation group and will post on the ProDev Canvas site with accompanying materials.

Status

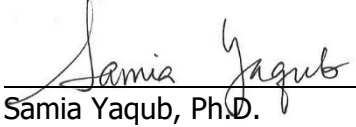
The Leave, Tenure and Professional Advancement (LTPA) Committee along with the Chief Instructional Officer reviewed the request and submitted their recommendation for consideration to the Superintendent/President.

Recommendation

It is recommended that the Spring 2023 Sabbatical Leave Request be approved for Leslie Henson.

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

May 18, 2022

Subject: Adoption of 2023-2024 Academic Calendar	Item No: 22-8290 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Instruction	Action Regular <input checked="" type="checkbox"/> <input type="checkbox"/> Information Consent <input type="checkbox"/> <input checked="" type="checkbox"/>
Submitted By: Virginia L. Guleff Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

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

Status

The District has received input from BCEA, which concurs with the proposed 2023-2024 Academic Calendar. In addition, the Academic Senate, the Leadership Team, and the Deans and Directors have each reviewed and approved the proposed calendar. The start of Fall 2023 and Spring 2024 terms, and spring break align with Chico State.

Recommendation

It is recommended the Board of Trustees adopt the Academic Calendar for 2023-2024 as proposed.

ACADEMIC CALENDAR 2023-2024

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

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

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

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

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

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

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

SUMMER SESSION (22 days)

FALL (81 days)

WINTER SESSION (15 days)
(Jan 2 - Jan 19)

SPRING (83 days)

FINALS WEEK

LEGAL/LOCAL HOLIDAYS (11 days)

INSTRUCTIONAL BREAKS

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

NON-INSTRUCTIONAL SATURDAYS

PROFESSIONAL DEVELOPMENT "FLEX" DAYS (11 days)

FACULTY INSTITUTE (2 days)

**BUTTE-GLENN COMMUNITY COLLEGE DISTRICT
BUTTE COLLEGE**

(Administrative and Classified Staff will work all days except legal and local holidays and specified days of vacation.)

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

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

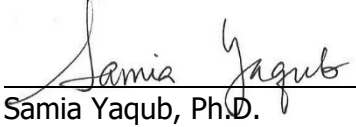
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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

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

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

May 18, 2022

Subject: Approval of Revisions, Review, and Adoption of Board Policies	Item No: 22-8291 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Administration	Action Regular <input checked="" type="checkbox"/> <input type="checkbox"/> Information Consent <input type="checkbox"/> <input checked="" type="checkbox"/>
Submitted By: Samia Yaqub, Ph.D. Superintendent/President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

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

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

Status

The following Board Policies were presented to the Board for review at the April 13, 2022, regular meeting. Any suggestions for change were incorporated into the final versions, which are now presented for adoption.

Recommendation

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

Board Policy	Title	Action
BP 2200	Board Duties and Responsibilities	Revision
BP 2310	Regular Meetings of the Board	Revision
BP 2435	Evaluation of the Superintendent/President	Revision
BP 2745	Board Self-Evaluation	Revision
BP 3420	Equal Employment Opportunity	Revision
BP 3550	Drug Free Environment and Drug Prevention Program	Revision
BP 4020	Program, Curriculum, and Course Dev	Revision
BP 4230	Grading and Academic Record Symbols	Revision
BP 4250	Probation, Dismissal, and Readmission	Revision
BP 5010	Admissions & Concurrent Enrollment	Revision
BP 5015	Residence Determination	Revision
BP 5020	Nonresident Tuition	Reviewed
BP 5030	Fees	Revision
BP 5033	Academic Council	Rescind

BP 5035	Withholding of Student Records	Revision
BP 5040	Student Records and Directory Information	Revision
BP 5050	Student Success and Support Program	Revision
BP 5052	Open Enrollment	Revision
BP 5055	Enrollment Priorities	Revision
BP 5110	Counseling	Revision
BP 5120	Transfer Center	Revision
BP 5130	Financial Aid	Revision
BP 5140	Disabled Student Programs and Services	Revision
BP 5141	Math Substitution for Students with Disabilities as an Academic Accommodation	Rescind
BP 5150	Extended Opportunity Programs and Services	Reviewed
BP 5200	Student Health Services	Reviewed
BP 5205	Student Accident Insurance	Reviewed
BP 5210	Communicable Disease – Students	Revision
BP 5220	Shower Facilities for Homeless Students	Reviewed
BP 5300	Student Equity	Reviewed
BP 5400	Associated Students Organization	Reviewed
BP 5410	Associated Students Elections	Revision
BP 5420	Associated Students Finance	Revision
BP 5510	Off-Campus Student Organizations	Reviewed
BP 5570	Student Credit Card Solicitation	Reviewed
BP 5700	Intercollegiate Athletics	Revision
BP 5800	Prevention of ID Theft in Student Financial Trans	Reviewed
BP 6620	Naming of Buildings	Revision
BP 7100	Commitment to Diversity	Revision
BP 7120	Recruitment and Hiring	Revision
BP 7130	Compensation	Revision
BP 7250	Educational Administrators	Revision
BP 7260	Classified Supervisors and Managers	Revision
BP 7600	Campus Police	Revision



BP 2200 Board Duties and Responsibilities

References: ACCJC Accreditation Standard IV

Adopted: May 28, 2008

Last Revised: May 16, 2018; [May 2022](#)

Last Reviewed: May 16, 2018

The Board of Trustees governs on behalf of the citizens of the Butte-Glenn Community College District in accordance with the authority granted and duties defined in Education Code Section 70902.

The Board is committed to fulfilling its responsibilities to:

- Represent the public interest
- Establish policies that define the institutional mission and set prudent, ethical, and legal standards for college operations
- Assures the Board operates in an open, accessible, welcoming spirit, and maintains an inclusive, diverse, equitable, and anti-racist culture
- Establish policies that ensure the District operates in an inclusive, diverse, equitable, and anti-racist manner
- Hire and evaluate the CEO
- Delegate power and authority to the chief executive to effectively lead the district
- ~~Assure~~ ensure fiscal health and stability;
- Monitor institutional performance and educational quality
- Monitor student access and success
- Advocate and protect the district

There are no administrative procedures for this policy.



BP 2310 Regular Meetings of the Board

References: Government Code 54952.2, 54953 et seq., and 54961;
Education Code Section 72000(d);
Adopted: May 28, 2008
Last Revised: May 2022
Last Reviewed: October 10, 2018

Regular meetings of the Board shall be held as identified in the annual calendar adopted at the organizational meeting of the Board. Regular meetings shall normally be held at either the Butte Community College campus, at 3536 Butte Campus Drive, Oroville, California, or at 1366 Cortina Drive, Orland, California—a location in Glenn County.

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting. All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board either is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

Meetings During Proclaimed States of Emergency

Prior to January 1, 2024, the Board may hold a regular meeting, or special or emergency meetings as defined in BP 2320 Special and Emergency Meetings, virtually through voice or video teleconferencing services during a proclaimed state of emergency under the provisions of the Brown Act.

In order for the Board to meet virtually during a proclaimed state of emergency, the Board will make findings by majority vote, as required by the Brown Act.

If the Board elects to meet virtually during a proclaimed state of emergency, the District will comply with relevant provisions of the Brown Act regarding the posting of agendas, public access to meetings through call-in or internet-based service options, public participation, and limits on Board action in the event of a meeting disruption due to interruption of teleconferencing services.

During proclaimed states of emergency, the Board is not required to provide a physical location from which members of the public may attend or provide public comment.

There are no administrative procedures for this policy.



BP 2435 Evaluation of Superintendent/President

References: Accreditation Standard IV.C.3
Education Code Section 87663
Adopted: April 22, 2009
Last Revised: April 17, 2019, [May 2022](#)
Last Reviewed: April 17, 2019

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

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

The Board shall evaluate the Superintendent/President using an evaluation process as described in Administrative Procedure 2435. The criteria for evaluation shall be based on Board procedures, the Superintendent/President's job description, and performance goals and objectives jointly developed by the Board and the Superintendent/President. The criteria for evaluation for the Superintendent/President shall also include performance goals and objectives related to the District's commitment to diversity, equity, inclusion, and anti-racism.

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

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

See Administrative Procedure 2435



BP 2745 Board Self-Evaluation

References: ACCJC Accreditation Standard IV.C.10

Adopted: December 10, 2008

Last Revised: April 17, 2019, [May 2022](#)

Last Reviewed: April 17, 2019

The Board is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning.

To that end, the Board has established the following:

- Each year the Board will review the self-evaluation instrument and process. The instrument will incorporate criteria contained in board policy regarding board operations and board effectiveness.
- [The criteria for the Board's self-evaluation shall also include performance goals and objectives related to the District's and the Board's commitment to anti-racism, diversity, equity, and inclusion.](#)
- All board members will be asked to complete the evaluation instrument and submit it to the Board Secretary.
- A summary of the evaluations will be presented at a special board session scheduled for that purpose. At that time the Board Chair will facilitate discussion of the self-evaluation results with all Board members and together the board will develop goals as needed for self-improvement.
The Superintendent/President will be invited to participate in both the evaluation and the special board session.

See Administrative Procedure 2745.



BP 3420 Equal Employment Opportunity

References: Education Code Sections 87100, et seq.;
 Title 5 Section 53000, et seq.;
 ACCJC Accreditation Standard III.A.12

Adopted: November 12, 2008
Last Revised: October 16, 2019; May 2022
Last Reviewed: November 12, 2008

The Board supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony, and suitable role models for all students. An equitable and inclusive hiring process is essential to improve diversity, reduce barriers to employment, and allow potential applicants the opportunity to demonstrate that they meet or exceed the minimum qualifications for employment. The Board therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program.

The Superintendent/President or designee shall develop, for review and adoption by the Board, a plan for equal employment opportunity that complies with the Education Code and Title 5 requirements as from time to time is modified or clarified by judicial interpretation. The Superintendent/President shall further develop hiring procedures driven by diversity, equity, and inclusion and consistent with the Board's intent described above.

See Administrative Procedure 3420



BP 3550 Drug Free Environment and Drug Prevention Program

References: Drug Free Schools and Communities Act, 20 U.S. Code Section 1011i;
34 Code of Federal Regulations Sections 86.1 et seq.;
Drug Free Workplace Act of 1988, 41 U.S. Code Section 8103

Adopted: November 12, 2008

Last Revised: April 17, 2019; [May 2022](#)

Last Reviewed: April 17, 2019

The District shall be free from all ~~unlawful-illicit~~ drugs and from the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

The Superintendent/President or designee shall ensure that the District distributes annually to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

See Administrative Procedure 3550



BP 4020 Program, Curriculum, and Course Development

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

Adopted: April 20, 2011

Last Revised: October 16, 2019, May 2021; [May 2022](#)

Last Reviewed: April 20, 2011

The Board has responsibility for the curriculum of the District.

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

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

The procedures shall include:

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

[The Board encourages the District to develop and offer programs and curricula in ethnic studies, programs and curricula that infuse a global perspective into the curricular offerings, and programs and curricula that include instruction on the perspectives of persons with low socioeconomic status in the topic.](#)

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

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

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

Credit Hour

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

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

The Superintendent/President shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable.

The Superintendent/President shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

See Administrative Procedure 4020



BP 4230 Grading and Academic Record Symbols

References: Title 5, Section 55023 and 55050 et seq.

Adopted: April 20, 2011

Last Revised: May 2022

Last Reviewed: April 20, 2011, May 2021

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

The grading system shall be published in the college catalog and made available to students.

The grading system shall include the "FW" grade for unofficial withdrawal.

The academic record system shall include the "\$" symbol for credit earned through successful completion of prior learning examinations, experiences, or assessments, pursuant to standards articulated in the District's administrative procedures and approved by the faculty in the appropriate discipline for which prior learning credit is earned.

See Administrative Procedure 4230



BP 4250 Probation, Dismissal, and Readmission

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

Adopted: April 20, 2011

Last Revised: October 16, 2019; May 2022

Last Reviewed: April 20, 2011, May 2021

Probation

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

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

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

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

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

Dismissal

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

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

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

Readmission

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

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

See Administrative Procedure 4250



BP 5010 Admissions and Concurrent Enrollment

References: Education Code Sections [52620](#), [52621](#), 76000, 76001, 76002; Labor Code Section 3077; [34 Code of Federal Regulations Part 668.16 subdivision \(p\) \(U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended\)](#); [ACCJC Accreditation Standard II.C.6](#)

Adopted: December 10, 2008

Last Revised: [May 2022](#)

Last Reviewed: December 10, 2008

The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- Any person over the age of 18 and possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the [Vice President for Student Services](#) ~~Chief Student Services Officer~~ or ~~his or her~~ designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in [Labor Code](#) Section 3077 ~~of the Labor Code~~.

The District may deny or place conditions on a student's enrollment upon a finding by the Board or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.

The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The Vice President of Student Services or designee shall establish procedures for evaluating the validity of a student's high school completion.

Admission

- Any student whose age or class level is equal to grades K-12 is eligible to attend as a special part-time student for advanced scholastic or vocational courses.
- Any student enrolled in grades K-12 may attend summer session.
- The [Vice President for Student Services](#) ~~Chief Student Services Officer~~ or ~~his or her~~ designee shall establish procedures regarding ability to benefit and admission of high school and younger students.

Denial of Requests for Admission

If the Board denies a request for special full-time or part-time enrollment by a student who is identified as highly gifted, the board will record its findings and the reason for denying the request in writing within 60 days. The written recommendation and denial shall be issued at the

next regularly scheduled board meeting that occurs at least 30 days after the student submits the request to the district.

The Vice President for Student Services ~~Chief Student Services Officer~~ or ~~his or her~~ designee shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a pupil who is identified as highly gifted.

Claims for State Apportionment for Concurrent Enrollment

Claims for state apportionment submitted by the district based on enrollment of high school students shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The Vice President for Student Services ~~Chief Student Services Officer~~ or ~~his or her~~ designee shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

See Administrative Procedure 5010



BP 5015 Residence Determination

References: Education Code Sections 68010, 68086, and 76140;
 Title 5 Sections 54000, et seq.; [38 US Code Section 3679](#)

Adopted: December 10, 2008
Last Revised: October 16, 2019, [May 2022](#)
Last Reviewed: December 10, 2008

Except for students seeking to enroll exclusively in career development and college preparation courses, and other courses for which no credit is given, students shall be classified at the time of each registration as a resident or nonresident student.

A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of a semester or summer session for which the student applies to attend. [Notwithstanding this standard for determining bona fide California residency, a student with military or veteran status may be deemed to qualify as a California resident for in-state tuition eligibility, in accordance with state and federal law.](#)

Residence classification shall be made for each student at the time applications for admission are accepted or registration occurs and whenever a student has not been in attendance for more than one semester. A student previously classified as a nonresident may be reclassified as of any residence determination date.

The Superintendent/President shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.

See Administrative Procedure 5015



BP 5020 Nonresident Tuition

References: Education Code Sections 68050, 68051, 68130, 68130.5, 76141;
Title 5 section 54045.5

Adopted: December 10, 2008

Last Revised: October 16, 2019

Last Reviewed: December 10, 2008, May 2022

Nonresident students shall be charged nonresident tuition for all units enrolled, unless specifically required otherwise by law.

Not later than March 1 of each year, the Chief Financial Officer shall bring to the Board for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

The Superintendent/President shall establish procedures regarding collection, waiver, and refunds of nonresident tuition.

See Administrative Procedure 5020



BP 5030 Fees

References: Education Code Sections 76300, et seq.; Chancellor's Office Student Fee Handbook; [Title 5 Section 58520; ACCJC Accreditation Standard I.C.6](#)

Adopted: February 29, 2012

Last Revised: [May 2022](#)

Last Reviewed: February 29, 2012

The Board authorizes the following fees. The Superintendent/President shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also ensure those who are exempt from, or for whom the fee is waived, are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs.

Enrollment fee (Education Code Section 76300)

Each student shall be charged a fee for enrolling in credit courses as required by law.

Course Auditing fees (Education Code 76370)

Persons auditing a course shall be charged a fee of not more than \$15.00 per unit per semester. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

Health fee (Education Code Section 76355)

The President/Superintendent or designee shall present to the board for approval a fee to be charged to each credit student for student health services.

Instructional materials (Education Code Section 76365; Title 5, Sections 59400, et seq.)

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

Physical Education Facilities (Education Code 76395)

Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the district.

Student Representation fee (Education Code 76060.5)

Students will be charged a ~~\$21~~ fee per semester to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial, or moral reasons and shall submit such refusal in writing.

Student Transportation Costs (Education Code 76361)

Students shall be charged a fee for the purpose of recovering transportation costs incurred by the district for services provided by common carriers to students. These fees will only be paid by students who use the transportation services, unless a vote of the students in accordance with the Education Code establishes otherwise. The Superintendent/President shall present for board approval fees for transportation for students.

Transcript fees (Education Code 76223)

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Superintendent/President is authorized to establish the fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

Technology Access Fee (Student Fee Handbook)

Students shall be charged a fee for costs associated with the purchase of computers, maintenance of such computers, or other related technology costs. A student may refuse to pay the fee and shall submit such refusal in writing.

See Administrative Procedure 5030



BP 5033 Academic Council

References: [Rescind: This is not a League policy. There is an Administrative Procedure that covers this topic.](#)

Adopted: October 10, 2018

Last Revised:

Last Reviewed:

The Board recognizes that on occasion students require relief from regulations governing academic standards and policy. Therefore, the Board established the Academic Council which is empowered to enforce, interpret and/or waive District academic regulations.

See Administrative Procedure 5033.



BP 5035 Withholding of Student Records

References: Title 5, Section 59410

Adopted: December 10, 2008

Last Revised: May 2021; May 2022

Last Reviewed: December 10, 2008

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

See Administrative Procedure 5035



BP 5040 Student Records and Directory Information

References: Education Code Sections 76200, et seq.;
Title 5, Sections 57600, et seq.; [20 U.S. Code Section 1232g subdivision \(j\)](#);
[ACCJC Accreditation Standard II.C.8](#)

Adopted: December 10, 2008

Last Revised: [May 2022](#)

Last Reviewed: December 10, 2008

The Superintendent/President or designee shall ensure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The President/Superintendent or designee may direct the implementation of appropriate safeguards to ensure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained herein, and that they may limit the information.

Directory information shall include:

- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.
- Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.

See Administrative Procedure 5040



BP 5050 Student Success and Support Program

References: Education Code Sections 78210, et seq.;
Title 5 Sections 55500, et seq.;
ACCJC Accreditation Standard II.C.2

Adopted: December 10, 2008

Last Revised: October 16, 2019; May 2022

Last Reviewed: December 10, 2008

The District shall provide Student Success and Support Program services to students for the purpose of furthering equality of educational opportunity and academic success. The Board expects the Student Success and Support Programs to specifically identify and close opportunity gaps that adversely impact student success and improve the District's commitment to diversity, equity, and inclusion to better support student success. The purpose of Student Success and Support Program services is to bring the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements.

The Superintendent/President shall establish procedures to assure implementation of Student Success and Support Program services that comply with Title 5 regulations.

See Administrative Procedure 5050



BP 5052 Open Enrollment

References: Title 5 Section 51006

Adopted: December 10, 2008

Last Revised: [May 2022](#)

Last Reviewed: December 10, 2008

All courses, course sections, and classes of the District shall be open for enrollment to any person who has been admitted to the college. Enrollment may be subject to any priority system that has been established. Enrollment may also be limited to students meeting properly validated prerequisites and co-requisites, or due to other practical considerations such as exemptions set out in statute or regulation.

The ~~Vice President for Student Services~~ ~~Chief Student Services Officer~~ or ~~his or her~~ designee shall assure that this policy is published in the catalog(s) and schedule(s) of classes.

See Administrative Procedure 5052



BP 5055 Enrollment Priorities

References: Title 5, Sections 51006, 58106, 58108

Adopted: December 10, 2008

Last Revised: [May 2022](#)

Last Reviewed: December 10, 2008

The ~~Vice President for Student Services~~ ~~Chief Student Services Officer~~ or ~~his or her~~ designee shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

See Administrative Procedure 5055



BP 5110 Counseling

References: Education Code Section 72620; Title 5, Section 51018;
[ACCJC Accreditation Standard II.C.5](#)

Adopted: December 10, 2008

Last Revised:

Last Reviewed: December 10, 2008

[Counseling services are an essential part of the educational mission of the District.](#)

The Superintendent/President shall ensure the provision of counseling services including academic, career, and personal counseling that is related to the student's education.

Counseling shall be required for all first-time students enrolled for more than six units, students enrolled provisionally, and students on academic or progress probation.

See Administrative Procedure 5110



BP 5120 Transfer Counseling Center

References: Title 5, Section 51027; Education Code section 66720 – 66744

Adopted: December 10, 2008

Last Revised: May 2022

Last Reviewed: December 10, 2008

The Superintendent/President shall ensure that all students with an educational plan that identifies transfer as their goal, shall be encouraged to obtain a transfer degree. Further, the Superintendent/President shall establish such programs that are designed to increase the transfer applications of underrepresented students. All transfer programs shall comply with applicable laws and regulations.

~~a transfer plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of underrepresented students and complies with law and regulations.~~

See Administrative Procedure 5120



BP 5130 Financial Aid

References: [Education Code Sections 66021.6 and 76300;](#)
[20 U.S. Code Sections 1070 et seq.;](#)
[34 Code of Federal Regulations Part 668 \(U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended\);](#)
[ACCJC Accreditation Standard III.D.15](#)
~~[20 U.S.C. Sections 1070, et seq.;](#)~~
~~[34 CFR Section 668;](#)~~
~~[Education Code Section 76300](#)~~

Adopted: December 10, 2008
Last Revised: [May 2022](#)
Last Reviewed: December 10, 2008

A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.

All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.

The Superintendent/President shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

Misrepresentation

Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in "substantial misrepresentation" of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

The Superintendent/President, or designee, shall establish procedures for regularly reviewing the District's website and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting, or admission services concerning the District's educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The Superintendent/President, or designee, shall establish procedures wherein the District shall periodically monitor employees' and vendors' communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its Governing Board do not waive any defenses or governmental immunities by enacting this policy.

See Administrative Procedure [5130](#)



BP 5140 Disabled Students Programs and Services

References: Education Code Sections 67310, 84850;
 Title 5, Sections 56000 et seq.
Adopted: December 10, 2008
Last Revised: May 2022
Last Reviewed: December 10, 2008

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable ~~assisted to participate whenever possible in the regular educational~~ programs in the District.

The Disabled Students Programs and Services (DSPS) program shall be the primary provider for support programs and services that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

DSPS shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, technology accessibility, accessible facilities, equipment, instructional programs, rehabilitation counseling, and academic counseling.

No student with disabilities is required to participate in the DSPS program.

The District shall respond in a timely manner to accommodation requests involving academic adjustments. The Superintendent/President, or designee, shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The Superintendent/President shall assure that the DSPS program conforms to all requirements established by the relevant law and regulations.

See Administrative Procedure 5140



BP 5141 Math Substitution for Students with Disabilities as an Academic Accommodation

References: California Code of Regulations (CCR);
Rehabilitation Act of 1973, Section 504;
Title 5 Section 56027

Adopted: April 17, 2019

Last Revised: [Rescind: This is not a League policy. There is an Administrative Procedure that covers this and a Board Policy is not legally required.](#)

Last Reviewed:

The District is required to make modifications to academic requirements and practices as necessary in order to ensure that they do not discriminate against a qualified student with a disability. The District is also required to have a policy and procedure for responding to students with verified disabilities who request academic adjustments. Students with disabilities have the right to receive reasonable academic adjustments in order to create an educational environment where they have equal access to instruction without fundamentally altering any course, educational program, or degree.

The District recognizes that a disability may have an impact for a student who is completing course requirements in the same manner that is expected of other students. It is the intent of the District that students with disabilities be admitted to courses and programs on an equal basis with all students. To ensure equal access for students with disabilities, academic accommodations and auxiliary aids are provided to the extent necessary to comply with all regulations. A Math Substitution for Students with Disabilities as an Academic Accommodation Student Petition will only be considered when the student's disability creates an obstacle to successful completion of a math course required for graduation only after a good faith effort and the use of accommodations and resources have been documented on the part of the student.

When a student's disability is so substantial that any attempt at completing the course or petitioning for a course substitution would be futile and all other options have been exhausted, a student may request a math competency waiver from the Director for Disabled Student Programs and Services (DSPS). Requests will be handled on an individual case-by-case basis so the recommendation does not jeopardize the integrity of the student's access, achievement, preparation, or curricular integrity of a course.

See Administrative Procedure 5141



BP 5150 Extended Opportunity Programs and Services

References: Education Code 69640 – 69656;
 Title 5 Sections 56200 et seq.

Adopted: December 10, 2008

Last Revised:

Last Reviewed: December 10, 2008; May 2022

Support services and programs that are in addition to the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.

The Extended Opportunity Programs and Services (EOPS) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.

The Superintendent/President shall assure that the EOPS program conforms to all requirements established by the relevant law and regulations.

See Administrative Procedure 5150



BP 5200 Student Health Services

References: Education Code Section 76401

Adopted: December 10, 2008

Last Revised:

Last Reviewed: December 10, 2008; May 2022

Student health services shall be provided in order to contribute to the education aims of students by promoting physical and emotional well-being through health-oriented programs and services.

See Administrative Procedure 5200



BP 5205 Student Accident Insurance

References: Education Code Section 72506

Adopted: December 10, 2008

Last Revised:

Last Reviewed: December 10, 2008; May 2022

The District shall ensure that students are covered by accident insurance in those instances required by law or contract.

See Administrative Procedure 5205



BP 5210 **Communicable Diseases – Students**

References: Education Code Section 76403

Adopted: December 10, 2008

Last Revised: May 2022

Last Reviewed: December 10, 2008

The Superintendent/President shall establish procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable illnesses or diseases in students.

See Administrative Procedure 5210



BP 5220 Shower Facilities for Students

References: Education Code Section 76011

Adopted: April 17, 2019

Last Revised:

Last Reviewed: [May 2022](#)

The Superintendent/President shall establish procedures necessary to make on-campus shower facilities available to students, including any homeless students, who are currently enrolled in coursework at Butte College, have paid all applicable fees, and are in good standing with the District.

See Administrative Procedure 5220.



BP 5300 Student Equity

References: Education Code Sections 66030; 66250, et seq.; 72010 et seq.; Title 5, Section 54220

Adopted: December 10, 2008

Last Revised: [May 2022](#)

Last Reviewed: December 10, 2008

The Board is committed to assuring student [diversity](#), equity, [inclusion, and anti-racism](#) in [all](#) educational programs and college services. The Superintendent/President shall establish and implement a student [diversity](#), equity, [inclusion, and anti-racism](#) plan that meets the Title 5 standards for such a plan.

See Administrative Procedure 5300, Student Equity Plan



BP 5400 Associated Students Organization

References: Education Code Section 76060

Adopted: December 10, 2008

Last Revised:

Last Reviewed: December 10, 2008; [May 2022](#)

The students of the District are authorized to organize a student body association. The Board hereby recognizes that association as the Associated Students of the District.

The Associated Students organization is recognized as the official voice for the students in District and college decision-making processes. It may conduct other activities as approved by the President/Superintendent. The Associated Students activities shall not conflict with the authority or responsibility of the Board or its officers or employees.

The Associated Students shall conduct itself in accordance with state laws and regulations and administrative procedures established by the President/Superintendent.

The Associated Students shall be granted the use of District premises subject to such administrative procedures as may be established by the President/Superintendent. Such use shall not be construed as transferring ownership or control of the premises.

See Administrative Procedure 5400



BP 5410 Associated Students Elections

References: Education Code Section 76061

Adopted: December 10, 2008

Last Revised: [May 2022](#)

Last Reviewed: December 10, 2008

The Associated Students shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the President/Superintendent.

Any student elected as an officer in the Associated Students shall meet both of the following requirements:

- The student shall be enrolled in the District at the time of election and throughout the student's his-or-her term of office, with a minimum of five semester units or the equivalent.
- The student shall meet and maintain the minimum standards of scholarship (see Board Policy 4220 and related administrative procedures).

See Administrative Procedure 5410



BP 5420 Associated Students Finance

References: Education Code Section 76063 - 76065

Adopted: December 10, 2008

Last Revised: [May 2022](#)

Last Reviewed: December 10, 2008

Associated Student funds shall be deposited, loaned, or invested in one or more of the ways authorized by law.

All funds shall be expended according to procedures established by the Associated Students, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:

- The Vice President for Student Services
- ~~Supervisor of the Associated Students Advisor~~ [Dean of Students](#)
- Associated Students Advisor

The funds of the Associated Students shall be subject to an annual audit.

See Administrative Procedure 5420



BP 5510 Off-Campus Student Organizations

References: 34 Code of Federal Regulations Section 668.46(b)(7)

Adopted: February 14, 2018

Last Revised:

Last Reviewed: May 2022

The District shall work with local law enforcement agencies to monitor and assess criminal activity in which students engage at off-campus locations of student organizations officially recognized by the District. ~~engage at off-campus locations.~~

See Administrative Procedure 5510



BP 5570 Student Credit Card Solicitations

References: Title 5 Section 54400; Civil Code Section 1747.02(m); Education Code Section 99030

Adopted: December 10, 2008

Last Revised:

Last Reviewed: December 10, 2008; [May 2022](#)

No credit card solicitation will be allowed on campus



BP 5700 Athletics

References: [Education Code Sections 66271.6, 66271.8, 67360 et seq., 67456, and 78223;](#)
[20 U.S. Code Sections 1681 et seq.;](#)
[ACCJC Accreditation Standard II.C.4;](#)
[California Community College Athletic Association \(CCCAA\) Constitution and CCCAA Bylaws](#)
~~[Education Code Sections 78223, 66271.6, 66271.8, and 67360 et seq](#)~~

Adopted: September 14, 2011

Last Revised: [May 2022](#)

Last Reviewed: September 14, 2011

The District shall maintain an organized program for ~~men and women~~ students in intercollegiate athletics. ~~The District will offer opportunities for participation in athletics equally to male, female, and transgender students consistent with state and federal law and California Community College Athletic Association standards. The programs shall not discriminate on the basis of gender in the availability of athletic opportunities.~~

Students who represent Butte College in athletic competition are expected to demonstrate good citizenship, sportsmanship, responsibility, honesty, and integrity on the field or court, on the campus, in the classroom, in the community, or in whatever venue their college activities occur. All Butte College students are subject to the Student Code of Conduct.

The Superintendent/President shall ensure that the athletics program complies with state and federal laws, ~~the California Community College Athletic Association (CCCAA) Constitution, Bylaws, and Sport Championship Handbooks, and Commission on Athletics Constitution and Sports Guides,~~ and appropriate Conference Constitution regarding student athlete participation.

The procedure for this policy is the Student Code of Conduct.



BP 5800 Prevention of Identity Theft in Student Financial Transactions

References: [15 U.S. Code Section 1681m subdivision \(e\)](#), Fair and Accurate Credit Transactions Act, (Pub. L. 108-159)

Adopted: May 25, 2011

Last Revised:

Last Reviewed: May 25, 2011; [May 2022](#)

The District is required to provide for the identification, detection, and response to patterns, practices, or specific activities ("red flags") that could indicate identify theft of students.

The Superintendent/President or designee shall develop procedures to implement an Identify Theft Prevention Program (ITPP) to control reasonably foreseeable risks to students from identity theft.

See Administrative Procedure 5800



BP 6620 Naming Buildings

References:

Adopted: November 12, 2008

Last Revised: [May 2022](#)

Last Reviewed: November 12, 2008

All recommendations for naming, [removing of names from, and renaming](#) buildings, [facilities, or grounds](#) shall be submitted to the Board by the Superintendent/President or designee for action.

All recommendations shall comply with the criteria [proposed established](#) by the Superintendent/President or designee [and approved by the Board of Trustees](#).

See Administrative Procedure 6620



BP 7100 **Commitment to Diversity, Equity, Inclusion, and Anti-racism**

References: Education Code Sections 87100 et seq.; Title 5, Sections 53000 et seq.

Adopted: November 12, 2008

Last Revised: February 14, 2018; May 2022

Last Reviewed:

The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student ~~access, success, and diversity~~ and committed to a diverse, equitable, inclusive, and anti-racist campus culture. The Board recognizes that diversity, equity, inclusion, and anti-racism in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students and employees. The Board is strongly committed to hiring and staff development processes that support the goals of equal opportunity and diversity, equity, and inclusion in the college's student success plan and student diversity plan, as well as the college's equal opportunity policies, ~~and shall~~ provide equal consideration for all qualified candidates, and create an anti-racist academic and employment environment.

See Administrative Procedure 7100



BP 7120 Recruitment and Hiring

References: Education Code Section 70901.2, 70901(b)(7) & (d), 87100 et seq., and 87458
Title 5 Sections 53000 et seq. and 51023.5;
ACCJC Accreditation Standard III.A.1

Adopted: November 12, 2008

Last Revised: February 14, 2018; May 2022

Last Reviewed: February 14, 2018

The District's recruitment and hiring procedures will demonstrate a commitment to diversity, equity, inclusion, and anti-racism in order to achieve the District's mission and support students in achieving their educational goals. The District's recruitment and hiring procedures will allow the District to engage in diversity hiring that increases the representation of underrepresented communities in the District's workforce. Diversity hiring includes a hiring process that mitigates unconscious bias and eliminates irrational barriers to employment to allow the District to hire the best candidate regardless of the candidate's protected classes. Underrepresented communities consist of individuals holding identities broadly underrepresented in the District's workforce in comparison to their representation in the field or job category within the state of California or nationally in higher education.

The Superintendent/President or designee shall establish procedures for the recruitment and hiring of employees including, but limited to, the following criteria.

1. An Equal Employment Opportunity Plan shall be implemented according to Title 5, and Board Policy 3420 entitled Equal Employment Opportunity, and Board Policy 7100 entitles Commitment to Diversity, Equity, Inclusion, and Anti-racism.
2. Academic employee candidates shall possess the minimum qualifications prescribed for their positions by the Board of Governors.
3. The criteria and procedures for hiring academic employees shall be established and implemented in accordance with Board policies and procedures regarding the Academic Senate's role in local decision-making.
4. The criteria and procedures for hiring classified employees shall be established after first affording the California School Employees Association (CSEA) an opportunity to participate in the decisions under the Board's policies regarding local decision making.

See Administrative Procedure 7120



BP 7130 Compensation

References: Education Code Sections 70902(b)(4); 87801; and 88160;
Government Code Section 53200;
34 Code of Federal Regulations 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)

Adopted: November 12, 2008

Last Revised: February 14, 2018; [May 2022](#)

Last Reviewed: February 14, 2018

Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees and each administrator employed pursuant to a contract under Education Code Section 72411, shall be established by the Board.

Prohibition of Incentive Compensation

Except as applicable to international students residing in other countries who are not eligible to receive federal student assistance, the District shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as "covered employees" for purposes of this policy.

There are no administrative procedures for this policy.



BP 7250 Educational Administrators

References: Education Code Sections 72411 et seq., 87002(b), 87457-87460;
Government Code Section 3540.1(g) and (m)

Adopted: November 12, 2008

Last Revised: November 15, 2017; [May 2022](#)

Last Reviewed:

An administrator is a person employed by the Board in a supervisory or management position as defined in Government Code Sections 3540, et seq.

Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District.

An educational administrator who has not previously acquired tenure as a faculty member in the District shall have the right to become a first year probationary faculty member once [the administrator's his or her administrative](#) assignment expires or is terminated, if the following criteria are met:

- The administrator meets the criteria established by the District for minimum qualifications for a faculty position, in accordance with procedures developed jointly by the Superintendent/President or designee and the Academic Senate and approved by the Board. The Board shall rely primarily on the advice and judgment of the Academic Senate to determine that an administrator possesses minimum qualifications for employment as a faculty member.
- The administrator has completed at least two years of satisfactory service, including any time previously served as a faculty member, in the district.
- The requirements of Education Code Section 87458(c) and (d), or any successor statute, are met with respect to prior satisfactory service and reason for termination is for any reason other than dismissal for cause.
- The District has a vacancy for which the administrator meets minimum qualifications. [A vacancy means that a position available within the District and the District has appropriately allocated, budgeted, and prioritized in accordance with District practice.](#)

Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Superintendent/President or designee. Educational Administrators shall further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Superintendent/President or designee.

Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and administrative procedures adopted by the Superintendent/President or designee.

Educational administrators are not eligible for inclusion in a bargaining unit represented by an exclusive bargaining agreement.

Every educational administrator shall be employed by an appointment or contract of ~~two~~^{three} years for the first contract; two or three -years thereafter.

The Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board determines that, the administrator is not to be reemployed when his or her appointment or contract expires, notice to an administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

See Administrative Procedure 7250



BP 7260 Classified Supervisors and Managers

References: Government Code Section 3540.1(g) and (m); 3545 et seq.
 Education Code Section 72411
Adopted: November 12, 2008
Last Revised: February 14, 2018, May 2022
Last Reviewed: February 14, 2018

Classified administrators are the supervisory and manager positions that are not designated as educational administrators.

Classified supervisors are those classified administrators, regardless of job description, having authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action.

Classified managers are those classified administrators, regardless of job description, that have significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.

Classified managers are not eligible for inclusion in a bargaining unit represented by an exclusive bargaining agreement.

Classified administrators may be employed by an appointment or contract of ~~three~~two years for the first contract; two or three years thereafter.

The Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board determines that the administrator is not to be reemployed when his or her appointment or contract expires, notice to an administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

Classified administrators may be employed in the same manner as the other members of the classified service. If a classified administrator is employed as a regular member of the classified service, employment shall be consistent with other provisions of these policies regarding employment of classified employees.

There are no administrative procedures for this policy.



BP 7600 Campus Police

References: Education Code Sections 72330, et seq.; Government Code Sections 3300, et seq.

Adopted: November 12, 2008

Last Revised: February 14, 2018; May 2022

Last Reviewed: February 14, 2018

The Board has established a police department under the supervision of the Chief of Police, who shall report directly to the Superintendent/President or designee. The department shall have jurisdiction to enforce the law on or near the campuses and other grounds or properties owned, operated, controlled, or administered by the District, or by the State acting on behalf of the District.

District police officers shall be employed as members of the classified service but shall, when duly sworn, be peace officers as defined by law. Prior to employment, they shall satisfy the training requirements set out in Penal Code Sections 830, et seq.

The Superintendent/President or designee shall establish minimum qualifications of employment for the Chief of Police including, but not limited to, prior employment as a peace officer or completion of a peace officer training course approved by the Commission on Peace Officers' Standards and Training. The Chief of Police shall be employed as a member of the Management, Supervisory, Confidential staff.

The Superintendent/President or designee shall ensure that every member of the police department first employed by the District before July 1, 1999, satisfies the requirements of state law regarding qualifications for continued employment.

Every sworn member of the police department shall be issued a suitable identification card and badge bearing words "Butte College Police."

The Superintendent/President or designee, in cooperation with the Chief of Police, shall issue regulations as may be necessary for the administration of the police department.

Use of Force

The Board directs the Chief of Police to establish operational guidelines regarding reasonable use of force for District police officers. The Board expects every District police officer to carry out their duties, including the use of force, in a fair and unbiased manner, ~~and to use reasonable force in any situation and~~ make decisions in a professional, impartial, and reasonable manner, ~~and to use of~~ de-escalation techniques whenever possible.

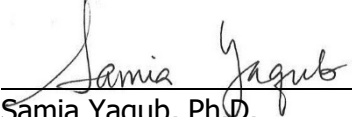
Report Regarding Complaints

The Chief ~~(s)~~ of Police shall provide the Board, when requested, with a report regarding complaints against the police department and police officers. This report must disaggregate the complainants by race, gender, religion, or any other characteristic identified by the Board.

See Administrative Procedure 7600

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

May 18, 2022

Subject: Approval and/or Ratification of Personnel Actions	Item No: 22-8292 Enclosure: Yes <input type="checkbox"/> No <input checked="" 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. Reclassification of Position – Monica Brown
 From: Director, Student Equity (MSC 19)
 To: Director, Student Equity & Achievement (MSC 19)
 Effective: April 1, 2022

Academic*

2. Voluntary Reassignment – Bobby Withrow-Clark
 From: Learning Resource Specialist
 To: Counselor
 Effective: July 1, 2022
3. Voluntary Reassignment – John Soldate
 From: Counselor
 To: Transfer Center Counselor
 Effective: July 1, 2022
4. Employment of Temporary Academic Employees (Instructors and Student Development)
Part-Time Faculty recommended for employment effective Spring Semester 2022 – Mark Chavez, Michael Consiglio, Robert Denton, Robert Eckrote, Christopher Kettle, James Silva

Classified Employees*

5. Employment of Administrative Secretary Grants (Contract Education) – Kristle Hunderman
 Full-time, 40 hours per week, 12 months per year
 Salary: CSEA - 25
 Effective: April 18, 2022
6. Employee working Out-of-Class: Administrative Secretary to the Dean (Math & Sciences) – Hayley Lanam
 Effective: 2/9/22 – 3/1/22

7. Temporary Increase from 10 months to 11 months Assistant Athletic Trainer – Irene Contreras
Effective: 6/1/22 – 6/30/22
8. Temporary Increase in hours from 50% to 90%, Student Services Assistant (Chico Center) – Martha Ventura-Plascencia
Effective: 2/1/22 – 6/30/22

Temporary Employees*

9. Substitutes

Community Service Officer (College Police) – Cassidy Richer

Salary: \$19.75 per hour 7/1/22 – 6/30/23

Custodian I – Asa Needham

Salary: \$18.25 per hour 4/18/22 – 6/30/22

Shipping/Receiving & Mail Services – Jordan Yang

Salary: \$20.25 per hour 7/1/22 – 6/30/23

Custodian I – Samuel Gimple, Karen Castro

Salary: \$18.25 per hour 7/1/22 – 6/30/23

10. Short Term/Seasonal

Student Success Specialist – Marqia Smith

Salary: \$24.00 per hour 4/1/22 – 6/30/22

Assistant Athletic Training – Janet Guill

Salary: \$27.75 per hour 4/18/22 – 6/30/22

11. Professional Expert

Manipulative Skills Assistant – Melissa Jennelle-Maxey

Salary: \$23.75 per hour 3/24/22 – 6/30/22

12. Retirements/Resignations

Separation, Transfer Center Counselor – Laurie Gallagher

Effective: March 29, 2022

Resignation, Regional Director, Employer Engagement – Information, Communication, Technology & Digital Media North Far North Region – Wendy Porter

Effective: April 21, 2022

Resignation, Agriculture Instructor – Robert Landry

Effective: May 28, 2022

Resignation, Administrative Secretary - Grants – Fernando Infante

Effective: June 1, 2022

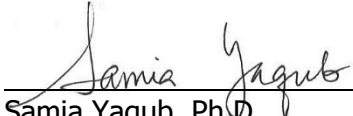
Retirement, Physical Education Activity Instructor – Fran Babich

Effective: May 28, 2022

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

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

May 18, 2022

Subject: Approval of Contracts	Item No: 22-8293 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 \$99,100.00 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).

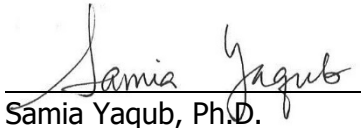
Butte-Glenn Community College District

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
7/1/22	6/30/23	ARC of Butte County	Instructional Service Agreement for Community Partners in Education courses to provide individual assessment and a variety of training in the areas of vocational, prevocational, and functional skills	(\$100,000.00)	Unrestricted General	Special Programs	Guleff
7/1/22	6/30/23	Tehama County Opportunity Center dba North Valley Services	Instructional Service Agreement for Community Partners in Education courses to provide individual assessment and a variety of training in the areas of vocational, prevocational, and functional skills	(\$100,000.00)	Unrestricted General	Special Programs	Guleff
7/1/22	6/30/23	Work Training Center for the Handicapped	Instructional Service Agreement for Community Partners in Education courses to provide individual assessment and a variety of training in the areas of vocational, prevocational, and functional skills	(\$182,000.00)	Unrestricted General	Special Programs	Guleff
7/1/22	6/30/23	CENIC Broadband Initiatives, LLC	Amendment to the Provision, Installation, and Maintenance of 100 Gigabit Ethernet Backbone Services Agreement to cover increase cost +3%	(\$139,560.00)	Restricted General	CCC Technology Center	Stoup
1/1/22	6/30/22	BlackBelt Help	Amendment to the Subcontract for Help Desk for Student Systems CCC to increase fees for 2022 3rd & 4th quarter increased services costs	(\$400,000.00)	Restricted General	CCC Technology Center	Stoup
			TOTAL REVENUE CONTRACTS	\$0.00			
			TOTAL EXPENSE CONTRACTS	(\$921,560.00)			

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

May 18, 2022

Subject: Approval of Contract to Purchase Technology Professional Services from Experis US, Inc. utilizing CMAS Number 3-21-05-1008	Item No: 22-8294 Enclosure: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Category: Contracts	Action Regular <input checked="" type="checkbox"/> Information Consent <input type="checkbox"/>
Submitted By: Andrew Suleski Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

The District's California Community Colleges Technology Center Department requires information technology professional services to provide specialized technical and engineering expertise for a variety of projects. Funding will be allocated from the Shared Infrastructure Program (SIP), Data Services Program (DSP) and Core Applications Program (CAP) grants.

Public Contract Code Sections 10298 and 10299 provide that the Director of the Department of General Services may establish contracts, master agreements, multiple award schedules, cooperative agreements, including agreements with entities outside the state, and other types of agreements that leverage the state's buying power for the acquisition of goods, information technology goods and services, and services; and state and local agencies may contract with suppliers awarded those contracts without further competitive bidding. The California Department of General Services, Procurement Division establishes multiple award agreements. California Multiple Award Schedules (CMAS) offers a wide variety of commodity, non-IT Services, and information technology products and services at prices which have been assessed to be fair, reasonable, and competitive. The CMAS Program creates a pool of suppliers that an agency can solicit offers from. The use of CMAS is optional and is available to state and local government agencies.

Status

District staff recommends use of the awarded CMAS Number 3-21-05-1008, as a source to purchase the required information technology professional services from Experis US, Inc., as needed during the term July 1, 2022 through June 30, 2023, in the amount not to exceed \$10,352,994. District staff has reviewed available leveraged purchasing agreements and other formal purchasing options and found that this CMAS contract best meets the needs of the District.

Recommendation

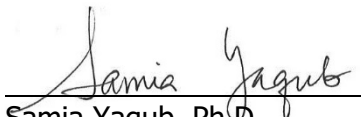
It is recommended that the Board of Trustees approve the purchase of the required information technology professional services from Experis US, Inc., utilizing CMAS Number 3-21-05-1008, per the terms of the CMAS contract, for the term of July 1, 2022 through June 30, 2023, in the amount not to exceed \$10,352,994.

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

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

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

May 18, 2022

Subject: Approval of Contract to Purchase Information Technology Goods and Services from InterVision Systems, LLC utilizing CMAS Number 3-18-70-2281L	Item No: 22-8295 Enclosure: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Category: Contracts	Action Regular <input checked="" type="checkbox"/> Information Consent <input type="checkbox"/>
Submitted By: Andrew Suleski Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

The District's California Community Colleges Technology Center Department requires information technology goods and services to provide Cloud Amazon Web Services (AWS) management services for its software projects. Funding will be allocated from the Shared Infrastructure Program (SIP), Data Services Program (DSP) and the Core Applications Program (CAP) grants.

Public Contract Code Sections 10298 and 10299 provide that the Director of the Department of General Services may establish contracts, master agreements, multiple award schedules, cooperative agreements, including agreements with entities outside the state, and other types of agreements that leverage the state's buying power for the acquisition of goods, information technology goods and services, and services; and state and local agencies may contract with suppliers awarded those contracts without further competitive bidding. The California Department of General Services, Procurement Division establishes multiple award agreements. California Multiple Award Schedules (CMAS) offers a wide variety of commodity, non-IT Services, and information technology products and services at prices which have been assessed to be fair, reasonable and competitive. The CMAS Program creates a pool of suppliers that an agency can solicit offers from. The use of CMAS is optional and is available to state and local government agencies.

Status

District staff recommends use of the awarded CMAS Number 3-18-70-2281L, as a source to purchase the required information technology goods and services from InterVision Systems, LLC, as needed during the term July 1, 2022 through June 30, 2023, in the amount not to exceed \$1,790,000. District staff has reviewed available leveraged purchasing agreements and other formal purchasing options and found that this CMAS contract best meets the needs of the District.

Recommendation

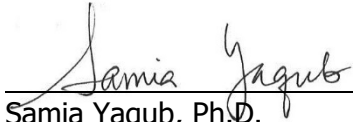
It is recommended that the Board of Trustees approve the purchase of the required information technology goods and services from InterVision Systems, LLC, utilizing CMAS Number 3-18-70-2281L, per the terms of the CMAS, for the term of July 1, 2022 through June 30, 2023, in the amount not to exceed \$1,790,000.

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

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

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

May 18, 2022

Subject: Approval of Contract to Purchase Information Technology Professional Services from InterVision Systems, LLC utilizing CMAS Number 3-18-70-2281J	Item No: 22-8296 Enclosure: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Category: Contracts	Action Regular <input checked="" type="checkbox"/> Information Consent <input type="checkbox"/>
Submitted By: Andrew Suleski Vice President	Approved By:  Samia Yaqub, Ph.D. Superintendent/President

Background

The District’s California Community Colleges Technology Center Department requires information technology consultant services. Funding will be allocated from the Shared Infrastructure Program (SIP), Data Services Program (DSP) and the Core Applications Program (CAP) grants.

Public Contract Code Sections 10298 and 10299 provide that the Director of the Department of General Services may establish contracts, master agreements, multiple award schedules, cooperative agreements, including agreements with entities outside the state, and other types of agreements that leverage the state’s buying power for the acquisition of goods, information technology goods and services, and services; and state and local agencies may contract with suppliers awarded those contracts without further competitive bidding. The California Department of General Services, Procurement Division establishes multiple award agreements. California Multiple Award Schedules (CMAS) offers a wide variety of commodity, non-IT Services, and information technology products and services at prices which have been assessed to be fair, reasonable and competitive. The CMAS Program creates a pool of suppliers that an agency can solicit offers from. The use of CMAS is optional and is available to state and local government agencies.

Status

District staff recommends use of the awarded CMAS Number 3-18-70-2281J, as a source to purchase the required information technology consulting services from InterVision Systems, LLC, as needed during the term July 1, 2022 through June 30, 2023, in the amount not to exceed \$3,573,130. District staff has reviewed available leveraged purchasing agreements and other formal purchasing options and found that this CMAS contract best meets the needs of the District.

Recommendation

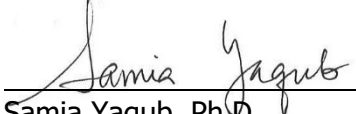
It is recommended that the Board of Trustees approve the purchase of the required information technology consulting services from InterVision Systems LLC, utilizing CMAS Number 3-18-70-2281J, per the terms of the CMAS contract, for the term of July 1, 2022 through June 30, 2023, in the amount not to exceed \$3,573,130.

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

It is further recommended that the Board authorize District staff to execute the necessary contract documents related to the purchase of information technology consulting services from InterVision Systems, LLC in accordance with Board Policy 6340 prior to ratification by the Board at a subsequent meeting.

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

May 18, 2022

Subject: Consider/Approve Amended Employment Contract for: Vice President for Student Services	Item No: 22-8297 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Human Resources	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

SB 1436 requires an oral summary of compensation to be approved for a local agency executive. A local agency executive includes persons who are outside of a union, are not classified employees, and who meet any one of the following:

1. The person is the chief executive officer, a deputy chief executive officer, or an assistant chief executive officer of the local agency,
2. The person is the head of a department of a local agency, or
3. The person's position within the local agency is held by an employment contract between the local agency and that person.

Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken.

Status

The Superintendent/President and the Vice President for Student Services have reached agreement on the attached employment contract.

Recommendation

Following the oral statement, it is recommended that the Board of Trustees approve the amended employment contract for the Vice President for Student Services.

**BUTTE-GLENN COMMUNITY COLLEGE DISTRICT
AGREEMENT FOR ADMINISTRATIVE EMPLOYMENT
2022-2024 ACADEMIC YEAR**

This Agreement for Administrative Employment ("Agreement") is made between the Butte-Glenn Community College District ("District") and Peter Gitau Ngatia ("Administrator").

RECITALS

- A. District desires to hire Administrator in the position of Vice President and Administrator hereby accepts such employment on the terms and conditions set forth in this Agreement.
- B. Administrator represents and warrants that Administrator possesses the minimum qualifications for the position as established by state law and District policy.
- C. Administrator acknowledges that this position is a management position as an Educational Administrator in accordance with Education Code sections 72411 and 87002. Administrator acknowledges that Administrator serves at the pleasure of the Governing Board and that Administrator does not possess a property interest in this position.
- D. In accordance with Education Code section 87458 A person employed in an administrative position that is not part of the classified service, who has not previously acquired tenured status as a faculty member in the same district and who is not under contract in a program or project to perform services conducted under contract with public or private agencies, or in other categorically funded projects of indeterminate duration, shall have the right to become a first-year probationary faculty member once their administrative assignment expires or is terminated if all of the following apply:
- i. The process by which the governing board reaches the determination shall be developed and agreed upon jointly by representatives of the governing board and the academic senate, and approved by the governing board. The agreed upon process shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the academic senate to determine that the administrator possesses the minimum qualifications for employment as a faculty member. The process shall further require that the governing board provide the academic senate with an opportunity to present its views to the governing board before the board makes a determination and that the written record of the decision, including the views of the academic senate, shall be available for review pursuant to Section 87358.
 - ii. Until a joint agreement is reached pursuant to subdivision (a), the district process in existence on January 1, 1989, shall remain in effect.
 - iii. The administrator has completed at least two years of satisfactory service, including any time previously served as a faculty member, in the district.
 - iv. The termination of the administrative assignment is for any reason other than dismissal for cause.
 - v. This section shall apply to every educational administrator whose first day of paid service in the district as a faculty member or an administrator is on or after July 1, 1990.

AGREEMENT

1. **Duties.** Administrator agrees to satisfactorily perform the duties of the position as described in the relevant job description, if any, and as requested by the President and/or the Governing Board.

2. **Evaluation.** Administrator shall be evaluated by the President in the manner and in accordance with the timelines established by the President. Any failure to complete these evaluation procedures, or to complete them in a timely manner, shall not extend this Agreement or have any other impact on this Agreement.
3. **Salary.** Administrator shall be compensated for services rendered in accordance with the Executive salary schedule as that schedule may change from time-to-time. For the 2022-2023 academic year, the parties acknowledge that Administrator's annual salary shall be at Step F, currently \$ \$221,775.11 (two hundred twenty-one thousand seven hundred seventy-five dollars and eleven cents.).The administrator shall also receive a cost-of-living adjustment (COLA) equal to the percentage received by District employees for the 2022-2023 academic year and each year thereafter. The Board reserves the right not to grant compensation increases or to award a different compensation increase if in its sole discretion the Board determines that fiscal conditions warrant that change.
4. **Fringe Benefits.** Administrator shall receive the same health and welfare, benefits afforded to other management employees. These benefits shall not be considered vested and may be changed from time to time for administrators and management employees.
5. **Expense Reimbursement.** District shall reimburse Administrator for actual and necessary expenses incurred within the course and scope of Administrator's employment, including mileage expenses, so long as such expenses are consistent with this Agreement and District policy.
6. **Automobile Expenses.** The Vice President is required to have a vehicle available at all times to exercise the powers and to perform the duties of the position. In order to reimburse the Vice President for this vehicle requirement, the Vice President shall receive a vehicle allowance of \$6,193.20 per year payable in twelve (12) monthly payments. This allowance will be increased each year by the same cost-of-living adjustment (COLA) percentage received by District employees. In addition, the Vice President shall be entitled to reimbursement for reasonable transportation expenses incurred for travel outside the District in accordance with the terms of this Agreement and Board policy. This allowance **will not** be considered as creditable compensation under the Vice President's respective retirement system. The Vice President shall provide the District a Certificate of Insurance annually showing the District is named as an additional insured under the Vice President's personal automobile insurance policy.
7. **Holidays / Vacation / Sick Leave.** Administrator shall be entitled to 24 days of vacation per academic year, exclusive of paid holidays designated in Education Code sections 79020/79021 or any other holidays as specified by the District. After Administrator has accumulated fifty (50) unused vacation days, they shall not earn any additional vacation until they have reduced the number of accrued but unused vacation days below the fifty (50) day cap. Vacation shall accrue in monthly installments. Administrator shall be allocated twelve (12) days of sick leave annually which shall accrue from year to year.
8. **Work Year.** Administrator shall provide twelve (12) full and regular months of service to the District; holidays and vacation days are taken as non-duty days. To determine Administrator's daily rate of pay, the parties agree that the Administrator's annual base salary shall be divided by 260 work days.
9. **Term / Termination.** Administrator is hired for **two academic years commencing July 1, 2022,** and terminating at the earliest to occur of the following:
 - a. **Mutual Consent.** This Agreement may be terminated at any time by mutual consent of the Board or President and the Administrator.
 - b. **Non-Renewal of Agreement by District.** The Board may elect not to renew this Agreement effective June 30 of the current school year by providing 60 days notice to the Administrator in accordance with Education Code sections 72411 and 72411.5 or other applicable provisions of law.

- c. **Termination for Cause.** The Board may terminate the Administrator for cause on any of the following grounds: (1) acts done in bad faith to the detriment of the District; (2) breach of this Agreement; (3) unsatisfactory performance; (4) refusal or failure to act in accordance with a specific provision of this Agreement or a directive or order of the Board or the Superintendent/President; (5) misconduct or dishonest behavior; (6) conviction of a crime involving dishonesty, breach of trust, physical or emotional harm to any person; or (7) for other conduct prejudicial to the District.

Notwithstanding Labor Code section 2924, the parties agree that the determination of cause shall be based on the Board's reasonable belief in the existence of good cause for termination. The existence of such cause shall constitute a material breach of this Agreement and shall extinguish all rights and duties of the parties under this Agreement. If cause exists, the Superintendent/President shall meet with the Administrator and shall submit a written statement of the grounds for termination and copies of written documents the District reasonably believes support the termination. If the Administrator disputes the charges, the Administrator shall then be entitled to a conference before the Board in closed session. The Administrator and the Board shall each have the right to be represented by counsel at their own expense. The Administrator shall have a reasonable opportunity to respond to all matters raised in the charges and to submit any written documents the Administrator believes are relevant to the charges. The conference with the Board shall not be an evidentiary hearing and neither party shall have the opportunity to call witnesses. If the Board, after considering all information presented, decides to terminate this Agreement, it shall provide the Administrator with a written decision and notice of termination. The decision of the Board shall be final.

The parties have acknowledged that Administrator possesses no property interest in Administrator's employment; accordingly, Administrator's conference before the Board shall be deemed to provide Administrator with more due process of law than is required by law. The conference with the Board shall be the Administrator's exclusive right to any conference or hearing otherwise required by law. Administrator waives any other rights that may be applicable to this termination for cause proceeding with the understanding that completion of this hearing exhausts the Administrator's administrative remedies.

- d. **Termination without Cause.** The Board may, for any reason, without cause or a hearing, terminate this Agreement at any time upon written notice to the Administrator. In consideration for the exercise of this right, the District shall pay to Administrator, if Administrator does not possess "retreat rights" to a faculty position, a sum equal to six (6) month's salary. At the discretion of the Superintendent/President, the District may pay up to six (6) months of District-paid health benefits to Administrator, if Administrator does not possess "retreat rights" to a faculty position. Payment of such benefits, if any, shall begin the month after the Board ratifies the termination of this Agreement. If Administrator possesses "retreat rights" to a faculty position, Administrator shall be entitled to a sum equal to one (1) month's salary.

This liquidated damage payment shall be made during the month following Administrator's termination, shall be subject to applicable payroll deductions, and shall be treated as compensation for state and federal tax purposes. Payments made pursuant to this termination without cause provision shall be considered as final settlement pay; accordingly, no payments made pursuant to this early termination provision shall constitute creditable service or creditable compensation for CalSTRS or CalPERS retirement purposes and no employer or employee contributions shall be made for retirement purposes.

The parties agree that any damages to Administrator that may result from the Board's early termination of this Agreement without cause cannot be readily ascertained. Accordingly, the parties agree that the payments made pursuant to this termination without cause provision, along with the District's agreement to provide health benefits, and possibly "retreat rights" to a faculty position, constitutes reasonable liquidated damages for the Administrator, fully compensates the Administrator for all tort, contract and other damages of any nature

whatsoever, whether in law or equity, and does not result in a penalty. The parties agree that the District's completion of its obligations under this provision constitutes the Administrator's sole remedy to the fullest extent provided by law. Finally, the parties agree that this provision meets the requirements governing maximum cash settlements as set forth in Government Code section 53260 et seq.

- e. **Termination for Unlawful Fiscal Practices.** Notwithstanding any other provision of this Agreement to the contrary, if the Board believes, and subsequently confirms through an independent audit, that Administrator engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the Board may immediately terminate Administrator solely upon written notice to Administrator and Administrator shall not be entitled to any compensation of any nature, whether as cash, salary payments, health benefits, or other non-cash settlement as set forth above. This provision is intended to implement the requirements of Government Code section 53260(b).
 - f. **Abuse of Office Provisions.** In accordance with Government Code section 53243 et. seq., and as a separate contractual obligation, should the Administrator receive a paid leave of absence or cash settlement if this Agreement is terminated with or without cause, such paid leave or cash settlement shall be fully reimbursed to the District by the Administrator if the Administrator is convicted of a crime involving an abuse of office or position. In addition, if the District funds the criminal defense of Administrator against charges involving abuse of office or position and the Administrator is then convicted of such charges, the Administrator shall fully reimburse the District all funds expended for Administrator's criminal defense.
 - g. **Resignation.** If Administrator does not possess any "retreat rights" to a faculty position, Administrator may resign at any time with at least sixty (60) days advance written notice to the Superintendent/President, unless the parties agree otherwise in writing to a shorter notice period. If Administrator possesses "retreat rights" and intends to exercise those rights by resigning from this administrative position and returning to a faculty position, Administrator may resign from this administrative position by providing at least ninety (90) days advance written notice to the Superintendent/President, given at least ninety (90) days prior to March 15th of the current academic year, unless the parties agree to a shorter notice period. If the Board in its discretion voluntarily allows retreat rights upon resignation pursuant to this paragraph, Administrator understands and acknowledges that their retreat rights may not conflict with or supersede the rights of other employees relative to layoff and/or retreat. If Administrator possesses "retreat rights" but does not intend to exercise those rights and intends to resign from District employment as an administrator and faculty member, Administrator may resign from District employment at any time with at least sixty (60) days advance written notice to the Superintendent/President, unless the parties agree otherwise in writing to a shorter notice period.
10. **Tax / Retirement / PERS or STRS Issues.** Notwithstanding any other provision of this Agreement, the District shall not be liable for any state or federal tax consequences or any retirement consequences of any nature as a result of this Agreement.
11. **Board Approval.** The effectiveness of this Agreement shall be contingent upon approval by the District's governing board as required by law.
12. **District Rules and Regulations.** This Agreement is intended by the parties to be the sole instrument governing the employment relationship between the parties unless a provision of law is specifically applicable to this Agreement or to the employment relationship. The District's policies, rules, and practices shall not be applicable to the Administrator or affect the employment relationship unless specifically referenced in this Agreement or District policy.
13. **No Assignment / Management Hours.** This is an agreement for personal services. The Administrator may not assign or transfer any rights granted or obligations assumed under this Agreement. The demands of the position of Administrator require more than eight (8) hours a day

and/or forty (40) hours per work week. Administrator is not entitled to overtime compensation for hours worked in excess of eight (8) hours per day or forty (40) hours per week.

14. **Integration / Modification**. This Agreement contains the entire agreement of the parties and supersedes all prior negotiations, understandings or agreements. Neither of the parties has relied upon any oral or written representation or written information given to the party by any representative of the other party not contained in this Agreement. This Agreement cannot be changed or supplemented orally. It may be modified or superseded only in a writing signed by both parties and authorized by Board action.
15. **Waiver**. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a party shall give the other party any contractual rights by custom, estoppel, or otherwise.
16. **Severability**. If one or more of the provisions of this Agreement are declared invalid or unenforceable by judicial, legislative or administrative authority of competent jurisdiction, then the parties agree that the invalidity or unenforceability of any of the provisions shall not in any way affect the validity or enforceability of any other provisions of this Agreement.

By: _____
Superintendent/President

Dated: _____

ACCEPTANCE OF OFFER

I accept the above offer of employment and the terms and conditions thereof and will report for duty as directed above.

I understand that the District is relying upon information provided by me during the application process in extending this offer of employment. By signing below, I represent that I have not provided the District with any false information or made any material misrepresentation during the job application process. I agree that false, incomplete, or misleading statements or omissions made during the job application process constitute dishonesty and breach of this Agreement and are grounds for termination of this Agreement for cause.

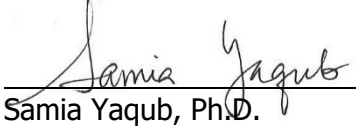
I have not entered into a contract of employment with the governing board of another school district or any other employer that will in any way conflict with the terms or this Employment Agreement.

Dated: _____

Peter Gitau Ngatia

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

May 18, 2022

Subject: Approval of Emeritus Recommendations, 2021-2022	Item No: 22-8298 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

In accordance with Board Policy 3950, recommendations for Emeritus status were submitted by the Classified Senate and the Management Association. This year, recommendations from Academic Senate will be presented at the June Board meeting. Recommendations were reviewed and approved by the appropriate vice presidents and forwarded to the President for consideration.

Status

The Superintendent/President forwards and recommends the following to the Board for the conferring of Emeritus status:

- Tim Calhoon – 14 years (2007-2021), Director, CA Community Colleges Technology Center
- Claire Lawson – 14 year (2008-2022), Information Technology User Support Services
- Ruth Ann Mckalip – 20 years (2002-2022), Employment Technician
- Trudy Old – 25 years (1997-2022), Deputy Sector Navigator, Health Workforce Initiative
- Mike Station – 32 years (1986-2021), Admission & Records Technician, Senior

Recommendation

The Superintendent/President recommends the Board of Trustees grant emeritus status to the above individuals.