



## NOTICE OF REGULAR MEETING

February 15, 2023 | 1:00 p.m.

District Board Room  
Student and Administrative Service Building

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*Butte College is a student-ready, rural community college that provides high-quality, accessible education and support. Our career and transfer pathways cultivate curiosity and critical thinking through instruction, workforce training, and the achievement of Associate degrees and certificates. Butte College is a Hispanic-Serving Institution that affirms its commitment to equity for the diverse, intersectional communities we serve.*

## AGENDA

### Call to Order

Mr. Rick Krepelka, President  
Mr. Eugene Massa, Vice President  
Mr. Mike Boeger, Clerk  
Mr. John Blacklock  
Mr. John Dahlmeier  
Mr. William McGinnis  
Mr. John Nock  
Ms. Elie Wyllie, Student Trustee

### Pledge of Allegiance to the Flag

#### 1. Agenda Approval

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

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

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

#### 3. Approval of Consent Agenda

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Approval of Minutes January 25, 2023	Action	
Approval of Minutes Special Retreat January 25, 2023	Action	
Approval of Minutes Special January 25, 2023	Action	
Approval of Warrants	Action	23-8399
Ratification of Contracts	Action	23-8400
Approval of Fall 2022 Curriculum Activity	Action	23-8401
Approval of Probationary Faculty First and Second Year Recommendations 2023-2024	Action	23-8402
Approval of Spring 2024 Academic Sabbatical Leave – Senat	Action	23-8403

Approval and/or Ratification of Personnel Actions	Action	23-8404
<u>Management</u>		
<i>Employment</i>		
<u>Academic Employees</u>		
<i>Employments of At-Will and Temporary</i>		
<u>Classified Employees</u>		
<i>Employment, reassignment, and transfer</i>		
<u>Temporary Employees</u>		
<i>Substitutes, professional experts, and short-term/seasonal</i>		

**4. Information-Reports**

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

**5. Communications from the Public**

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At this time, members of the public have the opportunity to address the Board of Trustees on any item within the subject matter jurisdiction of the Board in accordance with *BP2350 Speakers*. 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

**6. Contracts**

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Approval of Contract to Purchase a Schedule Development Platform from Ad Astra Information Systems, LLC as a Sole Source Procurement	Action	23-8405
Approval of Contract Award for Bid Campus Outdoor Seating & Shade Structures Project	Action	23-8406
Approval of Contract to Purchase Desktop Computer Hardware from Dell Marketing, L.P. utilizing California Participating Addendum No. 7-15-70-34-003	Action	23-8407
Approval of Contract to Purchase Door Hardware and Key Materials from W.W. Grainger, Inc. utilizing the Foundation for California Community Colleges Contract Number CB-248-18	Action	23-8408

**7. Finance**

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Authorization to Increase Student Health Services Fees for 2023-2024	Action	23-8409
Authorization to Increase Student Transportation Fees for 2023-2024	Action	23-8410
Authorization to Increase Nonresident Tuition Fee for 2023-2024	Action	23-8411

**8. Administration**

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Adoption of Board Policy 2715 and Administrative Procedure 2715: Board Code of Ethics	Action	23-8412
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**9. Future Dates**

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March 8, 2023	Regular Meeting	Glenn Center	1:00 p.m.
April 12, 2023	Regular Meeting	Main Campus	1:00 p.m.

## 10. **Closed Session**

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

Pursuant to Government Code Section 54957:

- 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
- d. LIABILITY CLAIM – Update on claims filed against the District  
Claimant: Martin, et al. vs. CCC, et al.  
Agency: Butte-Glenn Community College District
- e. LIABILITY CLAIM – Update on claims filed against the District  
Claimant: Makenna Smith  
Agency: Butte-Glenn Community College District

## 11. **Adjournment**

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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

January 25, 2023

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The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, January 25, 2023, at 3:00 PM, in the District Board Room at Butte College in Oroville, California.

**Board Members Present** Mr. Rick Krepelka, President  
Mr. Eugene Massa, Vice President  
Mr. Mike Boeger, Clerk  
Mr. John Blacklock  
Mr. John Nock  
Ms. Elie Wyllie, Student Trustee

**Board Member Absent** Mr. William McGinnis  
Mr. John Dahlmeier

**Staff Members Present** Ms. Virginia L. Guleff, Superintendent/President  
Mr. Andy Suleski, Asst Superintendent/Vice President  
Mr. Erik Shearer, Interim Vice President  
Mr. Brad Zuniga, Interim Vice President  
Ms. Shannon McCollum, Chief of Staff  
Dr. Jess Vickery, Academic Senate President  
Mr. Chris Westbay, Classified Senate President  
Various staff also in attendance

**Guests** None

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

Trustee Nock led the Pledge of Allegiance to the Flag.

### **1. Agenda Approval**

It was moved by Trustee Massa, seconded by Trustee Blacklock, to approve the agenda as presented.  
Motion carried unanimously. Trustees Dahlmeier and McGinnis were not present for the vote.

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

There were no public comments.

### **3. Approval of Consent Agenda, Item 23-8383 to 23-8388**

It was moved by Trustee Boeger, seconded by Student Trustee Wyllie, to approve the consent agenda as presented.

Motion carried unanimously. Trustees Dahlmeier and McGinnis were not present for the vote.

### **4. Information Reports**

Academic Senate President's Report – Jess Vickery

Dr. Vickery stated their first meeting of the semester will be next week.

Classified Senate President's Report – Chris Westbay

Mr. Westbay stated Classified Senate is preparing for elections and professional development opportunities.

### Student Trustee Comment – Elie Wyllie

Ms. Wyllie stated she is an orientation leader and has been giving a lot of campus tours. She stated students are in their third day of classes and they have 80 days left. She noted a number of upcoming student engagement events.

### Superintendent/President's Report – Virginia L. Guleff

Superintendent/President Guleff stated last week was Flex Week where faculty and staff can attend different training session. Leadership Team visited the Chico and Glenn Centers to provide District information. On Wednesday President Guleff had her Convocation, providing the campus with updates on progress, goals, and future plans for the college including Strategic Planning. Ms. Guleff noted upcoming events like Welcome Week for students, the League's Effective Trustee Workshop, and the Athletic Crab Feed. Butte College also received a 3.5 star rating on the Campus Pride Index placing the college on its honor roll of LGBTQ friendly campuses.

### Board Comments

Trustee Blacklock attending the Economic Forecast Conference with Ms. Guleff. He stated it was very informative. Trustee Boeger thanked the President's Leadership Team for an enlightening retreat and he's glad Butte College has the flexibility to handle upcoming challenges. Trustee Nock stated he's impressed with the campus's passion for student success, and he will be attending the Effective Trustee Workshop. Trustee Krepelka stated the Foundation received a positive audit. He also appreciated the in-depth discussion at the retreat earlier in the day.

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

There were no public comments.

## 6. **Contracts**

### **Approval of Contracts, Item 23-8389**

It was moved by Trustee Blacklock, seconded by Trustee Nock, to 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 successful completion of negotiation of terms with the contractor(s).

Motion carried unanimously. Trustees Dahlmeier and McGinnis were not present for the vote.

### **Approval of Contract to Purchase Proofpoint Enterprise from ePlus Technology, Inc. utilizing California Multiple Award Schedule CMAS Number 3-15-70-1633AG, Item 23-8390**

It was moved by Trustee Blacklock, seconded by Trustee Massa, to approve the purchase of the required Proofpoint Enterprise from ePlus Technology, Inc. utilizing California Multiple Award Schedule CMAS Number 3-15-70-1633AG, per the terms of the contract, for the term of March 13, 2023 through March 13, 2026, in the amount not to exceed \$135,225.01 and authorize District staff to execute the necessary contract documents related to the purchase of Proofpoint Enterprise from ePlus Technology, Inc. in accordance with Board Policy 6340 prior to ratification by the Board at a subsequent meeting.

Motion carried unanimously. Trustees Dahlmeier and McGinnis were not present for the vote.

### **Approval of Contract to Purchase Storage Area Network from Hewlett Packard Enterprise Company utilizing California Participating Addendum Number 7-20-70-47-04, Item 23-8391**

It was moved by Trustee Massa, seconded by Trustee Blacklock, to approve the purchase of the required Storage Area Network from Hewlett Packard Enterprise Company through ePlus Technology, Inc., utilizing California Participating Addendum Number 7-20-70-47-04, per the terms of the contract, for a five-year subscription term, in the amount not to exceed \$384,788.5 and authorize District staff to execute the necessary contract documents related to the purchase of the Storage Area Network from Hewlett Packard Enterprise Company in accordance with Board Policy 6340 prior to ratification by the Board at a subsequent meeting.

Motion carried unanimously. Trustees Dahlmeier and McGinnis were not present for the vote.

**Approval of Contract to Purchase Firewalls from Palo Alto Networks, Inc. utilizing California Participating Addendum Number 7-20-70-47-06 Item 23-8392**

It was moved by Trustee Boeger, seconded by Trustee Nock, to approve the purchase of the required Palo Alto Networks Firewalls from Palo Alto Networks, Inc. through ePlus Technology, Inc., utilizing California Participating Addendum Number 7-20-70-47-06, per the terms of the contract, for a one-year subscription term, in the amount not to exceed \$208,291.52 and authorize District staff to execute the necessary contract documents related to the purchase of Firewalls from Palo Alto Networks, Inc. in accordance with Board Policy 6340 prior to ratification by the Board at a subsequent meeting.

Motion carried unanimously. Trustee Krepelka recused himself from voting due a potential conflict of interest. Trustees Dahlmeier and McGinnis were not present for the vote.

**Approval of Contract to Purchase Equipment from Peterson CAT utilizing Sourcewell Contract Number 032119-CAT, Item 23-8393**

It was moved by Trustee Blacklock, seconded by Trustee Massa, to approve the purchase of the required excavator and wheel loader from Peterson CAT utilizing Sourcewell Contract Number 032119-CAT, per the terms of the Sourcewell contract, in the amount not to exceed \$339,780.10 and authorize District staff to execute the necessary contract documents related to the purchase of excavator and wheel loader from Peterson CAT in accordance with Board Policy 6340 prior to ratification by the Board at a subsequent meeting.

Motion carried unanimously. Trustees Dahlmeier and McGinnis were not present for the vote.

**Adoption of Resolution 814: State of California Application for Eligibility State and Federal Surplus Property Program, Item 23-8394**

It was moved by Trustee Boeger, seconded by Trustee Massa, to adopt Resolution 814 authorizing the employees listed as representatives of the District to acquire surplus property under the California Federal Surplus Personal Property Program

Motion carried by the following roll call vote:

Ayes – Trustees Blacklock, Boeger, Krepelka, Massa, and Nock

Nos – none

Absent – Trustees Dahlmeier and McGinnis

Student Trustee – yay

**Adoption of Resolution 815: Contract with California Department of Education for the California State Preschool Program 2023-2024, Item 23-8395**

It was moved by Trustee Blacklock, seconded by Trustee Massa, to adopt Resolution 815 authorizing the District submit the Continued Funding Application Fiscal Year 2023-2024 in the amount of \$341,129.00 and for the term July 1, 2023 through June 30, 2024, authorizing a contract be made with CDE, and delegating District staff to execute the required contract documents and any future contract amendments to the contract prior to ratification by the Board at a subsequent meeting.

Motion carried by the following roll call vote:

Ayes – Trustees Blacklock, Boeger, Krepelka, Massa, and Nock

Nos – none

Absent – Trustees Dahlmeier and McGinnis

Student Trustee – yay

**7. Finance**

**Acceptance of 2021-2022 Independent Audit Report and Measure J Financial and Performance Audit Reports, Item 23-8396**

It was moved by Trustee Blacklock, seconded by Trustee Massa, to accept the Butte-Glenn Community College District's independent audit report and the independent financial and performance audit reports of the Measure J general obligation bonds for the year ending June 30, 2022.

Trustee Boeger stated there was a minor error, but it was still a clean audit and we are in good financial standing.

Motion carried unanimously. Trustees Dahlmeier and McGinnis were not present for the vote.

## 8. **Administration**

### **Approval of Revision of Board Policy 1200: Mission Statement, Item 23-8397**

It was moved by Trustee Blacklock, seconded by Trustee Nock, to approve the revision to Board Policy 1200: Mission Statement.

Board President Krepelka stated a subcommittee of Trustees Krepelka, Boeger, and Nock, worked with Superintendent/President Guleff to better understand the creation of the mission statement. They recognized this statement was developed as a mission for faculty and staff at Butte. He acknowledged the amount of time and work the campus has committed to this statement. The committee recommends the presented statement to the Board.

Trustee Boeger moved to amend the motion. Trustee Massa seconded to allow for discussion. Trustee Boeger proposed replacing "Hispanic Serving Institution" with "multicultural institution." Trustee Blacklock stated HSI is a federally funded program, and that term includes funding for the college. Superintendent/President Guleff stated HSI is a specific designation for colleges with over 25% Hispanic population.

The amended motion does not pass (voting yes: Boeger, Massa; voting no: Nock, Blacklock, Krepelka; student trustee abstained).

Vote on original motion, to approve the mission statement as presented, passes. (voting yes: Massa, Nock, Blacklock, Krepelka; voting no: Boeger; student trustee: yay). Trustees Dahlmeier and McGinnis were not present for the vote.

Approved Mission Statement:

*Butte College is a student-ready, rural community college that provides high-quality, accessible education and support. Our career and transfer pathways cultivate curiosity and critical thinking through instruction, workforce training, and the achievement of Associate degrees and certificates. Butte College is a Hispanic-Serving Institution that affirms its commitment to equity for the diverse, intersectional communities we serve.*

### **Approval of 2022-2023 Superintendent/President Goals, Item 23-8398**

It was moved by Trustee Blacklock, seconded by Trustee Massa, to approve the enclosed 2022-2023 Superintendent/President Goals.

Motion carried unanimously. Trustees Dahlmeier and McGinnis were not present for the vote.

## 9. **Closed Session**

There was no closed session.

## 10. **Adjournment**

Board President Krepelka adjourned the meeting at 3:45 PM.



## MINUTES OF SPECIAL RETREAT MEETING

January 25, 2023

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The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, January 25, 2023 at 9:30 AM, in the District Board Room at Butte College in Oroville, California.

**Board Members Present** Mr. Rick Krepelka, President  
Mr. Eugene Massa, Vice President  
Mr. Mike Boeger, Clerk  
Mr. John Blacklock  
Mr. William McGinnis  
Mr. John Nock

**Board Member Absent** Mr. John Dahlmeier

**Staff Members Present** Ms. Virginia L. Guleff, Superintendent/President  
Mr. Andy Suleski, Asst Superintendent/Vice President  
Mr. Erik Shearer, Interim Vice President  
Mr. Brad Zuniga, Interim Vice President  
Ms. Shannon McCollum, Chief of Staff  
Ms. Tristan Bosch, Program Administrator, Foundation  
Ms. Lisa DeLaby, Ext Director, Foundation  
Ms. Desiree Gonzalez, Foundation Development Officer  
Ms. Kim Jones, Director, Facilities Planning & Management  
Ms. Melissa Maxey, Business Account Clerk  
Mr. Jim Nicholas, Director Business Services  
Ms. Anna Fairbanks, Business Account Clerk; Foundation Member  
Mr. Steve DeMaggio, Director, Auxiliary Services; Foundation Member  
Mr. Tray Robinson, Diversity Officer; Foundation Member

**Guests** Mr. Farshad Azad, Foundation Member  
Mr. Brian Curtis, Foundation Member  
Mr. Tadd Brothers, Foundation Member  
Ms. Julie Boss, Foundation Member  
Mr. Stan Thompson, Foundation Member

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

Trustee Massa led the Pledge of Allegiance to the Flag.

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

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

Motion carried unanimously. Trustee Dahlmeier was not present for the vote.

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

There were no public comments.

#### 3. **Presentation from the Butte College Foundation**

Board President Krepelka provided welcome remarks and requested the Foundation Board members introduced themselves. Superintendent/President Guleff brought to the Board's attention the

Foundation's Fact Sheet about finances from 2021-2022 and she introduced Lisa DeLaby, Executive Director of Foundation. DeLaby presented on the endowment, scholarships, and grants. She stated there has been a significant reduction in the Foundation's assets growth due to the decline in market investments. Development officer Desiree Gonzalez gave an update on development plans, Giving Tuesday funds raised, and foundation events. Ms. DeLaby discussed the Foundation's goals and stated the financial benefits of the Foundation. Ms. Guleff stated the College's Strategic Plan, which is currently being developed, will include the direction of the foundation.

Board President Krepelka recessed the meeting for a 10-minute break. The meeting reconvened at 10:16 AM.

#### 4. **Updates from the President's Leadership Team**

Superintendent/President Guleff stated that this is an opportunity to provide an update on a couple of items to the Board and allow for a discussion.

Interim Vice President Shearer provided an update on Enrollment Management, discussed enrollment trends and how it looks like enrollments are gradually growing this year. He discussed what areas of study/departments are growing and which are declining. He also reviewed the development of an enrollment management plan which will guide the college for the next few years.

Assistant Superintendent/Vice President Andy Suleski provided an update on the Governor's 2023-2024 January budget proposal and how these changes will affect Butte College. He stated state revenue and capital gains have declined. The state still plans to fund Cost of Living as well as some one-time funding to support retention and enrollments. There was a discussion on pension liability and hold-harmless protection. VP Suleski discussed the student funding formula and how Butte College can earn funding by helping students complete their programs. He also discussed auxiliary programs which include: Student Health Center, Child Development center, Dining Services, Bookstore, and Student Transportation. These auxiliary programs operate on fee or sales revenues and are significantly impacted by the drop in enrollments. These programs draw on our reserves and do not currently generate funds to be self-sufficient. The largest shortfall is transportation which costs the district over \$1million in reserves each year. There was a discussion about contracting or working with local transportation providers as Butte College is the only community college to have their own transportation service. Our buses are also very old and need to be replaced soon. Each bus costs over \$350,000. Trustees asked for the cost per ridership and to create a committee to discuss the transportation issue.

Board President Krepelka recessed the meeting for lunch. The meeting reconvened at 1:10 PM.

#### 5. **Review of Board Code of Ethics**

The Board reviewed Board Policy 2715 – Board Code of Ethics and Administrative Procedure 2715 – Board Code of Ethics Violations.

The Trustees discussed the Code of Ethics. No changes were recommended.

#### 6. **Adjournment**

Board President Krepelka adjourned the meeting at 1:37 PM.



## MINUTES OF SPECIAL MEETING

January 25, 2023

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The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, January 25, 2023 at 1:30 PM, in the District Board Room at Butte College in Oroville, California.

**Board Members Present** Mr. Rick Krepelka, President  
Mr. Eugene Massa, Vice President  
Mr. Mike Boeger, Clerk  
Mr. John Blacklock  
Mr. William McGinnis  
Mr. John Nock

**Board Member Absent** Mr. John Dahlmeier

**Staff Members Present** Ms. Virginia L. Guleff, Superintendent/President  
Mr. Andy Suleski, Asst Superintendent/Vice President  
Mr. Chris Little, Ext Director, Human Resources  
Ms. Shannon McCollum, Chief of Staff

**Guests** None

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

Trustee Massa led the Pledge of Allegiance to the Flag.

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

It was moved by Trustee Massa, seconded by Trustee Boeger, to approve the agenda as presented. Motion carried unanimously. Trustee Dahlmeier was not present for the vote.

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

There were no public comments.

#### 3. **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.

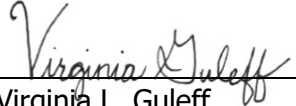
Board President Krepelka instructed staff to take action on a legal matter.

#### 4. **Adjournment**

Board President Krepelka adjourned the meeting at 1:58 PM.

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

**February 15, 2023**

<b>Subject:</b> Approval of Warrants	<b>Item No:</b> 23-8399 <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Category:</b> Finance	<b>Action Regular</b> <input checked="" type="checkbox"/> <input type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Assistant Superintendent/ Vice President	<b>Approved By:</b>  Virginia L. Guleff Superintendent/President

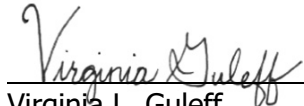
It is recommended that the Board of Trustees approve the vendor, payroll, and financial aid warrants for the period of January 9, 2023 to January 29, 2023.

<b>Type of Warrant</b>	<b>Check/Voucher Sequence</b>	<b>Total</b>
Vendor	690050 - 690706	\$ 8,127,573.81
Payroll	527194 – 527289	\$ 707,647.65
Financial Aid	372660 – 375009	\$ 2,770,526.13

Warrant registers are available for review in the Business Office.

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

**February 15, 2023**

<b>Subject:</b> Ratification of Contracts	<b>Item No:</b> 23-8400 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Contracts	<b>Action Regular</b> <input checked="" type="checkbox"/> <input type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Assistant Superintendent/ Vice President	<b>Approved By:</b>  Virginia L. Guleff 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 January 2023. The Superintendent/President or Assistant Superintendent/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 Assistant Superintendent/Vice President for Administration

**January 2023**

<b>Contract Effective Date</b>	<b>Contract Expiration Date</b>	<b>Contractor</b>	<b>Contract Purpose</b>	<b>Contract Value Revenue/(Expense)</b>	<b>Funding Source (Fund)</b>	<b>Originated by: District Department</b>	<b>Approved by: District Administrator</b>
1/17/23	Until Terminated	Stony Creek Joint Unified School District	Field Experience Partnership Agreement for Introduction to Education Program	\$0.00	N/A	Family and Community Services	Shearer
1/17/23	Until Terminated	Willits Unified School District	Field Experience Partnership Agreement for Introduction to Education Program	\$0.00	N/A	Family and Community Services	Shearer
1/17/23	1/20/23	Alan Kirk Lindgren	Demonstrations of Current Industry Welding Practices and Techniques	(\$2,600.00)	Foundation Agency Account	Welding	Shearer
12/9/22	12/9/22	David Brent Holland	Law Enforcement Academy Graduation Photography	(\$750.00)	Unrestricted General	Public Relations	Guleff
2/23/23	2/23/23	Jessica Salgado	Diversity Speaker Series <i>Revised date of service since 11/16/22 report</i>	(\$11,200.00)	Restricted General	Inclusion, Diversity Equity & Anti-Racism	Guleff
1/17/23	1/20/23	Shanen Aranmor	Demonstrations of Current Industry Practices and Techniques in Welding	(\$2,600.00)	Foundation Agency Account	Welding	Shearer
2/15/23	4/15/23	Amp Marketing dba Norcal Shoppers	Advertising Services for Spring in Glenn County Shopper	(\$1,665.00)	Unrestricted General	Marketing	Guleff
1/19/23	Until Terminated	Golden Music Rights, LLC	Music Performance License	(\$1,660.20)	Unrestricted General	Business Contracts & Risk Management	Suleski
1/9/23	4/28/23	Guaranteed 4.0 Learning Systems, LLC	Student Success Workshops	(\$13,537.50)	Fiduciary	Multicultural Programs & Services	Zuniga
5/26/23	5/26/23	North State Audio Visual, Inc.	Commercial Sound Services for Commencement	(\$1,650.00)	Unrestricted General	Vice President for Student Services	Zuniga
12/31/22	12/31/23	STATco	CATEMA System License	(\$1,800.00)	Restricted General	Welcome Center	Shearer
1/1/23	12/31/23	Stryder Corp. dba Handshake	Handshake Subscription and Implementation	(\$7,850.00)	Restricted General	Career Services	Zuniga
1/11/23	1/11/23	Student Senate for California Community Colleges	Provide Student Governance Training	(\$550.00)	Fiduciary	Student Life	Zuniga
1/26/23	5/26/23	Durham Unified School District	Revised College & Career Access Pathways Partnership Agreement Appendix	(\$500.00)	Restricted General	School Relations	Shearer
1/24/23	1/9/24	Proctor.io Incorporated	Automated Remote Proctoring Software Licenses	(\$7,500.00)	Unrestricted General	Nursing	Shearer
1/2/23	6/30/23	Academy Trained	PG&E Tree Crew Training and Certification Program	(\$242,137.00)	Restricted General	Contract Education	Shearer
1/23/23	6/30/23	International Arborist Institute	PG&E Tree Crew Training and Certification Program	(\$67,500.00)	Restricted General	Contract Education	Shearer
1/24/23	6/15/23	College of the Redwoods	California Community Colleges - California Conservation Corps Partnership Project	(\$17,000.00)	Restricted General	Contract Education	Shearer
1/24/23	6/15/23	Mendocino-Lake Community College District	California Community Colleges - California Conservation Corps Partnership Project	(\$17,000.00)	Restricted General	Contract Education	Shearer
1/24/23	6/15/23	Mt. San Antonio College	California Community Colleges - California Conservation Corps Partnership Project	(\$17,000.00)	Restricted General	Contract Education	Shearer
7/1/22	6/30/24	Net Controls, LLC	Human Resources, Labor Law, AB 1825 and Employee Relations Trainings	(\$48,000.00)	Restricted General	Contract Education	Shearer
1/24/23	6/15/23	San Luis Obispo County Community College District	California Conservation Corps Partnership Initiative	(\$17,000.00)	Restricted General	Contract Education	Shearer
12/16/22	6/30/23	The Original Mowbray's Tree Service, Inc.	Utility Line Clearance Arborist Training Amendment to Fee Schedule	(\$48,200.00)	Restricted General	Contract Education	Shearer
10/1/22	9/30/23	Humboldt State University Sponsored Programs Foundation	GO-BIZ Technical Assistance Program (TAP) 2022-23	\$118,500.00	Restricted General	Small Business Development Center	Shearer
1/3/23	Upon Payment	Ronn Van Dusen	Business Consulting & Training Amendment increasing Fees	(\$4,000.00)	Restricted General	Small Business Development Center	Shearer
1/24/23	3/31/23	Codestorm	Regional CTE Website Upgrades Amendment extending Term End Date	\$0.00	Restricted General	North Far North Regional Consortium	Shearer
11/7/22	6/30/23	Los Rios Community College District	Strong Workforce Program Projects In Common Marketing Amendment decreasing Allocation of Funds	\$15,169.00	Restricted General	North Far North Regional Consortium	Shearer
1/24/23	9/30/23	Mendocino County Office of Education	Strong Workforce Program K12 Pathway Coordinator	(\$130,000.00)	Restricted General	North Far North Regional Consortium	Shearer

**Butte-Glenn Community College District  
CONTRACTS RATIFICATION REPORT**

Contracts Signed by the Superintendent/President or Assistant Superintendent/Vice President for Administration

**January 2023**

<b>Contract Effective Date</b>	<b>Contract Expiration Date</b>	<b>Contractor</b>	<b>Contract Purpose</b>	<b>Contract Value Revenue/(Expense)</b>	<b>Funding Source (Fund)</b>	<b>Originated by: District Department</b>	<b>Approved by: District Administrator</b>
1/17/23	9/30/23	Yolo County Office of Education	Strong Workforce Program K12 Pathway Coordinator	(\$130,000.00)	Restricted General	North Far North Regional Consortium	Shearer
1/3/23	Upon Payment	ComputerLand of Silicon Valley	VMware Software	(\$214.00)	Unrestricted General	Information Technology	Suleski
2/25/23	2/24/24	VMware, Inc.	VREAL LOGINST 8 Subscription	\$0.00	Unrestricted General	Information Technology	Suleski
1/17/23	6/30/23	Jonckers Translation and Engineering U.S.A., Inc.	Translation Services for CCCApply	(\$10,000.00)	Restricted General	CCC Technology Center	Suleski
1/17/23	Upon Payment	SHI International Corp.	Sophos Central Intercept X Advanced Software	(\$1,855.95)	Restricted General	CCC Technology Center	Suleski
3/23/23	3/22/24	Sophos Limited	Sophos Central Intercept X Advanced Software License	\$0.00	Restricted General	CCC Technology Center	Suleski
2/1/23	1/31/24	Getty Images, Inc.	iStockphoto LP Subscription and License	(\$520.00)	Restricted General	CCC Technology Center	Suleski
1/19/23	Upon Payment	Design Science, Inc./Wiris	MathType for Office Tools	(\$781.00)	Restricted General	CCC Technology Center	Suleski
3/17/23	3/17/24	Maths For More, S.L.	MathType Terms of Use	\$0.00	Restricted General	CCC Technology Center	Suleski
4/1/23	3/31/24	The Escal Institute of Advanced Technologies, Inc. dba SANS Institute	SANS Security Awareness Training Licenses	(\$19,950.00)	Restricted General	CCC Technology Center	Suleski
1/25/23	Until Terminated	California Department of General Services Office of Fleet & Asset Management	State and Federal Surplus Property Program	\$0.00	N/A	Facilities Planning & Management	Suleski
2/1/23	6/1/23	Allen Electrical Contracting	Install Electrical Transfer Switch in FP&M	(\$57,322.00)	Restricted General	Facilities, Planning, & Management	Suleski
1/2/23	1/31/23	California Renovation Carpet One	Carpet Replacement for Assessment Office Remodel	(\$10,007.60)	Capital	Facilities, Planning, & Management	Suleski
3/13/23	3/17/23	California Renovation Carpet One	Carpet Installation in Library 2nd Floor Common Area	(\$6,347.86)	SM/Restricted General	Facilities, Planning, & Management	Suleski
6/5/23	6/13/23	California Renovation Carpet One	Carpet Replacement in Allied Health Public Safety Center Rooms 211, 213-216	(\$15,175.87)	Scheduled Maintenance	Facilities, Planning, & Management	Suleski
2/6/23	4/28/23	Dawson & Son, Inc. dba Dawson Landscaping	Installation of Shade Structure at Child Development Center	(\$7,200.00)	Capital	Facilities, Planning, & Management	Suleski
9/1/22	8/31/27	Flyers Energy, LLC	Access Agreement for Well Monitoring at 2480 Notre Dame Boulevard in Chico, California	\$0.00	N/A	Facilities, Planning, & Management	Suleski
1/2/23	6/30/24	Frontier Consulting Engineers	Engineering Services for Allied Health Public Safety Center Chiller Replacement Project	(\$24,000.00)	Scheduled Maintenance	Facilities, Planning, & Management	Suleski
1/24/23	1/31/23	IMES Plumbing	Boiler Replacement in the Women's Locker Room	(\$33,382.56)	Scheduled Maintenance	Facilities, Planning, & Management	Suleski
1/13/23	1/31/23	Martin Construction	Install Faux Wall in President's Office	(\$15,300.00)	Unrestricted General	Facilities, Planning, & Management	Suleski
1/17/23	1/31/23	Martin Construction	Remove Dyno Units at Automotive Shop	(\$6,834.00)	Unrestricted General	Facilities, Planning, & Management	Suleski
1/31/23	6/30/23	McClelland Air Conditioning, Inc.	HVAC System Upgrade at Center for Excellence and Media Center	(\$24,123.00)	Restricted General	Facilities, Planning, & Management	Suleski
1/1/23	5/30/23	McClelland Air Conditioning, Inc.	HVAC System Upgrade at Library	(\$41,249.00)	Restricted General	Facilities, Planning, & Management	Suleski
3/1/23	3/30/23	McClelland Air Conditioning, Inc.	HVAC Upgrade at Student Health Clinic	(\$45,069.00)	Restricted General	Facilities, Planning, & Management	Suleski

**Butte-Glenn Community College District  
CONTRACTS RATIFICATION REPORT**

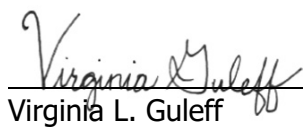
Contracts Signed by the Superintendent/President or Assistant Superintendent/Vice President for Administration

**January 2023**

<b>Contract Effective Date</b>	<b>Contract Expiration Date</b>	<b>Contractor</b>	<b>Contract Purpose</b>	<b>Contract Value Revenue/(Expense)</b>	<b>Funding Source (Fund)</b>	<b>Originated by: District Department</b>	<b>Approved by: District Administrator</b>
2/1/23	2/28/23	Northstate Earth and Water, Inc.	STP Digester Cleaning	(\$49,912.00)	Scheduled Maintenance	Facilities, Planning, & Management	Suleski
3/1/23	5/30/23	Northstate Earth and Water, Inc.	Directional Boring for Conduit Installation for Outdoor Wi-Fi at East Gate	(\$54,621.00)	Restricted General	Facilities, Planning, & Management	Suleski
12/1/22	6/30/23	Sierra Range Electric	Touchless Handicap Actuator at Center for Excellence	(\$15,906.00)	Restricted General	Facilities, Planning, & Management	Suleski
12/1/22	2/28/23	Sierra Range Electric	Electrical and Data for Assessment Office Remodel	(\$24,867.00)	Capital	Facilities, Planning, & Management	Suleski
12/1/22	6/30/23	Sierra Range Electric	Outdoor Seating Electrical at Women's Locker Room, Mathematics Building, and Library Grass Area	(\$58,837.00)	Restricted General	Facilities, Planning, & Management	Suleski
12/19/22	6/30/23	Waterproofing Associates	Roof Hatch Replacement at Library/Media Center	(\$12,960.00)	Capital	Facilities, Planning, & Management	Suleski
			<b>TOTAL REVENUE CONTRACTS</b>	<b>\$133,669.00</b>			
			<b>TOTAL EXPENSE CONTRACTS</b>	<b>(\$1,328,134.54)</b>			

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

**February 15, 2023**

<b>Subject:</b> Approval of Fall 2022 Curriculum Activity	<b>Item No:</b> 23-8401 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Instruction	<b>Action Regular</b> <input checked="" type="checkbox"/> <input type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Erik Shearer Interim Vice President	<b>Approved By:</b>  Virginia L. Guleff Superintendent/President

**Background**

Board Policy 4020 – Program, Curriculum, and Course Development states: The Faculty Senate Curriculum Committee will review and approve all curriculum proposals in cooperation with the Vice President of Instruction. The Board shall rely primarily on the advice of the Academic Senate on all matters pertaining to the curriculum.

The district will be reporting all curriculum activity (courses and programs) to the Board twice a year. Fall activity will be reported the following Spring; Spring activity will be reported the following Fall. Attached is the Fall 2022 curriculum activity.

**Status**

The appropriate instructional areas on campus and the Academic Senate Curriculum Committee have approved the attached curriculum activity. The Interim Vice President of Instruction concurs with these approvals.

**Recommendation**

It is recommended that the Board of Trustees approve the Fall 2022 curriculum activity as described in the attached.

## Fall 2022 Curriculum Course Modifications

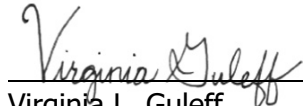
Consent	Course	Title	Major/Minor/Delete	Course #/Subject	Title change	Units	Hours	Prereq	Coreq	Description	Objectives	Unit Titles	Methods	Materials	Assignments	MIS Code	Ped Cap
	10.3.22	CHEM 52	Elementary Organic and Biochemistry	Minor							x	x	x	x	x		
	12.5.22	CMST 10	Interpersonal Communication	Minor							x	x	x	x	x	x	
	10.3.22	CSCI 19	Computer Networking Fundamentals	Major							x	x	x			x	
	10.17.22	CSCI 32	Web Development II	Minor										x			
	10.17.22	ENGL 3	Reading and Writing Intensive	Minor							x						
	10.17.22	ENGR 4	Plane Surveying II	Minor									x	x			
	10.3.22	GEOL 34	Historical Geology with Lab	Minor								x	x	x			
	12.5.22	NSG 50	Principles of I.V. Therapy and Blood Withdrawal	Major		x							x	x			
	10.31.22	PHYS 10	Concepts of Physics	Minor									x	x			
	10.31.22	PHYS 11	Concepts of Physics Laboratory	Minor									x	x	x		
	10.31.22	PHYS 21	College Physics I	Minor										x			
	10.31.22	PHYS 22	College Physics II	Minor									x	x			
	10.31.22	PHYS 41	Physics for Scientists and Engineers I	Major			x						x	x			
	10.31.22	PHYS 42	Physics for Scientists and Engineers II	Major			x						x	x			
	10.31.22	PHYS 43	Physics for Scientists and Engineers III	Minor									x	x			
	10.17.22	PHYS 51	Problem Solving Strategies for PHYS 41	Delete													
	10.17.22	PHYS 52	Problem Solving Strategies for PHYS 42	Delete													
	11.7.22	PSC 11	Earth Science with Lab	Minor									x	x			
	11.7.22	PSC 27	Survey of the Universe	Minor							x			x	x		
	11.7.22	PSC 30H	Honors Introductory Astronomy	Minor									x	x			

## Fall 2022 Curriculum Program Modifications

Curriculum Consent Agenda Date	Type	Program	Title Change	Major/Minor/Delete	New Units	Existing Units	Core Requirements	Electives	PLOs
10.17.22	AS	Medical Office Administration		Major	28.5-29.5	28.5	x		
10.17.22	AS	Drafting and CAD Technology		Major	30	33	x		
10.17.22	CA	Medical Office Administration		Major	27.5-28.5	28.5	x		

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

**February 15, 2023**

<b>Subject:</b> Approval of Probationary Faculty First and Second Year Recommendations 2023-2024	<b>Item No:</b> 23-8402 <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Category:</b> Instruction	<b>Action Regular</b> <input checked="" type="checkbox"/> <input type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Erik Shearer Interim Vice President	<b>Approved By:</b>  Virginia L. Guleff Superintendent/President

**Background**

Under the provisions of the Butte College CTA/BCEA Contract Sections 6.6.7, 6.6.10, 6.10, and 6.10.4, probationary faculty members were evaluated prior to the end of the Fall 2022 term. Those evaluations were submitted by the Evaluation Team for each probationary faculty member to the Leave, Tenure and Professional Advancement Committee (LTPA) with recommendations regarding each individual faculty member’s employment status for the next year. The LTPA Committee submitted its recommendation to the Superintendent/President.

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

**Status**

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

First-year, first contract, probationary faculty members up for a one-year second probationary contract for 2023-2024.

Isidoro Guzman, Gary Harris, Brad Jenks, and William “Liam” Luden.

The BCEA Contract provides that at the conclusion of the second year, a faculty member is offered a contract for years three and four. The following second-year, second contract, probationary faculty members are up for a two-year third probationary contract for years 2023-2024 and 2024-2025.

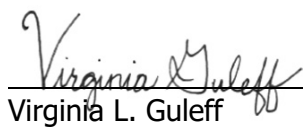
Kelsey Harrington and Katalin Miko.

**Recommendation**

It is recommended that the Board of Trustees approve the first year and second-year contract extensions for the above listed probationary faculty.

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

**February 15, 2023**

<b>Subject:</b> Approval of Spring 2024 Academic Sabbatical Leave – Senat	<b>Item No:</b> 23-8403 <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Category:</b> Instruction	<b>Action Regular</b> <input checked="" type="checkbox"/> <input type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Erik Shearer Interim Vice President	<b>Approved By:</b>  Virginia L. Guleff Superintendent/President

**Background**

In compliance with the Butte College Education Association (BCEA) contract, Simone Senat has submitted a request for Sabbatical Leave for the Spring 2024 semester. Ms. Senat’s sabbatical request proposes improving delivery of instruction to an increasing Hispanic/Latinx student population by studying arts, culture, and educational approaches in Mexico which directly aligns with our College’s mission to expand and support educational opportunities for our Hispanic/Latinx and low-income students.

Simone’s proposed sabbatical is to research new approaches and techniques to incorporate into her curriculum to aid these students toward success. One way to do this is to present visual information and tactile projects that reflect their identity. Projects that create familiarity and reflect cultural identification are graciously accepted and appreciated by students struggling to identify in classrooms where they are not a majority. Educational immersion in an international program will assist to better understand the challenges and struggles of those from diverse cultural and socioeconomic backgrounds. Upon her return, Simone plans to share this information with colleagues.

There are three main objectives: (1) learn the practices and materials used in the traditional Latin Arts: natural pigments, traditional organic primers, stuccos, organic based temperas and frescos, symbolism, iconography and related art techniques; (2) study the successful teaching methods used by universities and private art schools throughout Mexico and incorporate innovative, culturally and socioeconomically diverse units into curriculum; and (3) review and revise existing curriculum with further attention to multiculturalism and socioeconomical diversity and create a new painting course.

**Status**

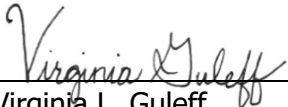
The Leave, Tenure and Professional Advancement (LTPA) Committee along with the Chief Instructional Officer reviewed the request and submitted their recommendation for consideration to the Superintendent/President.

**Recommendation**

It is recommended that the Sabbatical Leave for Spring 2024 be approved for Simone Senat.

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

**February 15, 2023**

<b>Subject:</b> Approval and/or Ratification of Personnel Actions	<b>Item No:</b> 23-8404 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Human Resources	<b>Action Regular</b> <input checked="" type="checkbox"/> <input type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Assistant Superintendent/ Vice President	<b>Approved By:</b>  Virginia L. Guleff Superintendent/President

**Recommendation**

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

**Management\***

1. Employment of Administrative Assistant, Vice President of Student Services – Saffron (Julie) Aguiar  
Full-time, 40 hours per week, 12 months per year  
Salary: MSC - 9  
Effective: February 1, 2023

**Academic\***

2. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Instructional Service Agreement – Westmont Living/The Terraces) – Pamela Sachs  
Effective: January 25, 2023 – June 30, 2023
3. Employment of Temporary Academic Employees (Instructors and Student Development)  
Part-time faculty recommended for employment effective Spring Semester 2023 –Attachment "A"

**Classified Employees\***

4. Employment of Library Technician Senior – Jennifer Lasell, Jason Pien  
Full-time, 40 hours per week, 12 months per year  
Salary: CSEA - 25  
Effective: March 1, 2023
5. Voluntary Reassignment – Krista Collett  
From: Student Success Specialist (CSEA 25)  
To: Library Media Technician (50%) (CSEA 21)  
Effective: February 1, 2022
6. Lateral Transfer of Position – Erin Shimizu  
From: Administrative Secretary III (Math & Science) (CSEA 24)  
To: Administrative Secretary III (SBS/SCS/SL/CMST) (CSEA 24)  
Effective: February 1, 2023

## **Temporary Employees\***

### **7. Substitutes**

Community Service Officer – Jack Koehler

Salary: \$21.00 per hour 1/25/23 – 6/30/23

Instructional Aid - Reading & Writing – Kyle Gregg

Salary: \$21.00 per hour 1/16/23 – 5/26/23

Administrative Secretary to the Dean (STEM) – Amy Caldwell

Salary: \$26.75 per hour 1/20/23 – 2/13/23

Program Administrator, Grants – Francisco Gonzalez-Hernandez

Salary: \$31.75 per hour 1/4/23 – 6/30/23

Student Services Assistant (OI/Chico Center) – Anthony Prasad

Salary: \$21.50 per hour 1/30/23 – 6/30/23

### **8. Short Term/Seasonal**

Administrative Secretary, Grants – Jennifer Haney

Salary: \$25.50 per hour 1/3/23 – 1/31/23

### **9. Professional Expert**

Manipulative Skills/Evaluator – Blaine Stephens, Cody McCallum, Barrett Butikofer

Salary: \$15.50/16.75 per hour 1/26/23 – 6/30/23

EMT – Courtney Silva

Salary: \$15.50 per hour 1/30/23 – 6/30/23

Music Accompanist – Luke Nicolay

Salary: \$35.00 per hour 1/23/23 – 6/30/23

\*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.

## ATTACHMENT "A"

Abele, Claire
Adams, Nicole
Alexander, Jesse
Alexis, Jared
Alonso, Ginger
Ament, Derek
Anderson, Heidi
Anderson, Tiffani
Araiza, Billie
Armstrong, Elizabeth
Arteaga, Rachel
Asbury, Timothy
Ashba, Tammy
Azevedo, Daniel
Baca, John
Bailey, Leonard
Bantum, Camilla
Battles, Cheryl
Baum, Sarah
Bearden, Stacy
Beck, Corinne
Bell, James
Belmonte, Linda
Beltran, Peggy
Berg, Christopher
Berman, Lisa
Berry, Joannie
Bertagna, Steven
Bianchini, Elizabeth
Bokavich, Casey
Bond, Joseph
Bonis, Andrea
Booth, Lillian
Bootman, Scott
Bordin, Steven
Bordoli, Guy
Boyd, John
Boyd, Steve
Braten, James
Brindley, Peter

Bromley, Kyleen
Buckner, Jennifer
Buckstead, Christine
Burke, John
Butler, Brett
Buzan, Melinda
Byard, Gregory
Calip, Vincent
Calkins, Matthew
Camodeca, Michael
Campbell, Donald
Candelaria, Kelly
Cantrell, Heidi
Cardinet, Matthew
Carey, Margaret
Carlile, Amanda
Carlisle, Andrei
Carlson, Devon
Cavaness, Linda
Chamness, Justin
Chin, Fiona
Clain, Kimberly
Cleary, Francis
Coates, Stephen
Collins, Susan
Conlan, Lance
Connolly, Brian
Cooke, Bradley
Cooper, Andrew
Correa, Steven
Cowell, Aman
Cowell, Jean
Crosby, Nandi
Cross, Jessica
Cuneo, Kira
Daly, Jennifer
Davidson, Ryan
Davila, Christian
Davis, Adria
Davis, Regina
Davison, Bryce

Demaggio, Julie
Denton, Robert
Deromedi, Lia
Devine, Shannon
Diamond, Nicole
Dineen, Leland
Doty, Kelly
Du, Kseniya
Duch, Andrew
Duggins, Michael
Duitsman, Stan
Dunne, Anne
Dunning, Melissa
Duran-Roach, Australia
Durfield, Timothy
Dyer, Jason
Eagan, Travis
Eckrote, Robert
Edgmon, Michael
Edsill, Julia
Efthymiou, Sarah
Ellis, Amanda
Ensslin, Teresa
Evaro, Heidi
Fairchild, Shelley
Farquhar, Scott
Fay, Casey
Fedrizzi, Victor
Feingold, Rick
Fellers, Ryan
Ferro, Sam
Figaratto, Daniel
Fisher, Amber
Flagg, Joseph
Flores, Sheena
Forsberg, Eric
Frank, Lanae
Frawley, Susan
Frazer, Cristin
Fridrich, Tonia
Fry, Brandon

Fuchs, Delina
Garcia, Timothy
Garner, David
Gascon, Joevic
Gee, Travis
Genna, Kristi
Gerrard, Jeremy
Gilmette, Edward
Giusti, Ashley
Givens, Teresa
Gonzalez, Eduardo
Gordon, Scott
Gray, Santy
Griffin, Michael
Griffin, Victoria
Grimes, Ruth
Grothe, Kerstin
Gruber, Corey
Gsell, Ryan
Gurlides, Despina
Gust, Karen
Haasl, David
Hall, Halie
Hall, Steven
Hames, John
Hanley, Kevin
Hannah, Michael
Haraughty, Gema
Hard, Keith
Harr, Becky
Harrington, Jeffrey
Harrington, Steven
Harris, Eli
Harrison, Stephen
Hart, Daniel
Hart, Diane
Hartley, Laurel
Hasek, Bruce
Hatter, Amber
Hawkins, Zackary
Hayes, Billy

Hayes, Timothy
Hays, Jonathan
Herrera, Eric
Heston, Koby
Higbee, Jarrod
Hight, Susan
Hindman, Darrell
Hofer, Mark
Howard, Sue
Huffman, Robin
Hughes, Gary
Hull, Patrick
Hutcheson, Donald
Jackson, Jessica
Jahal, Rajdeep
Jones, Barbara
Jones, Todd
Keating, Michael
Keen, Phillip
Kelleher, John
Kelly, Cameron
Kelly, Douglas
Kelso, John
Kennedy, Joseph
Kettle, Christopher
Kidd, Carey
Kieselbach, Tanya
Kimple, Kevin
King, Austin
King, Cedric
King, Daniel
Kious, Randi
Klein, John
Knowlton, Sarah
Kongkeoviman, Bounpon
Kraemer, Finn
Krug, Susan
Krulder, Joseph
Kutil, Devin
Lambrigger, Taylor
Lance, Tomoko

Lara, Anthony
Larios Pelayo, Nancy
Larson, Tiffany
Lavin, Andrew
Leary, Cheryl
Lefkowitz, Todd
Leitner, Stacy
Lephart, Chris
Liebenberg, Ibe
Light, Pauline
Linderman, Preston
Llamas, Samuel
Locatelli, Daniel
Lowe, Deanna
Lucanic, James
Lucot Smith, Katherine
Lunel, Ezra
Lydon, Dean
Madden, Matthew
Main, David
Maletic, Stephen
Maready, Aaron
Marsh, David
Marshall, Sheri
Martin, Jack
Martin, John
Maxey, Justin
McDonald, Leslie
McFadden, Greg
McJunkin, Shawn
McKenzie, Wendy
McMillin, Jaide
McMillin, Stella
Meneley, Chris
Metroka, Wesley
Meyer, Nancy
Minton, Douglas
Mitchell, Ryon
Moore, Ty
Morris, Jason
Muelrath, Lani

Murphy, Mark
Murphy, Michael
Murphy, Tamara
Muster, Kevin
Nagai, Sanae
Nakamura, Ayako
Nako, Adam
Neher, Jeanine
Nelms, Kimberly
Nelson-Hall, Jena
Neufeld, Megan
Newton, Tyler
Nicodemus, Christopher
Nilsson, Sharon
Nissen, Karen
O'Hern, Casey
O'Quin, Sharon
Oelrichs, Amy
Ortiz, Antoinette
Ozanne, Nick
Park, Michael
Parker, Jared
Parrott, James
Parsons, Michelle
Patience, Hosanna
Peeler, Sean
Peloso, Dominick
Perez, Jenna
Person, Johnny
Peter, Eric
Peters, Mari
Peterson, Rod
Peterson, Sue
Piazza, Jason
Pierce, Robert
Pierson, Brooke
Pilakowski, Michael
Ping, Jean
Pollard, Jeremy
Portillo, Matthew
Pozzi, John

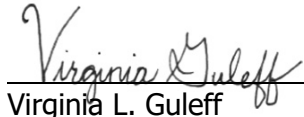
Price, Victoria
Rafalski, Jessica
Rathbun, Chris
Raymond, Jubal
Reese, Norman
Reinhardt, Dennis
Reizgeviociute, Agne
Richardson, Robert
Riley, Lorianne
Rios, Albert
Roady, Caroline
Robinson, Joanne
Robson, Devin
Rodriguez, Jesus
Roeder, Miriam
Rogers, Robert
Rohrer, Judith
Ross, Stephen
Rubinoff, Ryan
Ruiz, David
Sanchez, Gloria
Sandberg, Ross
Sanders, Allen
Sanfilippo, Dominic
Schildhauer, Cynthia
Schleiger, Rachel
Schmidt, Rebecca
Scholar, Gary
Scholl, Anna
Scholl, Mark
Schwyzler, Cedric
Scott, Kim
Sederquist, Janessa
Seghieri, Richard
Shippen, Holly
Shoemaker, Kaylee
Silliman, Miranda
Silva, James
Singleton, Valerie
Sinha, Kristin A
Sjolund, Garrett

Skaggs, Michael
Skinner, Kelley
Slater, Andrea
Smith, Eva
Smith, Kenneth
Smith, Olav
Smith-Peters, Bruce
Solano, Stephen
Spencer, Errin
Spencer, Ivy
Spirk, Stefan
St. Cin, Denise
Steffen, Nathan
Stevens, Belinda
Stevens, Robert
Stone, Kathy
Strahan, Lori
Switzer, Charles
Sylvia, Kathryn
Szczepanski, Catherine
Tan, Huiyuan
Tange, Mark
Teagarden, Katherine
Teixeira, Katharina
Thomas, Brandy
Thomas, Crystal
Thomas, Michael
Thomas, William
Thompson, Daniel
Till, Jennifer
Tochterman, Alan
Traulsen, Andrew
Trider, Alicia
Vader, Bethany
Valdes, Jarrod
Van Der Linde, Juanne
Vela, Shanna
Villalba, Margarita
Vincent, Zu

Wade, Erin
Walker, Chadwick
Ward, Jacob
Wasche, Katherine
Watson, Ryan
Welton, David
Wenger, Christopher
Westwood, Lisa
White, Durl
White, Jennifer
Wicks, Michael
Wilkins, Valinda
Williams, Dacia
Williams, Lisa
Wilson, Emilie
Wilson, Lauren
Wines, Jason
Winslow, Roxanne
Winzenz, Thaddaeus
Wright, Kathline
Wymore, Gretel
Xiong, Moua
York, Kevin
York, Stayce
Young, Peter
Zelinsky, Connor
Ziegenmeyer, Logan
Zuniga, Yvette

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

**February 15, 2023**

<p><b>Subject:</b> Approval of Contract to Purchase a Schedule Development Platform from Ad Astra Information Systems, LLC as a Sole Source Procurement</p>	<p><b>Item No:</b> 23-8405  <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p><b>Category:</b> Contracts</p>	<p><b>Action Regular</b> <input checked="" type="checkbox"/>  <b>Information Consent</b> <input type="checkbox"/></p>
<p><b>Submitted By:</b> Andrew Suleski Assistant Superintendent/ Vice President</p>	<p><b>Approved By:</b>  Virginia L. Guleff Superintendent/President</p>

**Background**

The District’s Office of Instruction is in need of a scheduling platform to modernize our approach to course scheduling with better integration and use of data. Staff has identified and desires a viable scheduling platform available from Ad Astra Information Systems, LLC, consisting of proprietary products: Align, Predict, Astra Schedule, Monitor, and Schedule Building.

Funding will be allocated from the General Fund.

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

**Status**

The District’s Office of Instruction has conducted a due diligence search and determined that a sole source procurement for the purchase of the products: Align, Predict, Astra Schedule, Monitor, and Schedule Building and services from Ad Astra Information Systems, LLC, is necessary because:

1. Ad Astra Information Systems, LLC is the sole manufacturer and distributor of Astra Schedule, Schedule Building, Monitor, Align, and Predict software. Ad Astra is the only course scheduling solution on the market that offers advanced analytic capabilities through the Monitor and Predict applications and integrates with Colleague, our Student Information System, which will provide the college with an entirely new way of anticipating student demand for courses, modalities, and locations across the institution, allowing us to allocate resources more efficiently.

2. Ad Astra software offers several performance features that are not available from other brands. These features include:
  1. Advanced predictive analytics capabilities,
  2. Integration with a variety of Student Information Systems, including Colleague,
  3. Advanced reporting and data visualization tools, and
  4. A unique, easy-to-use interface that allows users to quickly and easily create, modify, and publish schedules.
3. These products are produced and marketed solely by Ad Astra Information Systems, LLC. Predict leverages patented (Patent No. US 8,750,781) proprietary software and algorithms.
4. We have thoroughly researched the market and have determined that Ad Astra Scheduling software is the only solution that offers the advanced predictive analytics capabilities noted above. While there are other companies who offer scheduling software, those products do not include the type of predictive analytics, data visualizations, and analysis available in the core suite of Ad Astra. The new suite of products represents a new generation of products and services that are simply not available from other vendors.
5. Ad Astra has been involved with higher education nationally for over twenty years and is the primary software solution for scheduling in the California Community College system. They have over two decades of experience working with community college student information systems, particularly with Ellucian's Colleague and Banner products, and provide robust support and training that is tailored to the District's specific software environment.

Based on the above factors, District staff has sufficient evidence to support a finding that competitive bidding would not produce any advantage to the District and has determined that it is in the best interest of the District to enter into a contract with Ad Astra Information Systems, LLC for Align, Predict, Astra Schedule, Monitor, and Schedule Building products and services for a three-year term upon contract execution, in the amount not to exceed \$160,000, as a sole source procurement without going through a competitive bidding process.

### **Recommendation**

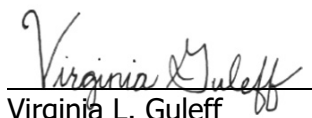
It is recommended that the Board of Trustees find that it is in the District's best interest to authorize the letting of a sole source contract to Ad Astra Information Systems, LLC, and authorize the District to enter into a contract with Ad Astra Information Systems, LLC to purchase a scheduling platform consisting of Align, Predict, Astra Schedule, Monitor, and Schedule Building products and services on a sole source basis for a three-year term in the amount not to exceed \$160,000.

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 of Trustees authorize the District to execute necessary contract documents related to the purchase of required products and services from Ad Astra Information 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**

**February 15, 2023**

<b>Subject:</b> Approval of Contract Award for Bid Campus Outdoor Seating & Shade Structures Project	<b>Item No:</b> 23-8406 <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Category:</b> Contracts	<b>Action Regular</b> <input checked="" type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Assistant Superintendent/ Vice President	<b>Approved By:</b>  Virginia L. Guleff Superintendent/President

**Background**

On December 21, 2022 and December 28, 2022, the District advertised a Request for Formal Bid Proposals for the Campus Outdoor Seating & Shade Structures Project. The project includes, but is not limited to, adding outdoor concrete seating pads and shade structures at Mathematics Quad, Campus Center Lawn, and Athletics Quad. The cost estimate for the project was approximately \$1,100,000.

Funding for this project will be allocated from the Higher Education Emergency Relief Fund (HEERF) funds.

Fifteen contractors attended the mandatory job walk on January 5, 2023. Five contractors submitted responsive bids by the bid due date on January 24, 2023.

**Status**

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

<b>Bid Opening Results</b>	
<b>Contractor</b>	<b>Bid Proposal Amount</b>
Franklin Construction	\$1,436,529.00
JCO Engineering	\$1,058,058.00
Northstate Earth and Water	\$1,076,794.00
R&R Horn	\$1,424,000.00
Rock Creek Construction	\$1,064,440.00

Upon completion of District's due diligence review, JCO Engineering is the lowest responsive responsible bidder for this project work and acceptance of the bid is in the best interest of the District.

**Recommendation**

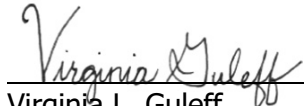
It is recommended that the Board of Trustees approve the award of contract for the Request for Formal Bid Proposals Campus Outdoor Seating & Shade Structures Project to JCO Engineering, of Chico, CA, as the lowest responsive responsible bidder in the amount of \$1,058,058.00, which equals the Bid Proposal Amount.

Board approval is contingent upon the contractor awarded the contract providing acceptable insurance and bonding as required in the Bid and Contract Documents.

It is further recommended that the Board of Trustees authorize District staff to execute necessary contract documents related to the award of contract for the Campus Outdoor Seating & Shade Structures Project to JCO Engineering prior to ratification by the Board at a subsequent meeting in accordance with Board Policy 6340.

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

**February 15, 2023**

<b>Subject:</b> Approval of Contract to Purchase Desktop Computer Hardware from Dell Marketing, L.P. utilizing California Participating Addendum No. 7-15-70-34-003	<b>Item No:</b> 23-8407 <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Category:</b> Contracts	<b>Action Regular</b> <input checked="" type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Assistant Superintendent/ Vice President	<b>Approved By:</b>  Virginia L. Guleff Superintendent/President

**Background**

The District’s Information Technology Department requires desktop computer hardware to update faculty and staff desktop computers that are older than five years and out of warranty. Funding will be allocated from Measure J.

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

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

**Status**

District staff recommends use of the California Participating Addendum No. 7-15-70-34-003 under the NASPO ValuePoint Cooperative Purchase Program Master Agreement No. MNWNC-108 with Dell Marketing, L.P., as a source to purchase the required desktop computer hardware from Dell Technologies in the amount not to exceed \$146,000.00. District staff has reviewed the terms and conditions and finds that this purchase made from utilizing this California Participating Addendum contract will save administrative time and expense, deliver cost savings, and will be in the best interest of the District.

**Recommendation**

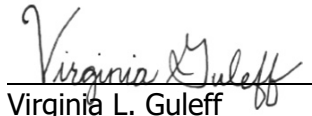
It is recommended that the Board of Trustees approve the purchase of desktop computer hardware from Dell Technologies, utilizing California Participating Addendum No. 7-15-70-34-003, per the terms of the contract, in the amount not to exceed \$146,000.00.

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 the required desktop computer hardware from Dell Technologies 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**

**February 15, 2023**

<p><b>Subject:</b> Approval of Contract to Purchase Door Hardware and Key Materials from W.W. Grainger, Inc. utilizing the Foundation for California Community Colleges Contract Number CB-248-18</p>	<p><b>Item No:</b> 23-8408  <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p><b>Category:</b> Contracts</p>	<p><b>Action Regular</b> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>      <b>Information Consent</b> <input type="checkbox"/> <input type="checkbox"/></p>
<p><b>Submitted By:</b> Andrew Suleski Assistant Superintendent/ Vice President</p>	<p><b>Approved By:</b>  Virginia L. Guleff Superintendent/President</p>

**Background**

The District’s Facilities Planning and Management Department requires door hardware and key materials for the door rekeying project that will replace the current keying system that is twenty-five years old. Funding will be allocated from the Scheduled Maintenance funds.

Public Contract Code Section 20661 authorizes the Chancellor of the California Community Colleges to enter into contracts on behalf of one or more community college districts. The Foundation for California Community Colleges (FCCC), a non-profit organization, serves as the official auxiliary to the California Community Colleges’ Board of Governors and the Chancellor’s Office. FCCC operates CollegeBuys, a group purchasing program focused exclusively on the needs of California Community Colleges designed to leverage the buying power of community college districts to secure the most advantageous pricing from enterprise level vendors using system-wide agreements.

**Status**

District staff recommends use of the awarded FCCC Administrative Services Agreement CB-248-18, as a source to purchase door hardware and key materials from W.W. Grainger, Inc. for the term of February 16, 2023 through December 31, 2023, in the amount not to exceed \$1,500,000. District staff has reviewed the terms and conditions and finds that this purchase made from utilizing the FCCC contract will save administrative time and expense, deliver cost savings, and will be in the best interest of the District.

**Recommendation**

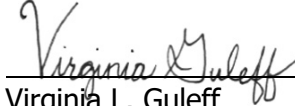
It is recommended that the Board of Trustees approve the purchase of the required door hardware and key materials from W.W. Grainger, Inc. utilizing FCCC Administrative Services Agreement CB-248-18, per the terms of the FCCC contract, during the term of February 16, 2023 through December 31, 2023, in the amount not to exceed \$1,500,000.

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 door hardware and key materials from W.W. Grainger 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**

**February 15, 2023**

<b>Subject:</b> Authorization to Increase Student Health Services Fees for 2023-2024	<b>Item No:</b> 23-8409 <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Category:</b> Finance	<b>Action</b> <input checked="" type="checkbox"/> <b>Regular</b> <input checked="" type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Consent</b> <input type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Assistant Superintendent/ Vice President	<b>Approved By:</b>  Virginia L. Guleff Superintendent/President

**Background**

Education Code sections 76355 authorize the governing board of a community college district to charge student health services fees and increase those fees by the same percentage as the increase in the Implicit Price Deflator for State and Local Government Purchases of Goods and Services as published by the U.S. Department of Commerce.

Based on calculations by the Financial, Economic, and Demographic Unit in the Department of Finance, the Implicit Price Deflator Index has increased enough to support an increase in the student health fees. The Chancellor’s Office has notified the District that it may begin charging a maximum fee of \$26.00 per semester, \$22.00 for summer session, or \$22.00 for each intersession of at least four weeks.

**Status**

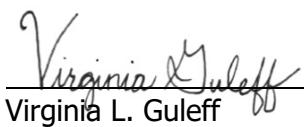
The District is mandated to provide health services at or above the level it provided during the 1986-87 fiscal year. Currently, the District charges a mandatory student health fee of \$23.00 for full and part- time students per semester and \$18.00 for all students during the summer. There is no fee charged for Winter Intersession.

**Recommendation**

It is recommended that the Board of Trustees approve the increase in the mandatory student health fee for full and part-time students to \$26.00 per semester and \$22.00 for all students during the summer beginning with the Fall session of 2023.

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

**February 15, 2023**

<b>Subject:</b> Authorization to Increase Student Transportation Fees for 2023-2024	<b>Item No:</b> 23-8410 <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Category:</b> Finance	<b>Action</b> <input checked="" type="checkbox"/> <b>Regular</b> <input checked="" type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Consent</b> <input type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Assistant Superintendent/ Vice President	<b>Approved By:</b>  Virginia L. Guleff Superintendent/President

**Background**

Transportation fee legislation allowing a district to charge all students for transportation service upon a favorable vote of the student body was originally developed for the Butte College busing service in 1993. In September 2010, SB 82 increased the transportation fee to \$70 per semester and established an annual increase based on a specified calculation performed by the Chancellor’s Office. The calculation utilizes the Implicit Price Deflator for State and Local Government Purchases of Goods and Services to increase the allowable fee. The maximum fee allowable is now \$96 per semester and \$48 for summer session.

**Status**

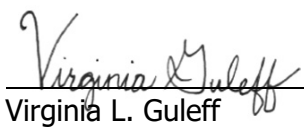
Transportation fees are currently \$20 for students taking .1 to 1.0 units, \$55 for students taking 1.1 to 5.9 units, and \$73 for students taking 6.0 units or more. The transportation fee for summer session is currently \$37. These fees have not increased since 2016 and the revenue generated by these fees has not covered the cost of the transportation system since that time.

**Recommendation**

It is recommended that the Board of Trustees increase the transportation fee to \$48 for Summer 2023 and \$96 for students taking 6.0 units or more beginning in the Fall 2023 and Spring 2024 semesters. It is also recommended that the fees for students taking less than 6 units be increased to \$26 for students taking .1 to 1.0 units and \$72 for students taking 1.1 to 5.9 units per semester.

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

**February 15, 2023**

<b>Subject:</b> Authorization to Increase Nonresident Tuition Fee for 2023-2024	<b>Item No:</b> 23-8411 <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Category:</b> Finance	<b>Action Regular</b> <input checked="" type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Assistant Superintendent/ Vice President	<b>Approved By:</b>  Virginia L. Guleff Superintendent/President

**Background**

Education Code Section 76140 requires each district governing board to establish the nonresident tuition fee not later than March 1 for the succeeding fiscal year. The code specifies that one of seven options be used to establish the fee. These options include:

- A.1. District Average Cost
- A.2. District Average Cost With 10 Percent or More Noncredit FTES
- B.1. Statewide Average Cost
- B.2. Highest Statewide Average Cost – Highest cost for succeeding, current, or past 4 years
- C. Contiguous District – Not to exceed fees established by any contiguous District
- D. Between Statewide Average Expense of Education and District Expense of Education
- E. Comparable States Average - No more than 12 comparable states’ average

**Status**

The Statewide average cost is \$414 per unit. The District’s average cost is \$772 per unit but includes regional and statewide programs operated on behalf of the state Chancellor’s Office. Currently, the District charges \$270 per unit. Mendocino-Lake CCD, Yuba CCD, and Shasta-Tehama-Trinity CCD all plan to establish their 2022/2023 nonresident rates at \$295 per unit. The District is utilizing Option C to propose a rate not to exceed fees established by any contiguous district.

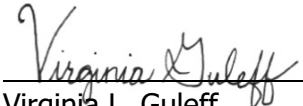
Based on a per unit fee of \$295, the District is projected to generate an estimated \$1.5 million in nonresident tuition for 2023-2024. The fees paid by the nonresident students remain with the district for use in the general fund and are charged in addition to enrollment fees. The District does not receive apportionment revenue for nonresident students.

**Recommendation**

It is recommended that the Board of Trustees authorize an increase of the nonresident tuition fee at \$295 per unit for the 2023-2024 academic year.

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

**February 15, 2023**

<b>Subject:</b> Adoption of Board Policy 2715 and Administrative Procedure 2715: Board Code of Ethics	<b>Item No:</b> 23-8412 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Administration	<b>Action Regular</b> <input checked="" type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/>
<b>Submitted By:</b> Virginia L. Guleff Superintendent/President	<b>Approved By:</b>  Virginia L. Guleff Superintendent/President

**Status**

Board Policy 2715 and Administrative Procedure 2715, Board Code of Ethics, were reviewed by the Board at the January 25, 2023. There were no suggested changes.

**Recommendation**

It is recommended that the Board of Trustees adopt Board Policy 2715 and Administrative Procedure 2715 as presented.



**BP 2715 Board Code of Ethics**

References: ACCJC Accreditation Standard IV.C.11

Adopted: October 1, 1992

Last Revised: March 14, 2018; February 16, 2022

Last Reviewed: March 14, 2018; March 13, 2019; March 25, 2020; February 17, 2021

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The Board of Trustees of the Butte-Glenn Community College District maintains high standards of ethical conduct for its members and hereby adopts this Code of Ethics.

- Be bound by approved District policies and act only in the best interests of the entire community served by the District.
- Practice the highest ideals of honor and integrity in all public and personal relationships in order that the trustees may merit the respect and confidence of other elected officials, appointed staff, and the public.
- Be informed about the district, educational issues, and responsibilities of trusteeship.
- Respect others and act with civility irrespective of the differences of opinion that may arise during discussion or motions on the floor.
- Board members shall comply with the Brown Act concerning communication among themselves regarding items that are within the jurisdiction of the Board and/or District, and in conducting open meetings and legal closed sessions. Further, Board members shall maintain the confidentiality of closed session discussions.
- Recognize that all the trustees, as a Board, establish the College's policies and implementation of those policies rests with the appointed staff. Further, recognize that individual trustees have no legal authority outside the Board meetings. No Board member shall interpret Board authority in a manner that diminishes the administrative and professional responsibilities of any District employee.
- Handle all personnel matters on the basis of fairness and impartiality regardless of race, creed, sex, sexual orientation or identification, religion, age, physical ability, national origin, or political ideals.
- Seek no favor; believe that personal aggrandizement or profit secured by confidential information or by misuse of public office is dishonest. Avoid situations that may constitute a conflict of interest, or the perception of conflicts of interest.
- Participate in all Board meetings possible and notify the President of the Board or the Secretary to the Board of an expected absence from a Board meeting.
- Direct all Trustee requests for information, within the subject matter jurisdiction of the Board, through the Superintendent/President.
- In the event a matter arises which apparently is not provided for in the above standards, both individual Board members and the Board will resolve the issue from the highest possible principles of honor and integrity.

In the event of a violation of this Code of Ethics, the board will take appropriate action (see Administrative Procedure 2715).



**AP 2715 Board Code of Ethics Violations**

References: ACCJC Accreditation Standard IV.C.11

Approved: October 1, 1992

Last Revised: February 15, 2017

Last Reviewed: March 14, 2018; March 13, 2019; March 25, 2020; February 17, 2021, February 14, 2022

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A complaint of trustee misconduct will be referred to an ad hoc committee of the Board comprised of three trustees not subject to the complaint. In a manner deemed appropriate by the committee, a fact-finding process shall be initiated and completed within a reasonable period of time to determine the validity of the complaint. The committee shall be guided in its inquiry by the standards set forth in the Code of Ethics as defined in BP 2715. The trustee subject to the charge of misconduct may present information regarding the matter to the committee. The committee shall, within a reasonable period of time, make a report of its findings to the Governing Board for action.

Possible courses of action include:

- If alleged behavior violates laws governing Board behavior, legal counsel may be sought and the violations referred to the appropriate County District Attorney or to the State's Attorney General as provided for in law.
- Should the ad hoc committee find that the complaint constitutes a minor violation that is not a violation of any applicable law, the committee may recommend that the Board President or Vice President discuss the violation with the Board Member by describing the impact of such violation and by offering mentoring or coaching assistance in order to assist the trustee to become more effective and to improve future Board performance.
- Should the ad hoc committee find that the complaint constitutes repetitive minor violations or is an additional complaint but does not constitute a violation of any applicable law, the ad hoc committee may recommend that the Board President and the Superintendent/President schedule a Board retreat with the entire Board of Trustees to focus on the issues identified in the ad hoc committee's report and recommendations and place the individual Board Member on warning of a possible censure unless the Board Member's performance improves.
- Should the ad hoc committee find that the complaint constitutes repetitive and/or significant violations not constituting the violation of any applicable law the ad hoc committee may recommend that the Board of Trustees consider the censure of the Board Member. A censure of a Board Member by a majority vote of the Board may include penalties of not recognizing motions made by the censured Board Member, not responding to the censured Board Member's comments, and/or not allowing the censured Board Member to hold any Board officer position.
- If the full Board, acting upon the ad hoc committee's written report, finds the actions of the Board Member to be so egregious and compelling, the Board could request the Board Member resign at once.