



NOTICE OF REGULAR MEETING

March 8, 2023 | 1:00 p.m.

Butte College Glenn County Center, Room 128
1366 Cortina Drive, Orland, CA

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

2. 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

3. Approval of Consent Agenda

Approval of Minutes February 15, 2023	Action	
Approval of Warrants	Action	23-8413
Ratification of Contracts	Action	23-8414
Quarterly Financial Status Report for Qtr Ended Dec 31, 2022	Action	23-8415
Approval of Out-of-State Student Travel: National Forensics Tournament – MD	Action	23-8416
Approval and/or Ratification of Personnel Actions	Action	23-8417
<u>Management</u>		
<i>Employments</i>		
<u>Academic Employees</u>		
<i>Employments of Temporary</i>		
<u>Classified Employees</u>		
<i>Employments</i>		
<u>Temporary Employees</u>		
<i>Substitutes, professional experts, and volunteer</i>		

4. **Information-Reports**

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

5. **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 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**

Approval of Contracts	Action	23-8418
Approval of Contract to Purchase Pianos from Steinway, Inc. utilizing Foundation for California Community Colleges Agreement Number 00006501	Action	23-8419
Approval of Contract Award for Request for Qualifications to Provide Construction Quality Assurance, Materials Testing and Special Inspection Services for the New Science Building Project	Action	23-8420
Approval of Contract to Purchase Mechanical Equipment and Services from Trane U.S. Inc., utilizing Foundation for California Community Colleges Agreement Number 00005098	Action	23-8421

7. **Finance**

Resolution 816: Authorizing Transfers from Reserve for Contingencies	Action	23-8422
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8. **Administration**

Review of Administrative Procedure 2745: Board Self-Evaluation	Information	23-8423
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9. **Future Dates**

April 12, 2023	Regular Meeting	Main Campus	1:00 p.m.
May 17, 2023	Regular Meeting	Main Campus	1:00 p.m.
May 26, 2023	Commencement	Cowan Stadium	7:00 p.m.

10. **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

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

11. 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

February 15, 2023

The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, February 15, 2023, at 1:00 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 Dahlmeier
Mr. William McGinnis
Mr. John Nock
Ms. Elie Wyllie, Student Trustee

Board Member Absent none

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 Boeger led the Pledge of Allegiance to the Flag.

1. Agenda Approval

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

Motion carried unanimously. Student Trustee – aye.

2. Communications from the Public – Consent Agenda Items

There were no public comments.

3. Approval of Consent Agenda, Item 23-8399 to 23-8404

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

Motion carried unanimously. Student Trustee – aye.

4. Information Reports

Academic Senate President's Report – Jess Vickery

Dr. Vickery stated Academic Senate is reviewing the 2024-2025 Academic Calendar as well as updating the hiring guidelines.

Classified Senate President's Report – Chris Westbay

Mr. Westbay stated Classified Senate is working on the Classified Professional Development Week which will happen during spring break. Classified Professional Day is May 31.

Student Trustee Comment – Elie Wyllie

Ms. Wyllie stated most students are experiencing their first exams this week. She gave an overview of student events on campus.

Superintendent/President's Report – Virginia L. Guleff

Superintendent/President Guleff updated the Board on events she attended including: CCLC Trustee Conference with Trustees Nock and Krepelka, Butte County Farm Bureau Annual Meeting, Boys and Girls Club Valentine Gala, Chico Chamber toured the Maker's Space, and an interview with Action News Now on Butte College's upcoming Gala. President Guleff also informed the Trustees about student accomplishments which included hosting the 54th Annual Future Farmers of America (FFA) Field Day where 1,300 students from 150 high schools participated. The women's basketball team earned the Golden Valley Conference title for the third year in a row. The Speech and Debate team will compete in the National competition in Washington DC.

Board Comments

Trustee Nock attended the Effective Trustee Workshop and thanked President Guleff for attending the Butte County Farm Bureau meeting. Trustee McGinnis presented a memo on the Legislative Conference. He also asked if we had enough mental health professionals for our students. Trustee Massa stated the high schools had a welding competition and all the students want to attend Butte College. Trustee Boeger congratulated the women's basketball team. He also noted that Butte College offers a quality education, and the California Community system has the best public education in the world. Trustee Blacklock stated 1,775 homes have been rebuilt in Paradise since the Camp Fire. Trustee Krepelka stated the Foundation scholarship application process is now open. He noted he learned at the Trustee Conference that due to the declining California population, undergrad enrollment is down 9%. We need to encourage the state legislature to support community colleges.

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

There were no public comments.

6. **Contracts**

Approval of Contract to Purchase a Schedule Development Platform from Ad Astra Information Systems, LLC as a Sole Source Procurement, Item 23-8405

It was moved by Trustee McGinnis, seconded by Trustee Dahlmeier, 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 and 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.

Motion carried unanimously. Student Trustee – aye.

Approval of Contract Award for Bid Campus Outdoor Seating & Shade Structures Project, Item 23-8406

It was moved by Trustee Dahlmeier, seconded by Trustee Nock, to 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 and 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.

Motion carried unanimously. Student Trustee – aye.

Approval of Contract to Purchase Desktop Computer Hardware from Dell Marketing, L.P. utilizing California Participating Addendum No. 7-15-70-34-003, Item 23-8407

It was moved by Student Trustee Wyllie, seconded by Trustee Blacklock, to 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 and 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.

Motion carried unanimously. Student Trustee – aye.

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, Item 23-8393

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

Motion carried unanimously. Student Trustee – aye.

7. **Finance**

Authorization to Increase Student Health Services Fees for 2023-2024, Item 23-8409

It was moved by Trustee Boeger, seconded by Student Trustee Wyllie, to 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.

Motion carried by majority vote. Trustees McGinnis and Dahlmeier – No. Student Trustee – aye.

Authorization to Increase Student Transportation Fees for 2023-2024, Item 23-8410

It was moved by Trustee Nock, seconded by Trustee Blacklock, to 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.

Trustee Boeger stated he doesn't agree with any fee charged for transportation. Trustee Nock stated even if the fees are increased, the District is still absorbing a loss of \$900,000 a year. Trustee McGinnis noted the buses are part of our sustainability effort. We need to have buses but not on the backs of students. Trustee Massa would like to know the costs per student using the buses. Trustee Krepelka stated transportation is an equity issue that needs to be addressed.

Motion does not pass. Trustees Boeger, Blacklock, McGinnis, Dahlmeier, and Massa – No. Student Trustee – abstained.

Authorization to Increase Nonresident Tuition Fee for 2023-2024, Item 23-8411

It was moved by Trustee Boeger, seconded by Trustee Nock, to authorize an increase of the nonresident tuition fee to \$295 per unit for the 2023-2024 academic year.

Motion carried unanimously. Student Trustee – abstain.

8. **Administration**

Adoption of Board Policy 2715 and Administrative Procedure 2715: Board Code of Ethics, Item 23-8412

It was moved by Trustee McGinnis, seconded by Trustee Nock, to adopt Board Policy 2715 and Administrative Procedure 2715 as presented.

Motion carried unanimously. Student Trustee – aye.

9. **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.

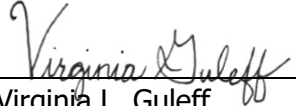
Board President Krepelka reported there was no reportable action.

10. **Adjournment**

Board President Krepelka adjourned the meeting at 2:56 PM.

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

March 8, 2023

Subject: Approval of Warrants	Item No: 23-8413 Enclosure: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Category: Finance	Action Regular <input checked="" type="checkbox"/> <input type="checkbox"/> Information Consent <input type="checkbox"/> <input checked="" type="checkbox"/>
Submitted By: Andrew Suleski Assistant Superintendent/ Vice President	Approved By:  Virginia L. Guleff Superintendent/President

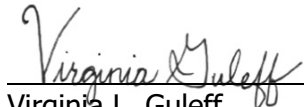
It is recommended that the Board of Trustees approve the vendor, payroll, and financial aid warrants for the period of January 30, 2023 to February 20, 2023.

Type of Warrant	Check/Voucher Sequence	Total
Vendor	690707 - 691417	\$ 5,717,623.65
Payroll	527290 – 527401	\$ 3,815,674.92
Financial Aid	375010 – 377539	\$ 3,397,279.65

Warrant registers are available for review in the Business Office.

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

March 8, 2023

Subject: Ratification of Contracts	Item No: 23-8414 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 Assistant Superintendent/ Vice President	Approved By:  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 February 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

February 2023

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
5/26/23	5/26/23	Paradise Alliance Church	Facility Rental for Fire Academy Graduation Class 79	(\$1,320.00)	Unrestricted General	Public Safety Education & Training Center	Shearer
7/1/23	6/30/25	Boys & Girls Clubs of the North Valley	Clinical Experience Agreement	\$0.00	N/A	Nursing	Shearer
7/1/23	6/30/25	Chico Christian Preschool and Infant Center	Clinical Experience Agreement	\$0.00	N/A	Nursing	Shearer
1/26/23	6/30/25	Westside Ambulance Association	Clinical Experience Agreement	\$0.00	N/A	EMT	Shearer
5/7/23	6/30/24	Willow Post Acute	Clinical Experience Agreement	\$0.00	N/A	Nursing	Shearer
2/3/23	6/30/23	Advantage Design Group	Orientation Video Enhancements	(\$44,750.00)	Restricted General	Orientation	Zuniga
2/1/23	6/30/25	Butte County Department of Employment and Social Services	Education and Training for Foster and Relative Caregivers	\$0.00	N/A	Foster Kinship Education	Zuniga
7/1/23	6/30/25	Chico Unified School District	College Connection Program	\$400.00/High School Student	Restricted General	School Relations	Zuniga
7/1/23	6/30/25	Oroville Union High School District	College Connection Program	\$400.00/High School Student	Restricted General	School Relations	Zuniga
3/30/23	3/30/23	Christian Parrish	Native American Performance for Big Time Event	(\$6,000.00)	Restricted General	Enrollment Services	Zuniga
3/22/23	3/22/23	Sunday Salter	Master of Ceremonies for Transfer Counselors Conference	(\$1,500.00)	Restricted General	Transfer Counseling Center	Zuniga
2/16/23	2/16/23	Eclectic Sound Djs	DJ Music for EOPS Outreach Event	(\$400.00)	Restricted General	Extended Opportunity Programs & Services	Zuniga
4/6/23	4/6/23	Rebecca Gutierrez Keeton	Decolonize Speaker Zoom Presentation	(\$301.00)	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
1/23/23	5/26/23	California State University, Chico - Tehama Group Communications	Digital DEI Newsletter "U in Butte"	(\$450.00)	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
2/13/23	9/30/23	National Council for Mental Wellbeing	Adult Mental Health First Aid Train the Trainer Program	(\$26,000.00)	Restricted General	Student Health Center	Zuniga
1/23/23	8/31/23	Transact Communications Canada Ltd. d/b/a RightLabs	Invite Right for 2023 Commencement RSVP Form	(\$3,600.00)	Unrestricted General	Vice President for Student Services	Zuniga
2/23/23	Upon Payment	Computerland	CorelDRAW GS 2021 Software	(\$136.90)	Unrestricted General	Automotive	Shearer
2/23/23	Until Terminated	Corel Corporation	CorelDRAW Software License	\$0.00	Unrestricted General	Automotive	Shearer
2/13/23	1 Year after delivery	Digital Library Systems Group at Image Access	Bookeye Color Planetary Book Scanner Scan2Net and Maintenance Plan	(\$21,869.00)	Restricted General	Library	Shearer
2/10/23	Upon Payment	Creation Engine, Inc.	SketchUp Pro 2022 M/W Network Lab	(\$750.00)	Unrestricted General	Construction	Shearer
Upon Download	One Year	Trimble, Inc.	SketchUp Pro 2022 M/W Network Lab License	\$0.00	Unrestricted General	Construction	Shearer
2/16/23	Until Terminated	Bluebeam, Inc.	Bluebeam Revu 20 Software License	\$0.00	N/A	Construction	Shearer
2/23/23	9/19/23	Amain.com, Inc.	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$20.01)/ Reimbursable Training Hour	Restricted General	Contract Education	Shearer
2/23/23	9/19/23	Berberian Nut Company, LLC	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$20.01)/ Reimbursable Training Hour	Restricted General	Contract Education	Shearer
11/1/22	6/30/23	Brain-Friendly Dynamics	Training, and Design of Leadership, Compassion Series, and Collaboration Training	(\$5,000.00)	Restricted General	Contract Education	Shearer
1/17/23	12/31/24	Butte County Fire Safe Council	PG&E Tree Crew Training and Certification Program	\$0.00	Restricted General	Contract Education	Shearer

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

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

February 2023

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
2/23/23	9/19/23	Butte County Fire Safe Council	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$20.01)/ Reimbursable Training Hour	Restricted General	Contract Education	Shearer
2/23/23	9/19/23	Carriere Family Farms, LLC	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$20.01)/ Reimbursable Training Hour	Restricted General	Contract Education	Shearer
2/14/23	9/19/23	Chico Heights Rehabilitation & Wellness Centre, LP dba Windsor Chico Creek Care and Rehabilitation Center	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$68,006.40)	Restricted General	Contract Education	Shearer
2/23/23	9/19/23	Chico Housing Action Team	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$20.01)/ Reimbursable Training Hour	Restricted General	Contract Education	Shearer
2/23/23	9/19/23	Chico Rehabilitation Hospital dba California Park	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$35,480.00)	Restricted General	Contract Education	Shearer
2/23/23	9/19/23	Community Housing Improvement Program (CHIP)	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$20.01)/ Reimbursable Training Hour	Restricted General	Contract Education	Shearer
2/23/23	9/19/23	Deseret Farms of California	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$20.01)/ Reimbursable Training Hour	Restricted General	Contract Education	Shearer
2/1/23	2/1/24	Enloe Medical Center	Open Enrollment Classes for Employee Training	\$7,500.00	Restricted General	Contract Education	Shearer
2/7/23	6/30/26	Foundation for the California Community Colleges	Economic Development Administration Good Jobs Challenge California Resilient Careers In Forestry Project	\$5,300,494.21	Restricted General	Contract Education	Shearer
1/25/23	12/31/23	Lakeside Environmental Consultants, LLC	Utility Line Clearance Pre-Inspector Training and Development Project	(\$65,160.00)	Restricted General	Contract Education	Shearer
2/23/23	9/19/23	Lares Research, Inc.	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$20.01)/ Reimbursable Training Hour	Restricted General	Contract Education	Shearer
2/23/23	9/19/23	Mountain F. Enterprises, Inc.	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$109,000.00)	Restricted General	Contract Education	Shearer
2/23/23	9/19/23	Norfield Acquisition, LLC	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$20.01)/ Reimbursable Training Hour	Restricted General	Contract Education	Shearer
2/23/23	9/19/23	Rescue 42, Inc.	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$20.01)/ Reimbursable Training Hour	Restricted General	Contract Education	Shearer
2/14/23	9/19/23	Riverside Convalescent Hospital dba Riverside Point Healthcare & Wellness Center	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$89,419.40)	Restricted General	Contract Education	Shearer
2/9/23	6/15/23	South Orange County Community District - Saddleback College	California Conservation Corps Partnership Initiative	(\$15,000.00)	Restricted General	Contract Education	Shearer
2/14/23	9/19/23	SunWest Milling Company, Inc.	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$20.01)/ Reimbursable Training Hour	Restricted General	Contract Education	Shearer
2/23/23	9/19/23	True North Housing Alliance dba Torres Community Shelter	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$20.01)/ Reimbursable Training Hour	Restricted General	Contract Education	Shearer
1/1/23	12/31/23	Humboldt State University Sponsored Programs Foundation	SBDC 2023 - Butte College SBDC	(\$158,500.00)	Restricted General	Small Business Development Center	Shearer

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

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

February 2023

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
3/1/23	12/31/23	Legal Norcal Law Office of Daniel Rodriguez	Business Trainings	(\$2,000.00)	Restricted General	Small Business Development Center	Shearer
2/15/23	12/31/23	True North Physician Services, LLC	Business Consulting and Training	(\$5,000.00)	Restricted General	Small Business Development Center	Shearer
2/1/23	6/30/23	Art Cota	Facilitation and Coordination of 2023 Northern California Fire Technology Summit	(\$4,500.00)	Restricted General	North Far North Regional Consortium	Shearer
2/7/23	6/30/24	College of the Redwoods	Strong Workforce Program Regional Allocation	(\$819,558.00)	Restricted General	North Far North Regional Consortium	Shearer
2/27/23	6/30/24	College of the Siskiyous	Strong Workforce Program Regional Allocation	(\$379,531.00)	Restricted General	North Far North Regional Consortium	Shearer
2/15/23	6/30/24	Lake Tahoe Community College District	Strong Workforce Program Regional Allocation	(\$301,154.00)	Restricted General	North Far North Regional Consortium	Shearer
2/7/23	6/30/24	Lassen Community College	Strong Workforce Program Regional Allocation	(\$292,197.00)	Restricted General	North Far North Regional Consortium	Shearer
2/15/23	6/30/24	Los Rios Community College District	Strong Workforce Program Regional Allocation	(\$5,388,798.00)	Restricted General	North Far North Regional Consortium	Shearer
2/7/23	6/30/24	Shasta-Tehama-Trinity Joint Community College District	Strong Workforce Program Regional Allocation	(\$1,308,851.00)	Restricted General	North Far North Regional Consortium	Shearer
2/28/23	2/28/24	Ekahau, Inc.	Ekahau Connect Subscription	(\$1,595.00)	Unrestricted General	Information Technology	Suleski
2/10/23	Upon Payment	ePlus Technology, Inc.	Hewlett Packard Enterprise Alletra Storage Area Network (SAN) Subscription and Support	(\$369,930.17)	Restricted General	Information Technology	Suleski
Upon Download	Five Years	Hewlett Packard Enterprise Company	Storage Area Network (SAN)	\$0.00	Restricted General	Information Technology	Suleski
2/2/23	Upon Payment	ePlus Technology, Inc.	Hewlett Packard Enterprise Aruba Central Network Security and Management Service	(\$74,392.50)	Restricted General	Information Technology	Suleski
Upon Download	One Year	Hewlett Packard Enterprise Company	Aruba Software License	\$0.00	Restricted General	Information Technology	Suleski
2/2/23	Upon Payment	ePlus Technology, Inc.	Hewlett Packard Enterprise Hardware Tech Support, Remote Tech Support, Nimble Software Updates	(\$5,058.55)	Unrestricted General	Information Technology	Suleski
2/28/23	7/15/24	Hewlett Packard Enterprise Company	Nimble License	\$0.00	Unrestricted General	Information Technology	Suleski
2/2/23	Upon Payment	ePlus Technology, Inc.	Palo Alto Support Firewall Subscription and Support	(\$200,904.85)	Restricted General	Information Technology	Suleski
Upon Download	One Year	Palo Alto Networks, Inc.	Palo Alto Firewall Software License	\$0.00	Restricted General	Information Technology	Suleski
2/2/23	Upon Payment	ePlus Technology, Inc.	Proofpoint Essentials License and Support	(\$135,225.01)	Unrestricted General	Information Technology	Suleski
3/13/23	3/12/26	Proofpoint Essentials	Proofpoint Software License	\$0.00	Unrestricted General	Information Technology	Suleski
5/17/23	5/16/24	Faxback, Inc.	FaxBack Software Annual Support and Annual Hardware Support	(\$747.00)	Unrestricted General	Information Technology	Suleski
4/30/23	4/30/24	SolarWinds Worldwide, LLC	Orion Platform Products Annual Maintenance	(\$13,444.00)	Unrestricted General	Information Technology	Suleski
2/27/23	6/30/23	Automatic Sync Technologies, LLC	Captioning, Transcription, and Audio Descriptioning Services	(\$18,000.00)	Restricted General	CCC Technology Center	Suleski
3/23/23	3/22/24	OpenVPN, Inc.	OpenVPN Access Server Software License	(\$2,493.00)	Restricted General	CCC Technology Center	Suleski

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

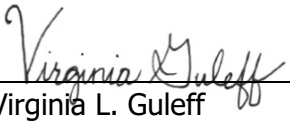
Contracts Signed by the Superintendent/President or Assistant Superintendent/Vice President for Administration

February 2023

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
3/1/23	5/30/23	Allen Electrical Contracting	Electrical Installation for Outdoor Wi-Fi Connection at East Gate	(\$23,658.00)	Restricted General	Facilities, Planning, & Management	Suleski
2/23/23	3/31/23	California Renovation Carpet One	Carpet Replacement in Learning Resource Center Room 236	(\$7,802.84)	Capital	Facilities, Planning, & Management	Suleski
3/1/23	8/30/23	David Hurd	Project Inspector Services for Science Building Project	(\$50,000.00)	Measure J	Facilities, Planning, & Management	Suleski
3/1/23	6/30/23	David Hurd	Project Inspector Services for Campus Outdoor Seating and Shade Structures Project	(\$10,000.00)	Restricted General	Facilities, Planning, & Management	Suleski
12/5/22	3/30/23	Grimes Heating and Air, Inc.	Replace HVAC Package Units at Swing Space F	(\$50,060.00)	Restricted General	Facilities, Planning, & Management	Suleski
12/5/22	3/30/23	Grimes Heating and Air, Inc.	Replace HVAC Package Units at Swing Space G	(\$50,060.00)	Restricted General	Facilities, Planning, & Management	Suleski
2/16/23	6/30/23	JCO Engineering	Campus Outdoor Seating and Shade Structures Project	(\$1,058,058.00)	Restricted General	Facilities, Planning, & Management	Suleski
2/15/23	6/30/23	Moule's Tehama County Glass	Modify Glenn County Center Reception Window	(\$1,088.30)	Unrestricted General	Facilities, Planning, & Management	Suleski
1/30/23	6/30/23	North State Audio Visual, Inc.	Installation of Camera Projection System in Arts 124	(\$5,808.58)	Restricted General	Facilities, Planning, & Management	Suleski
2/13/23	2/24/23	Rock Creek Construction, Inc.	Removal of Metal Structure at Old Welding/Mechanized Agriculture Area	(\$15,650.00)	Measure J	Facilities, Planning, & Management	Suleski
			TOTAL REVENUE CONTRACTS	\$5,307,994.21			
			TOTAL EXPENSE CONTRACTS	(\$11,248,207.50)			

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

March 8, 2023

Subject: Quarterly Financial Status Report for the Quarter Ended December 31, 2022	Item No: 23-8415 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Finance	Action Regular <input checked="" type="checkbox"/> <input type="checkbox"/> Information Consent <input type="checkbox"/> <input checked="" type="checkbox"/>
Submitted By: Andrew Suleski Assistant Superintendent/ Vice President	Approved By:  Virginia L. Guleff Superintendent/President

Background

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

The Chancellor’s Office report requires the reporting of unrestricted revenues, expenditures, and fund balance. The supporting documentation reflects the revised unrestricted and restricted budgets and the combined total activity through the quarter ended December 31, 2022.

Status

The Quarterly Financial Status Report for the quarter ended December 31, 2022, indicates that the District is financially stable and details the following:

- 41% of the total estimated revenue has been charged or received (46% unrestricted).
- 30% of the total expected expenditures have been expended (45% unrestricted).
- The Reserve for Contingency is 5% of total expenditures.

Recommendation

It is recommended that the Board of Trustees approve the Quarterly Financial Status Report (CCFS-311Q) for the quarter ended December 31, 2022.

Butte-Glenn Community College District
Revenue/Expenditures
As of December 31, 2022

Final Budget	Unrestricted	Restricted	Fund 11 12	Actuals
Fund 11 12	Fund 11	Fund 12	Combined	To Date
Combined	2nd Quarter	2nd Quarter	2nd Quarter	Combined
	Revised	Revised	Revised	

REVENUE

Beginning Balance	\$33,527,913			\$33,527,922	
8121 College Work Study - Admin	12,560	12,560	-	12,560	468
8122 College Work Study - Wages	218,913	-	218,913	218,913	9,364
8123 College Work Study - Job Devel.	27,575	27,575	-	27,575	20,329
8124 College Work Study - Comm. Service	16,478	-	16,478	16,478	-
8136 Foster Care	133,829	-	107,337	107,337	-
8140 Transitional Assistance to Needy Families (TANF)	11,285	-	-	-	-
8151 Supplemental Educational Opportunity Grants (SEOG) - Admin.	13,117	13,117	-	13,117	5,832
8152 Pell Grant - Admin.	40,000	40,000	-	40,000	-
8160 Veterans' Attendance Allowance	28,386	-	28,386	28,386	28,386
8163 Dev Hispanic Serving Institute	-	-	599,983	599,983	-
8170 Perkins	798,960	-	1,175,298	1,175,298	186,647
8173 US Dept of Ed. TRIO	803,776	-	924,832	924,832	93,095
8194 Small Business Development	263,483	-	236,452	236,452	146,839
8197 US Dept Ed/OPE	222,839	-	-	-	-
8198 Higher Education Emergency Relief Fund (HEERF)	13,088,247	-	15,177,812	15,177,812	243,959
8199 Other Federal Revenue	668,065	-	668,065	668,065	10,711
8100 TOTAL FEDERAL REVENUE	16,347,513	93,252	19,153,556	19,246,808	745,630
					4%
8612 State General Apportionment	49,484,046	49,484,046	-	49,484,046	24,446,728
8613 Full Time Faculty Hiring	1,476,958	1,476,958	-	1,476,958	768,018
8614 Part-Time Faculty Compensation	223,712	223,712	-	223,712	123,816
8615 Enrollment Fee Admin.	128,800	128,800	-	128,800	51,050
8618 COVID-19 Recovery Block Grant	7,379,361	-	7,379,361	7,379,361	4,206,236
8620 Student Equity and Achievement	8,031,920	-	8,077,415	8,077,415	5,399,314
8621 CalWorks	393,205	-	393,205	393,205	171,779
8622 Extended Opportunity Programs and Services (EOPS)	1,606,872	-	2,463,913	2,463,913	1,639,121
8623 Cooperative Agency Resources and Education (CARE)	850,762	-	926,447	926,447	663,479
8624 Disabled Student Services and Programs (DSPS)	958,816	-	1,681,116	1,681,116	1,051,295
8626 Telecommunications	14,000,000	-	14,000,000	14,000,000	13,000,000
8626 TTIP/CENIC	4,707,389	-	4,707,389	4,707,389	3,011,304
8627 Student Financial Aid Admin.	618,067	-	441,298	441,298	234,554
8629 Scheduled Maintenance and Instructional Equipment	10,274,216	-	10,274,216	10,274,216	5,349,415
8630 Education Protection Account	14,129,315	14,129,315	-	14,129,315	4,003,988
8630 Undocumented Resources Liason Program	111,706	-	117,607	117,607	51,736
8631 Transitional Assistance to Needy Families (TANF)	60,039	-	54,897	54,897	-
8633 Funds for Student Success - MESA (Math, Engineering, Science)	226,000	-	221,455	221,455	226,375
8634 Classified Professional Development	59,123	-	58,461	58,461	58,461
8635 Equal Employment Opportunity (EEO)	152,268	-	256,605	256,605	241,486
8636 Foster Care Grant	317,713	-	348,239	348,239	109,396
8638 Technology Center	26,528,502	-	31,701,090	31,701,090	10,053,995
8639 Culturally Comp PD	-	-	50,434	50,434	50,434
8640 Veterans Resource Center	22,316	-	348,843	348,843	303,673
8642 CA College Promise	948,667	-	948,667	948,667	625,357
8643 Student Success Completion	4,903,347	-	7,274,915	7,274,915	5,203,347
8644 Financial Aid Technology	61,918	-	217,348	217,348	150,032
8646 Emergency Financial Aid Assistance	1,149,494	-	1,249,134	1,249,134	1,201,307
8646 Retention & Enrollment Outreach	1,770,976	-	1,770,976	1,770,976	906,983
8647 Student Food & Housing	-	-	249,143	249,143	129,554
8647 Student Housing - Planning	-	-	500,000	500,000	260,000
8648 Library Services Platform	-	-	10,922	10,922	10,922
8649 LGBTQ+	-	-	98,247	98,247	-
8653 Adult Education Block Grant	217,404	-	2,699,031	2,699,031	1,456,546
8654 College Homeless Pilot	1,530,675	-	1,530,675	1,530,675	1,194,674
8657 Economic Development	2,629,421	-	3,504,600	3,504,600	2,791,978
8658 Strong Workforce Program	53,829,464	-	88,411,005	88,411,005	22,219,110
8671 Homeowners' Exemptions Taxes	56,866	56,866	-	56,866	26,596
8672 Timber Yield Tax	64,397	64,397	-	64,397	12,444
8681 State Lottery Proceeds	2,367,324	1,692,429	674,895	2,367,324	69,399
8683 Mandated Costs	308,660	308,660	-	308,660	-
8690 Guided Pathways	459,740	-	556,046	556,046	239,065
8692 STRS On Behalf	1,806,711	1,605,759	200,952	1,806,711	-
8693 Innovation Award	590,000	-	590,000	590,000	578,093
8699 Basic Needs	-	-	324,798	324,798	152,655
8699 Other State Revenue	1,698,402	-	1,664,619	1,664,619	1,068,553
8600 TOTAL STATE REVENUE	216,134,572	69,170,942	195,977,964	265,148,906	113,512,268
					43%

Butte-Glenn Community College District	Final Budget	Unrestricted	Restricted	Fund 11 12	Actuals	
Revenue/Expenditures	Fund 11 12	Fund 11	Fund 12	Combined	To Date	
As of December 31, 2022	Combined	2nd Quarter	2nd Quarter	2nd Quarter	Combined	
		Revised	Revised	Revised		
8811 Secured Taxes	17,436,029	17,436,029	-	17,436,029	8,726,616	
8812 Supplemental Roll Taxes	288,254	288,254	-	288,254	171,689	
8813 Unsecured Taxes	1,062,491	1,062,491	-	1,062,491	922,937	
8816 Prior Year Taxes	47,652	47,652	-	47,652	20,033	
8817 Educational Revenue Augmentaion Fund (ERAF)	(3,236,517)	(3,236,517)	-	(3,236,517)	(1,208,245)	
8818 Redevelopment - Local	1,553,556	1,553,556	-	1,553,556	-	
8819 Redevelopment - Residual	-	-	-	-	-	
8829 Gifts and Contributions	4,000	-	4,000	4,000	1,160	
8831 Contract Instructional Services	49,225	-	224,225	224,225	-	
8839 Contract Education	3,465,345	-	5,879,446	5,879,446	2,523,173	
8840 Sales and commissions	47,500	47,500	-	47,500	1,221	
8842 Sale of Equipment and Supplies	45,000	-	46,500	46,500	23,061	
8859 Other Rentals and Leases	28,202	13,000	15,202	28,202	7,720	
8861 Interest	1,200,000	1,200,000	-	1,200,000	417,068	
8872 Community Service Classes	107,109	-	107,109	107,109	34,765	
8874 Enrollment Fees	2,789,469	2,789,469	-	2,789,469	2,634,233	
8876 Health Service Fees	377,500	-	377,500	377,500	325,420	
8877 Material Fees	220,000	182,028	-	182,028	182,028	
8879 Student Records/ID Card	63,859	63,859	-	63,859	16,453	
8880 Non-Resident Student Fees	1,484,048	1,484,048	-	1,484,048	1,371,622	
8881 Transportation Fees	565,630	-	565,630	565,630	619,937	
8882 Audit Fees	2,000	2,000	-	2,000	1,583	
8885 Other Student Fees & Charges	10,000	10,000	-	10,000	3,145	
8886 Technology Access Fee	-	-	-	-	44,941	
8888 Library Charges	10,000	-	10,000	10,000	15,485	
8893 Prior Year Outlawed Warrants	28,000	28,000	-	28,000	-	
8894 Workers Comp. Reimbursements	28,000	28,000	-	28,000	10,743	
8896 Safety Credits	20,000	-	45,928	45,928	14,388	
8897 Parking Meters & Fines	20,000	20,000	-	20,000	277	
8899 Other Local Revenue	1,122,443	50,000	1,895,369	1,945,369	1,336,629	
8800 TOTAL LOCAL REVENUE	28,838,795	23,069,369	9,170,909	32,240,278	18,218,082	57%
8980 Incoming Transfers	3,513,597	2,200,000	1,313,597	3,513,597	-	
8000 TOTAL REVENUE	264,834,477	94,533,563	225,616,026	320,149,589	132,475,980	41%
TOTAL REVENUE AND						
BEGINNING BALANCE	\$298,362,390			\$353,677,511		

Apportionment Summary:

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

83,619,769	83,619,769	83,619,769
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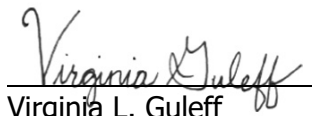
Butte-Glenn Community College District
Revenue/Expenditures
As of December 31, 2022

	Final Budget Fund 11 12 Combined	Unrestricted Fund 11 2nd Quarter Revised	Restricted Fund 12 2nd Quarter Revised	Fund 11 12 Combined 2nd Quarter Revised	Actuals To Date Combined	
EXPENSES						
1100 Instruction, Regular	17,457,307	16,520,857	305,535	16,826,392	8,647,444	
1200 Non-instruction, Regular	8,511,115	6,410,602	2,104,464	8,515,066	4,420,270	
1300 Instruction, Non-regular	8,723,653	8,554,721	34,146	8,588,867	4,091,996	
1400 Non-instruction, Non-regular	1,034,410	791,944	1,515,669	2,307,613	1,075,143	
1000 TOTAL ACADEMIC SALARIES	35,726,485	32,278,124	3,959,814	36,237,938	18,234,853	50%
2100 Non-instruction, Regular	28,010,090	15,447,103	13,648,147	29,095,250	12,811,581	
2200 Instructional Aids, Regular	1,727,330	1,472,060	289,397	1,761,457	817,389	
2300 Non-instruction, Non-regular	1,143,612	666,385	1,464,021	2,130,406	1,131,443	
2400 Instructional Aids, Non-regular	437,502	361,801	450,144	811,945	346,018	
2000 TOTAL CLASSIFIED SALARIES	31,318,534	17,947,349	15,851,709	33,799,058	15,106,431	45%
3100 STRS (State Teachers Retirement)	8,633,963	7,800,676	919,218	8,719,894	2,353,544	
3200 PERS (Public Employees Retirement)	7,594,193	4,412,717	3,522,748	7,935,465	3,560,194	
3300 OASDI (Old Age, Survivors & Disability)	2,851,365	1,815,712	1,208,252	3,023,964	1,438,959	
3400 Health, Dental, & Life Insurance	13,419,911	9,803,579	3,895,242	13,698,821	5,564,257	
3500 State Unemployment Insurance	431,050	325,643	121,993	447,636	211,061	
3600 Workers' Compensation Insurance	974,047	735,786	284,320	1,020,106	462,639	
3700 Alternate Retirement Plan	-	2,366	1,826	4,192	4,255	
3900 Income Protection Insurance	283,842	203,463	92,363	295,826	109,044	
3000 TOTAL EMPLOYEE BENEFITS	34,188,371	25,099,942	10,045,962	35,145,904	13,703,953	39%
4200 Duplicating Supplies	65,141	43,104	28,442	71,546	17,587	
4300 Supplies, Instructional	874,753	773,107	830,429	1,603,536	337,513	
4500 Supplies, Non-instructional	11,246,371	298,954	12,419,150	12,718,104	524,549	
4000 TOTAL SUPPLIES	12,186,265	1,115,165	13,278,021	14,393,186	879,649	6%
5100 Personal Services & Consultants	82,217,845	1,655,450	108,429,813	110,085,263	27,955,263	
5200 Travel, Conference & Mileage	947,109	609,526	1,346,877	1,956,403	425,529	
5300 Dues & Memberships	855,956	161,986	458,024	620,010	468,376	
5400 Insurance	833,668	811,000	22,668	833,668	806,588	
5500 Utilities & Housekeeping Services	1,053,292	1,060,192	23,223	1,083,415	262,185	
5600 Rents, Leases & Repairs	2,547,612	2,565,929	4,791,632	7,357,561	3,577,083	
5700 Legal, Election & Audit	551,079	418,939	14,000	432,939	131,489	
5800 Other Services & Expenses	30,132,053	(49,101)	28,364,892	28,315,791	4,322,410	
5000 OTHER OPERATING EXPENSES	119,138,614	7,233,921	143,451,129	150,685,050	37,948,923	25%
TOTAL 1000-5000	232,558,269	83,674,501	186,586,635	270,261,136	85,873,809	32%
6100 Site Improvements	42,420	27,180	723,675	750,855	85,311	
6200 Buildings	136,790	32,118	4,010,808	4,042,926	732,905	
6300 Library Books	213,789	204,289	2,775	207,064	93,848	
6400 Equipment	1,918,170	735,737	6,495,311	7,231,048	1,071,092	
6500 Lease Purchase Agreements	99,375	79,735	-	79,735	18,482	
6600 Capitalized Equipment	11,975	44,593	2,179,600	2,224,193	729,644	
6000 TOTAL CAPITAL EXPENSES	2,422,519	1,123,652	13,412,169	14,535,821	2,731,282	19%
1000 - 6000 TOTAL EXPENDITURES	234,980,788	84,798,153	199,998,804	284,796,957	88,605,091	31%
7100 Debt Retirement	1,164,945	1,164,945	-	1,164,945	609,599	
7300 Interfund Transfers	12,592,277	1,283,993	11,131,493	12,415,486	83,000	
7400 Other Transfers	-	-	2,521,179	2,521,179	-	
7500 Student Financial Aid	6,992,665	-	9,753,873	9,753,873	5,011,935	
7600 Other Payments to Students	1,900,602	83,272	2,210,677	2,293,949	556,485	
7000 TOTAL OTHER OUTGO	22,650,489	2,532,210	25,617,222	28,149,432	6,261,019	22%

Butte-Glenn Community College District Revenue/Expenditures As of December 31, 2022	Final Budget Fund 11 12 Combined	Unrestricted Fund 11 2nd Quarter Revised	Restricted Fund 12 2nd Quarter Revised	Fund 11 12 Combined 2nd Quarter Revised	Actuals To Date Combined	
TOTAL EXPENDITURES	257,631,277	87,330,363	225,616,026	312,946,389	94,866,110	30%
Reserves:						
9710 Reserve for Contingencies	12,881,564			15,647,319		
9721 Reserve for Facilities	7,000,000			7,000,000		
9728 Reserve for Budget Planning	20,849,549			18,083,802		
Total Reserves	40,731,113			40,731,122		
TOTAL EXPENDITURES AND ENDING BALANCE	298,362,390			353,677,511		

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

March 8, 2023

Subject: Approval of Out-of-State Student Travel: National Forensics Tournament – Bethesda, MD	Item No: 23-8416 Enclosure: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Category: Instruction	Action Regular <input checked="" type="checkbox"/> <input type="checkbox"/> Information Consent <input type="checkbox"/> <input checked="" type="checkbox"/>
Submitted By: Erik Shearer Interim Vice President	Approved By:  Virginia L. Guleff Superintendent/President

Background

The National Forensics (Speech and Debate) Phi Rho Pi Tab Room Tournament for the 2022-2023 competitive season is being held April 8-16, 2023, in Bethesda, MD. Students who attend this tournament have qualified by placing in their competitive events throughout the year, beating out other students from across Northern California. Students get to see a variety of styles that vary by region across the United States, expand their academic networks, and compete for trophies.

Status

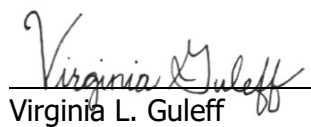
Butte College Forensics Team students will participate in the National Forensics Tournament April 8-16, 2023, in Bethesda, MD.

Recommendation

It is recommended the Board authorize out-of-state travel to Bethesda, MD, for the Forensics Team students accompanied by Shannan Troxel-Andreas, Speech and Debate Instructor/Forensics Team Coach.

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

March 8, 2023

Subject: Approval and/or Ratification of Personnel Actions	Item No: 23-8417 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 Assistant Superintendent/ Vice President	Approved By:  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 Grant Manager, Developing Hispanic Serving Institutions: Title V CASA Project – Liliana Guzman
Full-time, 40 hours per week, 12 months per year
Salary: MSC - 12
Effective: March 1, 2023
2. Employment of Grant Manager, TRIO – Yolanda Salazar-Garcia
Full-time, 40 hours per week, 12 months per year
Salary: MSC - 12
Effective: February 1, 2023

Academic*

3. Employment of Temporary Academic Employees (Instructors and Student Development)
Part-time faculty recommended for employment effective Spring Semester 2023 – Jeremiah Bills, Robert Brown, Herbert Funk, Joe Gonzalez Iniguez, Shigemi Minetaka, Matthew Phipps, Casson Scowcroft, Jake Smith, Kaitlin Utnehmer

Classified Employees*

4. Employment of Programmer/Analyst – Chris Henderson
Full-time, 40 hours per week, 12 months per year
Salary: CSEA - 48
Effective: March 1, 2023
5. Employment of Alternative Media Support Specialist– Berenice Olmos
Full-time, 40 hours per week, 12 months per year
Salary: CSEA - 21
Effective: March 1, 2023

6. Employment of Laboratory Technician, Sr. (Sciences GC) – Cody Frazer
Full-time, 40 hours per week, 10 months per year
Salary: CSEA - 34
Effective: August 1, 2023

Temporary Employees*

7. **Substitutes**

- Clerk II (Counseling & Advising) – Bethany Richer
Salary: \$17.50 per hour 2/13/23 – 6/30/23
Clerk II (SHC) – Taylor Cardin
Salary: \$17.50 per hour 2/6/23 – 4/18/23
Instructional Aide (EOPS) – Kyle Turney
Salary: \$21.00 per hour 1/26/23 – 6/30/23
Special Programs Clerk (EOPS) – Edith Vargas
Salary: \$21.50 per hour 1/31/23 – 6/30/23

8. **Professional Expert**

- Manipulative Skills/Evaluator – Anthony Cuccio, Christopher Plunkett, Noah Ricco, Esteban Robles, Emmanuel Felix
Salary: \$15.50/16.75 per hour 2/9/23 – 6/30/23
EMT – Andrew Puser
Salary: \$15.50 per hour 2/6/23 – 6/30/23
Nursing – Brenton Cantrell
Salary: \$45.00 per hour 1/16/23 – 6/30/23

9. **Volunteer**

- Alliance for Workforce Development Representative – Sarah Mello, Kelsey McCormack
Effective: 2/15/23 – 6/30/23

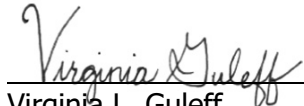
10. **Retirements/Resignations**

- Resignation, Custodian I – Johnny Cha
Effective: February 7, 2023
Resignation, College Police Officer (Sworn) – Blake Chavez
Effective: February 10, 2023
Resignation, Institutional Advancement Development Officer – Desiree Gonzalez
Effective: February 23, 2023
Retirement, Physical Education – Activity Instructor – Russ Critchfield
Effective: June 1, 2023
Retirement, Systems Administrator – Wayne Howe
Effective: July 1, 2023

*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**

March 8, 2023

Subject: Approval of Contracts	Item No: 23-8418 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Contracts	Action Regular <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Information Consent <input type="checkbox"/> <input type="checkbox"/>
Submitted By: Andrew Suleski Assistant Superintendent/ Vice President	Approved By:  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 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 Assistant Superintendent/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 \$109,300.00 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 successful completion of negotiation of terms with the contractor(s).

Butte-Glenn Community College District

CONTRACTS APPROVAL REPORT

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source	Originated by: District Department	Approved by: District Administrator
1/1/23	6/30/25	Alder Grove Charter School	K-12 Strong Workforce Program Grant	(\$173,284.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/23	6/30/25	Butte County Regional Occupational Program	K-12 Strong Workforce Program Grant	(\$367,717.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/23	6/30/25	California Heritage Youthbuild Academy II	K-12 Strong Workforce Program Grant	(\$250,000.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/23	6/30/25	Chico Unified School District	K-12 Strong Workforce Program Grant	(\$688,353.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/23	6/30/25	Corning Union High School District	K-12 Strong Workforce Program Grant	(\$554,440.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/23	6/30/25	Davis Joint Unified School District on behalf of Da Vinci Charter Academy	K-12 Strong Workforce Program Grant	(\$160,888.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/23	6/30/25	East Nicolaus Joint Union High School	K-12 Strong Workforce Program Grant	(\$637,815.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/23	6/30/25	Ferndale Unified School District	K-12 Strong Workforce Program Grant	(\$169,700.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/23	6/30/25	Folsom Cordova Unified School District	K-12 Strong Workforce Program Grant	(\$209,730.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/23	6/30/25	Fort Bragg Unified School District	K-12 Strong Workforce Program Grant	(\$226,236.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/23	6/30/25	Fortuna Union High School District	K-12 Strong Workforce Program Grant	(\$589,219.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/23	6/30/25	Gateway Unified School District	K-12 Strong Workforce Program Grant	(\$237,500.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/23	6/30/25	Humboldt County Office of Education	K-12 Strong Workforce Program Grant	(\$214,918.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/23	6/30/25	Lassen Union High School District	K-12 Strong Workforce Program Grant	(\$248,000.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/23	6/30/25	Long Valley Charter School	K-12 Strong Workforce Program Grant	(\$104,100.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/23	6/30/25	Los Molinos Unified School District	K-12 Strong Workforce Program Grant	(\$224,121.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/23	6/30/25	Manzanita Elementary School District	K-12 Strong Workforce Program Grant	(\$193,000.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/23	6/30/25	Nevada Joint Union High School District	K-12 Strong Workforce Program Grant	(\$391,624.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/23	6/30/25	Placer Union High School District	K-12 Strong Workforce Program Grant	(\$125,000.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/23	6/30/25	Plumas Charter School	K-12 Strong Workforce Program Grant	(\$294,830.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/23	6/30/25	Red Bluff Joint Union High School District	K-12 Strong Workforce Program Grant	(\$1,000,000.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/23	6/30/25	Roseville Joint Union High School District	K-12 Strong Workforce Program Grant	(\$1,446,606.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/23	6/30/25	Sacramento County Office of Education	K-12 Strong Workforce Program Grant	(\$500,000.00)	Restricted General	North Far North Regional Consortium	Shearer

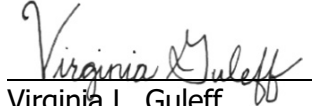
Butte-Glenn Community College District

CONTRACTS APPROVAL REPORT

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source	Originated by: District Department	Approved by: District Administrator
1/1/23	6/30/25	San Juan Unified School District	K-12 Strong Workforce Program Grant	(\$1,000,000.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/23	6/30/25	Gateway Charter Community Charters on behalf of Sacramento Academic & Vocational Academy (SAVA) Elk Grove	K-12 Strong Workforce Program Grant	(\$494,000.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/23	6/30/25	Gateway Charter Community Charters on behalf of Sacramento Academic & Vocational Academy (SAVA) Sim Center	K-12 Strong Workforce Program Grant	(\$556,939.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/23	6/30/25	Siskiyou County Office of Education	K-12 Strong Workforce Program Grant	(\$866,668.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/23	6/30/25	Tehama County Department of Education	K-12 Strong Workforce Program Grant	(\$395,521.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/23	6/30/25	Tri-County Regional Occupational Program	K-12 Strong Workforce Program Grant	(\$423,420.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/23	6/30/25	Visions In Education Charter School	K-12 Strong Workforce Program Grant	(\$179,999.00)	Restricted General	North Far North Regional Consortium	Shearer
1/2/23	6/30/25	Western Placer Unified School District	K-12 Strong Workforce Program Grant	(\$100,000.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/23	6/30/25	Wheatland Union High School District	K-12 Strong Workforce Program Grant	(\$2,896,761.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/23	6/30/25	Willits Unified School District	K-12 Strong Workforce Program Grant	(\$520,466.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/23	6/30/25	Yolo County Regional Occupational Program	K-12 Strong Workforce Program Grant	(\$188,069.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/23	6/30/25	Yuba City Unified School District	K-12 Strong Workforce Program Grant	(\$146,688.00)	Restricted General	North Far North Regional Consortium	Shearer
			TOTAL REVENUE CONTRACTS	\$0.00			
			TOTAL EXPENSE CONTRACTS	(\$16,775,612.00)			

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

March 8, 2023

<p>Subject: Approval of Contract to Purchase Pianos from Steinway, Inc. utilizing Foundation for California Community Colleges Agreement Number 00006501</p>	<p>Item No: 23-8419 Enclosure: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p>Category: Contracts</p>	<p>Action Regular <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Information Consent <input type="checkbox"/> <input type="checkbox"/></p>
<p>Submitted By: Andrew Suleski Assistant Superintendent/ Vice President</p>	<p>Approved By:  Virginia L. Guleff Superintendent/President</p>

Background

The District’s Music Department requires ten (10) pianos for student practice, teaching, and performance. Funding will be allocated from the Higher Education Emergency Relief Fund (HEERF) Grant.

Public Contract Code Section 20661 authorizes the Chancellor of the California Community Colleges to enter into contract on behalf of one or more community college districts and authorizes districts to participate in any such contract. The Foundation for California Community Colleges (FCCC), a nonprofit organization, serves as the official foundation supporting the Board of Governors, Chancellor’s Office, and the entire California Community College system. FCCC operates CollegeBuys, a cooperative purchasing program designed to leverage the buying power of the 73 community college districts. CollegeBuys secures the most advantageous pricing from enterprise level vendors using system-wide agreements.

Status

District staff recommends use of the awarded Foundation for California Community Colleges Administrative Agreement Number 00006501 with Steinway, Inc. as a source to purchase the required ten (10) pianos in the amount not to exceed \$327,033.00. 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

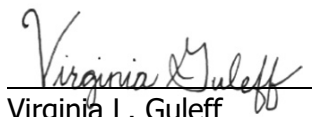
It is recommended that the Board of Trustees approve the purchase of the required ten (10) pianos from Steinway, Inc., utilizing Foundation for California Community Colleges Agreement Number 00006501, per the terms of the FCCC contract, in the amount not to exceed \$327,033.00.

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 pianos from Steinway, 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**

March 8, 2023

Subject: Approval of Contract Award for Request for Qualifications to Provide Construction Quality Assurance, Materials Testing and Special Inspection Services for the New Science Building Project	Item No: 23-8420 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 Assistant Superintendent/ Vice President	Approved By:  Virginia L. Guleff Superintendent/President

Background

On December 13, 2022, the District released a Request for Qualifications ("RFQ") to provide Construction Quality Assurance, Materials Testing and Special Inspection Services for the New Science Building Project ("Project"). The purpose of the RFQ was for prospective respondents to submit materials establishing qualifications to provide the work, labor, materials, and services necessary to provide Construction Quality Assurance, Materials Testing and Special Inspection Services for the Project.

The cost estimate for the Project was approximately \$732,610.29. Funding for this Project will be allocated from the Measure J funds.

Status

Three firms requested and obtained the RFQ. One firm submitted a responsive RFQ response by the submittal due date.

<u>FIRM NAME</u>	<u>PROPOSED FEE</u>
NV5, Inc.	\$369,429.60

A proposal evaluation team considered the qualifications, experience, technical approach, and cost in the evaluation of the responsive RFQ response. Upon completion of the due diligence review, staff determined that NV5, Inc. is the best qualified to perform the consulting services and an award of contract is in the best interest of the District.

Recommendation

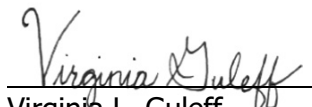
It is recommended that the Board of Trustees approve the award of the contract for the Request for Qualifications to provide Construction Quality Assurance, Materials Testing and Special Inspection Services for the New Science Building Project to NV5, Inc. in the amount not to exceed \$369,429.60 and for the term of March 9, 2023 through July 1, 2025.

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

It is further recommended that the Board of Trustees authorize District staff to execute necessary contract documents related to the award of the contract for the Request for Qualifications to provide Construction Quality Assurance, Materials Testing and Special Inspection Services for the New Science Building Project to NV5, Inc. prior to ratification by the Board at a subsequent meeting in accordance with Board Policy 6340.

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

March 8, 2023

<p>Subject: Approval of Contract to Purchase Mechanical Equipment and Services from Trane U.S. Inc., utilizing Foundation for California Community Colleges Agreement Number 00005098</p>	<p>Item No: 23-8421 Enclosure: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p>Category: Contracts</p>	<p>Action Regular <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Information Consent <input type="checkbox"/> <input type="checkbox"/></p>
<p>Submitted By: Andrew Suleski Assistant Superintendent/ Vice President</p>	<p>Approved By:  Virginia L. Guleff Superintendent/President</p>

Background

The District’s Facilities Planning and Management Department requires mechanical equipment and services at the Allied Health Public Safety Center buildings for the Boiler Replacement Project. Funding for this project will be allocated from the Higher Education Emergency Relief Fund (HEERF) Grant.

Public Contract Code Section 20661 authorizes the Chancellor of the California Community Colleges to enter into contract on behalf of one or more community college districts and authorizes districts to participate in any such contract. The Foundation for California Community Colleges (FCCC), a nonprofit organization, serves as the official foundation supporting the Board of Governors, Chancellor’s Office, and the entire California Community College system. FCCC operates CollegeBuys, a cooperative purchasing program designed to leverage the buying power of the 73 community college districts. CollegeBuys secures the most advantageous pricing from enterprise level vendors using system-wide agreements.

Status

District staff recommends use of the awarded Foundation for California Community Colleges Contract Number 00005098, as a source to purchase the required mechanical equipment and services from Trane U.S. Inc. in the amount not to exceed \$350,000.00. 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

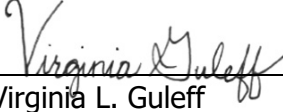
It is recommended that the Board of Trustees approve the purchase of the required mechanical equipment and installation from Trane U.S. Inc. utilizing Foundation for California Community Colleges Agreement Number 00005098, per the terms of the FCCC contract, in the amount not to exceed \$350,000.00.

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 mechanical equipment and services from Trane U.S. 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**

March 8, 2023

Subject: Resolution 816 Authorizing Transfers from Reserve for Contingencies	Item No: 23-8422 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Finance	Action <input checked="" type="checkbox"/> Regular <input checked="" type="checkbox"/> Information <input type="checkbox"/> Consent <input type="checkbox"/>
Submitted By: Andrew Suleski Assistant Superintendent/ Vice President	Approved By:  Virginia L. Guleff Superintendent/President

Background

California Code of Regulations, Title 5, Section 58307 allows for the transfer of funds from the reserve for contingencies to any expenditure classification or between expenditure classifications at any time by written resolution of the board of trustees of a district. A resolution providing for the transfer from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the governing board.

Status

Subsequent to the Board’s approval of the 2022-2023 Final Budget, the District requests additional funding authority for the following projects/expenditures:

Softball field renovation	\$250,000
Increased legal expenses	150,000
Increased utility expenses	150,000
AB218 Revived Liability Assessment	<u>52,000</u>
TOTAL	\$602,000

Recommendation

It is recommended that the Board adopt Resolution 816 authorizing the Butte-Glenn Community College District to transfer funds from the reserve for contingencies.

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

March 8, 2023

RESOLUTION 816

AUTHORIZING TRANSFER FROM RESERVES FOR CONTIGENCIES

WHEREAS, the California Code of Regulations, Title 5, Section 58307, provides that transfers may be made from the reserve for contingencies to any expenditure classification at any time by written resolution of the Board of Trustees of a district, and

WHEREAS, the Butte-Glenn Community College District has identified the following projects/expenditures:

Softball field renovation	\$250,000
Increased legal expenses	150,000
Increased utility expenses	150,000
AB218 Revived Liability Assessment	<u>52,000</u>
TOTAL	\$602,000, and

WHEREAS, the District wishes the Board to authorize the transfer of funds from the reserve for contingencies to enable the District to fund the projects/expenditures identified above,

NOW THEREFORE BE IT RESOLVED, that the Butte-Glenn Community College District Board of Trustees authorizes the District to make such budget transfers as may be necessary to permit the completion of the projects/expenditures identified above.

The foregoing resolution was introduced by Board Member _____ who moved its adoption, seconded by Board Member _____, and adopted on March 8, 2023 by the following roll call vote:

AYES:

NOES:

ABSENT:

SO ORDERED:

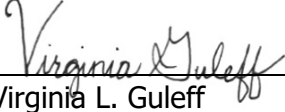
Rick Krepelka
President, Board of Trustees

ATTEST:

Virginia L. Guleff
Superintendent/President
Secretary, Board of Trustees

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

March 8, 2023

Subject: Review of Administrative Procedure 2745: Board Self-Evaluation	Item No: 23-8423 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Administration	Action <input type="checkbox"/> Regular <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Consent <input type="checkbox"/>
Submitted By: Virginia L. Guleff Superintendent/President	Approved By:  Virginia L. Guleff Superintendent/President

Background

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

Status

Administrative Procedure 2745 is the instrument used for Board Self-Evaluation.



Butte-Glenn Community College District

ADMINISTRATIVE PROCEDURE

AP 2745

Board Self Evaluation

Last Revised: March 15, 2018, April 2021

Last Reviewed: March 15, 2018

Board Member Name _____

Date _____

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

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

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

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

Comments:

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

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

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

Comments:

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

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

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

Comments:

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

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

8. I accept the authority of the majority of the Board and support the decision even when I do not agree with the decision. Score _____

9. I am listened to when I offer input during Board discussions. I am being heard. Score _____

10. My opinions and input are respected as all other Trustees. Score _____

Comments:

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

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

11. I understand and support the Board's policy regarding the recruitment, selection, and the evaluation of the President/Superintendent. Score _____

12. The Board's policy regarding the selection and evaluation of the President/Superintendent fair and equitable. Score _____

13. My input concerning the President/Superintendent's performance considered by the full Board. Score _____

Comments:

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

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

14. I represent the entire College district and make decisions based upon the good for all our citizens. Score _____

15. I support students in our College that may need extra assistance to be successful. Score _____

16. I defend the College and the President/Superintendent from unjust criticism or influence by special interest groups. Score _____

17. I assist the District in gaining community support when appropriate. Score _____

Comments:

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

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

18. I receive sufficient data in order to take the ultimate responsibility for the College’s academic quality, institutional quality, and student success. Score _____
19. I consider how a proposed Board policy will support student success when considering its adoption. Score _____
20. I understand how the District’s budget supports the mission of the College and student success. Score _____
- Comments:

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

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

21. The Board has adopted bylaws and policies specifying the size of the Board, the electoral districts, the duties of trustees, and the Board’s operating procedures. Score _____
22. I and my colleagues on the Board follow the adopted Board policies. Score _____
- Comments:

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

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

23. I receive and understand the District’s financial information and review it to assure compliance with the Board’s budget criteria. Score _____
24. I study and understand the Board agenda and documentation to assure compliance with Board policies and the College’s mission and goals. Score _____
25. The Board acts consistently in accordance with Board policies and bylaws and periodically updates such policies when necessary. Score _____
26. Trustees listen and communicate respectfully with each other, the President/Superintendent, and the public. Score _____
- Comments:

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

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

27. I understand the College’s student achievement data provided to the Trustees. Score _____
28. The Board regularly reviews disaggregated student achievement data to assure student equity. Score _____
29. The Board’s goals for student achievement and success are rigorous and equitable. Score _____
- Comments:

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

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

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

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

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

Comments:

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

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

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

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

Comments:

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

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

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

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

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

Comments:

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

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

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

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

Score _____

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

Score _____

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

Score _____

Comments:

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

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

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

Score _____

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

Score _____

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

Score _____

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

Score _____

Comments:

Listed below are the current Board Goals, adopted in 2022-2023.

On a scale of 1 to 5, with 5 being best, please indicate the degree to which the goal was achieved:

Goal	Ranking	Comments
1. Develop a strategic enrollment plan that supports an optimal and realistic size for Butte College while maximizing funding and serving the entire district.		
2. Improve organizational and operational efficiency in all areas to strengthen institutional processes, using the elements of continuous quality improvement.		
3. Strengthen institutional data collection, interpretation, reporting, availability, and analysis to improve organizational understanding and processes.		
4. Increase community connections, partnerships, outreach, and the Foundation.		
5. Support leadership in developing and advancing innovation.		

6. Increase understanding of, appreciation for, emphasis in, and action on DEIA2.		
7. Solidify a mutual approach for communication with Superintendent/President and encourage Board members to contribute their strengths, insights, and support.		
8. Provide support for the new Superintendent/President in her professional development endeavors and encourage her to build a strong network with other community college presidents in the region and throughout the state.		

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

Suggested Board Goals for next year:

Additional comments: