



NOTICE OF REGULAR MEETING

April 12, 2023 | 1:00 p.m.

District Board Room
Student and Administrative Service Building

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. **Personnel**

Probationary Faculty Tenure Recommendations effective Fall 2023	Action	23-8424
--	--------	---------

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

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

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

4. **Approval of Consent Agenda**

Approval of Minutes March 8, 2023	Action	
Approval of Warrants	Action	23-8425
Ratification of Contracts	Action	23-8426
Donation of District Personal Property: Misc Electronic Equipment	Action	23-8427
Awarded Grants during the Quarter Ending March 31, 2023	Information	23-8428
Approval of New Courses	Action	23-8429
Approval of Out of State Student Travel – Aniston, AL	Action	23-8430
Appointment of Measure J Citizens' Bond Oversight Committee Member	Action	23-8431

Approval and/or Ratification of Personnel Actions	Action	23-8432
<u>Management</u>		
<i>Employments and out of class assignment</i>		
<u>Academic Employees</u>		
<i>Employments of Temporary</i>		
<u>Classified Employees</u>		
<i>Employments, reclassification, lateral transfer, out of class assignment, temp increase, and leave without pay</i>		
<u>Temporary Employees</u>		
<i>Substitutes, short-term/seasonal, professional experts, and volunteers</i>		

5. **Information-Reports**

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

6. **Communications from the Public**

At this time, members of the public have the opportunity to address the Board of Trustees on any item within the subject matter jurisdiction of the Board 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

7. **Contracts**

Approval of Contracts	Action	23-8433
Approval of Contract to Purchase a Schedule Development Platform from Ad Astra Information Systems, LLC as a Sole Source Procurement	Action	23-8434
Approval of Contract to Purchase Software Development and Maintenance Services from XAP Corporation as a Sole Source Procurement	Action	23-8435
Approval of Contract Award for Bid Mechanized Ag Instructional Portables Project	Action	23-8436

8. **Human Resources**

Consider/Approve Employment Contract for Vice President of Instruction	Action	23-8437
--	--------	---------

9. **Instruction**

Approval of Butte College Child Development Center to receive CCTR Expansion Funding	Action	23-8438
--	--------	---------

10. **Administration**

Proposed Revisions, Review, and Adoption of Board Policies	Information	23-8439
Approval of Administrative Procedure 2745: Board Self-Evaluation	Action	23-8440
California Community College Trustees (CCCT) Board Member Election	Action	23-8441

11. **Future Dates**

May 17, 2023	Regular Meeting	Main Campus	1:00 p.m.
May 26, 2023	Commencement	Cowan Stadium	7:00 p.m.
June 28, 2023	Special Meeting	Main Campus	9:00 a.m.
June 28, 2023	Regular Meeting	Main Campus	3:00 p.m.

12. **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 54956.9:

- b. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Two potential cases

Pursuant to Government Code Section 54956.95:

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

13. **Adjournment**

For Information concerning this Agenda, please contact:

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

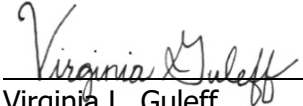
Persons requiring disability accommodation, please notify this office 48 hours prior to the scheduled meeting.

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.

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

April 12, 2023

Subject: Probationary Faculty Tenure Recommendations Effective Fall 2023	Item No: 23-8424 Enclosure: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Category: Instruction	Action Regular <input checked="" type="checkbox"/> Information Consent <input type="checkbox"/>
Submitted By: Erik Shearer Interim Vice President	Approved By:  Virginia L. Guleff Superintendent/President

Background

Under the provisions of the Butte College California Teachers Association/Butte College Education Association (CTA/BCEA) Contract Sections 6.60 6.6.10F.3.b and Sections 6.10-6.10.4.E.3b, probationary faculty members were evaluated prior to February 1, 2023. 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 recommendations to the Superintendent/President.

Upon review of these recommendations, the Superintendent/President, 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 Governing Board.

Recommendation

The Superintendent/President recommends that the following fourth-year, third contract, probationary faculty members be granted tenure effective Fall 2023:

Jennifer Bryant – Engineering
 Dillon Carroll – History
 Matthew Cervantes – Computer Science
 Kelleen Galli – Nursing
 Analia Martinez – Learning Resources Specialist
 Patrick McDougall – Physics
 Nathen Murawski – Psychology

Anna Opperman – Nursing
 Julio Perez Delgado – Counseling
 Llael Valle – EOPS Counseling
 Kia Vang – EOPS Counseling
 Jacob Vazquez – Agriculture Business
 Kimberly Wheeler – Nursing
 Tom Wycoff – Heating, Ventilation & A/C



MINUTES OF REGULAR MEETING

March 8, 2023

The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, March 8, 2023, at 1:00 PM, in room 128 at the Butte College Glenn Center, 1366 Cortina Drive, Orland, California

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

Board Member Absent Mr. John Blacklock
Ms. Elie Wyllie, Student Trustee

Staff Members Present Ms. Virginia L. Guleff, Superintendent/President
Mr. Andy Suleski, Asst Superintendent/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 Massa led the Pledge of Allegiance to the Flag.

1. Agenda Approval

It was moved by Trustee Boeger, seconded by Trustee Massa, to approve the agenda as presented. Motion carried unanimously. Trustee Blacklock and Student Trustee Wyllie not present.

2. Communications from the Public – Consent Agenda Items

There were no public comments.

3. Approval of Consent Agenda, Item 23-8413 to 23-8417

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

Motion carried unanimously. Trustee Blacklock and Student Trustee Wyllie not present.

4. Information Reports

Academic Senate President's Report – Jess Vickery

Dr. Vickery stated Academic Senate confirmed revisions to AP 7211: Faculty Service Areas, Minimum Qualifications, and Equivalencies. They also approved revisions to the Academic Hiring Guidelines as well as creating a taskforce to address Associate Faculty office space.

Classified Senate President's Report – Chris Westbay

Mr. Westbay stated Classified Professional Development is during spring break. Classified Senate awarded their scholarship to a Classified employee and they are beginning their Emeritus and election process.

Student Trustee Comment – Not present

Vice President Report – Brad Zuniga

Superintendent/President Guleff stated each month a Vice President will give an update on their area. She welcomed Brad Zuniga, Interim Dean of Student Services. VP Zuniga stated Student Life elections are currently underway and elected students will take office on May 9. He gave an overview of upcoming events. He noted the Roadrunner Hub Basic Needs Resource Center (Hub) helps over 60 students a week. They received a donated refrigerator and can now stock milk and other items that needed refrigeration. VP Zuniga stated the Hub is at the Glenn Center once a month. He also noted that the recruiters have held over 30 application workshops for incoming students.

Superintendent/President's Report – Virginia L. Guleff

Superintendent/President Guleff highlighted student achievements which included the Butte College Forensic Team participating in the National forensics Tournament in Maryland, women's basketball team advancing to the CCCAA Elite Eight, offensive lineman Michael Bareman signing to play Division 1 football at University of Nevada, Las Vegas; the 2021-2022 women's basketball and softball teams will be honored at the California Community College Athletic Association Convention, and two art students were awarded scholarships to attend the California Association of Museums Conference in Oakland. President Guleff stated Butte College is the finalist for United Way of Northern California's Equity Achievement Award in Business and reminded the Board that the Glenn Center Discovery Day is April 13.

Board Comments

Trustee Massa thanked people for attending the Board meeting at the Glenn County Center. He watched the great women's basketball game this last weekend online. He asked everyone to stay safe due to the floor warning this weekend. Trustee Nock stated he's looking forward to the Gala. Trustee McGinnis asked for the new California Community College Chancellor to be invited to visit Butte College. Board President Krepelka stated the Gala is sold out but tickets to win a trip to Italy are still available. He also noted scholarship applications will close on Friday.

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

There were no public comments.

6. **Contracts**

Approval of Contracts, Item 23-8418

It was moved by Trustee McGinnis, seconded by Trustee Nock, to approve the contracts listed on the Contracts Approval Report and authorize the Superintendent/President or designee to enter into the contracts 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 contractors.

Motion carried unanimously. Trustee Blacklock and Student Trustee Wyllie not present.

Approval of Contract to Purchase Pianos from Steinway, Inc. utilizing Foundation for California Community Colleges Agreement Number 0000650, Item 23-8419

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

Motion carried unanimously. Trustee Blacklock and Student Trustee Wyllie not present.

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 23-8420

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

Motion carried unanimously. Trustee Blacklock and Student Trustee Wyllie not present.

Approval of Contract to Purchase Mechanical Equipment and Services from Trane U.S. Inc., utilizing Foundation for California Community Colleges Agreement Number 00005098, Item 23-8421

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

Motion carried unanimously. Trustee Blacklock and Student Trustee Wyllie not present.

7. Finance

Resolution 816: Authorizing Transfers from Reserve for Contingencies, Item 23-8422

It was moved by Trustee Nock, seconded by Trustee McGinnis, to adopt Resolution 816 authorizing the Butte-Glenn Community College District to transfer funds from the reserve for contingencies.

Motion carried by the following roll call vote:

Ayes – Trustees Boeger, Dahlmeier, Krepelka, Massa, McGinnis, and Nock

Nos – none

Absent – Trustee Blacklock

Student Trustee – not present

8. Administration

Review of Administrative Procedure 2745: Board Self-Evaluation, Item 23-8423

Trustee McGinnis stated this item is presented as informational. He requested comments for changes be submitted to the Chief of Staff, Shannon McCollum, before the April meeting.

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.

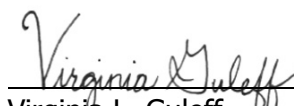
Board President Krepelka reported there was no reportable action.

10. Adjournment

Board President Krepelka adjourned the meeting at 2:11 PM.

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

April 12, 2023

Subject: Approval of Warrants	Item No: 23-8425 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

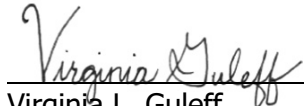
It is recommended that the Board of Trustees approve the vendor, payroll, and financial aid warrants for the period of February 21, 2023 to March 26, 2023.

Type of Warrant	Check/Voucher Sequence	Total
Vendor	691418 - 692491	\$ 19,770,768.15
Payroll	527402 – 527522	\$ 4,123,911.45
Financial Aid	377540 – 380747	\$ 4,034,829.32

Warrant registers are available for review in the Business Office.

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

April 12, 2023

Subject: Ratification of Contracts	Item No: 23-8426 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 March 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

March 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
3/22/23	Until Terminated	Missouri State University	Field Experience Agreement	\$0.00	N/A	Student Services	Zuniga
3/7/23	Until Terminated	Orchard Hospital	Experiential Education Partnership Agreement	\$0.00	N/A	Career Center	Zuniga
6/11/23	6/10/24	Chico Unified School District	Field Experience Partnership Agreement	\$0.00	N/A	Family and Community Services	Shearer
2/14/23	Until Terminated	Children's Community Charter School	Field Experience Partnership Agreement	\$0.00	N/A	Family and Community Services	Shearer
2/27/23	4/6/23	Erik Shearer	Art Exhibition & Loan Agreement	\$0.00	N/A	Arts	Shearer
3/30/23	3/30/23	Albert Titman Jr.	Miwok Dance Group for Big Time Event	(\$750.00)	Restricted General	Enrollment Services	Zuniga
3/30/23	3/30/23	Bigfoot Frybread, LLC	Food Services for Big Time Event	(\$3,000.00)	Restricted General	Enrollment Services	Zuniga
3/30/23	3/30/23	Clifford Mota	Patwin Dance Group for Big Time Event	(\$750.00)	Restricted General	Enrollment Services	Zuniga
3/30/23	3/30/23	Danita Quinn	Inter-Tribal Youth Feather Dance Group for Big Time Event	(\$750.00)	Restricted General	Enrollment Services	Zuniga
3/30/23	3/30/23	Matthew Williford Sr.	Konkow Dance Group for Big Time Event	(\$750.00)	Restricted General	Enrollment Services	Zuniga
2/25/23	2/25/23	Advanced Timing	Official Timer for Track & Field	(\$900.00)	Unrestricted General	Health, Kinesiology, & Athletics	Shearer
4/28/23	4/28/23	Alex Mansoor	Official Timer for Cross Country	(\$350.00)	Unrestricted General	Health, Kinesiology, & Athletics	Shearer
3/9/23	3/12/23	Bus-Man Holiday Tours	Charter Transportation for Women's Basketball Team Playoff Tournament	(\$7,840.00)	Unrestricted General	Health, Kinesiology, & Athletics	Shearer
2/25/23	2/25/23	Charles Sheley	Official Starter for Track & Field	(\$175.00)	Unrestricted General	Health, Kinesiology, & Athletics	Shearer
4/28/23	4/28/23	Charles Sheley	Official Starter for Track & Field	(\$300.00)	Unrestricted General	Health, Kinesiology, & Athletics	Shearer
3/23/23	3/22/28	Athletes Global Management Sports SL representing all Keystone Sports Agencies	International Recruitment Agent	\$700/student x 2 semesters	Unrestricted General	International Program	Zuniga
3/20/23	4/13/23	Ana Mex Promotions	Radio Ad Placements and Live Remote Broadcast at Glenn County Center Event	(\$500.00)	Unrestricted General	Marketing	Guleff
3/10/23	3/17/23	"Julian" Jennifer Lacombe	Art Projects for GSA Club Event	(\$435.00)	Restricted General	Multicultural Programs & Services	Zuniga
3/15/23	3/15/23	Conner Wenzel	Safe Zone Training	(\$450.00)	Unrestricted General	Professional Development	Shearer
4/12/23	4/12/23	Gary Bergeron	Tent for Science Building Groundbreaking	(\$300.00)	Unrestricted General	Public Relations	Guleff
3/28/23	3/28/23	Eclectic Sounds DJs	DJ Services at Open House Event	(\$600.00)	Restricted General	Roadrunner Hub	Zuniga
3/3/23	3/3/23	Greg Fletcher	Band Recording	(\$250.00)	Restricted General	Recording Arts	Shearer
2/24/23	2/24/23	Jonah Dvorin	Band Recording	(\$250.00)	Restricted General	Recording Arts	Shearer
3/10/23	6/30/23	Wim McSpadden	Consulting Services MIS Data Collection Methods and Reporting Systems Amendment increasing Fees	(\$64,425.00)	Unrestricted General	Office of Instruction	Shearer
4/13/23	4/13/23	Jorge Flores dba La Perla de Occidente	Food Services for Discovery Day	(\$2,750.00)	Unrestricted General	Glenn Center	Suleski
3/30/23	4/4/23	Four Winds of Indian Education, Inc.	Maidu Dancers for Big Time and Decolonize Events	(\$1,750.00)	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
5/26/23	5/26/23	First Responder EMS, Inc.	Standby Ambulance Services for Commencement Ceremony	(\$625.00)	Unrestricted General	Student Services	Zuniga
2/15/23	3/15/23	Nickolas H. Lawrence	Trainings for Resource Family Participants	(\$1,800.00)	Restricted General	Foster Kinship Care Education Program	Zuniga
3/1/23	2/29/24	Ellucian Company L.P.	California State Grant Interface CESA Software Maintenance	(\$2,315.00)	Restricted General	Financial Aid	Zuniga
6/1/23	5/31/26	Anthology Inc. of NY	Student Engagement Platform	(\$56,183.00)	Fiduciary	Student Life	Zuniga

**Board of Trustees Meeting
April 12, 2023**

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

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

March 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	6/30/23	California State University, Chico	Higher Education Student Housing Planning Grant	(\$500,000.00)	Restricted General	Administration	Suleski
3/10/23	6/30/27	CWDL, Certified Public Accountants	Auditing Services	(\$356,296.00)	Unrestricted General	Business Services	Suleski
11/9/22	3/22/23	Foundation for California Community Colleges	Host Virtual 2023 Conference for Transfer Counseling	(\$17,245.00)	Restricted General	Transfer Counseling	Zuniga
3/1/23	4/28/23	Guaranteed 4.0 Learning Systems, LLC	Student Success Workshop Amendment to Fees, Location, and Scope of Services	(\$1,417.50)	Fiduciary	Multicultural Programs & Services	Zuniga
4/6/23	4/6/23	Phoenix Nest Community Project	Decompression Activities for Decolonize Event	(\$2,100.00)	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
3/9/23	Upon Delivery	Steinway & Sons	Ten Steinway Pianos	(\$327,033.00)	Restricted General	Music	Shearer
3/13/23	9/19/23	Andersen and Sons Shelling, Inc.	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$20.01)/ Reimbursable Training Hour	Restricted General	Contract Education	Shearer
3/9/23	9/19/23	Andersen and Sons Shelling, Inc.	Employer Participation Agreement Employment Training Panel (ETP) Project Amendment to Modify Terms	\$0.00	Restricted General	Contract Education	Shearer
1/3/23	9/30/23	Andrea L. Rioux	Training, Consulting, Workforce Performance Improvement Coaching	(\$18,000.00)	Restricted General	Contract Education	Shearer
3/9/23	9/19/23	Berberian Nut Company, LLC	Employer Participation Agreement ETP Project Amendment to Terms	\$0.00	Restricted General	Contract Education	Shearer
3/13/23	9/19/23	Butte Construction Company	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$20.01)/ Reimbursable Training Hour	Restricted General	Contract Education	Shearer
3/9/23	9/19/23	Butte Construction Company	Employer Participation Agreement ETP Project Amendment to Terms	\$0.00	Restricted General	Contract Education	Shearer
3/9/23	9/19/23	Butte County Fire Safe Council	Employer Participation Agreement ETP Project Amendment to Terms	\$0.00	Restricted General	Contract Education	Shearer
3/9/23	9/19/23	Carriere Family Farms, LLC	Employer Participation Agreement ETP Project Amendment to Terms	\$0.00	Restricted General	Contract Education	Shearer
3/13/23	9/19/23	Cascade Orthopedic Supply, Inc.	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$4,000.00)	Restricted General	Contract Education	Shearer
3/9/23	9/19/23	Cascade Orthopedic Supply, Inc.	Employer Participation Agreement ETP Project Amendment to Terms	\$0.00	Restricted General	Contract Education	Shearer
3/13/23	9/19/23	Chico Eye Center Medical Group	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$20.01)/ Reimbursable Training Hour	Restricted General	Contract Education	Shearer
3/9/23	9/19/23	Chico Eye Center Medical Group	Employer Participation Agreement ETP Project Amendment to Terms	\$0.00	Restricted General	Contract Education	Shearer
3/9/23	9/19/23	Chico Heights Rehabilitation & Wellness Centre, LP dba Windsor Chico Creek Care and Rehabilitation Center	Employer Participation Agreement ETP Project Amendment to Terms	\$0.00	Restricted General	Contract Education	Shearer
3/9/23	9/19/23	Chico Housing Action Team	Employer Participation Agreement ETP Project Amendment to Terms	\$0.00	Restricted General	Contract Education	Shearer
3/9/23	9/19/23	Chico Rehabilitation Hospital dba California Park	Employer Participation Agreement ETP Project Amendment to Terms	\$0.00	Restricted General	Contract Education	Shearer
3/13/23	9/19/23	ChicoEco, Inc. dba ChicoBag	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$20.01)/ Reimbursable Training Hour	Restricted General	Contract Education	Shearer
3/9/23	9/19/23	ChicoEco, Inc. dba ChicoBag	Employer Participation Agreement ETP Project Amendment to Terms	\$0.00	Restricted General	Contract Education	Shearer

**Board of Trustees Meeting
April 12, 2023**

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

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

March 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
3/9/23	9/19/23	Community Housing Improvement Program (CHIP)	Employer Participation Agreement ETP Project Amendment to Terms	\$0.00	Restricted General	Contract Education	Shearer
3/9/23	9/19/23	Deseret Farms of California	Employer Participation Agreement ETP Project Amendment to Terms	\$0.00	Restricted General	Contract Education	Shearer
3/13/23	9/19/23	Golden Valley Bank	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$20.01)/ Reimbursable Training Hour	Restricted General	Contract Education	Shearer
3/9/23	9/19/23	Golden Valley Bank	Employer Participation Agreement ETP Project Amendment to Terms	\$0.00	Restricted General	Contract Education	Shearer
3/13/23	9/19/23	High Desert Lumber, LLC	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$20.01)/ Reimbursable Training Hour	Restricted General	Contract Education	Shearer
3/9/23	9/19/23	High Desert Lumber, LLC	Employer Participation Agreement ETP Project Amendment to Terms	\$0.00	Restricted General	Contract Education	Shearer
3/9/23	9/19/23	Lares Research, Inc.	Employer Participation Agreement ETP Project Amendment to Terms	\$0.00	Restricted General	Contract Education	Shearer
3/13/23	6/15/23	Los Angeles Trade Technical College	California Conservation Corps Partnership Initiative	(\$17,000.00)	Restricted General	Contract Education	Shearer
3/7/23	6/30/23	Margaret Schmidt Business Solutions	Training and Development Conflict Resolution, Workload Management, Empathy and Motivating Others, and DDI Courses Amendment to Fees and Scope of Services	(\$1,000.00)	Restricted General	Contract Education	Shearer
3/13/23	9/19/23	McMahon Marketing Services dba Method Marketing	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$20.01)/ Reimbursable Training Hour	Restricted General	Contract Education	Shearer
2/15/23	6/30/23	Mountain F. Enterprises	CPR, First Aid, and Arborist Boot Camp Training	(\$11,200.00)	Restricted General	Contract Education	Shearer
3/9/23	9/19/23	Mountain F. Enterprises, Inc.	Employer Participation Agreement ETP Project Amendment to Terms	\$0.00	Restricted General	Contract Education	Shearer
2/21/23	12/31/23	Mountain G. Enterprises, Inc.	Utility Line Clearance Arborist Training Project Amendment to Fees	(\$47,930.00)	Restricted General	Contract Education	Shearer
3/9/23	9/19/23	Norfield Acquisition, LLC	Employer Participation Agreement ETP Project Amendment to Terms	\$0.00	Restricted General	Contract Education	Shearer
3/13/23	9/19/23	Oroville Hospital	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$20.01)/ Reimbursable Training Hour	Restricted General	Contract Education	Shearer
3/9/23	9/19/23	Rescue 42, Inc.	Employer Participation Agreement ETP Project Amendment to Terms	\$0.00	Restricted General	Contract Education	Shearer
3/9/23	9/19/23	Riverside Convalescent Hospital dba Riverside Point Healthcare & Wellness Center	Employer Participation Agreement ETP Project Amendment to Terms	\$0.00	Restricted General	Contract Education	Shearer
3/13/23	9/19/23	Rumiano Cheese Company	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$20.01)/ Reimbursable Training Hour	Restricted General	Contract Education	Shearer
3/9/23	9/19/23	Rumiano Cheese Company	Employer Participation Agreement ETP Project Amendment to Terms	\$0.00	Restricted General	Contract Education	Shearer
3/13/23	9/19/23	Sierra Nevada Cheese Company	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$20.01)/ Reimbursable Training Hour	Restricted General	Contract Education	Shearer
3/9/23	9/19/23	Sierra Nevada Cheese Company	Employer Participation Agreement ETP Project Amendment to Terms	\$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
March 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
3/9/23	9/19/23	SunWest Milling Company, Inc.	Employer Participation Agreement ETP Project Amendment to Terms	\$0.00	Restricted General	Contract Education	Shearer
3/13/23	9/19/23	Transfer Flow, Inc.	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$20.01)/ Reimbursable Training Hour	Restricted General	Contract Education	Shearer
3/9/23	9/19/23	Transfer Flow, Inc.	Employer Participation Agreement ETP Project Amendment to Terms	\$0.00	Restricted General	Contract Education	Shearer
3/9/23	9/19/23	True North Housing Alliance	Employer Participation Agreement ETP Project Amendment to Terms	\$0.00	Restricted General	Contract Education	Shearer
3/13/23	9/19/23	Weiss-McNair, LLC	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$20.01)/ Reimbursable Training Hour	Restricted General	Contract Education	Shearer
3/9/23	9/19/23	Weiss-McNair, LLC	Employer Participation Agreement ETP Project Amendment to Terms	\$0.00	Restricted General	Contract Education	Shearer
3/13/23	6/30/25	Chico Unified School District	K-12 Strong Workforce Program Grant	(\$688,353.00)	Restricted General	North Far North Regional Consortium	Shearer
3/13/23	6/30/25	Davis Joint Unified dba Da Vinci Charter Academy	K-12 Strong Workforce Program Grant	(\$160,888.00)	Restricted General	North Far North Regional Consortium	Shearer
3/13/23	6/30/25	Gateway Unified School District	K-12 Strong Workforce Program Grant	(\$237,500.00)	Restricted General	North Far North Regional Consortium	Shearer
3/13/23	6/30/25	Long Valley Charter School	K-12 Strong Workforce Program Grant	(\$104,100.00)	Restricted General	North Far North Regional Consortium	Shearer
3/13/23	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
2/20/23	12/31/23	Pacific Sky	Graphic Design, Marketing, and Consultative Services	(\$15,000.00)	Restricted General	North Far North Regional Consortium	Shearer
3/13/23	6/30/25	Plumas Charter School	K-12 Strong Workforce Program Grant	(\$294,830.00)	Restricted General	North Far North Regional Consortium	Shearer
4/14/23	4/14/23	Shasta-Tehama-Trinity Community College District	Catering Services for the 2023 Fire Summit	(\$721.79)	Restricted General	North Far North Regional Consortium	Shearer
3/13/23	6/30/24	Sierra Joint Community College District	Strong Workforce Program Allocation	(\$1,421,937.00)	Restricted General	North Far North Regional Consortium	Shearer
3/13/23	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
Upon Download	One Year	College Board	SAT Code List Services	(\$420.00)	Restricted General	CCC Technology Center	Suleski
3/7/23	6/30/23	Intervision Systems, LLC	Managed Services Provider for DevOps Amendment Increasing Fees	(\$41,320.00)	Restricted General	CCC Technology Center	Suleski
5/19/23	5/19/24	SolarWinds	SQL Sentry Maintenance	(\$2,646.95)	Unrestricted General	Information Technology	Suleski
3/13/23	3/17/23	Artisans Choice Painting and More	Repaint Offices 240, 241, 245, 246, 247, 248, and 249 in Student Administration Services Building	(\$9,264.00)	Capital	Facilities, Planning, & Management	Suleski
3/13/23	6/30/23	Bay City Electric Work	Diesel Generator Controls Repairs at Learning Resource Center	(\$7,163.51)	Scheduled Maintenance	Facilities, Planning, & Management	Suleski
7/10/23	7/14/23	California Renovation Carpet One	Carpet Replacement in Child Development Center Hallway	(\$18,158.26)	Scheduled Maintenance	Facilities, Planning, & Management	Suleski
7/31/23	8/31/23	California Renovation Carpet One	Carpet Replacement in Campus Center Lounge	(\$20,826.50)	Scheduled Maintenance	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

March 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
7/1/23	7/30/23	California Renovation Carpet One	Carpet Replacement in Student & Administrative Services 3rd Floor Hallway	(\$17,918.94)	Scheduled Maintenance	Facilities, Planning, & Management	Suleski
3/13/23	5/1/23	Holt Heating and Air	Replace R22 Package Units at Men's Locker Room	(\$38,312.00)	Restricted General	Facilities, Planning, & Management	Suleski
3/6/23	5/1/23	Holt Heating and Air	Replace R22 Package Units at Environment Horticulture	(\$38,942.00)	Restricted General	Facilities, Planning, & Management	Suleski
3/20/23	6/30/23	Holt Heating and Air	Replace R22 Package Units at Sports Medicine	(\$52,726.00)	Restricted General	Facilities, Planning, & Management	Suleski
3/1/23	6/30/23	IMES Plumbing	Boiler Replacement at Men's Locker Room	(\$37,365.56)	Scheduled Maintenance	Facilities, Planning, & Management	Suleski
3/1/23	4/1/23	Martin Construction	Mechanized Agriculture Room 105/110 Wall Removal	(\$11,844.00)	Restricted General	Facilities, Planning, & Management	Suleski
3/22/23	3/22/23	Mary Mansfield	Basic Adult First Aid/CPR Training	(\$2,280.00)	Unrestricted General	Facilities, Planning, & Management	Suleski
2/20/23	6/30/23	McHale Signs Company	Glenn County Center Exterior Electronic Sign	(\$57,543.00)	Capital	Facilities, Planning, & Management	Suleski
3/1/23	4/30/23	Modern Building Company	Relocate Automotive Technology Canopy	(\$59,059.00)	Measure J	Facilities, Planning, & Management	Suleski
3/6/23	5/31/23	Northern California Fence	Fencing at Glenn County Center	(\$49,715.00)	Capital	Facilities, Planning, & Management	Suleski
4/12/23	8/23/24	NorthStar Engineering	Engineer Services for Mechanized Agriculture Portables Project	(\$12,066.00)	Measure J	Facilities, Planning, & Management	Suleski
3/9/23	7/1/25	NV5	Laboratory of Record Services for New Science Building Project	(\$369,429.60)	Measure J	Facilities, Planning, & Management	Suleski
5/27/23	6/30/23	Rock Creek Construction, Inc.	Stadium Patio Concrete	(\$47,480.00)	Restricted General	Facilities, Planning, & Management	Suleski
5/27/23	6/30/23	Santos Excavating, Inc.	Stadium Patio Grading and Drainage	(\$52,375.00)	Restricted General	Facilities, Planning, & Management	Suleski
6/1/23	6/30/23	Santos Excavating, Inc.	Conduit for Communication Line for Wi-Fi at Baseball Field	(\$21,465.00)	Restricted General	Facilities, Planning, & Management	Suleski
3/1/23	4/1/23	Sierra Range Electric	Mechanized Agriculture Room 105 Charging Wall	(\$3,450.00)	Restricted General	Facilities, Planning, & Management	Suleski
2/1/23	6/30/23	Sierra Range Electric	Electrical and Data for Emergency Phone Lot 4	(\$5,267.00)	Capital	Facilities, Planning, & Management	Suleski
2/1/23	6/30/23	Sierra Range Electric	Electrical Connection for Glenn Center Exterior Sign	(\$6,355.00)	Capital	Facilities, Planning, & Management	Suleski
3/9/23	Project Completion	Trane U.S., Inc. dba Trane	Boilers Replacement at Allied Health Public Safety Center Buildings	(\$310,107.74)	Restricted General	Facilities, Planning, & Management	Suleski
3/22/23	Evaluation	Trane U.S., Inc. dba Trane	Trane Comprehensive Solutions Program for Allied Health Public Safety Center Chiller Replacement	\$0.00	N/A	Facilities, Planning, & Management	Suleski
6/26/23	8/4/23	TriPath dba Tri Path Technology Group	Install AV Equipment Chico at Center First Floor (13 classrooms)	(\$48,496.50)	Restricted General	Facilities, Planning, & Management	Suleski
6/6/23	6/30/23	TriPath dba Tri Path Technology Group	Install Smart Classroom AV Equipment at Chico Center Second Floor	(\$42,009.86)	Restricted General	Facilities, Planning, & Management	Suleski
3/13/23	3/17/23	Waterproofing Associates	New Roof Hatch for the Physical Science Building	(\$6,480.00)	Scheduled Maintenance	Facilities, Planning, & Management	Suleski
3/13/23	3/17/23	Waterproofing Associates	New Roof Hatch for the Life Science Building	(\$6,480.00)	Scheduled Maintenance	Facilities, Planning, & Management	Suleski

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

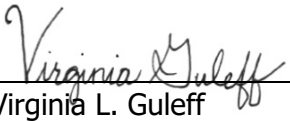
Contracts Signed by the Superintendent/President or Assistant Superintendent/Vice President for Administration

March 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
3/13/23	3/17/23	Waterproofing Associates	New Roof Hatch for the Business Education Building	(\$6,480.00)	Scheduled Maintenance	Facilities, Planning, & Management	Suleski
			TOTAL REVENUE CONTRACTS	\$0.00			
			TOTAL EXPENSE CONTRACTS	(\$6,397,837.71)			

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

April 12, 2023

Subject: Donation of District Personal Property: Miscellaneous Electronic Equipment	Item No: 23-8427 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Finance	Action <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Information <input type="checkbox"/> Consent <input checked="" type="checkbox"/>
Submitted By: Andrew Suleski Assistant Superintendent/ Vice President	Approved By:  Virginia L. Guleff Superintendent/President

Background

The Butte-Glenn Community College District is owner of the electronic equipment listed on Exhibit A attached to this item. The District has determined that the electronic equipment listed is no longer required for District purposes and is unsatisfactory and not suitable for District use due to a change in technology.

Under California Education Code Section 81452 (c), if the board, by a unanimous vote of those members present, finds that the property is of insufficient value to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the board, or it may be disposed of in the local public dump on order of any employee of the district empowered for that purpose by the board.

Status

The District’s Facilities Planning & Management Department, in collaboration with Information Technology Systems Department, determined the electronic equipment listed on Exhibit A is of insufficient value to defray the costs of arranging a sale, and the donation to the Computers for Classrooms to be in accordance with District’s Board Policy 6550 and held in the District’s best interests. The Computers for Classrooms has agreed to accept this property.

Recommendation

It is recommended that the Board of Trustees find that the surplus property described as electronic equipment listed on Exhibit A attached to this item, is of insufficient value to defray the costs of arranging a sale.

It is further recommended that the Board of Trustees authorize the surplus property described as electronic equipment listed on Exhibit A be donated to the Computers for Classrooms as a donation of the District’s personal property.

EXHIBIT A
Board Meeting Date: April 12, 2023

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS
MATERIALS BETWEEN JANUARY 01, 1995 AND SEPTEMBER 17, 2018

ITEM STATUS OPTIONS: DONATE, SELL, SURPLUS, SCRAP/SALVAGE/OTHER

Butte College Asset No. / Product Serial/Model No.	Item Description	Item Status
511779	AV AMPLIFIER	DONATE
503186	BALANCE ANALYTIC	DONATE
525917	COMPUTER TOWER	DONATE
515298	COMPUTER TOWER	DONATE
531136	COMPUTER TOWER	DONATE
529910	COMPUTER TOWER	DONATE
530793	COMPUTER TOWER	DONATE
529860	COMPUTER TOWER	DONATE
530782	COMPUTER TOWER	DONATE
527347	COMPUTER TOWER	DONATE
531620	COMPUTER TOWER	DONATE
527346	COMPUTER TOWER	DONATE
527353	COMPUTER TOWER	DONATE
527350	COMPUTER TOWER	DONATE
528680	COMPUTER TOWER	DONATE
527351	COMPUTER TOWER	DONATE
524299	COMPUTER TOWER	DONATE
523202	COMPUTER TOWER	DONATE
523143	COMPUTER TOWER	DONATE
527784	COMPUTER TOWER	DONATE
525552	COMPUTER TOWER	DONATE
525549	COMPUTER TOWER	DONATE
520474	COMPUTER TOWER	DONATE
520352	COMPUTER TOWER	DONATE
523649	COMPUTER TOWER	DONATE
524690	COMPUTER TOWER	DONATE
533516	COMPUTER TOWER	DONATE
533511	COMPUTER TOWER	DONATE
533510	COMPUTER TOWER	DONATE
533504	COMPUTER TOWER	DONATE
533512	COMPUTER TOWER	DONATE
533505	COMPUTER TOWER	DONATE
521986	COMPUTER TOWER	DONATE
533515	COMPUTER TOWER	DONATE
533498	COMPUTER TOWER	DONATE
533514	COMPUTER TOWER	DONATE
533509	COMPUTER TOWER	DONATE
533506	COMPUTER TOWER	DONATE
533502	COMPUTER TOWER	DONATE
533517	COMPUTER TOWER	DONATE

EXHIBIT A

Board Meeting Date: April 12, 2023

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIALS BETWEEN JANUARY 01, 1995 AND SEPTEMBER 17, 2018

ITEM STATUS OPTIONS: DONATE, SELL, SURPLUS, SCRAP/SALVAGE/OTHER

533501	COMPUTER TOWER	DONATE
533499	COMPUTER TOWER	DONATE
532754	COMPUTER TOWER	DONATE
529058	COMPUTER TOWER	DONATE
524256	DIGITAL CAMERA	DONATE
526896	MONITOR	DONATE
526893	MONITOR	DONATE
526900	MONITOR	DONATE
526891	MONITOR	DONATE
526886	MONITOR	DONATE
526901	MONITOR	DONATE
526892	MONITOR	DONATE
526987	MONITOR	DONATE
526880	MONITOR	DONATE
526884	MONITOR	DONATE
526881	MONITOR	DONATE
526879	MONITOR	DONATE
526897	MONITOR	DONATE
526895	MONITOR	DONATE
526890	MONITOR	DONATE
526898	MONITOR	DONATE
526889	MONITOR	DONATE
526899	MONITOR	DONATE
526887	MONITOR	DONATE
506393	NOTEBOOK COMPUTER	DONATE
530314	NOTEBOOK COMPUTER	DONATE
531395	NOTEBOOK COMPUTER	DONATE
532315	NOTEBOOK COMPUTER	DONATE
532250	NOTEBOOK COMPUTER	DONATE
529179	NOTEBOOK COMPUTER	DONATE
532299	NOTEBOOK COMPUTER	DONATE
530054	NOTEBOOK COMPUTER	DONATE
530990	NOTEBOOK COMPUTER	DONATE
531406	NOTEBOOK COMPUTER	DONATE
530168	NOTEBOOK COMPUTER	DONATE
533275	NOTEBOOK COMPUTER	DONATE
533900	NOTEBOOK COMPUTER	DONATE
533664	NOTEBOOK COMPUTER	DONATE
530991	NOTEBOOK COMPUTER	DONATE
523872	NOTEBOOK COMPUTER	DONATE
526959	NOTEBOOK COMPUTER	DONATE
526962	NOTEBOOK COMPUTER	DONATE

EXHIBIT A

Board Meeting Date: April 12, 2023

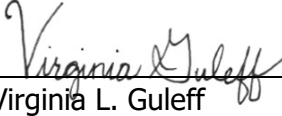
DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS
MATERIALS BETWEEN JANUARY 01, 1995 AND SEPTEMBER 17, 2018

ITEM STATUS OPTIONS: DONATE, SELL, SURPLUS, SCRAP/SALVAGE/OTHER

526963	NOTEBOOK COMPUTER	DONATE
526960	NOTEBOOK COMPUTER	DONATE
529439	PRINTER	DONATE
520794	PRINTER	DONATE
513713	PRINTER	DONATE
513899	PRINTER	DONATE
532902	PRINTER	DONATE
521250	SCANNER	DONATE
528525	TABLET COMPUTER	DONATE
521290	VCR	DONATE
521293	VCR	DONATE
507824	VCR	DONATE
511780	VIDEO CAMERA RECORDER	DONATE

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

April 12, 2023

Subject: Awarded Grants during the Quarter Ending March 31, 2023	Item No: 23-8428 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Grants Research and Development	Action <input type="checkbox"/> Information <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/>
Submitted By: Virginia L. Guleff Superintendent/President	Approved By:  Virginia L. Guleff Superintendent/President

Background

Pursuant to Board Policy 3280, the Board will be informed about all grants received by the District. The Superintendent/President has set procedures for continuing and new grants to assure timely application and processing of grant applications and funds, and that grants applied for directly support the purposes of the District.

Status

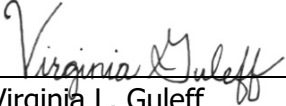
The attached Grant Awards Report represents grants awarded to the District during the following quarter: 1/1/2023 – 3/31/2023. The Superintendent/President or Vice President for Administration has executed the necessary grant agreement documents.

**Butte-Glenn Community College District
Grant Awards Report**

Grant Performance Period Start Date	Grant Performance Period End Date	Funding Agency	Grant Award Purpose	Amount Awarded	Originated by: District Department
7/1/2023	7/30/2024	Foundation for CA Community Colleges	Finish Line Scholars Program Yr 3 (2022-23) Grant Agreement # 00005432	\$150,000.00	Student Services
1/17/2023	1/16/2024	North Valley Community Foundation - Butte Strong Fund	Breaking Cycles and Creating Change - Building a Trauma Informed Community Resiliency Project	\$50,000.00	Instruction
			Total Awards for Quarter: 1/1/2023 - 3/31/2023	\$200,000.00	

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

April 12, 2023

Subject: Approval of New Courses	Item No: 23-8429 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Office of Instruction	Action <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Information <input type="checkbox"/> Consent <input checked="" type="checkbox"/>
Submitted By: Erik Shearer Interim Vice President	Approved By:  Virginia L. Guleff Superintendent/President

Background

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

ETHS 1 – Introduction to Ethnic Studies

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

ETHS 47 – Native American Literature

This course meets the new statewide general education transfer requirement, Area F, Ethnic Studies. It will be cross listed with existing course ENGL 47.

KIN 59 - Pickleball

This course will introduce and/or further the skills necessary to play pickleball which is one of the fastest growing sports in our county with over 4.8 million pickleball players in the United States. It will be part of the family: Individual Sports.

Status

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

Recommendation

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

NEW COURSES

ETHNIC STUDIES (ETHS)

ETHS 1 – Introduction to Ethnic Studies

Transfer Status: CSU/UC

Unit(s): 3.00

51.00 Lecture

Introduction to the major theories concepts, issues, debates, and movements toward racial and social justice and liberation in the United States. Includes a comparative and interdisciplinary exploration of historical connections between race, ethnicity, class, religion, sexuality and gender inequality, as well as diverse perspectives on empowerment, identity, equity, self-determination, agency, and anti-racism within contemporary American society. Analysis of social, political, economic, educational, and cultural developments of diverse populations with an emphasis on the lived experiences of Native Americans, African Americans, Asian Americans, and Chicano/a/x and Latino/a/x in the United States.

ETHNIC STUDIES (ETHS)/ENGLISH (ENGL)

ETHS/ENGL 47 – Native American Literature

Transfer Status: CSU/UC

Unit(s): 3.00

51.00 Lecture

This course will examine the lived experiences of Native Americans through a variety of texts and genres. Focus will be on the cultural, social, and historical aspects of Native American Literature, and how texts authored by Native Americans have contributed to U.S. culture. Texts are studied through the lens of critical ethnic studies and emphasis is placed on anti-racist issues and practices in Native American communities.

KINESIOLOGY (KIN)

KIN 59 – Pickleball

Transfer Status: CSU/UC

Unit(s): 1.5

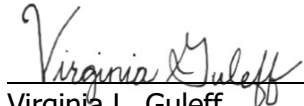
17.00 Lecture

34.00 Lab

Pickleball is a court game/racquet sport that offers an alternative to tennis, badminton, and racquetball with its own unique set of skills and rules. This course provides instruction and match play in the fundamental skills and techniques of pickleball. Emphasis will be placed upon the skills of service, forehand, backhand, and volleys. Court and opponent strategy, etiquette, and basic rules of play will be introduced and practiced through match play.

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

April 12, 2023

Subject: Approval of Out-of-State Student Travel – Aniston, AL	Item No: 23-8430 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

Butte College EMS students will be participating in the Emergency Medical Operations of CBRNE Incidents/Intermediate Hands-On Training for CBRNE Incidents from April 23-29, 2023, in Anniston, Alabama, put on by the FAME Center for Domestic Preparedness.

The Emergency Medical Operations of CBRNE Incidents Training prepares responders to effectively respond to a chemical, biological, radiological, nuclear, or explosive (CBRNE) or mass casualty incident. The Intermediate Hands-On Training for CBRNE Incidents Training provides participants with hands-on practical exercises to reinforce their ability to perform triage and decontamination procedures and classify residual contamination using various monitoring equipment.

Status

The paramedic students who are currently enrolled in EMS 171 will travel to Anniston, Alabama, from April 23-29, 2023. Along with full-time EMS instructor, James Cuneo and associate faculty, Kira Cuneo, to receive training in Emergency Medical Operations of CBRNE Incidents/Intermediate Hands-On Training for CBRNE Incidents.

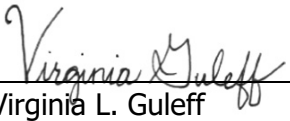
This trip is sponsored by FEMA, including housing, airfare, and travel to and from the airport. No District funds will be used for student travel.

Recommendation

It is recommended the Board authorize out-of-state travel to Anniston, Alabama, for paramedic students to attend the 2023 Emergency Medical Operations of CBRNE Incidents/Intermediate Hands-On Training for CBRNE Incidents accompanied by EMS faculty, James Cuneo and Kira Cuneo.

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

April 12, 2023

Subject: Appointment of Measure J Citizens' Bond Oversight Committee Member	Item No: 31-8431 Enclosure: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Category: Finance	Action <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Information <input type="checkbox"/> Consent <input checked="" type="checkbox"/>
Submitted By: Andrew Suleski Assistant Superintendent/ Vice President	Approved By:  Virginia L. Guleff Superintendent/President

Background

In compliance with Proposition 39, the Board of Trustees appointed an independent Measure J Citizens' Bond Oversight Committee on March 22, 2017 to inform the public concerning the District's expenditure of revenues received from the sale of Measure J bonds authorized by voters in the November 8, 2016 general election. The Citizens' Bond Oversight Committee shall consist of at least seven members each to serve for a term of two years without compensation and for no more than two consecutive terms. The Citizens' Bond Oversight Committee shall be comprised as follows: (1) One member shall be active in a business organization representing the business community located within the district; (2) One member shall be active in a senior citizens' organization; (3) One member shall be active in a bona fide taxpayers' organization; (4) One member shall be a student who is both currently enrolled in the district and active in a community college group, such as student government; (5) One member shall be active in the support and organization of a community college such as a member of an advisory council or foundation; and (6) Two members shall be at-large community members.

Status

In order to maintain compliance with the statutory requirements for committee membership, the Board must appoint new members to a 2-year term. The proposed appointee meets the statutory requirements for membership.

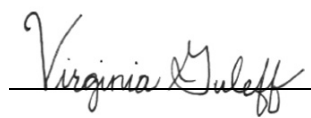
Recommendation

It is recommended the Board of Trustees appoint the following person to serve a 2-year term on the Measure J Citizens' Bond Oversight Committee commencing April 13, 2023 – April 12, 2025:

Business/Community Representative
Bob Kratochvil, Member at Large

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

April 12, 2023

Subject: Approval and/or Ratification of Personnel Actions	Item No: 23-8432 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 Dean of Instruction (STEM) – Robert White
Full-time, 40 hours per week, 12 months per year
Salary: MSC - 26
Effective: April 1, 2023
2. Employment of Supervisor, Glenn Center Operations – Stacey Jones
Full-time, 40 hours per week, 12 months per year
Salary: MSC - 9
Effective: April 3, 2023
3. Employment of Program Administrator, Grants (Industrial Technology Programs and Agriculture)– Annalisse de Vroome
Full-time, 40 hours per week, 12 months per year
Salary: MSC - 5
Effective: April 3, 2023
4. Employment of Safe Place Advocate – Maranda Brown
Full-time, 40 hours per week, 12 months per year
Salary: MSC - 7
Effective: April 3, 2023
5. Employee working Out-of-Class, Program Coordinator, DSRO & O (Student Services – Orientation) – Christmas Aumua
Effective: March 1, 2023 – June 30, 2023

Academic*

6. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Career and College Access Pathways Instructor Agreement – Durham Unified School District) – Makenna Luce

Effective: February 27, 2023 – June 30, 2023

7. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Career and College Access Pathways Instructor Agreement – Willows Unified School District) – Joseph Schantz

Effective: July 1, 2023 – June 30, 2024

8. Employment of Temporary Academic Employees (Instructors and Student Development) Part-time faculty recommended for employment effective Spring Semester 2023 – Jeffrey Edson, Anthony Ferreira, Dustin Mattos, Justin Noxon

Classified Employees*

9. Employment of Research Analyst (Institutional Research) – Alan Raetz, Alan Burwell

Full-time, 40 hours per week, 12 months per year

Salary: CSEA - 38

Effective: April 3, 2023

10. Employment of Student Success Specialist-Developing Hispanic Serving Institutions (CASA) – Iris Orozco-Sanchez

Full-time, 40 hours per week, 12 months per year

Salary: CSEA - 25

Effective: April 1, 2023

11. Employment of Student Success Specialist-Developing Hispanic Serving Institutions (CASA) – Cecilia Romero Robles

Full-time, 40 hours per week, 12 months per year

Salary: CSEA - 25

Effective: June 5, 2023

12. Employment of Student Success Specialist – Student Success Services – Alicia Mendizaval Hernandez

Full-time, 40 hours per week, 12 months per year

Salary: CSEA - 25

Effective: April 1, 2023

13. Employment of Administrative Secretary – Grants (DHHS) – Kelly Osborne

Full-time, 40 hours per week, 11 months per year

Salary: CSEA - 25

Effective: April 3, 2023

14. Employment of Administrative Secretary – Office Coordinator (Career Center) – Andrea Walters

Full-time, 40 hours per week, 12 months per year

Salary: CSEA - 27

Effective: April 5, 2023

15. Employment of Classroom Technology Support Specialist – Corey Kozlowski

Full-time, 40 hours per week, 12 months per year

Salary: CSEA - 29

Effective: May 1, 2023

16. Employment of Food Services Assistant II – Kristy Wan

Full-time, 40 hours per week, 9 months per year

Salary: CSEA - 4

Effective: April 3, 2023

17. Employment of Support Center Representative (Student Service) – Katrina Cunningham
Part-time, 24 hours per week, 12 months per year
Salary: CSEA - 18
Effective: April 10, 2023
18. Reclassification of Position – Kenneth Lull
From: Community Service Officer
To: Community Service Officer, Sr.
Effective: April 1, 2023
19. Lateral Transfer of Position – Jolie Cole-Barrett
From: Administrative Secretary III (Art, Digital Art & Design) (CSEA 24)
To: Administrative Secretary Non-Instructional (Student Life) (CSEA 24)
Effective: April 1, 2023
20. Employee working Out-of-Class, Administrative Secretary to the Dean (STEM) – Constance Dickens
Effective: March 21, 2023 – April 15, 2023
21. Temporary Increase from 24 hours to 40 hours, Special Programs Clerk (Foster Kinship Care Ed. Program) – Kristin Curry
Effective: April 1, 2023 – June 30, 2023
22. Leave without Pay or Benefits – XXX1463
Staff recommends that this leave be approved.
Effective: April 17, 2023 – June 16, 2023
23. Leave without Pay or Benefits – XXX1740
Staff recommends that this leave be approved.
Effective: March 29, 2023 – May 1, 2023

Temporary Employees*

24. **Substitutes**
Administrative Secretary III (Cosmo) – Debra Baker
Salary: \$25.00 per hour 1/23/23 – 6/30/23
Administrative Secretary II (Counseling & Advising) - Claire Yang
Salary: \$23.25 per hour 2/28/23 – 6/30/23
Administrative Secretary Non-Instructional (Multi-Cultural Programs and Services) – Annabel Ortiz
Salary: \$25.00 per hour 2/15/23 – 6/30/23
Administrative Secretary III (ARTS) – Jane Alt
Salary: \$27.00 per hour 3/7/23 – 3/31/23
Administrative Secretary III (Industrial Technology Programs) – Nancy Yates
Salary: \$25.00 per hour 3/22/23 – 6/30/23
Special Programs Clerk (Transfer Counseling) – Robin McKinley-Hall
Salary: \$21.50 per hour 2/13/23 – 6/30/23
Custodian I (FPM) – Cody Dickerson
Salary: \$19.50 per hour 3/1/23 – 6/30/23
Community Service Officer – Cameron Allen
Salary: \$21.00 per hour 3/9/23 – 6/30/23

25. Short Term/Seasonal

Supervisor, Glenn Center Operations – Stacey Jones

Salary: \$38.50 per hour 3/20/23 – 3/31/23

Food Services Assistant, II – Kristy Wan

Salary: \$16.00 per hour 3/2/23 – 3/31/23

Career Specialist (SS) – Suzanne Sierra

Salary: \$25.50 per hour 3/20/23 – 6/30/23

26. Professional Expert

Crime Scene Actor – Luis Robledo

Salary: \$15.50 per hour 2/27/23 – 6/30/23

Manipulative Skills/Evaluator – Jensen Pincus, Luke Hathaway, Victor De Los Santos, Victor Vogt

Salary: \$15.50/16.75 per hour 3/9/23 – 6/30/23

Nursing – Heather Randall

Salary: \$45.00 per hour 3/6/23 – 6/30/23

Nursing – Julius Lantican

Salary: \$45.00 per hour 3/17/23 – 6/30/23

Nursing – Bridget Crosby

Salary: \$45.00 per hour 3/20/23 – 6/30/23

27. Volunteer

Career Center – Kim Pacheco, Stephani Thompson,

Effective: 3/15/23 – 6/30/23

Career Center – Rungnapha MacKinnon

Effective: 4/1/23 – 6/30/23

Athletics – Bailey Rockholt

Effective: 2/14/23 – 6/30/23

28. Retirements/Resignations

Resignation, Programmer/Analyst – Garreth Nedved

Effective: March 25, 2023

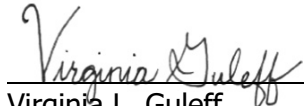
Retirement, Computer Science Instructor – Sean Worthington

Effective: September 15, 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**

April 12, 2023

Subject: Approval of Contracts	Item No: 23-8433 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Contracts	Action Regular <input checked="" type="checkbox"/> Information Consent <input type="checkbox"/>
Submitted By: Andrew Suleski 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).

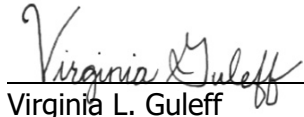
Butte-Glenn Community College District

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
Upon Signature	12/31/23	Foundation for the California Community Colleges	Utility Line Clearance Pre-Inspector Training and Development Project Amendment to Payment	\$1,990,638.00	Restricted General	Contract Education	Shearer

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

April 12, 2023

Subject: Approval of Contract to Purchase a Schedule Development Platform from Ad Astra Information Systems, LLC as a Sole Source Procurement	Item No: 23-8434 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

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.

On February 15, 2023, the Board considered an agenda item Approval to Contract to Purchase a Schedule Development Platform from Ad Astra Information Systems, LLC as a Sole Source Procurement, and authorized letting a sole source contract to Ad Astra Information Systems LLC. The agenda item presented a total contract value of \$160,000.00, however, the correct total contract value for a three-year term is \$387,500.00.

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 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 \$387,500.00, as a sole source procurement without going through a competitive bidding process.

Recommendation

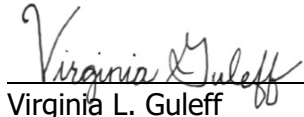
It is recommended that the Board of Trustees find that it is in the District's best interest to authorize the letting of a sole source contract to Ad Astra Information Systems, LLC, and authorize the District to enter into a contract with Ad Astra Information Systems, LLC to purchase a scheduling platform 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 \$387,500.00.

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 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**

April 12, 2023

Subject: Approval of Contract to Purchase Software Development and Maintenance Services from XAP Corporation as a Sole Source Procurement	Item No: 23-8435 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

The District’s California Community Colleges Technology Center (CCCTC) Department is in need of continuing software development and maintenance services eTranscript California, the custom-built software owned by XAP Corporation, that provides a statewide electronic transcript exchange that is currently operating at over eighty of the California Community Colleges.

Funding for this project will be allocated from the New Student Enrollment Grant.

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.

The CCCTC conducted an RFP in 2004 to engineer and host a system for the transmission of electronic transcripts. XAP Corporation was deemed the successful respondent with the best value. eTranscript California was designed and custom built for the California Community Colleges (CCC) and released in 2007. eTranscript California has continued to be engineered and hosted by XAP Corporation at the direction of the CCCTC for the California Community Colleges Chancellor’s Office.

Status

The District’s CCCTC Department recommends a sole source procurement of the required software development and maintenance services for eTranscript California from XAP Corporation because: 1) eTranscript California is custom-built proprietary electronic transcript software with California specific data elements, CCC specific formats, work flows, interface, and messaging features; 2) there is no off-the-shelf software product that provides the customization necessary to meet CCC requirements and

for other vendors customizing their products would be cost prohibitive; and 3) the proposed purchase of software services maintains continuity of this custom-built system for the colleges.

Based on the above factors, District staff has determined that competitive bidding would not produce any advantage to the District and that it is in the best interest of the District to enter into a contract with XAP Corporation for software development and maintenance services for eTranscript California in the amount not to exceed \$784,900.00, for the term July 1, 2023 – June 30, 2024, as a sole source procurement without going through a competitive bidding process.

Recommendation

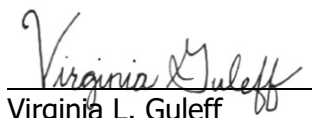
It is recommended that the Board of Trustees find that it is in the District's best interest to authorize the letting of a sole source contract to XAP Corporation and authorize the District to enter into a contract with XAP Corporation to purchase software development and maintenance services for eTranscript California on a sole source basis in the amount not to exceed \$784,900.00 for the term July 1, 2023 – June 30, 2024.

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 the required software development and maintenance services from XAP Corporation 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**

April 12, 2023

<p>Subject: Approval of Contract Award for Bid Mechanized Ag Instructional Portables Project</p>	<p>Item No: 23-8436 Enclosure: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p>Category: Contracts</p>	<p>Action Regular <input checked="" type="checkbox"/> Information Consent <input type="checkbox"/></p>
<p>Submitted By: Andrew Suleski Assistant Superintendent/ Vice President</p>	<p>Approved By:  Virginia L. Guleff Superintendent/President</p>

Background

On February 15, 2023 and February 22, 2023, the District advertised a Request for Formal Bid Proposals for Mechanized Ag Instructional Portables Project. The project includes, but is not limited to, the relocation of five existing modular units from their current location at Swing Space to their new location at Mechanized Agriculture. The scope of work includes all necessary site work, demolition, concrete foundations, and installation. The construction cost estimate for the work was approximately \$991,349.00.

Funding for this project will be allocated from the Measure J Bond Construction Fund.

Ten contractors attended the mandatory job walk on February 23, 2023. Five contractors submitted bids by the bid due date on March 21, 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:

Contractor	Base Bid Amount	Bid Proposal Amount
Schreder & Brandt Mfg. Inc.	\$864,000.00	\$864,000.00
Rock Creek Construction, Inc.	\$912,650.00	\$912,650.00
REM Construction	\$923,712.00	\$923,712.00
Northstate Earth & Water Inc.	\$942,537.54	\$942,537.54
JPB Design Inc.	\$957,000.00	\$957,000.00
JCO Engineering	\$1,029,223.00	\$1,029,223.00

Upon completion of District’s due diligence review, Schreder & Brandt Mfg. Inc., is the lowest responsive responsible bidder for this project work and acceptance of the bid is in the best interest of the district.

Recommendation

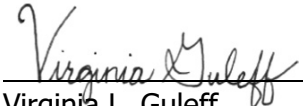
It is recommended that the Board of Trustees approve the award of contract for the Mechanized Ag Instructional Portables Project to Schreder & Brandt Mfg. Inc., of Chico, CA, as the lowest responsive responsible bidder in the amount of \$864,000.00 which equals the Bid Proposal Amount.

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

It is further recommended that the Board of Trustees authorize District staff to execute necessary contract documents related to the award of contract for the Mechanized Ag Instructional Portables Project to Schreder & Brandt Mfg. 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**

April 12, 2023

Subject: Consider/Approve Employment Contract for Vice President for Instruction	Item No: 23-8437 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Human Resources	Action Regular <input checked="" type="checkbox"/> Information Consent <input type="checkbox"/>
Submitted By: Virginia L. Guleff Superintendent/President	Approved By:  Virginia L. Guleff Superintendent/President

Background

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

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

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

Status

The Superintendent/President and the Vice President for Instruction have reached agreement on an employment contract.

Recommendation

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

**BUTTE-GLENN COMMUNITY COLLEGE DISTRICT
AGREEMENT FOR ADMINISTRATIVE EMPLOYMENT**

May 1, 2023 – April 30, 2025

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

RECITALS

A. District desires to hire Administrator in the position of Vice President and Administrator hereby accepts such employment on the terms and conditions set forth in this Agreement.

B. Administrator represents and warrants that Administrator possesses the minimum qualifications for the position as established by state law and District policy.

C. Administrator acknowledges that this position is a management position as an Educational Administrator in accordance with Education Code sections 72411 and 87002. Administrator acknowledges that Administrator serves at the pleasure of the Governing Board and that Administrator does not possess a property interest in this position.

D. In accordance with Education Code section 87458 A person employed in an administrative position that is not part of the classified service, who has not previously acquired tenured status as a faculty member in the same district and who is not under contract in a program or project to perform services conducted under contract with public or private agencies, or in other categorically funded projects of indeterminate duration, shall have the right to become a first-year probationary faculty member once his or her administrative assignment expires or is terminated if all of the following apply:

- i. The process by which the governing board reaches the determination shall be developed and agreed upon jointly by representatives of the governing board and the academic senate, and approved by the governing board. The agreed upon process shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the academic senate to determine that the administrator possesses the minimum qualifications for employment as a faculty member. The process shall further require that the governing board provide the academic senate with an opportunity to present its views to the governing board before the board makes a determination and that the written record of the decision, including the views of the academic senate, shall be available for review pursuant to Section 87358.
- ii. Until a joint agreement is reached pursuant to subdivision (a), the district process in existence on January 1, 1989, shall remain in effect.
- iii. The administrator has completed at least two years of satisfactory service, including any time previously served as a faculty member, in the district.
- iv. The termination of the administrative assignment is for any reason other than dismissal for cause.
- v. This section shall apply to every educational administrator whose first day of paid service in the district as a faculty member or an administrator is on or after July 1, 1990.

AGREEMENT

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

2. **Evaluation.** Administrator shall be evaluated by the President in the manner and in accordance with the timelines established by the President. Any failure to complete these evaluation procedures, or to complete them in a timely manner, shall not extend this Agreement or have any other impact on this Agreement.
3. **Salary.** Administrator shall be compensated for services rendered in accordance with the Executive salary schedule as that schedule may change from time-to-time. **Beginning May 1, 2023** the parties acknowledge that Administrator's annual salary shall be at **Step C, currently \$210,091.23** (two hundred ten thousand, and ninety-one dollars and twenty-three cents). The Administrator shall also receive a cost-of-living adjustment (COLA) to the salary equal to the percentage received by other District employees for the 2023-2024 academic year and each year thereafter. The Board reserves the right not to grant compensation increases or to award a different compensation increase if in its sole discretion the Board determines that fiscal conditions warrant that change.
4. **Fringe Benefits.** Administrator shall receive the same health and welfare, benefits afforded to other management employees. These benefits shall not be considered vested and may be changed from time to time for administrators and management employees.
5. **Expense Reimbursement.** District shall reimburse Administrator for actual and necessary expenses incurred within the course and scope of Administrator's employment, including mileage expenses, so long as such expenses are consistent with this Agreement and District policy.
6. **Automobile Expenses**

The Vice President is required to have a vehicle available at all times to exercise the powers and to perform the duties of the position. In order to reimburse the Vice President for this vehicle requirement, the Vice President shall receive a vehicle allowance of \$6,599.96 per year payable in twelve (12) monthly payments. This allowance will be increased each year by the same cost-of-living adjustment (COLA) percentage received by District employees. In addition, the Vice President shall be entitled to reimbursement for reasonable transportation expenses incurred for travel outside the District in accordance with the terms of this Agreement and Board policy. This allowance **will not** be considered as creditable compensation under the Vice President's respective retirement system. The Vice President shall provide the District a Certificate of Insurance annually showing the District is named as an additional insured under the Vice President's personal automobile insurance policy.
7. **Holidays / Vacation / Sick Leave.** Administrator shall be entitled to 24 days of vacation per academic year, exclusive of paid holidays designated in Education Code sections 79020 / 79021 or any other holidays as specified by the District. After Administrator has accumulated fifty (50) unused vacation days, he/she shall not earn any additional vacation until he/she has reduced the number of accrued but unused vacation days below the fifty (50) day cap. Vacation shall accrue in monthly installments. Administrator shall be allocated twelve (12) days of sick leave annually which shall accrue from year to year.
8. **Work Year.** Administrator shall provide twelve (12) full and regular months of service to the District; holidays and vacation days are taken as non-duty days. To determine Administrator's daily rate of pay, the parties agree that the Administrator's annual base salary shall be divided by 260 workdays.
9. **Term/Termination.** Administrator is hired for **two years commencing May 1, 2023,** and terminating at the earliest to occur of the following:
 - a. **Mutual Consent.** This Agreement may be terminated at any time by mutual consent of the Board or President and the Administrator.
 - b. **Non-Renewal of Agreement by District.** The Board may elect not to renew this Agreement effective June 30 of the current school year by providing 60 days notice to the Administrator in accordance with Education Code sections 72411 and 72411.5 or other applicable provisions of law.

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

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

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

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

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

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

remedy to the fullest extent provided by law. Finally, the parties agree that this provision meets the requirements governing maximum cash settlements as set forth in Government Code section 53260 et seq.

- e. **Termination for Unlawful Fiscal Practices.** Notwithstanding any other provision of this Agreement to the contrary, if the Board believes, and subsequently confirms through an independent audit, that Administrator engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the Board may immediately terminate Administrator solely upon written notice to Administrator and Administrator shall not be entitled to any compensation of any nature, whether as cash, salary payments, health benefits, or other non-cash settlement as set forth above. This provision is intended to implement the requirements of Government Code section 53260(b).
- f. **Abuse of Office Provisions.** In accordance with Government Code section 53243 et. seq., and as a separate contractual obligation, should the Administrator receive a paid leave of absence or cash settlement if this Agreement is terminated with or without cause, such paid leave or cash settlement shall be fully reimbursed to the District by the Administrator if the Administrator is convicted of a crime involving an abuse of office or position. In addition, if the District funds the criminal defense of Administrator against charges involving abuse of office or position and the Administrator is then convicted of such charges, the Administrator shall fully reimburse the District all funds expended for Administrator's criminal defense.
- g. **Resignation.** If Administrator does not possess any "retreat rights" to a faculty position, Administrator may resign at any time with at least sixty (60) days advance written notice to the Superintendent/President, unless the parties agree otherwise in writing to a shorter notice period. If Administrator possesses "retreat rights" and intends to exercise those rights by resigning from this administrative position and returning to a faculty position, Administrator may resign from this administrative position by providing at least ninety (90) days advance written notice to the Superintendent/President, given at least ninety (90) days prior to March 15th of the current academic year, unless the parties agree to a shorter notice period. If the Board in its discretion voluntarily allows retreat rights upon resignation pursuant to this paragraph, Administrator understands and acknowledges that his / her retreat rights may not conflict with or supersede the rights of other employees relative to layoff and / or retreat. If Administrator possesses "retreat rights" but does not intend to exercise those rights and intends to resign from District employment as an administrator and faculty member, Administrator may resign from District employment at any time with at least sixty (60) days advance written notice to the Superintendent/President, unless the parties agree otherwise in writing to a shorter notice period.
10. **Tax/Retirement/PERS or STRS Issues.** Notwithstanding any other provision of this Agreement, the District shall not be liable for any state or federal tax consequences or any retirement consequences of any nature as a result of this Agreement.
11. **Board Approval.** The effectiveness of this Agreement shall be contingent upon approval by the District's governing board as required by law.
12. **District Rules and Regulations.** This Agreement is intended by the parties to be the sole instrument governing the employment relationship between the parties unless a provision of law is specifically applicable to this Agreement or to the employment relationship. The District's policies, rules, and practices shall not be applicable to the Administrator or affect the employment relationship unless specifically referenced in this Agreement or District policy.
13. **No Assignment / Management Hours.** This is an agreement for personal services. The Administrator may not assign or transfer any rights granted or obligations assumed under this Agreement. The demands of the position of Administrator require more than eight (8) hours a day and/or forty (40) hours per work week. Administrator is not entitled to overtime compensation for hours worked in excess of eight (8) hours per day or forty (40) hours per week.

14. **Integration / Modification.** This Agreement contains the entire agreement of the parties and supersedes all prior negotiations, understandings or agreements. Neither of the parties has relied upon any oral or written representation or written information given to the party by any representative of the other party not contained in this Agreement. This Agreement cannot be changed or supplemented orally. It may be modified or superseded only in a writing signed by both parties and authorized by Board action.

15. **Waiver.** No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a party shall give the other party any contractual rights by custom, estoppel, or otherwise.

16. **Severability.** If one or more of the provisions of this Agreement are declared invalid or unenforceable by judicial, legislative, or administrative authority of competent jurisdiction, then the parties agree that the invalidity or unenforceability of any of the provisions shall not in any way affect the validity or enforceability of any other provisions of this Agreement.

By: _____
 Superintendent/President

Dated: _____

ACCEPTANCE OF OFFER

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

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

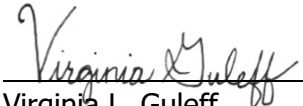
I have not entered into a contract of employment with the governing board of another school district or any other employer that will in any way conflict with the terms or this Employment Agreement.

Dated: _____

 Erik Shearer

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

April 12, 2023

Subject: Approval of Butte College Child Development Center to receive CCTR Expansion Funding	Item No: 23-8438 Enclosure: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Category: Instruction	Action <input checked="" type="checkbox"/> Regular <input checked="" type="checkbox"/> Information <input type="checkbox"/> Consent <input type="checkbox"/>
Submitted By: Erik Shearer Interim Vice President	Approved By:  Virginia L. Guleff Superintendent/President

Background

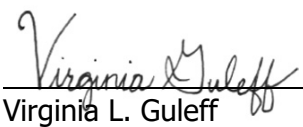
Butte College Child Development Center submitted an application for funding consideration for General Child Care and Development Program (CCTR) Expansion Funds through the California Health & Human Services Agency, California Department of Social Services (CDSS) Child Care and Development Division (CDDD) for Fiscal Year 2022-2023. If awarded, the funding will allow the Butte College Child Development Center to serve eight additional infants and 15 additional toddlers. The CCTR Request for Applications require applicant to self-certify to the Board of Trustees approval to receive CCTR expansion funding.

Recommendation

It is recommended that the Board of Trustees approve that the Butte College Child Development Center can receive CCTR Expansion Funding upon notification of award.

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

April 12, 2023

Subject: Proposed Revisions, Review, and Adoption of Board Policies	Item No: 23-8439 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Administration	Action Regular <input checked="" type="checkbox"/> Information Consent <input checked="" type="checkbox"/>
Submitted By: Virginia L. Guleff Superintendent/President	Approved By:  Virginia L. Guleff Superintendent/President

Background

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

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

Status

The enclosed policies have been reviewed as described above and are submitted to the Board as informational. Any suggestions for change will be incorporated into the final version which will be presented for approval at the May 2023 Board meeting.

BOARD POLICY	TITLE	ACTION
BP 2340	Agendas	Revision
BP 2410	Board Policies and Administrative Procedures	Revision
BP 3410	Nondiscrimination	Revision
BP 3430	Prohibition of Harassment	Revision
BP 3433	Prohibition of Sexual Harassment under Title IX	Revision
BP 5040	Student Records and Directory Information	Revision
BP 6100	Delegation of Authority	Review
BP 6150	Designation of Authorized Signatures	Review
BP 6200	Budget Preparation	Review
BP 6250	Budget Management	Revision
BP 6300	Fiscal Management	Revision
BP 6307	Debt Issuance and Management	Review
BP 6320	Investments	Revision
BP 6330	Purchasing	Review
BP 6340	Bids and Contracts	Review
BP 6400	Audits	Review
BP 6466	Modification, Remodel, Alteration, or Attachment to District Facilities	Review
BP 6500	Property Management	Review
BP 6520	Security for District Property	Review
BP 6540	Insurance/Risk Management	Revision

BP 6550	Disposal of Property	Review
BP 6600	Capital Construction	Review
BP 6665	Campus Land Use	Revision
BP 6666	Energy and Sustainability	Review
BP 6667	Art Placement	Review
BP 6695	Employee/Student Transportation in District-Owned and Private Vehicles	Review
BP 6700	Civic Center and Other Facilities Use	Revision
BP 6740	Citizens Oversight Committee	Review
BP 6750	Parking	Revision
BP 6800	Occupational Safety	Review
BP 6900	Bookstores	Review
BP 6905	Dining Services	Review
BP 7130	Compensation	Revision
BP 7230	Classified Employees	Revision
BP 7340	Leaves	Revision
BP 7600	College Police or Security	Revision



BP 2340 Agendas

References: Government Code Sections 54950 et seq. and 6250 et seq.;
 Education Code Sections 72121 and 72121.5
Adopted: December 10, 2008
Last Revised: October 10, 2018, May 2023
Last Reviewed: October 10, 2018

An agenda shall be posted adjacent to the place of meeting as well as on the District’s website at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an “emergency situation” as defined for emergency meetings;
- two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board.

The Superintendent/President, in consultation with the Board President, shall develop agendas.

If requested by a member of the public, a copy of the agenda, or documents constituting the agenda packet, shall be provided by mail or email. The Superintendent/President shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may request -matters directly related to the business of the District be placed on an agenda for a Board meeting, subject to approval by the Superintendent/President in consultation with Board President, by submitting a signed written summary of the item to the Superintendent/President. Agenda items submitted by members of the public must be received in the Office of the Superintendent/President two weeks prior to the regularly scheduled meeting. Agenda items initiated by members of the public shall be placed on the Board’s agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90-day period following the initial submission. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

See Administrative Procedure 2340



BP 2410 Board Policy and Administrative Procedure

References: Education Code Section 70902;
Accreditation Standard IV.C.7, IV.D.4, I.B.7, and I.C.5
Adopted: December 10, 2008
Last Revised: October 10, 2018; May 2023
Last Reviewed: October 10, 2018

Education Code Section 70902 establishes the policy-making authority of the Board. The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to District activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to, or amended by majority vote at any regular board meeting. Proposed changes or additions shall be introduced not less than one meeting prior to the meeting at which action is recommended. In unusual circumstances, the Board may change, amend, or add to Board Policies at the same meeting at which they are introduced.

The Board shall regularly access its policies for effectiveness in fulfilling the District's mission.

Administrative procedures are to be issued by the Superintendent/President as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy, and may be revised as deemed necessary by the Superintendent/President.

The Superintendent/President shall annually provide each member of the Board access to-with copies of the administrative procedures or any revisions since the last time they were provided. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

All policies and procedures shall be readily available on the District's website in such a format that allows for reading and/or printing by District employees and the public.

See Administrative Procedure 2410



BP 3410 Nondiscrimination

References: Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;
Title 5 Sections 53000 et seq. and 59300 et seq.;
Penal Code Section 422.55;
Government Code Sections 12926.1 and 12940 et seq.;
Title 2 Sections 10500 et seq.;
Labor Code Section 1197.5;
ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard
Catalog Requirements

Adopted: May 22, 2013
Last Revised: April 17, 2019, May 2021; May 2023
Last Reviewed: April 17, 2019

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ~~or~~ ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she/they is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veterans status, or because he/she/they is perceived to have one or more of the foregoing characteristics, or because of his/her/their association with a person or group with one or more of these actual or perceived characteristics.

The Superintendent/President or designee shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

See Administrative Procedure 3400



BP 3430 Prohibition of Harassment

References: Education Code Sections 212.5; 44100; 66252; 66281.5, and 66262.5;
Government Code Sections 12923, 12940, and 12950.1;
Civil Code Section 51.9;
Title 2 Sections 10500 et seq.;
Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e
Age Discrimination in Employment Act of 1967 (ADEA);
Americans with Disabilities Act of 1990 (ADA)

Adopted: May 22, 2013

Last Revised: April 17, 2019; October 16, 2019; October 14, 2020, May 2021; May 2023

Last Reviewed: April 17, 2019

All forms of harassment are contrary to basic standards of conduct between individuals. State and federal law and this policy prohibit harassment, and the District will not tolerate harassment. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. The District shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ethnicity, ancestry, immigration status, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, or military and veteran status, or because he/she/they is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees, students, unpaid interns, and volunteers feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. The District will investigate all allegations of retaliation swiftly and thoroughly. If the District determines that someone has retaliated, will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

The District recognizes that sex discrimination, including sexual harassment and violence, harms all students, undermines students' physical safety, impedes students' ability to learn, and can reinforce social inequality throughout a student's lifetime. The District has a responsibility to make reasonable efforts to respond effectively when sexual harassment is reported to, or observed by, District employees.

Any student, employee, unpaid intern, or volunteer who believes that he/she/they has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3400. The District requires supervisors to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

To this end the Superintendent/President or designee shall ensure that the institution undertakes education and training activities to counter harassment and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President or designee shall establish procedures that define harassment on campus. The Superintendent/President or designee shall further establish procedures for employees, students, unpaid interns, volunteers, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. State and federal law and this policy prohibit retaliatory acts by the District, its employees, students, and agents.

The District will publish and publicize this policy and related written procedures (including the procedure for making complaints) shall be widely published and publicized to administrators, faculty, staff, students, unpaid interns, and volunteers particularly when they are new to the institution. The District will make this policy and related written procedures (including the procedure for making complaints) available in all administrative offices and will post them on the District's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Unpaid interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the internship or other unpaid work experience program.

See Administrative Procedure 3400



BP 3433 Prohibition of Sexual Harassment under Title IX

References: Title IX of the Education Amendments Act of 1972;
34 Code of Federal Regulations Part 106

Adopted: October 14, 2020

Last Revised: [May 2023](#)

Last Reviewed:

The District recognizes that sex discrimination, including sexual harassment and violence, harms all students, undermines students' physical safety, impedes students' ability to learn, and can reinforce social inequality throughout a student's lifetime. The District has a responsibility to make reasonable efforts to respond effectively when sexual harassment is reported to, or observed by, District employees.

All forms of sexual harassment are contrary to basic standards of conduct between individuals. State and federal law and this policy prohibit sexual harassment and the District will not tolerate sexual harassment. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence.

The District seeks to foster an environment in which all employees, students, applicants for employment, and applicants for admission feel free to report incidents of sexual harassment in violation of this policy and Title IX, without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of sexual harassment in violation of this policy and Title IX or for participating, or refusing to participate, in a sexual harassment investigation. The District will investigate all allegations of Title IX retaliation swiftly and thoroughly. If the District determines that someone has retaliated, it will take reasonable steps within its power to stop such conduct. Individuals who engage in Title IX retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any employee, student, applicant for employment, or applicant for admission who believes he/she/they has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 340035 [Nondiscrimination and Prohibition of Harassment](#). The District requires supervisors to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited

to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

To this end the Superintendent/President or designee shall ensure that the institution undertakes education and training activities to counter sexual harassment and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President or designee shall establish procedures that define sexual harassment on campus. The Superintendent/President shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding sexual harassment in violation of this policy, and procedures to resolve complaints of sexual harassment in violation of this policy. State and federal law and this policy prohibit retaliatory acts against all participants by the District, its employees, students, and agents.

The District will publish and publicize this policy and related written procedures (including the procedure for making complaints) to administrators, faculty, staff, students, applicants for employment, and applicants for admission, particularly when they are new to the institution. The District will make this policy and related written procedures (including the procedures for making complaints) available in all administrative offices and will post them on the District's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Volunteers or unpaid interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the volunteer assignment, internship, or other unpaid work experience program.

See Administrative Procedure 3400



BP 5040 Student Records and Directory Information

References: Education Code Sections [66271.4 and 76200](#), et seq.; Title 5, Sections 57600, et seq.; 20 U.S. Code Section 1232g subdivision (j); ACCJC Accreditation Standard II.C.8

Adopted: December 10, 2008

Last Revised: May 2022, [May 2023](#)

Last Reviewed: December 10, 2008

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

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

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District. Upon request by a former student of the District, the District will update and reissue student records to include an updated legal name or gender. These documents include but are not limited to transcripts or a diploma.

Commencing with the 2023–2024 graduating class, a graduating student may request the District confer the diploma in the student’s chosen name. The District cannot require a graduating student to provide legal documentation to demonstrate a legal name or gender change in order to have the student’s chosen name listed on the student’s diploma.

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

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

Directory information shall include:

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

See Administrative Procedure 5040



BP 6100 Delegation of Authority – Business and Fiscal Affairs

References: Education Code Sections 70902(d); 81655, 81656

Adopted: November 12, 2008

Last Revised:

Last Reviewed: November 12, 2008, [May 2023](#)

The Board delegates to the Superintendent/President or designee the authority to supervise the general business procedures of the District to ensure the proper administration of property and contracts; the budget, audit, and accounting of funds; the acquisition of supplies, equipment, and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations, and with the California Community Colleges Budget and Accounting Manual.

No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Board (See BP 6340: Bids and Contracts).

The Superintendent/President or designee shall make appropriate periodic reports to the Board and shall keep the Board fully advised regarding the financial status of the District.

See Administrative Procedure 6100



BP 6150 Designation of Authorized Signatures

References: Education Code Section 85232 and 85233

Adopted: November 12, 2008

Last Revised:

Last Reviewed: November 12, 2008; [May 2023](#)

Authority to sign orders and other transactions on behalf of the Board is delegated to the Superintendent/President, Vice President of Administration and other officers appointed by the Superintendent/President.

The authorized signatures shall be filed with the Butte County Office of Education Superintendent of Schools.

See Administrative Procedures 6150



BP 6200 Budget Preparation

References: Education Code Section 70902 subdivision (b)(5); Title 5, 58300 et seq,;
ACCJC Accreditation Standard III.D

Adopted: November 12, 2008

Last Revised:

Last Reviewed: November 12, 2008; [May 2023](#)

Each year, the Superintendent/President or designee shall present to the Board a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of Budget proposals shall comply with state law and regulations, and provide adequate time for Board study.

Budget development shall attempt to meet the Board’s adopted criteria.

See Administrative Procedure 6200



BP 6250 Budget Management

References: Title 5 Sections 58307 and 58308

Adopted: November 12, 2008

Last Revised: May 2023

Last Reviewed: November 12, 2008

The budget shall be managed in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

The District's unrestricted general fund reserves shall be no less than 25%. (A prudent reserve is defined by the California Community Colleges Chancellor's Office as three months operating expenses.)

Revenues accruing to the District in excess of amounts budgeted shall be added to the District's reserve for contingencies. They are available for appropriation only upon a resolution of the Board that sets forth the need according to major budget classifications in accordance with applicable law.

Board approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

~~The Superintendent/President or designee shall develop procedures to implement this policy.~~

See Administrative Procedure 6250



BP 6300 Fiscal Management

References: Education Code Section 84040(c); Title 5 Section 58311;
[ACCJC Accreditation Standard III.D;](#)
[2 Code of Federal Regulations Parts 200.302 subdivision \(b\)\(6\)-\(7\), 200.305, and 200.400 et seq.](#)

Adopted: November 12, 2008
Last Revised: [May 2023](#)
Last Reviewed: November 12, 2008

The Superintendent/President or designee shall establish procedures to ensure that the District's fiscal management is in accordance with the principles contained in Title 5 section 58311, including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- The responsibility and accountability for fiscal management are clearly delineated.

[The Superintendent/President or designee shall also establish procedures that satisfy the U.S. Education Department General Administrative Regulations \(EDGAR\) Second Edition for any federal funds received by the District.](#)

The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board shall be presented with a quarterly report describing the financial and budgetary conditions of the District.

As required by the California Community Colleges Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

See Administrative Procedure 6300



BP 6307 Debt Issuance and Management

References: Government Code Section 8855

Adopted: February 15, 2017

Last Revised:

Last Reviewed: February 15, 2017; [May 2023](#)

This Debt Issuance and Management Policy (the "Policy") provides written guidelines for the issuance of indebtedness by the Butte-Glenn Community College District (the "District") in satisfaction of the requirements of S.B. 1029, codified as part of Government Code Section 8855.

Purpose and Goals

This Policy provides a framework for debt management and capital planning by the District. This Policy has been developed to meet the following goals:

- I. Identifying the purposes for which the debt proceeds may be used.
- II. Identifying the types of debt that may be issued.
- III. Describing the relationship of the debt to, and integration with, the District's capital improvement program.
- IV. Establishing policy goals related to the District's planning goals and objectives.
- V. Implementing internal control procedures to ensure that the proceeds of the proposed debt issuance will be directed to the intended use upon completion of the issuance.

I. Purposes for Which Debt Proceeds May be Used

Authority and Purposes of the Issuance of Debt

The laws of the State of California (the "State") authorize the District to incur debt to make lease payments, contract debt, borrow money, and issue bonds for school improvement projects. The District is authorized to contract debt to acquire, construct, reconstruct, rehabilitate, replace, improve, extend, enlarge, and equip such projects; to refund existing debt; or to provide for cash flow needs.

State Law

Section 18 of Article XVI of the State Constitution contains the "debt limitation" formula applicable to the District.

There are a number of State laws that govern the issuance of general obligation bonds ("GO Bonds") by community college districts. Sections 1(b)(2) (Proposition 46) and 1(b)(3) of Article XIII A (Proposition 39) of the State Constitution allow the District to issue GO Bonds. The statutory authority for issuing GO Bonds is contained in Education Code Section 15000 et seq. Additional provisions applicable only to Proposition 39 GO Bonds are contained in Education Code Section 15264 et seq. An alternative procedure for issuing GO Bonds is also available in Government Code Section 53506 et seq.

The statutory authority for issuing Tax and Revenue Anticipation Notes ("TRANS") is contained in Government Code Section 53850 et seq. Authority for lease financings is found in Education Code Section 17455 et seq. and additional authority is contained in Education Code Sections 17400 et seq., 17430 et seq. and 17450 et seq. The District may also issue Mello-Roos bonds pursuant to Government Code Section 53311 et seq.

Debt Issued to Finance Operating Costs

The District may deem it necessary to finance cash flow requirements under certain conditions. Such cash flow borrowing must be payable from taxes, income, revenue, cash receipts and other moneys attributable to the fiscal year in which the debt is issued.

General operating costs include, but are not limited to, those items normally funded in the District's annual operating budget.

The District's Superintendent/President, or Vice President for Administrative Services, will review potential financing methods to determine which method is most prudent for the District. Potential financing sources include tax and revenue anticipation notes (TRANS), temporary borrowing from the Butte County Treasurer and Tax Collector, and internal temporary interfund borrowing.

II. Types of Debt That May be Issued

Types of Debt Authorized to be Issued:

Short-Term: The District may issue fixed-rate and/or variable rate short-term debt, which may include TRANS, when such instruments allow the District to meet its cash flow requirements. The District may also issue bond anticipation notes ("BANs") to provide interim financing for bond projects that will ultimately be paid from GO Bonds.

Long-Term: Debt issues may be used to finance essential capital facilities, projects and certain equipment where it is appropriate to spread the cost of the projects over more than one budget year. Long-term debt should not be used to fund District operations.

Long term debt in the form of GO Bonds may be issued under Article XIII A of the State Constitution, either under Proposition 46, which requires approval by at least a two-thirds (66.67%) majority of voters, or Proposition 39, which requires approval by at least 55% of voters, subject to certain accountability requirements and additional restrictions. The District may also enter into long-term leases and/or certificates of participation (COPs) for public facilities, property, and equipment.

Lease Financing: Lease-purchase obligations are a routine and appropriate means of financing capital equipment and certain capital facilities. However, lease obligations may impact on budget flexibility.

Use of General Obligation Bonds: A significant portion of the District's capital projects are projected to be funded by GO Bond proceeds. Projects financed by the GO Bonds will be determined by the constraints of applicable law and the project list approved by voters.

III. Relationship of Debt to and Integration with District's Capital Improvement Program or Budget

Impact on Operating Budget and District Debt Burden

In evaluating financing options for capital projects, both short and long-term debt amortization will be evaluated when considering a debt issuance, along with the potential impact of debt

service, and additional costs associated with new projects on the operating budget of the District. The cost of debt issued for major capital repairs or replacements may be judged against the potential cost of delaying such repairs.

Capital Improvement Program

The Vice President for Administrative Services and the facilities staff have responsibility for the planning and management of the District’s capital improvement program subject to review and approval by the Board of Trustees. Staff will, as appropriate, supplement and revise any applicable Facilities Master Plan in keeping with the District’s current needs for the acquisition, development and/or improvement of District’s real estate and facilities. Such plans may include a summary of the estimated cost of each project, schedules for the projects, the expected quarterly cash requirements, and annual appropriations, in order for the projects to be completed.

Refunding and Restructuring Policy

Considerations for Refunding:

- District’s Best Interest. Whenever deemed to be in the best interest of the District, the District shall consider refunding or restructuring outstanding debt if it will be financially advantageous or beneficial for debt repayment and/or structuring flexibility.
- Net Present Value Analysis. The Vice President for Administrative Services shall review a net present value analysis of any proposed refunding in order to make a determination regarding the cost-effectiveness of the proposed refunding.
- Maximization of Expected Net Savings. Another consideration in deciding which debt to refinance and the timing of the refinancing shall be maximization of the District’s expected net savings over the life of the bonds.
- Comply with Existing Legal Requirements. The refunding of any existing debt shall comply with all applicable State and Federal laws governing such issuance.

IV. Policy Goals Related to District’s Planning Goals and Objectives

In following this Policy, the District shall pursue the following goals:

- The District shall strive to fund capital improvements from voter-approved GO Bond issues to preserve the availability of its General Fund for District operating purposes and other purposes that cannot be funded by such bond issues.
- The District shall endeavor to attain the best possible credit rating for each debt issue in order to reduce interest costs, within the context of preserving financial flexibility and meeting capital funding requirements.
- The District shall take all practical precautions and proactive measures to avoid any financial decision that will negatively impact current credit ratings on existing or future debt issues.
- The District shall, with respect to GO Bonds, remain mindful of its statutory debt limit in relation to assessed value growth within the college district and the tax burden needed to meet long-term capital requirements.
- The District shall consider market conditions and District cash flows when timing the issuance of debt.
- The District shall determine the amortization (maturity) schedule which will fit best within the overall debt structure of the District at the time the new debt is issued.
- The District shall match the term of the issue to the useful lives of assets funded by that issue whenever practicable and economic, while considering repair and replacement costs of those assets to be incurred in future.

- The District shall, when planning for the issuance of new debt, consider the impact of such new debt on overlapping debt of local, state and other governments that overlap with the District.
- The District shall, when issuing debt, assess financial alternatives to include new and innovative financing approaches, including whenever feasible, categorical grants, revolving loans or other State/federal aid, so as to minimize the encroachment on the District's General Fund.
- The District shall, when planning for the sizing and timing of debt issuance, consider its ability to expend the funds obtained in a timely, efficient and economical manner.

V. Internal Control Procedures for Issuance of Debt to Ensure Intended Use of Proceeds

Structure of Debt Issues

Maturity of Debt: The duration of a debt issue shall be consistent, to the extent possible, with the economic or useful life of the improvement or asset that the issue is financing. Accordingly, the average life of the financing shall not exceed 120% of the average life of the assets being financed. In addition, the District shall consider the overall impact of the current and future debt burden of the financing when determining the duration of the debt issue.

Debt Structure:

GO Bonds:

New Money Bond Issuances: For new money bond issuances, the District shall size the bond issuance consistent with the "spend-down" requirements of the Internal Revenue Code and within any limits approved by the District's voters. To the extent possible, the District will also consider credit issues, market factors (e.g. bank qualification) and tax law when sizing the District's bond issuance.

Refunding Bond Issuances: The sizing of refunding bonds will be determined by the amount of money that will be required to cover the principal of, accrued interest (if any) on, and redemption premium for the bonds to be defeased on the call date and to cover appropriate financing costs.

Maximum Maturity: All bonds issued by the District shall mature within the limits set forth in applicable provisions of the Education Code or the Government Code. The final maturity of bonds will also be limited to the average useful life of the assets financed or as otherwise required by tax law.

Lease-Purchase Obligations: The final maturity of equipment or real property lease obligations will be limited to the useful life of the assets to be financed.

Debt Service Structure: The District shall design the financing schedule and repayment of debt so as to take best advantage of market conditions, provide flexibility, and, as practical, to recapture or maximize its debt capacity for future use.

Use of Proceeds

The District shall be vigilant in using bond proceeds in accordance with the stated purposes at the time such debt was incurred. In furtherance of the policy, and in connection with the issuance of all GO Bonds:

- As required by Government Code Section 53410, the District shall only use GO Bond proceeds for the purposes approved by the District's voters; and

- The Vice President for Administrative Services shall have the responsibility, no less often than annually, to provide to the District's Board of Trustees a written report which shall contain at least the following information:
 - The amount of the debt proceeds received and expended during the applicable reporting period; and
 - The status of the acquisition, construction or financing of the college facility projects, as identified in any applicable bond measure, with the proceeds of the debt.
- These reports may be combined with other periodic reports which include the same information, including but not limited to, periodic reports made to the California Debt and Investment Advisory Commission, or continuing disclosure reports or other reports made in connection with the debt.
- These requirements shall apply only until the earliest of the following: (i) all the debt is redeemed or defeased, but if the debt is refunded, such provisions shall apply until all such refunding bonds are redeemed or defeased, or (ii) all proceeds of the debt, or any investment earnings thereon, are fully expended.
- The District shall post on the District website the Annual Report of the District's Independent Bond Oversight Committee which has been given the responsibility to review the expenditure of GO Bond proceeds to assure the community that all GO Bond funds have been used for the construction, renovation, repair, furnishing and equipping of college facilities, and not used for teacher or administrator salaries or other operating expenses.
- The District shall hire an independent auditor to perform an annual independent financial and performance audit of the expenditure of GO Bond proceeds, and to post such audits on the District website.

There is no administrative procedure for this policy.



BP 6320 Investments

References: Government Code Section 53600 et seq.

Adopted: March 24, 2010

Last Revised: [May 2023](#)

Last Reviewed: March 24, 2010

The Superintendent/President or designee is responsible for ensuring funds that are not required for the immediate needs of the District are invested. Investments shall be in accordance with law, including California Government Code Sections 53600 et seq.

Investments shall be made based on the following criteria:

- The preservation of principal shall be of primary importance.
- The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.
- Transactions should be avoided that might impair public confidence, including but not limited to deposits into unregulated or non-transparent investments.

The funds for future health premium costs for district retirees either shall be invested in an Irrevocable Trust Fund or held by the college to be invested in such a trust, and shall comply with the following additional investment criteria:

- The District shall transfer into the Health Premium fund at least the minimum required allocation until such time as no additional funds are required to meet its required future financial obligations.
- The District shall use the "pay as you go" method (allocating funds in the District's annual budget) of paying the annual costs of retirees' health plan participation until such time as the fund is fully funded and can pay such annual costs without the loss of principal in the fund.
- All funds and budget allocations assigned to this purpose shall be invested to preserve the principal as the highest priority of such investments. Investment either in growth development instruments or programs can occur if the Board of Trustees determines that such investments are in the best interest of the District.
- The District will only invest in trusts that are periodically audited.

[The Superintendent/President shall annually report to the Board the status of all invested reserves.](#)

See Administrative Procedure 6320



BP 6330 Purchasing

References: Education Code Section 81656;
Public Contracts Code Section 20650

Adopted: November 12, 2008

Last Revised:

Last Reviewed: November 12, 2008, [May 2023](#)

The Superintendent/President or designee is delegated the authority to purchase supplies, materials, apparatus, equipment, and services as necessary for the efficient operation of the District. No such purchase shall exceed the amounts specified by Section 20651 of the California Public Contract Code as amended from time to time.

All such transactions entered into by the Superintendent/President or designee shall be reviewed by the Board at least every 60 days.

See Administrative Procedure 6330



BP 6340 Bids and Contracts

References: Education Code Sections 81641 et seq.; Public Contracts Code Sections 20650 et seq.; Government Code Section 53060; ACCJC Accreditation Standard III.D.16; 2 Code of Federal Regulations Part 200.318; Title 5 Sections 59130 et seq.

Adopted: November 12, 2008

Last Revised: October 16, 2019; May 2022

Last Reviewed: November 12, 2008; May 2023

The Board delegates to the Superintendent/President or designee the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Board.
- 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 shall require prior approval by the Board.
- When bids are required according to Public Contracts Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.
- When bids are required for the purchase or maintenance of electronic data processing systems and equipment, electronic telecommunication equipment, supporting software, and related materials, goods and services, the Board may award such contract to one of the three lowest responsible competitive bidders.
- When the District determines that, according to Public Contract Code Section 20651.7, it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may select and award the contract based on best value in accordance with AP 6340. The bidder shall give such security as the Board requires. The Board retains the discretion to reject all bids.
- When the Superintendent/President, in consultation with Vice President of Administration, or designee, determines that, the District can obtain a contract for goods or services through the California Community Colleges Chancellor's Office CollegeBuys Program for the Procurement of Goods and Services for Community College Districts at a lower price upon the same terms, conditions and specifications, the Vice President of Administration, or designee, may proceed with the contract without conducting a formal bidding process.

If the Superintendent/President or designee concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contracts Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition, or purchase order through any other public corporation or agency in accordance with Public Contracts Code Section 20652, the Superintendent/President or designee is authorized to proceed with a contract.

In the event of malfeasance in office, the Community College employee who enters a contract on behalf of the Governing Board shall be personally liable for any and all monies the District paid out as a result of such malfeasance.

See Administrative Procedure 6340



BP 6400 Audits

References: Education Code Section 84040(b)

Adopted: November 12, 2008

Last Revised:

Last Reviewed: November 12, 2008, [May 2023](#)

There shall be an annual outside audit of all funds, books, and accounts of the District in accordance with the regulations of Title 5. The Superintendent/President or designee shall assure that an annual outside audit is completed. The Superintendent/President or designee shall recommend a certified public accountancy firm to the Board with which to contract for the annual audit.

See Administrative Procedure 6400



BP 6466 Modification, Remodel, Alteration, or Attachment to District Facilities

References: 2007 California Building Code

Adopted: June 24, 2009

Last Revised:

Last Reviewed: June 24, 2009; May 2023

The District’s facilities are a resource for the support of all college functions. To ensure that the facilities are configured and used in a manner which is effective and which meets the needs of the District as a whole requires careful and diligent management. Facilities are owned by the District and therefore, the configuration and use of facilities are determined by the Superintendent/President or designee.

Any modification, remodel, alteration or attachment of or to District facilities must reflect the District’s needs and must conform to all state laws, codes, and regulations which apply in each specific case.

All modifications, remodeling, alterations or attachments of or to District facilities shall require the advance approval of the Superintendent/President or designee. Changes in designated use of space require the approval of the Superintendent/President.

See Administrative Procedure 6466



BP 6500 Property Management

References: Education Code Sections 81300, et seq.

Adopted: November 12, 2008

Last Revised:

Last Reviewed: November 12, 2008; [May 2023](#)

The Superintendent/President or designee is delegated the authority to act as the Board's negotiator regarding all property management matters that are necessary for the benefit of the District. No transaction regarding the lease, sale, use or exchange of real property by the District shall be enforceable until acted on by the Board itself.

The Superintendent/President or designee shall establish such procedures as may be necessary to ensure compliance with all applicable laws relating to the sale, lease, use or exchange of real property by the District.

See Administrative Procedure 6500



BP 6520 Security for District Property

References: Education Code Section 81600 et seq.;
ACCJC Accreditation Standard III.B.1

Adopted: November 12, 2008

Last Revised:

Last Reviewed: November 12, 2008; [May 2023](#)

The Board believes that staff members must use every means possible to protect District buildings, property, and equipment. Any student, employee, or other person who willfully damages or destroys any property belonging to the District will be held liable for either the repair or replacement of such property. Any theft of, or damage to, District property must be reported to Campus Police.

The Superintendent/President or designee shall establish procedures necessary to manage, control, and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

See Administrative Procedure 6520



BP 6540 Insurance/Risk Management

References: Education Code Sections: 70902; 72502; 72506; 81601, et seq.

Adopted: November 12, 2008

Last Revised: May 2023

Last Reviewed: November 12, 2008

The Superintendent/President or designee shall be responsible to secure insurance for the District as required by law, which shall include but is not limited to the liabilities described in Education Code Section 72506 as follows:

- ~~Liability for damages due to~~ death, injury to persons, or damage or loss of property;
- ~~P~~ersonal liability of the members of the Board and the officers and employees of the District for damages due to death, injury to persons, or damage or loss of property caused by the negligent act or omission of the member, officer or employee when acting within the scope of his or her office or employment. The Superintendent/President or designee may authorize coverage for persons who perform volunteer services for the District. ~~and~~
- ~~Worker's Compensation insurance.~~

Insurance also shall include fire insurance and insurance against other perils.

The District may join in a joint powers agreement pursuant to Education Code Section 81603 for the purposes described in this policy.

See Administrative Procedure 6540



BP 6550 Disposal of Property

References: Education Code Section 70902(b)(6), 81360 et seq., 81450 et seq.

Adopted: May 22, 2013

Last Revised:

Last Reviewed: May 22, 2013, [May 2023](#)

The Superintendent/President or designee is delegated authority by the Board to declare as surplus such property of the District as is no longer useful for District purposes, and shall establish procedures to dispose of such property in accordance with applicable law. All sales of surplus personal property shall be reported to the Board on a periodic basis. This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time.

See Administrative Procedure 6550



BP 6600 Capital Construction

References: Education Code Section 81005 and 81820;
Title 5, Section 57150 et seq.

Adopted: November 12, 2008

Last Revised:

Last Reviewed: November 12, 2008, [May 2023](#)

The Superintendent/President or designee is responsible for planning and administrative management of the District's capital outlay and construction program.

The Superintendent/President or designee shall supervise district construction projects. The District shall monitor the progress of all construction work including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work.

The Board shall approve and submit to the Board of Governors a five-year capital construction plan as required by law. The Superintendent/President or designee shall annually update the plan and present it to the Board for approval. The plan shall address, but is not limited to, the criteria contained in law.

See Administrative Procedure 6600



BP 6665 Campus Land Use

References:

Adopted: November 12, 2008

Last Revised: [May 2023](#)

Last Reviewed: November 12, 2008

In recognition of the importance of land stewardship, the Board delegates to the Superintendent/President or designee the authority to develop [a comprehensive](#) land use [Master Pplan](#) practices and procedures to ensure the educational, environmental, and institutional uses of all campus lands.

See Administrative Procedure 6665



BP 6666 Energy and Sustainability

References:

Adopted: November 12, 2008

Last Revised:

Last Reviewed: November 12, 2008, [May 2023](#)

The Board delegates to the Superintendent/President or designee the authority to develop practices and procedures that continue the legacy of leadership in sustainability in all areas of the college, including instruction, operations, construction, facilities, land use, energy conservation, and environmental integrity. The Energy and Sustainability Procedures will include goals and guidance for all facets of the college that ensure the evolution of best practices in sustainability.

See Administrative Procedure 6666



BP 6667 Art Placement

References:

Adopted: November 12, 2008

Last Revised:

Last Reviewed: November 12, 2008, [May 2023](#)

The Board recognizes the enhancement to the learning environment in the placement of art throughout the institution. The Board delegates to the Superintendent/President or designee the authority to develop procedures that will ensure collaboration in the review and recommendations for placement of works of art in all areas of the college.

See Administrative Procedure 6667



BP 6695 Employee/Student Transportation in District-Owned and Private Vehicles

References:

Adopted: November 12, 2008

Last Revised:

Last Reviewed: November 12, 2008, [May 2023](#)

Only those employees and students who meet both the minimum standards established by the District and who have been approved pursuant to District procedure may be allowed to drive either personal vehicles or vehicles owned by, leased by, or rented by the District on District business. Personal use of college vehicles is prohibited.

See Administrative Procedure 6695



BP 6700 Civic Center and Other Facilities Use

References: Education Code Sections: 82537; 82542
[Title 5 Sections 59601 et seq.](#)

Adopted: November 12, 2008

Last Revised: [May 2023](#)

Last Reviewed: November 12, 2008

The Superintendent/President or designee shall establish procedures regarding the use of ~~college-District~~ property and facilities, including property designated by the District as community use facilities/civic centers, ~~including~~ but not limited to facilities, equipment and supplies, by community groups, ~~and other~~ outside contractors, and others.

Use of the District's civic centers will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by associations "formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts" in order to "engage in supervised recreational activities" or "meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside" (Education Code Section 82537(a)). In granting permission to use the civic centers, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

The administrative procedure shall reflect the requirements of applicable law, including Education Code Section 82537, regarding civic centers. The regulations shall include reasonable rules regarding the time, place, and manner of use of District facilities. They shall ~~ensure~~ assure that persons or organizations using ~~college-District~~ property are charged such fees as are authorized by law.

Public use of District property shall not interfere with scheduled instructional programs or other activities of the District on behalf of students.

No group or organization may use District property ~~to unlawfully for purposes that~~ discriminate on the basis of race, color, religion, ancestry, national origin, military or veteran status disability, sex (i.e., gender), or sexual orientation, or the perception that a person has one or more of the foregoing characteristics, or on any basis prohibited by law.

See Administrative Procedure 6700



BP 6740 Citizens' Oversight Committee

References: Education Code Sections: 15278, 15280, 15282;
California Constitution Article XIII A Section 1(b), Article XVI Section 18(b)

Adopted: November 12, 2008

Last Revised:

Last Reviewed: November 12, 2008; [May 2023](#)

If a bond measure has been authorized pursuant to the conditions of Proposition 39 as defined in the California Constitution, the Superintendent/President or designee shall establish a Citizens' Oversight Committee in accordance with the applicable law and necessary regulations.

See Administrative Procedure 6740



BP 6750 Parking

References: Education Code Section 76350;
 Vehicle Code Section 21113 and 40220

Adopted: November 12, 2008
Last Revised: October 16, 2019; May 2023
Last Reviewed: November 12, 2008

The Superintendent/President or designee shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of the instructional program. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures. The Superintendent/President is authorized to establish charging locations for EV Vehicles as may be appropriate.

See Administrative Procedure 6750



BP 6800 Occupational Safety

References: [Health & Safety Code Section 104420; Title 8 Section 3203;](#)
[29 Code of Federal Regulations Parts 1910.101 et seq.;](#)
[49 Code of Federal Regulations Parts 40 and 655](#)

Adopted: November 12, 2008

Last Revised: [May 2023](#)

Last Reviewed: November 12, 2008

The Superintendent/President or designee shall establish administrative procedures to ensure the safety of employees and students on District sites, including the following:

- Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the District shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). Compliance with these policies and procedures may be a condition of employment.
- Establishment of an Injury and Illness Prevention Program in compliance with applicable OSHA regulations and state law. These procedures shall promote an active and aggressive program to reduce and/or control safety and health risks.
- Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or materials received by the District for hazardous properties, instruction for employees and students on the safe handling of such material, and proper disposal methods for hazardous materials.
- Prohibition of the use of tobacco [and electronic smoking devices](#) in all buildings.
-

See Administrative Procedure 6800



BP 6900 Bookstore(s)

References: Education Code Section: 81676
 Civil Code Section 1798.90

Adopted: May 22, 2013

Last Revised:

Last Reviewed: May 22, 2013; [May 2023](#)

A College bookstore shall be established and operated by the Butte-Glenn Community College District.

The Bookstore shall comply with the requirements of the Reader Privacy Act.

Operational costs of the college bookstore shall be paid from revenue earned from the bookstore.

Fiscal management of the bookstore shall be in accordance with the California Community Colleges Budget and Accounting Manual. An annual audit of the records and accounts of the bookstore shall be provided to the Board.



BP 6905 Dining Services

References: Education Code Section 72670, et seq.
Title 5, Section 59250, et seq.

Adopted: May 22, 2013

Last Revised:

Last Reviewed: May 22, 2013; [May 2023](#)

The Butte College Dining Service shall provide services for the benefit of students, staff, and the general public, operating in a manner consistent with professional food service establishments and sound business practices.

These services include retail food and beverage sales, catering sales, special event concessions, and vending machine contracts. Dining Services will operate as a business, and recover, in whole or in part, the cost of providing these services, primarily through user charges. Butte College Dining Services shall be given first consideration to provide catering services for all college-sponsored events, both on and off campus, to include other district owned, leased or rented property.

Fiscal management of Dining Services shall be in accordance with the California Community Colleges Budget and Accounting Manual. An annual audit of the records and accounts of Dining Services shall be provided to the Board.

See Administrative Procedure 6905



BP 7130 Compensation

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

Adopted: November 12, 2008
Last Revised: February 14, 2018; May 2022; May 2023
Last Reviewed: February 14, 2018

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

Prohibition of Incentive Compensation

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

Compensation Study

The Superintendent/President shall provide the Board, when requested, with a pay equity report study for all classes of employees and each administrator employed pursuant to a contract. This study must disaggregate employees by race, age, gender, religion, or any other characteristic identified by the Board.

There are no administrative procedures for this policy.



BP 7230 Classified Employees

References: Education Code Sections 88003, 88004, 88009, 88013, and 88120

Adopted: November 12, 2008

Last Revised: May 2023

Last Reviewed: February 14, 2018

Classified employees are those who are employed in positions that are not academic positions. The employees and positions shall be known as the classified service.

The classified service does not include:

- ~~S~~ubstitute and short-term employees who are employed and paid for less than 75 percent of the fiscal year. ~~;~~
- ~~P~~art-time apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment. ~~;~~ ~~or~~
- ~~F~~ull-time students employed part-time, and part-time students employed part-time in any college work-study program or in a work experience education program conducted by the District.

The Board shall fix and prescribe the duties of the members of the classified services. (See BP 7110 Delegation of Authority, Human Resources)

Before a short-term employee is employed, the Board, at a regularly scheduled meeting, shall specify the service required to be performed and certify the ending date of the service. The Board may later act to shorten or extend the ending date, but shall not extend it beyond 75 percent of an academic year.

The Superintendent/President or designee shall establish procedures to ensure that the requirements of state law and regulations regarding the classified service are met.

The probationary period for classified employees shall be ~~in accordance with the collective bargaining agreement~~ six months or 130 days of paid services whichever is longer.

See Administrative Procedure 7230



BP 7340 Leaves

References: Education Code Sections 87763 et seq. and 88190 et seq. and cites below;
Labor Code Sections 245 et seq.

Adopted: November 12, 2008

Last Revised: October 16, 2019, [May 2023](#)

Last Reviewed: November 12, 2008

The Superintendent/President or designee shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:

- illness or injury leaves for all classes of permanent employees (Education Code Sections 87781 and 88192);
- paid sick leave (Labor Code Section 246);
- vacation leave for members of the classified service, administrators, supervisors, and managers;
- leave for service as an elected official or steward of a Community College District public employee organization, or of any statewide or national employee organization with which the local organization is affiliated or leave for a reasonable number of unelected classified employees for the purpose of enabling an employee to attend important organizational activities authorized by the public employee organization (Education Code Sections 87768.5 and 88210; Government Code Section 3558.8);
- leave of absence to serve as an elected member of the Legislature (Education Code Section 87701);
- pregnancy leave (Education Code Sections 87766 and 88193; Government Code Section 12945);
- leave to bond with a new child (Education Code Sections 87780.1, 87784.5, 88196.1, and 88207.5);
- [family care and medical leave \(Government Code Sections 12945.1 and 12945.2\)](#)
- use of illness leave for personal necessity (Education Code Sections 87784 and 88207);
- industrial accident and illness leave (Education Code Sections 87787 and 88192);
- bereavement leave (Education Code Sections 87788 and 88194);
- jury service or appearance as a witness in court (Education Code Sections 87035 and 87036);
- military service (Education Code Section 87700); and
- sabbatical leaves.

Vacation leave for members of the classified service, educational administrators and classified supervisors and managers shall not accumulate beyond 400 hours of paid leave. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

In addition to these policies and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for other purposes or for other periods ~~of time~~.

See Administrative Procedure 7340



BP 7600 Campus Police

References: Education Code Sections 72330, et seq.; Government Code Sections 3300, et seq. [and 7070 et.seq.](#)

Adopted: November 12, 2008

Last Revised: February 14, 2018; May 2022; [May 2023](#)

Last Reviewed: February 14, 2018

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

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

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

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

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

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

Use of Military Equipment

The Chief of Police shall obtain approval from the Board of Trustees to adopt a military equipment use policy prior to purchasing, raising funds for, or acquiring military equipment. The Superintendent/President shall submit the proposed military equipment policy to the Board of Trustees and make those documents available on the police department website at least 30 days prior to any public hearing concerning the military equipment at issue. The Board of Trustees shall consider the proposed military equipment policy as an agenda item for an open session meeting in accordance with the Brown Act.

Use of Force

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

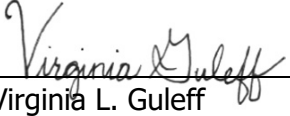
Report Regarding Complaints

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

See Administrative Procedure 7600

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

April 12, 2023

Subject: Approval of Administrative Procedure 2745: Board Self-Evaluation	Item No: 23-8440 Enclosure: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Category: Administration	Action <input checked="" type="checkbox"/> Regular <input checked="" type="checkbox"/> Information <input type="checkbox"/> Consent <input type="checkbox"/>
Submitted By: Virginia 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 which was reviewed by the Board at March meeting. There were no suggested changes.

Recommendation

It is recommended that the Board of Trustees approve AP 2745: 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.		

<p>6. Increase understanding of, appreciation for, emphasis in, and action on DEIA2.</p>		
<p>7. Solidify a mutual approach for communication with Superintendent/President and encourage Board members to contribute their strengths, insights, and support.</p>		
<p>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.</p>		

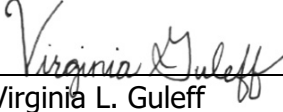
What practices or changes should the Board adopt to improve its performance?

Suggested Board Goals for next year:

Additional comments:

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

April 12, 2023

Subject: California Community College Trustees (CCCT) Board Member Election	Item No: 23-8441 Enclosure: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Category: Administration	Action <input checked="" type="checkbox"/> Regular <input checked="" type="checkbox"/> Information <input type="checkbox"/> Consent <input type="checkbox"/>
Submitted By: Virginia L. Guleff Superintendent/President	Approved By:  Virginia L. Guleff Superintendent/President

Status

Below is the list of candidates for the 2023 election of the CCCT Board. The election will take place between March 10 and April 25. This year there are nine (9) seats up for election, with seven (7) incumbents running. Only one vote may be cast for any nominee or write-in candidate.

Biographical sketches of the candidates were sent to the Trustees and may be viewed by members of the public on the League’s website [here](#).

1. Barry Snell, Santa Monica CCD *
2. Mary Strobridge, San Luis Obispo County CCD
3. Loren Steck, Monterey Peninsula CCD *
4. Suzanne Lee Chan, Ohlone CCD *
5. Marisa Perez, Cerritos CCD *
6. Marcia Milchiker, South Orange County CCD
7. Deana Olivares-Lambert, Chaffey CCD
8. Barbara Dunsheath, North Orange County CCD *
9. Jonathan Abboud, Santa Barbara CCD
10. Hortencia Armendariz, Imperial CCD
11. Roberto Rodriguez, Palomar CCD
12. Carmen Ramirez, Merced CCD *
13. Milton Richards, Yosemite CCD
14. Michael Rives, Antelope Valley CCD
15. Andra Hoffman, Los Angeles CCD *
16. Gregory Hanna, Siskiyou CCD

Recommendation

It is recommended that the Board of Trustees review the nominees for the CCCT Board and cast a single vote for up to nine candidates.