



## NOTICE OF REGULAR MEETING

May 17, 2023 | 1:00 p.m.

District Board Room  
Student and Administrative Service Building

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

## AGENDA

### Call to Order

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

### Pledge of Allegiance to the Flag

#### 1. Agenda Approval

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

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

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

#### 3. Approval of Consent Agenda

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Approval of Minutes April 12, 2023	Action	
Approval of Warrants	Action	23-8442
Ratification of Contracts	Action	23-8443
Donation of District Personal Property: Misc Electronic Equipment	Action	23-8444
Adoption of 2024-2025 Academic Calendar	Action	23-8445
Faculty Using Accumulated Load Bank	Action	23-8446
Approval of New Courses	Action	23-8447
Approval of Associate in Arts in Communication Studies 2.0 for Transfer	Action	23-8448
Approval of Noncredit Certificate of Completion in Navigating Workplace Success	Action	23-8449
Approval of Out of State Student Travel – Ashland, OR	Action	23-8450
Approval of Revisions, Review, and Adoption of Board Policies	Action	23-8451

Approval and/or Ratification of Personnel Actions	Action	23-8452
<u>Management</u>		
<i>Out of class assignment</i>		
<u>Academic Employees</u>		
<i>Employments, at-will employments, temporary employments, and assignment</i>		
<u>Classified Employees</u>		
<i>Employments, 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>		

#### 4. **Information-Reports**

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

#### 5. **Communications from the Public**

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At this time, members of the public have the opportunity to address the Board of Trustees on any item within the subject matter jurisdiction of the Board in accordance with *BP2350 Speakers*. Members of the community and employees wishing to address the Board of Trustees are asked to complete a "Public Comment" card and submit it to the Board's Executive Assistant prior to the start of open session.

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

#### 6. **Contracts**

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Approval of Contracts	Action	23-8453
Approval of Contract to Purchase Information Technology Professional Services from Experis US, LLC utilizing California Multiple Award Schedule Number 3-22-10-1028	Action	23-8454
Approval of Contract to Purchase Information Technology from InterVision Systems, LLC utilizing California Multiple Award Schedule Number 3-22-06-1030	Action	23-8455
Approval of Contract to Purchase Information Technology Professional, Consulting, and Development Services from InterVision Systems, LLC utilizing California Multiple Award Schedule Number 3-18-70-2281J	Action	23-8456
Approval of Contract to Purchase Smart Classroom Technology Equipment from One Diversified, LLC utilizing University of California Purchasing Agreement #2019.001433	Action	23-8457
Approval of Contract to Purchase Mechanical Equipment and Services from Trane U.S. Inc., utilizing Foundation for California Community Colleges Agreement Number 00005098	Action	23-8458
Approval of Contract to Purchase Information Technology Professional Services from Veridion Security, Inc. utilizing California Multiple Award Schedule Number 3-22-03-1072	Action	23-8459

#### 7. **Administration**

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Approval of Emeritus Recommendations, 2022-2023	Action	23-8460
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8. **Future Dates**

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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.
August 9, 2023	Regular Meeting	Main Campus	1:00 p.m.

9. **Closed Session**

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

Pursuant to Government Code Section 54956.9:

- a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
One potential case

Pursuant to Government Code Section 54956.95:

- b. LIABILITY CLAIM – Update on claims filed against the District  
Claimant: Lisa Bernal-Wood  
Agency: Butte-Glenn Community College District
- c. LIABILITY CLAIM – Update on claims filed against the District  
Claimant: Mario Vela  
Agency: Butte-Glenn Community College District
- d. LIABILITY CLAIM – Update on claims filed against the District  
Claimant: Martin, et al. vs. CCC, et al.  
Agency: Butte-Glenn Community College District

Pursuant to Government Code Section 54957:

- e. EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT
- f. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Superintendent/President

10. **Adjournment**

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

April 12, 2023

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The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, April 12, 2023, at 1:00 PM, in the District Board Room at Butte College in Oroville, California.

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

**Board Member Absent** None

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

**Guests** None

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

Trustee Nock led the Pledge of Allegiance to the Flag.

### 1. **Agenda Approval**

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

Motion carried unanimously. Student Trustee – aye.

### 2. **Personnel**

#### Probationary Faculty Tenure Recommendations Effective Fall 2023, Item 23-8424

Ms. Guleff discussed how important the process of tenure is for our faculty. Ms. Guleff introduced Vice President Erik Shearer and Vice President Brad Zuniga who said a few words about the 14 probationary faculty members who are recommended for tenure.

It was moved by Trustee Nock, seconded by Trustee McGinnis, to grant tenure to the recommended fourth-year, third contract, probationary faculty members effective Fall 2023 as presented.

Motion carried unanimously. Student Trustee – aye.

Board President Krepelka recessed the meeting for 15 minutes to allow for celebration of the newly tenured faculty members.

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

There were no public comments.

#### 4. **Approval of Consent Agenda, Item 23-8425 to 23-8432**

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

Motion carried unanimously. Student Trustee – aye.

#### 5. **Information Reports**

##### Academic Senate President's Report – Jess Vickery

Dr. Vickery stated Academic Senate is revising the academic hiring guidelines. A taskforce has been created to work on office space for associate faculty. Senate is also reviewing the process of how students add courses.

##### Classified Senate President's Report – Chris Westbay

Mr. Westbay stated Classified Senate is finishing up their election cycle and will confirm positions in May. Classified Senate will continue the tradition of offering coffee and scantrons during finals week. Classified Professionals Day is May 31.

##### Student Trustee Comment – Elie Wyllie

Ms. Wyllie stated she's available to students once a week for students to ask questions. The Adventure Club has scheduled a whitewater rafting trip.

##### Vice President Report – Erik Shearer

Superintendent/President Guleff stated each month a Vice President will give an update on their area. She welcomed Erik Shearer, Vice President of Instruction. VP Shearer stated FTES projection is 7578, up 250 FTES from last year. He stated they have added new classes for the fall, on Fridays at the Chico Center. He's looking at how we use different locations to expand class offerings and looking at when, where, and how students want classes so we can meet their needs. We currently aren't offering enough classes in STEM to meet the demand. The new science building will help increase the number of classes. AB928 changed the general education requirement to create a single transfer path for community college students to transfer to CSU or UC. AB132 creates a guaranteed transfer admission to UC and CSUs. A taskforce is working on a plan to prepare for these changes. VP Shearer will complete the Enrollment Management Plan for Superintendent/President approval in May.

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

Superintendent/President Guleff highlighted events on campus which included the Native American Big Time event, the open house for the Roadrunner Hub Basic Needs Resource Center, and the annual Decolonize! Week. Ms. Guleff attended the United Way Toast to Equity event, Inspire Neverland Ball, and the Book in Common event with CSU, Chico President Hutchinson. She also attended the annual Oroville Chamber Dinner with Trustee Dahlmeier and his wife Linda where Congressman Doug LaMalfa presented a Congressional Recognition to Butte College for the new science building. She congratulated faculty member, Laura Rapozo-Davis who received the Educator of the Year award from Chico Rotary. She concluded her report with a summary on the strategic planning session. She asked if three Trustees would be willing to provide input on the process. Board President Krepelka stated Trustees Blacklock, Dahlmeier, and Nock will be on the committee.

##### Board Comments

Trustee Nock thanked the volunteers for their work at the Butte College Gala. Board President Rick Krepelka appointed Trustee Nock to the Foundation Board. Trustee McGinnis stated there is a presentation on Broadband on April 27 in Chico. He's also serving on the League Advisory Committee and working on multiple legislative bills. Trustee Dahlmeier congratulated the faculty receiving tenure and stated he is looking forward to the graduation celebrations. Trustee Massa stated the Glenn Center Discovery event is April 13 and he encouraged people to attend. Trustee Boeger stated we should be proud with our investment in people and the progress we've made. Trustee Blacklock thanked staff for the graduation schedule and encouraged fellow Trustees to attend these celebrations. Board President Krepelka stated the Foundation raised \$160,000 at the Gala, making it the most successful event ever. He encouraged staff to participate in the Superintendent/President evaluation process.

## 6. **Communications from the Public**

There were no public comments.

## 7. **Contracts**

### **Approval of Contracts, Item 23-8433**

It was moved by Trustee McGinnis, seconded by Trustee Massa, 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. Student Trustee – aye.

### **Approval of Contract to Purchase a Schedule Development Platform from Ad Astra Information Systems, LLC as a Sole Source Procurement, Item 23-8434**

It was moved by Trustee Dahlmeier, seconded by Trustee Massa 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 and authorize the District to execute necessary contract documents related to the purchase of required products and services from Ad Astra Information Systems, LLC in accordance with Board Policy 6340 prior to ratification by the Board at a subsequent meeting.

Motion carried unanimously. Student Trustee – aye.

### **Approval of Contract to Purchase Software Development and Maintenance Services from XAP Corporation as a Sole Source Procurement, Item 23-8435**

It was moved by Trustee Boeger seconded by Trustee McGinnis 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 and 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.

Motion carried unanimously. Student Trustee – aye.

### **Approval of Contract Award for Bid Mechanized Ag Instructional Portables Project, Item 23-8436**

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

Motion carried unanimously. Student Trustee – aye.

## 8. **Human Resources**

### **Consider/Approve Employment Contract for Vice President of Instruction, Item 23-8437**

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

It was moved by Trustee Boeger, seconded by Trustee Blacklock, to approve the employment contract for the Vice President of Instruction.

Motion carried by the following roll call vote:

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

Nos – none

Absent – none

Student Trustee – aye

## 9. **Instruction**

### **Approval of Butte College Child Development Center to receive CCTR Expansion Funding, Item 23-8438**

It was moved by Trustee Nock, seconded by Trustee Dahlmeier, to approve that the Butte College Child Development Center can receive CCTR Expansion Funding upon notification of award.

Motion carried unanimously. Student Trustee – aye.

## 10. **Administration**

### **Proposed Revisions, Review, and Adoption of Board Policies, Item 23-8439**

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

### **Approval of Administrative Procedure 2745: Board Self-Evaluation, Item 23-8440**

It was moved by Student Trustee Wyllie, seconded by Trustee McGinnis, to approve AP 2745: Board Self-Evaluation.

Motion carried unanimously. Student Trustee – aye.

### **California Community College Trustees (CCCT) Board Member Election, Item 23-8441**

Ms. Guleff stated a list of candidates for the 2023 election of the CCCT Board is presented to the Board for review.

It was moved by Trustee McGinnis, seconded by Trustee Blacklock, to cast the following ballot for candidates for election to the CCCT Board of Directors: Mary Strobridge, Loren Steck, Carmen Ramirez, Multon Richards, and Gregory Hanna.

Motion carried unanimously. Student Trustee – aye.

## 11. **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.

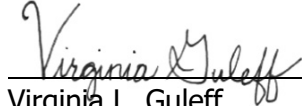
Board President Krepelka reported there was no reportable action.

## 12. **Adjournment**

Board President Krepelka adjourned the meeting at 3:28 PM.

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

**May 17, 2023**

<b>Subject:</b> Approval of Warrants	<b>Item No:</b> 23-8442 <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Category:</b> Finance	<b>Action</b> <input checked="" type="checkbox"/> <b>Regular</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Consent</b> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Assistant Superintendent/ Vice President	<b>Approved By:</b>  _____ Virginia L. Guleff Superintendent/President

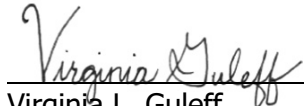
It is recommended that the Board of Trustees approve the vendor, payroll, and financial aid warrants for the period of March 27, 2023 to April 30, 2023.

<b>Type of Warrant</b>	<b>Check/Voucher Sequence</b>	<b>Total</b>
Vendor	692492 - 693823	\$ 17,303,692.04
Payroll	527523 – 527657	\$ 7,189,814.70
Financial Aid	380748 – 381476	\$ 744,909.01

Warrant registers are available for review in the Business Office.

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

**May 17, 2023**

<b>Subject:</b> Ratification of Contracts	<b>Item No:</b> 23-8443 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Contracts	<b>Action Regular</b> <input checked="" type="checkbox"/> <input type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Assistant Superintendent/ Vice President	<b>Approved By:</b>  Virginia L. Guleff Superintendent/President

**Background**

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

**Status**

The attached Contracts Ratification Report represents contracts entered into on behalf of the District during the month of April 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

**April 2023**

<b>Contract Effective Date</b>	<b>Contract Expiration Date</b>	<b>Contractor</b>	<b>Contract Purpose</b>	<b>Contract Value Revenue/(Expense)</b>	<b>Funding Source (Fund)</b>	<b>Originated by: District Department</b>	<b>Approved by: District Administrator</b>
5/6/23	5/6/23	Durham Recreation & Park District	Venue for Special Needs Carnival	\$0.00	N/A	Respiratory Care	Shearer
5/31/23	5/31/23	Durham Recreation & Park District	Venue for Classified Professionals Day	(\$375.00)	Unrestricted General	Professional Development	Shearer
5/5/23	5/5/23	Paradise Recreation and Park District	Venue for Job Faire	\$0.00	N/A	Contract Education	Shearer
5/17/23	5/17/23	Tres Hombres	Venue for UndocuCenter Graduation Celebration Dinner	(\$1,812.11)	Restricted General	Multicultural Programs & Services	Zuniga
3/1/23	6/30/25	Francis McDermott MD, Inc.	Clinical Experience Agreement	\$0.00	N/A	Nursing	Shearer
4/3/23	4/2/26	Orthopedic Associates of Northern California	Work Experience Education	\$0.00	N/A	Career Center	Zuniga
4/30/23	4/29/26	Butte Schools Self-Funded Programs	Work Experience Education	\$0.00	N/A	Career Center	Zuniga
11/1/22	10/31/23	Immigrant Legal Defense	Immigration Legal Services and Support	\$0.00	N/A	Multicultural Programs & Services	Zuniga
3/20/23	6/30/23	25th Hour Communications	Marketing and Branding Materials	(\$12,700.00)	Restricted General	Career Center	Zuniga
4/18/23	4/17/26	Ad Astra Information Systems, LLC	Scheduling Software Implementation and Subscription	(\$387,500.00)	Restricted General	Office of Instruction	Shearer
4/13/23	1/31/25	Stan McKnight & Associates, Inc.	Classification and Compensation Study Amending Term	\$0.00	N/A	Human Resources	Suleski
4/26/23	4/26/23	Kelly Lindner	Guest Speaker for Gallery Glass	(\$100.00)	Unrestricted General	Arts	Shearer
4/14/23	4/14/23	Jamie Starmer	Official Starter for Track & Field	(\$500.00)	Unrestricted General	Athletics	Shearer
4/28/23	4/28/23	Jamie Starmer	Official Starter for Track & Field	(\$300.00)	Unrestricted General	Athletics	Shearer
3/30/23	3/30/23	In Tents Events	Tents for Big Time Event	(\$580.00)	Restricted General	Enrollment Services	Zuniga
3/30/23	3/30/23	Kyle Bill	Master of Ceremony Services for Big Time Event	(\$500.00)	Restricted General	Enrollment Services	Zuniga
3/30/23	3/30/23	Louis Gustafson	Drum Group for Big Time Event	(\$750.00)	Restricted General	Enrollment Services	Zuniga
5/3/23	5/3/23	Michael Johnson	Lighting for Fashion Show	(\$250.00)	Unrestricted General	Fashion	Shearer
5/1/23	5/5/23	Robert Pickering	Stage Building for Fashion Show	(\$800.00)	Unrestricted General	Fashion	Shearer
5/5/23	5/25/23	Samaria Arnold	Band for Fashion Show	(\$250.00)	Unrestricted General	Fashion	Shearer
4/11/23	5/8/23	Dr. Melissa Daniels, PSY.D.	Resource Family Approval Participants Workshops	(\$3,000.00)	Restricted General	Foster/Kinship Care Education Program	Zuniga
4/15/23	6/25/23	Senta Burton Consulting	Resource Family Approval Participants Workshops	(\$11,000.00)	Restricted General	Foster/Kinship Care Education Program	Zuniga
4/6/23	4/6/23	La Flor de Michoacan Paeteria y Neveria	Catering Services for Decolonize Event	(\$595.00)	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
4/6/23	4/6/23	Yony's Roasted Corn/Veronica Martinez	Catering Services for Decolonize Event	(\$1,233.37)	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
5/9/23	5/9/23	Moshe Mike Israel Hasson	Henna Tattoo Artist for 2023 Spring Celebration Event	(\$570.00)	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
3/30/23	6/30/23	Creative Imaging Center	Freelance Photographer	(\$4,000.00)	Unrestricted General	Marketing	Guleff
5/25/23	5/25/23	Sarah M. Lopez "Mariachi Mixteco"	Entertainment for LatinX Graduation Celebration	(\$1,650.00)	Restricted General	Multicultural Programs & Services	Zuniga
3/22/23	3/22/23	Deserea Langley	Native American Women in Higher Education Presentation	(\$300.00)	Restricted General	Multicultural Programs & Services	Zuniga
5/18/23	5/18/23	Mele Benz	Keynote Speaker	(\$400.00)	Restricted General	Multicultural Programs & Services	Zuniga
3/29/23	3/29/23	Rose Hammock	Basket Weaving Workshop	(\$500.00)	Restricted General	Multicultural Programs & Services	Zuniga
4/7/23	6/30/28	Diligent Corporation	Community Subscription	(\$102,928.16)	Unrestricted General	Office of the President	Guleff
4/20/23	6/30/23	Creative Imaging Center	Photography Services Amending Fees	(\$5,000.00)	Unrestricted General	Public Relations	Guleff
3/17/23	3/31/23	Neil Schwartz	Training Consultant	(\$1,000.00)	Unrestricted General	Public Safety Education & Training Center	Shearer

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

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

**April 2023**

<b>Contract Effective Date</b>	<b>Contract Expiration Date</b>	<b>Contractor</b>	<b>Contract Purpose</b>	<b>Contract Value Revenue/(Expense)</b>	<b>Funding Source (Fund)</b>	<b>Originated by: District Department</b>	<b>Approved by: District Administrator</b>
3/24/23	3/24/23	Justin David Livingston	Band Recording	(\$250.00)	Restricted General	Recording Arts	Shearer
3/31/23	3/31/23	Michael McCollough	Band Recording	(\$250.00)	Restricted General	Recording Arts	Shearer
3/27/23	3/27/23	Teddy Reese Villafranca	Band Recording	(\$250.00)	Restricted General	Recording Arts	Shearer
4/13/23	7/1/23	Chico Housing Action Team (CHAT)	Rapid Re-Housing Program	(\$70,000.00)	Restricted General	Roadrunner Hub	Zuniga
4/3/23	4/19/23	Eclectic Sound DJ's	DJ for Roadrunner Hub Open House Amending Term	\$0.00	N/A	Roadrunner Hub	Zuniga
5/9/23	5/9/23	Corning Sweets	Catering Services for 2023 Spring Celebration Event	(\$750.00)	Fiduciary	Student Life	Zuniga
4/19/23	4/19/23	Earth Worm Soil Factory	Guest Speaker and Info Table for 2023 Earth Day Event	(\$175.00)	Fiduciary	Student Life	Zuniga
5/9/23	5/9/23	Inflatable Adventures	Activities Equipment for 2023 Spring Celebration Event	(\$2,405.51)	Fiduciary	Student Life	Zuniga
4/19/23	4/19/23	Jim Brobeck	Guest Speaker and Musician for 2023 Earth Day Event	(\$175.00)	Fiduciary	Student Life	Zuniga
4/19/23	4/19/23	Matthew Williford Sr.	Dancers Performance for 2023 Earth Day Event	(\$975.00)	Fiduciary	Student Life	Zuniga
4/19/23	4/19/23	Movement Chico Ascab Capoeira	Movement Art for 2023 Earth Day Event	(\$500.00)	Fiduciary	Student Life	Zuniga
4/19/23	4/19/23	Roots Catering	Catering Services for 2023 Earth Day Event	(\$3,539.25)	Fiduciary	Student Life	Zuniga
5/9/23	5/9/23	SPUN Organic Cotton Candy	Catering Services for 2023 Spring Celebration Event	(\$1,150.00)	Fiduciary	Student Life	Zuniga
5/9/23	5/9/23	Tender Loving Coffee	Catering Services for 2023 Spring Celebration Event	(\$1,100.00)	Fiduciary	Student Life	Zuniga
3/29/23	Until Terminated	D&S Diversified Technologies, LLP - Headmaster, LLP	California Nurse Aide Test Site at Orland Campus	\$0.00	N/A	Nursing	Shearer
3/29/23	Until Terminated	D&S Diversified Technologies, LLP - Headmaster, LLP	California Nurse Aide Test Site at Oroville Campus	\$0.00	N/A	Nursing	Shearer
4/1/23	9/30/23	The Regents of the University of California, University of California, San Diego	California Space Grant Consortium STEM Preparation	\$10,000.00	Restricted General	MESA	Shearer
Upon Download	Until Terminated	Blackmagic Design Pty. Ltd	DaVinci Resolve Software License	\$0.00	N/A	Recording Arts	Shearer
7/1/23	6/30/24	Community College League of California	Library Databases Subscription Order	(\$52,439.00)	Unrestricted General	Library	Shearer
7/1/23	6/30/24	Alexander Street Press (ProQuest)	Database Subscription	\$0.00	N/A	Library	Shearer
7/1/23	6/30/24	Center for Research Libraries (New York Times)	Database Subscription	\$0.00	N/A	Library	Shearer
7/1/23	6/30/24	Gale (GVRL)	Database Subscription	\$0.00	N/A	Library	Shearer
7/1/23	6/30/24	JSTOR	Database Subscription	\$0.00	N/A	Library	Shearer
7/1/23	6/30/24	McGraw-Hill	Database Subscription	\$0.00	N/A	Library	Shearer
7/1/23	6/30/24	Oxford University Press	Database Subscription	\$0.00	N/A	Library	Shearer
7/1/23	6/30/24	ProQuest	Database Subscription	\$0.00	N/A	Library	Shearer
7/1/23	6/30/24	SAGE	Database Subscription	\$0.00	N/A	Library	Shearer
7/1/23	6/30/24	Springshare	Database Subscription	\$0.00	N/A	Library	Shearer
Upon Download	Until Terminated	Flipgrid, Inc., Microsoft	Flip Web Platform	\$0.00	N/A	Technology Mediated Instruction	Shearer
7/1/23	6/30/24	ARC of Butte County	Instructional Service Agreement to provide Community Partners in Education Courses	(\$70,720.00)	Unrestricted General	Special Programs	Shearer
7/1/23	6/30/24	California Vocations, Inc.	Instructional Service Agreement to provide Community Partners in Education Courses	(\$30,120.00)	Unrestricted General	Special Programs	Shearer
7/1/23	6/30/24	Mains'l Services, Inc.	Instructional Service Agreement to provide Community Partners in Education Courses	(\$70,480.00)	Unrestricted General	Special Programs	Shearer
7/1/23	6/30/24	Sycamore Glen	Instructional Service Agreement to provide Health Aging & Living Courses	(\$8,120.00)	Unrestricted General	Special Programs	Shearer
3/9/23	9/19/23	Amain.com, Inc.	Employer Participation Agreement ETP Project Amendment to Modify Terms	\$0.00	N/A	Contract Education	Shearer
4/10/23	12/19/23	California Employment Training Panel	ETP Contract Multiple Employer Training Project Amendment Reduce Fees	(\$19,566.00)	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

**April 2023**

<b>Contract Effective Date</b>	<b>Contract Expiration Date</b>	<b>Contractor</b>	<b>Contract Purpose</b>	<b>Contract Value Revenue/(Expense)</b>	<b>Funding Source (Fund)</b>	<b>Originated by: District Department</b>	<b>Approved by: District Administrator</b>
3/29/23	9/19/23	Chico Terrace Rehabilitation & Wellness Centre, LP dba Windsor Chico Care Center, LLC	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$70,518.00)	Restricted General	Contract Education	Shearer
3/16/23	9/19/23	Chico Terrace Rehabilitation & Wellness Centre, LP dba Windsor Chico Care Center, LLC	Employer Participation Agreement ETP Project Amendment to Modify Terms	\$0.00	N/A	Contract Education	Shearer
2/1/23	9/30/26	City of Chico	PG&E Tree Crew Training and Certification Program	\$0.00	N/A	Contract Education	Shearer
4/10/23	6/30/24	College of the Sequoias Training Resource Center	Food Safety Internal Auditor Training	(\$3,000.00)	Restricted General	Contract Education	Shearer
5/1/23	6/2/23	Davey Tree Surgery Company	Utility Line Clearance Arborist Training	(\$48,100.00)	Restricted General	Contract Education	Shearer
3/30/23	6/30/25	Desiree Saddler, Saddler Consulting Group	Human Resources, Labor Law, AB 1825 and Employee Relations Trainings	(\$13,925.00)	Restricted General	Contract Education	Shearer
4/7/23	9/19/23	Erick Nielsen Enterprises, 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	McMahon Marketing Services dba Method Marketing	Employer Participation Agreement ETP Project Amendment to Modify Terms	\$0.00	N/A	Contract Education	Shearer
4/7/23	9/19/23	Nanotech Energy, Inc.	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$20.01)/ Reimbursable Training Hour	Restricted General	Contract Education	Shearer
3/29/23	9/19/23	Olivarez Honey Bees, 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	Oroville Hospital	Employer Participation Agreement ETP Project Amendment to Modify Terms	\$0.00	N/A	Contract Education	Shearer
4/7/23	9/19/23	Rockport Administrative Services, LLC	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$38,640.00)	Restricted General	Contract Education	Shearer
3/29/23	9/19/23	Sacramento Valley Walnut Growers, LLC	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$20.01)/ Reimbursable Training Hour	Restricted General	Contract Education	Shearer
5/1/23	6/2/23	San Diego College of Continuing Education Foundation	Utility Line Clearance Arborist Training	\$79,555.84	Restricted General	Contract Education	Shearer
4/25/23	6/15/23	Siskiyou Joint Community College District	California Conservation Corps Partnership Initiative	(\$31,500.00)	Restricted General	Contract Education	Shearer
3/29/23	9/19/23	Ted Pella, Inc.	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$20.01)/ Reimbursable Training Hour	Restricted General	Contract Education	Shearer
5/1/23	12/31/23	Cassie Blom of Cassie Blom Creative	Business Consulting and Trainings	(\$5,000.00)	Restricted General	Small Business Development Center	Shearer
4/17/23	5/31/24	County of Butte	Community Development Block Grant MicroEnterprise Technical Assistance Amendment modifying Scope of Work and Guidelines	\$0.00	Restricted General	Small Business Development Center	Shearer
5/1/23	12/31/23	Blue Beyond Consulting, Inc.	Planning, Preparing, Facilitating, and Performing Follow-Up Activities for Retreat and Regional Meetings	(\$75,000.00)	Restricted General	North Far North Regional Consortium	Shearer
5/1/23	6/30/23	Pacific Sky	HWI Website Maintenance	(\$2,544.00)	Restricted General	North Far North Regional Consortium	Shearer
3/29/23	6/30/25	Alder Grove Charter School	K-12 Strong Workforce Program Grant	(\$173,284.00)	Restricted General	North Far North Regional Consortium	Shearer
3/29/23	6/30/25	Butte County Regional Occupational Program	K-12 Strong Workforce Program Grant	(\$367,717.00)	Restricted General	North Far North Regional Consortium	Shearer

**Board of Trustees Meeting  
May 17, 2023**

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

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

**April 2023**

<b>Contract Effective Date</b>	<b>Contract Expiration Date</b>	<b>Contractor</b>	<b>Contract Purpose</b>	<b>Contract Value Revenue/(Expense)</b>	<b>Funding Source (Fund)</b>	<b>Originated by: District Department</b>	<b>Approved by: District Administrator</b>
4/7/23	6/30/25	California Heritage Youthbuild Academy II	K-12 Strong Workforce Program Grant	(\$250,000.00)	Restricted General	North Far North Regional Consortium	Shearer
4/17/23	6/30/25	Corning Union High School District	K-12 Strong Workforce Program Grant	(\$554,440.00)	Restricted General	North Far North Regional Consortium	Shearer
4/25/23	6/30/24	Feather River Community College District	Strong Workforce Program Regional Allocation	(\$320,189.00)	Restricted General	North Far North Regional Consortium	Shearer
4/17/23	6/30/25	Ferndale Unified School District	K-12 Strong Workforce Program Grant	(\$169,700.00)	Restricted General	North Far North Regional Consortium	Shearer
3/29/23	6/30/25	Folsom Cordova Unified School District	K-12 Strong Workforce Program Grant	(\$209,730.00)	Restricted General	North Far North Regional Consortium	Shearer
4/17/23	6/30/25	Fort Bragg Unified School District	K-12 Strong Workforce Program Grant	(\$226,236.00)	Restricted General	North Far North Regional Consortium	Shearer
4/7/23	6/30/25	Fortuna Union High School District	K-12 Strong Workforce Program Grant	(\$589,219.00)	Restricted General	North Far North Regional Consortium	Shearer
3/29/23	6/30/25	Gateway Charter Community Charters on behalf of Sacramento Academic & Vocational Academy (SAVA) Elk Grove Unified School District	K-12 Strong Workforce Program Grant	(\$494,000.00)	Restricted General	North Far North Regional Consortium	Shearer
3/29/23	6/30/25	Gateway Charter Community Charters on behalf of Sacramento Academic & Vocational Academy (SAVA) Sim Center Unified School District	K-12 Strong Workforce Program Grant	(\$556,939.00)	Restricted General	North Far North Regional Consortium	Shearer
7/23/23	7/26/23	Harbor Lite Lodge	Venue for Voting Member & Proxy Retreat	(\$15,000.00)	Restricted General	North Far North Regional Consortium	Shearer
4/17/23	6/30/25	Humboldt County Office of Education	K-12 Strong Workforce Program Grant	(\$214,918.00)	Restricted General	North Far North Regional Consortium	Shearer
3/29/23	6/30/25	Lassen Union High School District	K-12 Strong Workforce Program Grant	(\$248,000.00)	Restricted General	North Far North Regional Consortium	Shearer
3/29/23	6/30/24	Mendocino-Lake Community College District	Strong Workforce Program Regional Allocation	(\$628,096.00)	Restricted General	North Far North Regional Consortium	Shearer
4/7/23	6/30/25	Nevada Joint Union High School District	K-12 Strong Workforce Program Grant	(\$391,624.00)	Restricted General	North Far North Regional Consortium	Shearer
4/15/23	6/30/23	Pacific Sky	Marketing, Design, Technical, Production, and Consultative Services	(\$20,000.00)	Restricted General	North Far North Regional Consortium	Shearer
3/29/23	6/30/25	Placer Union High School District	K-12 Strong Workforce Program Grant	(\$125,000.00)	Restricted General	North Far North Regional Consortium	Shearer
3/29/23	6/30/25	Red Bluff Joint Union High School District	K-12 Strong Workforce Program Grant	(\$1,000,000.00)	Restricted General	North Far North Regional Consortium	Shearer
4/17/23	6/30/25	Roseville Joint Union High School District	K-12 Strong Workforce Program Grant	(\$1,446,606.00)	Restricted General	North Far North Regional Consortium	Shearer
3/29/23	6/30/25	San Juan Unified School District	K-12 Strong Workforce Program Grant	(\$1,000,000.00)	Restricted General	North Far North Regional Consortium	Shearer
3/29/23	6/30/25	Siskiyou County Office of Education	K-12 Strong Workforce Program Grant	(\$866,668.00)	Restricted General	North Far North Regional Consortium	Shearer
4/7/23	6/30/25	South Sutter Charter	K-12 Strong Workforce Program Grant	(\$30,853.00)	Restricted General	North Far North Regional Consortium	Shearer
3/29/23	6/30/25	Tri-County Regional Occupational Program	K-12 Strong Workforce Program Grant	(\$423,420.00)	Restricted General	North Far North Regional Consortium	Shearer

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

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

**April 2023**

<b>Contract Effective Date</b>	<b>Contract Expiration Date</b>	<b>Contractor</b>	<b>Contract Purpose</b>	<b>Contract Value Revenue/(Expense)</b>	<b>Funding Source (Fund)</b>	<b>Originated by: District Department</b>	<b>Approved by: District Administrator</b>
4/17/23	6/30/25	Visions In Education Charter School	K-12 Strong Workforce Program Grant	(\$179,999.00)	Restricted General	North Far North Regional Consortium	Shearer
3/29/23	6/30/25	Wheatland Union High School District	K-12 Strong Workforce Program Grant	(\$2,896,761.00)	Restricted General	North Far North Regional Consortium	Shearer
3/29/23	6/30/24	Woodland Community College	Strong Workforce Program Regional Allocation	(\$446,494.00)	Restricted General	North Far North Regional Consortium	Shearer
4/25/23	6/30/25	Yuba City Unified School District	K-12 Strong Workforce Program Grant	(\$146,688.00)	Restricted General	North Far North Regional Consortium	Shearer
4/17/23	6/30/24	Yuba Community College District	Strong Workforce Program Regional Allocation	(\$669,740.00)	Restricted General	North Far North Regional Consortium	Shearer
Upon Download	One Year	Parallels International Gmbh	Parallels Desktop 18 for Mac Software Subscription	(\$259.98)	Unrestricted General	Information Technology	Suleski
4/12/23	Upon Payment	CDW, LLC	VMware Workstation Pro Software	(\$338.60)	Unrestricted General	Information Technology	Suleski
Upon Download	Until Terminated	VMware, Inc.	VMware Workstation Pro Software License	\$0.00	N/A	Information Technology	Suleski
7/1/23	7/1/24	Citrix Systems, Inc.	Citrix Virtual Apps and Desktops Advanced Edition Maintenance Service	(\$32,250.52)	Unrestricted General	Information Technology	Suleski
4/17/23	Upon Payment	Foundation for California Community Colleges	System Technology Access Collaborative (STAC) Systemwide Technology Access Resource Tools for Education (STARTE) Esri and Proctorio Software	(\$9,500.00)	Various	Information Technology	Suleski
7/1/23	6/30/24	Environmental Systems Research Institute, Inc.	Subscription License	\$0.00	N/A	Information Technology	Suleski
7/1/23	6/30/24	Proctorio, Inc.	Software License	\$0.00	N/A	Information Technology	Suleski
7/1/23	6/30/24	Jamf Software, LLC	Apple Device Management Suite Software License and Services	(\$11,575.00)	Unrestricted General	Information Technology	Suleski
5/1/23	6/30/24	Kaltura, Inc.	District Video Server Setup, Training and Support Services	(\$32,916.68)	Restricted General	Information Technology	Suleski
3/29/23	6/30/23	Allen Electrical Contracting	Power to Receptacle at Mandarin Orchard	(\$2,500.00)	Restricted General	Facilities, Planning, and Management	Suleski
3/22/23	6/30/23	B&P Fencing, Inc.	Hand Rail Installation at Filter Building	(\$8,745.00)	Restricted General	Facilities, Planning, and Management	Suleski
7/24/23	7/28/23	California Renovation Carpet One	Carpet Replacement in Child Development Center Rooms 102-116	(\$18,158.26)	Scheduled Maintenance	Facilities, Planning, and Management	Suleski
7/17/23	7/21/23	California Renovation Carpet One	Carpet Replacement in Child Development Center Rooms 117-133	(\$18,158.26)	Scheduled Maintenance	Facilities, Planning, and Management	Suleski
4/1/23	6/30/23	George Roofing	Roof Repair at Public Safety Training Grounds	(\$10,910.00)	Scheduled Maintenance	Facilities, Planning, and Management	Suleski
4/1/23	6/30/23	Holt Heating and Air	Replace R22 HVAC Unit at Art Gallery	(\$21,790.00)	Restricted General	Facilities, Planning, and Management	Suleski
4/1/23	6/30/23	Holt Heating and Air	Replace R22 HVAC Units at Women's Locker Room	(\$22,810.00)	Restricted General	Facilities, Planning, and Management	Suleski
6/1/23	7/30/23	Ing Excavation	Field Grading at Golf Tee	(\$28,000.00)	Scheduled Maintenance	Facilities, Planning, and Management	Suleski
4/7/23	6/30/23	JCO Engineering	Campus Outdoor Seating and Shade Structures Project Change Order No 1 adding Boring, Conduit, Concrete Demo, and Water Main Work	(\$47,185.62)	Restricted General	Facilities, Planning, and Management	Suleski

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

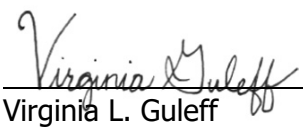
Contracts Signed by the Superintendent/President or Assistant Superintendent/Vice President for Administration

**April 2023**

<b>Contract Effective Date</b>	<b>Contract Expiration Date</b>	<b>Contractor</b>	<b>Contract Purpose</b>	<b>Contract Value Revenue/(Expense)</b>	<b>Funding Source (Fund)</b>	<b>Originated by: District Department</b>	<b>Approved by: District Administrator</b>
4/4/23	5/30/23	McClelland Air Conditioning, Inc.	Mechanized Agriculture Evaporative Coolers Replacement	(\$24,273.00)	Restricted General	Facilities, Planning, and Management	Suleski
7/1/23	8/7/23	McClelland Air Conditioning, Inc.	Mechanized Agriculture HVAC Lab Duct Work	(\$22,232.00)	Restricted General	Facilities, Planning, and Management	Suleski
6/1/23	6/30/23	Northern California Fence	Fencing for Outdoor Seating at Track	(\$11,895.00)	Restricted General	Facilities, Planning, and Management	Suleski
6/1/23	7/30/23	Rock Creek Construction, Inc.	Concrete Work at Filter Building	(\$45,745.00)	Restricted General	Facilities, Planning, and Management	Suleski
6/1/23	7/30/23	Santos Excavating, Inc.	Concrete Drive Preparation at Filter Building	(\$42,055.00)	Restricted General	Facilities, Planning, and Management	Suleski
4/1/23	6/30/23	Santos Excavating, Inc.	Chico Center Outdoor Patio Site Preparation	(\$43,565.00)	Restricted General	Facilities, Planning, and Management	Suleski
4/13/23	10/27/23	Schreder & Brandt MFG, Inc.	Mechanized Agriculture Instructional Portables Project	(\$864,000.00)	Measure J	Facilities, Planning, and Management	Suleski
4/15/23	8/1/23	TriPath	Football VIP Box Speaker Installation	(\$2,947.12)	Capital	Facilities, Planning, and Management	Suleski
5/1/23	6/30/23	World Telecom and Surveillance, Inc.	Cameras Installation at Main Campus, Chico Center, and Glenn County Center	(\$45,466.88)	Restricted General	Facilities, Planning, and Management	Suleski
			<b>TOTAL REVENUE CONTRACTS</b>	<b>\$89,555.84</b>			
			<b>TOTAL EXPENSE CONTRACTS</b>	<b>(\$17,188,383.32)</b>			

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

**May 17, 2023**

<b>Subject:</b> Donation of District Personal Property: Miscellaneous Electronic Equipment	<b>Item No:</b> 23-8444 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Finance	<b>Action</b> <input checked="" type="checkbox"/> <b>Regular</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Consent</b> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Assistant Superintendent/ Vice President	<b>Approved By:</b>  <hr style="width: 100%; border: 0.5px solid black;"/> 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: MAY 17, 2023

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIALS BETWEEN MAY 16, 2007 AND MAY 16, 2019

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

<b>Butte College Asset No. / Product Serial/Model No.</b>	<b>Item Description</b>	<b>Item Status</b>
530120	CHARGING CART	DONATE
526259	CHARGING CART	DONATE
524889	CHARGING CART	DONATE
524889	CHARGING CART	DONATE
526259	CHARGING CART	DONATE
526259	CHARGING CART	DONATE
530670	CHARGING CART	DONATE
530671	CHARGING CART	DONATE
532099	COMPUTER TOWER	DONATE
525815	COMPUTER TOWER	DONATE
526066	COMPUTER TOWER	DONATE
525781	COMPUTER TOWER	DONATE
526062	COMPUTER TOWER	DONATE
525789	COMPUTER TOWER	DONATE
526713	COMPUTER TOWER	DONATE
531792	COMPUTER TOWER	DONATE
530781	COMPUTER TOWER	DONATE
530904	COMPUTER TOWER	DONATE
531918	COMPUTER TOWER	DONATE
526333	COMPUTER TOWER	DONATE
525362	COMPUTER TOWER	DONATE
525734	COMPUTER TOWER	DONATE
524188	COMPUTER TOWER	DONATE
528899	COMPUTER TOWER	DONATE
528908	COMPUTER TOWER	DONATE
528899	COMPUTER TOWER	DONATE
524188	COMPUTER TOWER	DONATE
525734	COMPUTER TOWER	DONATE
529862	COMPUTER TOWER	DONATE
529872	COMPUTER TOWER	DONATE
531364	COMPUTER TOWER	DONATE
534407	COMPUTER TOWER	DONATE
530615	COMPUTER TOWER	DONATE
530799	COMPUTER TOWER	DONATE
526464	COMPUTER TOWER	DONATE
523324	COMPUTER TOWER	DONATE
524191	COMPUTER TOWER	DONATE
530410	COMPUTER TOWER	DONATE
522917	COMPUTER TOWER	DONATE
526798	COMPUTER TOWER	DONATE

EXHIBIT A

Board Meeting Date: MAY 17, 2023

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIALS BETWEEN MAY 16, 2007 AND MAY 16, 2019

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

<b>Butte College Asset No. / Product Serial/Model No.</b>	<b>Item Description</b>	<b>Item Status</b>
529104	COMPUTER TOWER	DONATE
529831	COMPUTER TOWER	DONATE
523548	COMPUTER TOWER	DONATE
525497	COMPUTER TOWER	DONATE
525497	COMPUTER TOWER	DONATE
523257	MONITOR	DONATE
523511	MONITOR	DONATE
522903	MONITOR	DONATE
526165	MONITOR	DONATE
526081	MONITOR	DONATE
523155	MONITOR	DONATE
528761	MONITOR	DONATE
528762	MONITOR	DONATE
527210	MONITOR	DONATE
528395	MONITOR	DONATE
528501	MONITOR	DONATE
523760	MONITOR	DONATE
522598	MONITOR	DONATE
522598	MONITOR	DONATE
523760	MONITOR	DONATE
523448	MONITOR	DONATE
526002	MONITOR	DONATE
525954	MONITOR	DONATE
523144	MONITOR	DONATE
525377	MONITOR	DONATE
523144	MONITOR	DONATE
526025	MONITOR	DONATE
525396	MONITOR	DONATE
523148	MONITOR	DONATE
523759	MONITOR	DONATE
530598	NOTEBOOK COMPUTER	DONATE
530560	NOTEBOOK COMPUTER	DONATE
532187	NOTEBOOK COMPUTER	DONATE
532185	NOTEBOOK COMPUTER	DONATE
532192	NOTEBOOK COMPUTER	DONATE
532189	NOTEBOOK COMPUTER	DONATE
532188	NOTEBOOK COMPUTER	DONATE
523961	NOTEBOOK COMPUTER	DONATE
532190	NOTEBOOK COMPUTER	DONATE
532196	NOTEBOOK COMPUTER	DONATE

EXHIBIT A

Board Meeting Date: MAY 17, 2023

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIALS BETWEEN MAY 16, 2007 AND MAY 16, 2019

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

<b>Butte College Asset No. / Product Serial/Model No.</b>	<b>Item Description</b>	<b>Item Status</b>
528755	NOTEBOOK COMPUTER	DONATE
531887	NOTEBOOK COMPUTER	DONATE
528521	NOTEBOOK COMPUTER	DONATE
524905	NOTEBOOK COMPUTER	DONATE
524904	NOTEBOOK COMPUTER	DONATE
528648	PRINTER	DONATE
528648	PRINTER	DONATE
524382	PRINTER	DONATE
523312	PRINTER	DONATE
532001	PRINTER	DONATE
527407	PRINTER	DONATE
529959	PRINTER	DONATE
528820	ROUTER	DONATE
528821	ROUTER	DONATE
526994	ROUTER	DONATE
531290	SERVER	DONATE
527137	SERVER	DONATE
526154	SERVER	DONATE
526155	SERVER	DONATE
530090	TABLET COMPUTER	DONATE
530091	TABLET COMPUTER	DONATE
530109	TABLET COMPUTER	DONATE
530102	TABLET COMPUTER	DONATE
530087	TABLET COMPUTER	DONATE
530113	TABLET COMPUTER	DONATE
530096	TABLET COMPUTER	DONATE
530114	TABLET COMPUTER	DONATE
530101	TABLET COMPUTER	DONATE
530112	TABLET COMPUTER	DONATE
530086	TABLET COMPUTER	DONATE
530107	TABLET COMPUTER	DONATE
530104	TABLET COMPUTER	DONATE
530099	TABLET COMPUTER	DONATE
530098	TABLET COMPUTER	DONATE
530100	TABLET COMPUTER	DONATE
530105	TABLET COMPUTER	DONATE
530089	TABLET COMPUTER	DONATE
530106	TABLET COMPUTER	DONATE
530103	TABLET COMPUTER	DONATE
530108	TABLET COMPUTER	DONATE

EXHIBIT A

Board Meeting Date: MAY 17, 2023

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIALS BETWEEN MAY 16, 2007 AND MAY 16, 2019

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

<b>Butte College Asset No. / Product Serial/Model No.</b>	<b>Item Description</b>	<b>Item Status</b>
530115	TABLET COMPUTER	DONATE
529602	TABLET COMPUTER	DONATE
531622	TABLET COMPUTER	DONATE
531622	TABLET COMPUTER	DONATE
529061	TABLET COMPUTER	DONATE
529004	TABLET COMPUTER	DONATE
529006	TABLET COMPUTER	DONATE
529719	TABLET COMPUTER	DONATE
529726	TABLET COMPUTER	DONATE
529725	TABLET COMPUTER	DONATE
529724	TABLET COMPUTER	DONATE
529736	TABLET COMPUTER	DONATE
529735	TABLET COMPUTER	DONATE
529734	TABLET COMPUTER	DONATE
529732	TABLET COMPUTER	DONATE
530280	TABLET COMPUTER	DONATE
529728	TABLET COMPUTER	DONATE
529730	TABLET COMPUTER	DONATE
529738	TABLET COMPUTER	DONATE
529727	TABLET COMPUTER	DONATE
529723	TABLET COMPUTER	DONATE
529722	TABLET COMPUTER	DONATE
529721	TABLET COMPUTER	DONATE
529720	TABLET COMPUTER	DONATE
529737	TABLET COMPUTER	DONATE
529602	TABLET COMPUTER	DONATE
530243	TABLET COMPUTER	DONATE
530224	TABLET COMPUTER	DONATE
530271	TABLET COMPUTER	DONATE
530226	TABLET COMPUTER	DONATE
530272	TABLET COMPUTER	DONATE
530250	TABLET COMPUTER	DONATE
530233	TABLET COMPUTER	DONATE
530278	TABLET COMPUTER	DONATE
530238	TABLET COMPUTER	DONATE
530253	TABLET COMPUTER	DONATE
530264	TABLET COMPUTER	DONATE
530244	TABLET COMPUTER	DONATE
530273	TABLET COMPUTER	DONATE
530235	TABLET COMPUTER	DONATE

EXHIBIT A

Board Meeting Date: MAY 17, 2023

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIALS BETWEEN MAY 16, 2007 AND MAY 16, 2019

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

<b>Butte College Asset No. / Product Serial/Model No.</b>	<b>Item Description</b>	<b>Item Status</b>
530234	TABLET COMPUTER	DONATE
530251	TABLET COMPUTER	DONATE
530279	TABLET COMPUTER	DONATE
530256	TABLET COMPUTER	DONATE
530255	TABLET COMPUTER	DONATE
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530222	TABLET COMPUTER	DONATE
530223	TABLET COMPUTER	DONATE
530257	TABLET COMPUTER	DONATE
530227	TABLET COMPUTER	DONATE
530249	TABLET COMPUTER	DONATE
530285	TABLET COMPUTER	DONATE
530269	TABLET COMPUTER	DONATE
530248	TABLET COMPUTER	DONATE
530267	TABLET COMPUTER	DONATE
530265	TABLET COMPUTER	DONATE
530245	TABLET COMPUTER	DONATE
530283	TABLET COMPUTER	DONATE
530239	TABLET COMPUTER	DONATE
531785	TABLET COMPUTER	DONATE
531934	TABLET COMPUTER	DONATE
530277	TABLET COMPUTER	DONATE
530252	TABLET COMPUTER	DONATE
530276	TABLET COMPUTER	DONATE
530241	TABLET COMPUTER	DONATE
530242	TABLET COMPUTER	DONATE
530259	TABLET COMPUTER	DONATE
530246	TABLET COMPUTER	DONATE
530282	TABLET COMPUTER	DONATE
530231	TABLET COMPUTER	DONATE
530237	TABLET COMPUTER	DONATE
530262	TABLET COMPUTER	DONATE
530262	TABLET COMPUTER	DONATE
527543	TABLET COMPUTER	DONATE
530558	TABLET COMPUTER	DONATE
530548	TABLET COMPUTER	DONATE
530555	TABLET COMPUTER	DONATE
530569	TABLET COMPUTER	DONATE
530538	TABLET COMPUTER	DONATE
530585	TABLET COMPUTER	DONATE

EXHIBIT A

Board Meeting Date: MAY 17, 2023

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIALS BETWEEN MAY 16, 2007 AND MAY 16, 2019

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

<b>Butte College Asset No. / Product Serial/Model No.</b>	<b>Item Description</b>	<b>Item Status</b>
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530576	TABLET COMPUTER	DONATE
530588	TABLET COMPUTER	DONATE
530597	TABLET COMPUTER	DONATE
530575	TABLET COMPUTER	DONATE
530553	TABLET COMPUTER	DONATE
530571	TABLET COMPUTER	DONATE
530565	TABLET COMPUTER	DONATE
530570	TABLET COMPUTER	DONATE
530557	TABLET COMPUTER	DONATE
530587	TABLET COMPUTER	DONATE
530536	TABLET COMPUTER	DONATE
530542	TABLET COMPUTER	DONATE
530539	TABLET COMPUTER	DONATE
530534	TABLET COMPUTER	DONATE
530560	TABLET COMPUTER	DONATE
530567	TABLET COMPUTER	DONATE
530594	TABLET COMPUTER	DONATE
530596	TABLET COMPUTER	DONATE
530574	TABLET COMPUTER	DONATE
530550	TABLET COMPUTER	DONATE
530561	TABLET COMPUTER	DONATE
530546	TABLET COMPUTER	DONATE
530564	TABLET COMPUTER	DONATE
530551	TABLET COMPUTER	DONATE
530549	TABLET COMPUTER	DONATE
530572	TABLET COMPUTER	DONATE
530599	TABLET COMPUTER	DONATE
530580	TABLET COMPUTER	DONATE
530589	TABLET COMPUTER	DONATE
530578	TABLET COMPUTER	DONATE
530522	TABLET COMPUTER	DONATE
530543	TABLET COMPUTER	DONATE
530581	TABLET COMPUTER	DONATE
530600	TABLET COMPUTER	DONATE
530591	TABLET COMPUTER	DONATE
530559	TABLET COMPUTER	DONATE

EXHIBIT A

Board Meeting Date: MAY 17, 2023

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIALS BETWEEN MAY 16, 2007 AND MAY 16, 2019

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

<b>Butte College Asset No. / Product Serial/Model No.</b>	<b>Item Description</b>	<b>Item Status</b>
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530598	TABLET COMPUTER	DONATE
530563	TABLET COMPUTER	DONATE
530547	TABLET COMPUTER	DONATE
530535	TABLET COMPUTER	DONATE
530592	TABLET COMPUTER	DONATE
530568	TABLET COMPUTER	DONATE
530566	TABLET COMPUTER	DONATE
530586	TABLET COMPUTER	DONATE
530595	TABLET COMPUTER	DONATE
530593	TABLET COMPUTER	DONATE
530531	TABLET COMPUTER	DONATE
530573	TABLET COMPUTER	DONATE
530544	TABLET COMPUTER	DONATE
530590	TABLET COMPUTER	DONATE
529723	TABLET COMPUTER	DONATE
529736	TABLET COMPUTER	DONATE
529727	TABLET COMPUTER	DONATE
529735	TABLET COMPUTER	DONATE
529730	TABLET COMPUTER	DONATE
529720	TABLET COMPUTER	DONATE
529721	TABLET COMPUTER	DONATE
529722	TABLET COMPUTER	DONATE
529737	TABLET COMPUTER	DONATE
529734	TABLET COMPUTER	DONATE
529738	TABLET COMPUTER	DONATE
529719	TABLET COMPUTER	DONATE
529725	TABLET COMPUTER	DONATE
529726	TABLET COMPUTER	DONATE
529724	TABLET COMPUTER	DONATE
529728	TABLET COMPUTER	DONATE
527791	UNINTERRUPTIBLE POWER SUPPLY	DONATE
527843	UNINTERRUPTIBLE POWER SUPPLY	DONATE
527645	UNINTERRUPTIBLE POWER SUPPLY	DONATE
527638	UNINTERRUPTIBLE POWER SUPPLY	DONATE
530413	UNINTERRUPTIBLE POWER SUPPLY	DONATE
523727	UNINTERRUPTIBLE POWER SUPPLY	DONATE
523728	UNINTERRUPTIBLE POWER SUPPLY	DONATE
529784	UNINTERRUPTIBLE POWER SUPPLY	DONATE

EXHIBIT A

Board Meeting Date: MAY 17, 2023

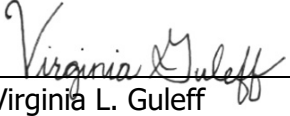
DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIALS BETWEEN MAY 16, 2007 AND MAY 16, 2019

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

<b>Butte College Asset No. / Product Serial/Model No.</b>	<b>Item Description</b>	<b>Item Status</b>
524932	UNINTERRUPTIBLE POWER SUPPLY	DONATE
524933	UNINTERRUPTIBLE POWER SUPPLY	DONATE
525287	UNINTERRUPTIBLE POWER SUPPLY	DONATE
525292	UNINTERRUPTIBLE POWER SUPPLY	DONATE
527761	UNINTERRUPTIBLE POWER SUPPLY	DONATE
527763	UNINTERRUPTIBLE POWER SUPPLY	DONATE
527759	UNINTERRUPTIBLE POWER SUPPLY	DONATE
527733	UNINTERRUPTIBLE POWER SUPPLY	DONATE
527762	UNINTERRUPTIBLE POWER SUPPLY	DONATE
527758	UNINTERRUPTIBLE POWER SUPPLY	DONATE
529788	UNINTERRUPTIBLE POWER SUPPLY	DONATE
527796	UNINTERRUPTIBLE POWER SUPPLY	DONATE
527789	UNINTERRUPTIBLE POWER SUPPLY	DONATE
527790	UNINTERRUPTIBLE POWER SUPPLY	DONATE
527792	UNINTERRUPTIBLE POWER SUPPLY	DONATE
527642	UNINTERRUPTIBLE POWER SUPPLY	DONATE
527637	UNINTERRUPTIBLE POWER SUPPLY	DONATE
527640	UNINTERRUPTIBLE POWER SUPPLY	DONATE
527842	UNINTERRUPTIBLE POWER SUPPLY	DONATE
527643	UNINTERRUPTIBLE POWER SUPPLY	DONATE
527635	UNINTERRUPTIBLE POWER SUPPLY	DONATE
530414	UNINTERRUPTIBLE POWER SUPPLY	DONATE
527639	UNINTERRUPTIBLE POWER SUPPLY	DONATE
527648	UNINTERRUPTIBLE POWER SUPPLY	DONATE
527794	UNINTERRUPTIBLE POWER SUPPLY	DONATE
531615	UNINTERRUPTIBLE POWER SUPPLY	DONATE
530050	UNINTERRUPTIBLE POWER SUPPLY	DONATE
530445	UNINTERRUPTIBLE POWER SUPPLY	DONATE
529789	UNINTERRUPTIBLE POWER SUPPLY	DONATE
530442	UNINTERRUPTIBLE POWER SUPPLY	DONATE
530445	UNINTERRUPTIBLE POWER SUPPLY	DONATE

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

**May 17, 2023**

<b>Subject:</b> Adoption of 2024-2025 Academic Calendar	<b>Item No:</b> 23-8445 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Instruction	<b>Action Regular</b> <input checked="" type="checkbox"/> <input type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Erik Shearer, Vice President	<b>Approved By:</b>  Virginia L. Guleff Superintendent/President

**Background**

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

**Status**

The District has received input from BCEA, which concurs with the proposed 2024-2025 Academic Calendar. In addition, the Academic Senate, the Leadership Team, and the Deans and Directors have each reviewed and approved the proposed calendar. The start of Fall 2024 and Spring 2025 terms, and spring break align with Chico State.

Enclosed for the Board's information is a copy of the proposed 2024-2025 Academic Calendar.

**Recommendation**

It is recommended the Board of Trustees adopt the Academic Calendar for 2024-2025 as proposed.

# ACADEMIC CALENDAR 2024-2025

June 2024

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

SUMMER SESSION (22 days)

Jan 2025

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

July 2024

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

FALL (81 days)

Feb 2025

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

WINTER SESSION (16 days)  
(Jan 6 - Jan 24)

Aug 2024

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

SPRING (82 days)

Mar 2025

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

FINALS WEEK

Sept 2024

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

LEGAL/LOCAL HOLIDAYS (11 days)

Apr 2025

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

INSTRUCTIONAL BREAKS

Oct 2024

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

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

May 2025

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

NON-INSTRUCTIONAL SATURDAYS

Nov 2024

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

PROFESSIONAL DEVELOPMENT "FLEX" DAYS (12 days)

FACULTY INSTITUTE (2 days)

Dec 2024

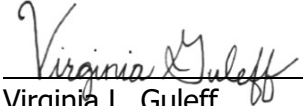
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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

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

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

**May 17, 2023**

<b>Subject:</b> Faculty Using Accumulated Load Bank	<b>Item No:</b> 23-8446 <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Category:</b> Instruction	<b>Action Regular</b> <input checked="" type="checkbox"/> <input type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Erik Shearer Vice President	<b>Approved By:</b>  Virginia L. Guleff Superintendent/President

**Background**

All unit members, both teaching and student development, regardless of regular work duties, may bank classes they teach. Banked leaves will not constitute a break in service and are given for the purpose of taking banked time from job responsibilities with full pay and fringe benefits to engage in endeavors of personal importance, including but not limited to professional improvement.

**Status**

The Leave, Tenure and Professional Advancement (LTPA) Committee along with the CIO and the Superintendent/President reviewed and approved the Application for Use of Accumulated Banked Time.

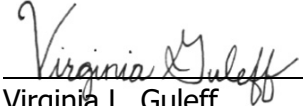
**Recommendation**

It is recommended that the Application for Use of Accumulated Banked Time be approved for:

<b><u>Instructor</u></b>	<b><u>Discipline</u></b>	<b><u>Term Used</u></b>	<b><u>Load Used</u></b>
Shannamar Dewey	Biology	Spring 2024	25.78
Rita Nutsch	Math	Spring 2024	43.33
Melody Schmid	Biology	Spring 2024	43.67
Simone Senat	Art	Spring 2024	11.84
Michael Smith	EMS	Spring 2024	25.34

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

**May 17, 2023**

<b>Subject:</b> Approval of New Courses	<b>Item No:</b> 23-8447 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Office of Instruction	<b>Action Regular</b> <input checked="" type="checkbox"/> <input type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Erik Shearer Vice President of Instruction	<b>Approved By:</b>  <hr/> Virginia L. Guleff Superintendent/President

**Background**

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

- AJLE 162 is a stand-alone course needed for instructors of law enforcement academies to complete a 40-hour certification per POST. Several academy instructors are rapidly approaching their one-year deadline but have been unable to obtain the needed training.
- AUT 101 is a stand-alone course that teaches the basics of automotive repair. It can also be taught to high school students, while still in high school, to replace the automotive elective courses that have been removed due to budget cuts.
- HIST 21 and 23 are being C-ID aligned with HIST 170 and 180 respectively. They will be part of the AA-T in History and will replace HUM 17 and 22 once approved for IGETC 3B, CSU C2, and Butte C general education.

**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**

### **ADMINISTRATIVE OF JUSTICE LAW ENFORCEMENT (AJLE)**

#### AJLE 162 – Academy Instructor Certification

Transfer Status: NT

Unit(s): 1.50

Contact Hours: 25.00 Lecture/15.00 Activity

This course provides instruction in learning methodologies and adult learning concepts, including competency verification of student presentations and facilitation to become a Certified Academy instructor. P.O.S.T. requires individuals interested in instructing in a law enforcement academy to successfully complete a 40-hour Academy Instructor Certification course.

### **AUTOMOTIVE TECHNOLOGY (AUT)**

#### AUT 101 – Automotive Shop Fundamentals

Transfer Status: NT

Unit(s): 3.00

Contact Hours: 34.00 Lecture/51.00 Lab

Fundamental introduction to the major systems of the automobile including safety and preventative maintenance services. This course will focus on Auto Shop Fundamentals and repair for individuals with little to no automotive repair or auto shop experience. Topics will include: automotive industry tools and usage, automobile systems theory and repair, vehicle maintenance, emergency roadside repair, buying a used vehicle, safety inspection, and automotive industry career opportunities.

### **HISTORY (HIST)**

#### HIST 21 – History of Western Civilization I

Transfer Status: CSU/UC

Unit(s): 3.00

Contact Hours: 51.00 Lecture

This course is a survey of the development of western culture and civilization through the Reformation. The course also introduces students to the historical reasoning skills necessary to form their own understanding of the past, and of contemporary society.

#### HIST 23 – History of Western Civilization II

Transfer Status: CSU/UC

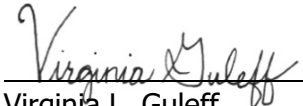
Unit(s): 3.00

Contact Hours: 51.00 Lecture

This course is a survey of the development of western culture and civilization from the Age of Absolutism to the present. The course also introduces students to the historical reasoning skills necessary to form their own understanding of the past and of contemporary society.

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

**May 17, 2023**

<b>Subject:</b> Approval of Associate in Arts in Communication Studies 2.0 for Transfer	<b>Item No:</b> 23-8448 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Instruction	<b>Action Regular</b> <input checked="" type="checkbox"/> <input type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Erik Shearer Vice President	<b>Approved By:</b>  Virginia L. Guleff Superintendent/President

**Background**

The Associate in Arts in Communication Studies 2.0 for Transfer Degree (AA-T Communication Studies 2.0) creates a transfer pathway for students who plan to complete a bachelor's in science in Communication Studies at a California State University. With the completion of the AA-T in Communication Studies 2.0, students will possess foundational knowledge and skill that comprise the core content of the first two years of many four-year programs in Communication Studies 2.0.

Once this degree is approved at the state it will replace our existing AA-T in Communication Studies.

**Status**

The appropriate instructional areas on campus and the Curriculum Committee have approved the attached Associate in Arts in Communication Studies 2.0 for Transfer Degree.

**Recommendation**

It is recommended that the Board of Trustees approve the new Associate in Arts in Communication Studies 2.0 for Transfer Degree.

**Butte College**  
**AA-T Degree**  
**Communication Studies 2.0**

**1. Statement of Program Goals and Objectives**

The Associate in Arts in Communication Studies 2.0 for Transfer Degree (AA-T Communication Studies 2.0) creates a transfer pathway for students who plan to complete a bachelor's in science in Communication Studies at a California State University. With the completion of the AA-T in Communication Studies 2.0, students will possess foundational knowledge and skill that comprise the core content of the first two years of many four-year programs in Communication Studies 2.0.

A student who completes the AA-T in Communication Studies 2.0 will be able to:

- Demonstrate communication skills to connect, work, and play well with others.
- Communicate ethically.
- Research, organize, and create messages using appropriate resources.
- Effectively present formal and informal communication adapted to a variety of audiences and contexts.
- Demonstrate critical thinking.

**2. Catalog Description**

The Associate in Arts in Communication Studies 2.0 for Transfer degree is intended for students who plan to complete a bachelor's degree in Communication Studies at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept this degree will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. In all cases, students should consult with a counselor for more information on university admission and transfer requirements.

The AA-T in Communication Studies requires students to meet both of the following:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following
    - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
    - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
  - (2) Obtainment of a minimum grade point average of 2.0.
- Students must earn a "C" (or "P") or better in all courses required for the major or area of emphasis.

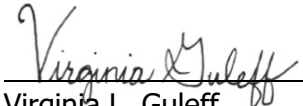
**Major Requirements**

<b>Required Core</b>		
CMST 2	Public Speaking	3
<b>Or</b>		
CMST 2H	Honors Public Speaking	3
CMST 10	Interpersonal Communication	3
<b>List A: Select three</b>		
CMST 14	Argumentation and Debate	3
CMST 4	Group Discussion	3
CMST 12	Intercollegiate Speech Competition	3
CMST 9	Intercultural Communication	3
RTVF 12	Mass Media and Society	3
CMST 6	Oral Interpretation	3
CMST 13	Gender and Communication	3
<b>List B: Select one</b>		
Any <b>List A</b> course not already used.		
<b>Or</b>		
JOUR 2	Introduction to Reporting and Newswriting	3

<b>Major Total:</b>	18	
<b>Double-Counted CSU-GE/IGETC:</b>	18	18
<b>CSU-GE or IGETC:</b>	39 Units	37 Units
<b>Electives (CSU Transferable):</b>	21	23
<b>Degree Total:</b>	60 Units	

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

**May 17, 2023**

<b>Subject:</b> Approval of Noncredit Certificate of Completion in Navigating Workplace Success	<b>Item No:</b> 23-8449 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Instruction	<b>Action Regular</b> <input checked="" type="checkbox"/> <input type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Erik Shearer Vice President	<b>Approved By:</b>  Virginia L. Guleff Superintendent/President

**Background**

The Navigating Workplace Success Certificate will develop strategies that will improve the ability to create sustainable ongoing collaborative relationships in a professional setting. This program is designed to develop fundamental workplace skills known to enhance career prospects for students at the basic skills level.

**Status**

The appropriate instructional areas on campus and the Curriculum Committee have approved the attached Noncredit Certificate of Completion in Navigating Workplace Success.

**Recommendation**

It is recommended that the Board of Trustees approve the new Noncredit Certificate of Completion in Navigating Workplace Success.

**Butte College**  
**Noncredit Certificate of Completion**  
**Navigating Workplace Success**

**1. Statement of Program Goals and Objectives**

Upon successful completion of this program, the student will be able to:

- Enhance interpersonal skills to overcome employment barriers and improve chances of climbing the career ladder
- Improve job readiness skills through communication techniques and learned appropriate social behaviors
- Increase vocabulary and reading ability to overcome communication barriers in the workplace
- Obtain a certificate in one of the following areas: customer service, retail sales, food service, hospitality, small engine repair, greenhouse and nursery operations, irrigation, and warehousing

**2. Catalog Description**

The Navigating Workplace Success Certificate of Completion will develop strategies that will improve the ability to create sustainable ongoing collaborative relationships in a professional setting. This program is designed to develop fundamental workplace skills known to enhance career prospects for students at the basic skills level.

**3. Program Requirements**

<b>Requirements</b>	<b>Dept. Name/#</b>	<b>Name</b>	<b>Hours</b>
Required Core	OLS 340	Analyzing Communication for Vocational Advantage	51
	OLS 341	Analyzing Behavior for Vocational Advantage	51
Electives (complete one)	OLS 325	Literacy for Career Building	85
	OLS 329	Occupational Certification Workshop	51

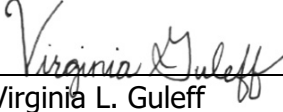
**Required Core Total:** 102 hours

**One Elective:** 51-85 hours

**TOTAL HOURS:** 153-187

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

**May 17, 2023**

<b>Subject:</b> Approval of Out of State Student Travel – Ashland, OR	<b>Item No:</b> 23-8450 <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Category:</b> Multicultural Programs	<b>Action Regular</b> <input checked="" type="checkbox"/> <input type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Brad Zuniga Interim Vice President	<b>Approved By:</b>  Virginia L. Guleff Superintendent/President

**Background**

The Butte College Puente Program advisor, Cristina Dahl, and Butte College staff Raquel Holmstrom and faculty, Amanda Runyan, will take 10 students to Ashland, OR to participate in the Oregon Shakespeare Festival (OSF) theater experience. Students and chaperons will attend 3 live theater performances as well as tour Ashland. This optional travel will provide an excellent opportunity for team building and experiential learning.

**Status**

Butte College Puente students will accompany faculty members, Cristina Dahl and Amanda Runyan, and classified professional, Raquel Holmstrom, to Ashland, OR to attend 3 live theater performances during the dates of June 1-2, 2023.

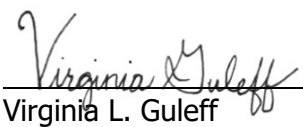
Puente SEA approved funds will be used for travel to Ashland, OR for all travel expenses.

**Recommendation**

It is recommended the Board authorize out of state travel to Ashland, OR from June 1 – 2, 2023 for Cristina Dahl, Amanda Runyan and Raquel Holmstrom +10 students to attend the Annual Oregon Shakespeare Festival.

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

**May 17, 2023**

<b>Subject:</b> Approval of Revisions, Review, and Adoption of Board Policies	<b>Item No:</b> 23-8451 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Administration	<b>Action Regular</b> <input checked="" type="checkbox"/> <input type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Virginia L. Guleff Superintendent/President	<b>Approved By:</b>  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 were presented to the Board for review on April 12, 2023. Any suggestions for change were incorporated into the final versions, which are now presented for adoption.

**Recommendation**

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

BOARD POLICY	TITLE	ACTION
BP 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	Revision
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

<b>BP 6520</b>	Security for District Property	Review
<b>BP 6540</b>	Insurance/Risk Management	Revision
<b>BP 6550</b>	Disposal of Property	Revision
<b>BP 6600</b>	Capital Construction	Review
<b>BP 6665</b>	Campus Land Use	Revision
<b>BP 6666</b>	Energy and Sustainability	Review
<b>BP 6667</b>	Art Placement	Review
<b>BP 6695</b>	Employee/Student Transportation in District-Owned and Private Vehicles	Rescind
<b>BP 6700</b>	Civic Center and Other Facilities Use	Revision
<b>BP 6740</b>	Citizens Oversight Committee	Review
<b>BP 6750</b>	Parking	Revision
<b>BP 6800</b>	Occupational Safety	Review
<b>BP 6900</b>	Bookstores	Review
<b>BP 6905</b>	Dining Services	Review
<b>BP 7130</b>	Compensation	Revision
<b>BP 7230</b>	Classified Employees	Revision
<b>BP 7340</b>	Leaves	Revision
<b>BP 7600</b>	College Police	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

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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

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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

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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

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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:

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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

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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](#)

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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](#)

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Authority to sign orders and other transactions on behalf of the Board is delegated to the Superintendent/President, Vice President for 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 Procedure 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](#)

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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

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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 15%. (A prudent reserve is defined by the California Community Colleges Chancellor's Office as two 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

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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: May 2023

Last Reviewed: February 15, 2017;

The Superintendent/President shall establish procedures to ensure the District is professionally managing its debt and fulfills its annual debt issuance reporting requirements to the California Debt and Investment Advisory Commission.

Procedures shall include:

- The purposes for which the debt proceeds may be used.
- The types of debt that may be issued.
- The relationship of the debt to, and integration with, the District’s capital improvement program or budget, if applicable.
- Policy goals related to the District’s planning goals and objectives.
- The internal control procedures that the District has implement, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

See Administrative Procedure 6307

~~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

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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 and 20651

Adopted: November 12, 2008

Last Revised:

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

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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

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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 for 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 for 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](#)

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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:      California Building Code

Adopted:          June 24, 2009

Last Revised:

Last Reviewed:      June 24, 2009; May 2023

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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](#)

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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](#)

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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 College 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

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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: [May 2023](#)

Last Reviewed: May 22, 2013

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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 or disposal 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](#)

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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

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~~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 responsible land stewardship and the appropriate 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](#)

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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](#)

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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:      ~~Rescind: Not a League policy. Language is already included in AP6530.~~

Adopted:              November 12, 2008

Last Revised:

Last Reviewed:      November 12, 2008

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~~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

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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](#)

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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

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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

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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.
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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](#)

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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.

There is no administrative procedure for this policy.



**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](#)

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The Butte College Dining Services 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.

There is no administrative procedure for this policy.



**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

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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

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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

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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-College~~ 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

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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.

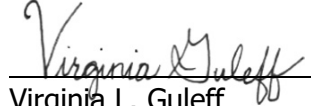
### **Report Regarding Complaints**

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**

**May 17, 2023**

<b>Subject:</b> Approval and/or Ratification of Personnel Actions	<b>Item No:</b> 23-8452 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Human Resources	<b>Action Regular</b> <input checked="" type="checkbox"/> <input type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Assistant Superintendent/ Vice President	<b>Approved By:</b>  Virginia L. Guleff Superintendent/President

**Recommendation**

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

**Management\***

1. Employee working Out-of-Class, Supervisor, Chico Center – Jennifer Stepanoff  
Effective: April 17, 2023 – May 25, 2023

**Academic\***

2. Employment of Full-Time, Tenure Track, Nursing Instructor – Diane Wagster Penne, Michelle August  
Status: Probationary  
Salary: Placement on the Academic Salary Schedule as determined by education and experience  
Effective: August 1, 2023
3. Employment of Full-Time, Tenure Track, MESA Director – Pablo Suarez  
Status: Probationary  
Salary: Placement on the Academic Salary Schedule as determined by education and experience  
Effective: August 1, 2023
4. Employment of Full-Time, Tenure Track, Computer Science Instructor – Amanda Larson  
Status: Probationary  
Salary: Placement on the Academic Salary Schedule as determined by education and experience  
Effective: August 1, 2023
5. Employment of Full-Time, Tenure Track, Music Instructor – Hesam Abedini  
Status: Probationary  
Salary: Placement on the Academic Salary Schedule as determined by education and experience  
Effective: August 1, 2023
6. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Instructional Service Agreement – Mains'I) – Michael Duch, Sean Green, Jeannie Schroeder  
Effective: July 1, 2023 – June 30, 2024

7. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Instructional Service Agreement – Sycamore Glen) – Karen Creswell  
Effective: July 1, 2023 – June 30, 2024
8. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Instructional Service Agreement – ARC of Butte County) – Angela Rathbun, Theresa Wycoff, Dino Fazlic  
Effective: July 1, 2023 – June 30, 2024
9. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Instructional Service Agreement – California Vocations) – Jena Reynolds, Anita Wagner  
Effective: July 1, 2023 – June 30, 2024
10. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Career and College Access Pathways Instructor Agreement – Chico Unified School District) – Jamie Fisher  
Effective: July 1, 2023 - June 30, 2024
11. Employment of Temporary Academic Employees (Instructors and Student Development) Part-time faculty recommended for employment – Vincent Marshall, Keith Parsons  
Effective: Spring Semester 2023
12. Assignment for Accelerated Track RN Program development (50%) – Michelle August, Diane Wagster Penne  
Effective: August 1, 2023 – December 15, 2023

**Classified Employees\***

13. Employment of Administrative Secretary – Office Coordinator (Welcome Center) – Kristle Hunderman  
Full-time, 40 hours per week, 12 months per year  
Salary: CSEA - 27  
Effective: May 1, 2023
14. Employment of Support Center Representative (Student Services) – Genevieve Dickens  
Part-time, 24 hours per week, 12 months per year  
Salary: CSEA - 18  
Effective: June 1, 2023
15. Employee working Out-of-Class, Orientation Events Assistant (Student Services) – Martha Ventura-Plasencia  
Effective: March 30, 2023 – June 30, 2023
16. Temporary Increase from 11 months to 12 months Student Activities Specialist (Student Life-Student Services) – Karla Guzman-Mohedano  
Effective: July 1, 2023 – July 31, 2023
17. Leave without Pay or Benefits – XXX6562  
Staff recommends that this leave be approved  
Effective: April 17, 2023 – October 9, 2023
18. Leave without Pay or Benefits – XXX9401  
Staff recommends that this leave be approved  
Effective: June 5, 2023 – July 4, 2023

## Temporary Employees\*

### 19. Substitutes

Account Clerk, Sr (Business Services) – Connie Albarran

Salary: \$25.50 per hour 3/21/23 – 6/30/23

Student Services Assistant (CHC) – Shontia Thomas

Salary: \$21.50 per hour 4/4/23 – 5/31/23

Administrative Secretary to the Dean (Student Success) – Tracy Johnson

Salary: \$26.75 per hour 5/1/23 – 6/30/23

### 20. Short Term/Seasonal

Career Specialist (SS) – Janine Gomez

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

### 21. Professional Expert

Sign Language Interpreter (Student Services) – Christina Walborn

Salary: \$42.00 per hour 5/26/23 – 5/26/23

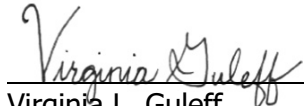
### 22. Volunteer

Volunteer (DOR Rep/Career Center) – Evangelina Herrera

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

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

**May 17, 2023**

<b>Subject:</b> Approval of Contracts	<b>Item No:</b> 23-8453 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Contracts	<b>Action Regular</b> <input checked="" type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Assistant Superintendent/ Vice President	<b>Approved By:</b>  Virginia L. Guleff Superintendent/President

**Background**

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 process 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).

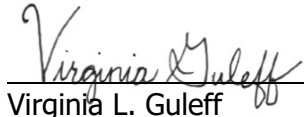
**Butte-Glenn Community College District**

**CONTRACTS APPROVAL REPORT**

<b>Contract Effective Date</b>	<b>Contract Expiration Date</b>	<b>Contractor</b>	<b>Contract Purpose</b>	<b>Contract Value Revenue/(Expense)</b>	<b>Funding Source</b>	<b>Originated by: District Department</b>	<b>Approved by: District Administrator</b>
7/1/23	6/30/24	Work Training Center for the Handicapped, Inc.	Instructional Service Agreement for Community Partners in Education courses to provide individual assessment and a variety of training in the areas of Vocational, Prevocational, and Functional Skills	(\$172,640.00)	Unrestricted General	Special Programs	Shearer
4/1/23	9/30/25	San Bernardino Community College District	High Roads Training Partnership to provide Utility Line Clearance Pre-Inspector and Arborist Training	\$796,218.00	Restricted General	Contract Education	Shearer
Upon Signature	12/19/23	California Employment Training Panel	California Community College Funds Program Training Project Amendment increasing funds	\$150,552.00	Restricted General	Contract Education	Shearer
7/1/23	6/30/28	CENIC Broadband Initiatives, LLC	Provision, Installation, and Maintenance of 100 Gigabit Ethernet Backbone Services (Total Contract Value not including CTF Discounts) <i>Pursuant to CCCCCO ITP Apportionment Work Plan &amp; Budget</i>	(\$27,686,763.30)	Restricted General	CCC Technology Center	Suleski
7/1/23	6/30/24	Economic Modeling, LLC, dba Lightcast	Career Coach Website and Services for California Community Colleges Amendment extending Term and increasing Fee	(\$296,800.00)	Restricted General	CCC Technology Center	Suleski
7/1/23	6/30/28	Ellucian Company LP	Colleague Software Maintenance and Support Renewal	(\$3,069,021.00)	Unrestricted General	Information Technology	Suleski
			<b>TOTAL REVENUE CONTRACTS</b>	<b>\$946,770.00</b>			
			<b>TOTAL EXPENSE CONTRACTS</b>	<b>(\$31,225,224.30)</b>			

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

**May 17, 2023**

<b>Subject:</b> Approval of Contract to Purchase Information Technology Professional Services from Experis US, LLC utilizing California Multiple Award Schedule Number 3-22-10-1028	<b>Item No:</b> 23-8453 <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Category:</b> Contracts	<b>Action Regular</b> <input checked="" type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Assistant Superintendent/ Vice President	<b>Approved By:</b>  Virginia L. Guleff Superintendent/President

**Background**

The District’s California Community Colleges Technology Center (CCCTC) Department requires information technology professional services to provide specialized technical and engineering expertise for a variety of projects.

Funding will be allocated from the Student Enrollment, Data Management, and Systemwide Infrastructure and Services grants and the Integrated Technology Program apportionment.

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

The California Department of General Services, Procurement Division establishes multiple award agreements. California Multiple Award Schedules (CMAS) offers a wide variety of commodity, non-IT services, and information technology products and services at prices which have been assessed to be fair, reasonable and competitive. The CMAS Program creates a pool of suppliers that an agency can solicit offers from. The use of CMAS is optional and is available to state and local government agencies.

**Status**

District staff recommends use of the awarded CMAS Number 3-22-10-1028, as a source to purchase the required information technology professional services from Experis US, LLC as needed during the term July 1, 2023 through June 30, 2024, in the amount not to exceed \$1,872,300.00. District staff has reviewed the terms and conditions of the CMAS contract and finds that this purchase made from utilizing the CMAS contract will save administrative time and expense, deliver cost savings, and will be in the best interest of the District.

**Recommendation**

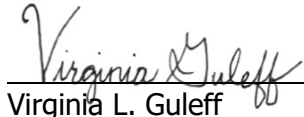
It is recommended that the Board of Trustees approve the purchase of the required information technology professional services from Experis US, LLC utilizing CMAS Number 3-22-10-1028, per the terms of the CMAS contract, for the term July 1, 2023 through June 30, 2024, in the amount not to exceed \$1,872,300.00.

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

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

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

**May 17, 2023**

<b>Subject:</b> Approval of Contract to Purchase Information Technology from InterVision Systems, LLC utilizing California Multiple Award Schedule Number 3-22-06-1030	<b>Item No:</b> 23-8455 <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Category:</b> Contracts	<b>Action Regular</b> <input checked="" type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Assistant Superintendent/ Vice President	<b>Approved By:</b>  Virginia L. Guleff Superintendent/President

**Background**

The District’s California Community Colleges Technology Center Department requires information technology services to provide Cloud Amazon Web Services (AWS) management services to provide Cloud Infrastructure as a Service (IaaS) and Cloud Platform as a Service (PaaS) in support of statewide grant operations.

Funding will be allocated from Student Enrollment, Data Management, Systemwide Infrastructure Services grants and Integrated Technology Plan apportionment.

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

The California Department of General Services, Procurement Division establishes multiple award agreements. California Multiple Award Schedules (CMAS) offers a wide variety of commodity, non-IT services, and information technology products and services at prices which have been assessed to be fair, reasonable and competitive. The CMAS Program creates a pool of suppliers that an agency can solicit offers from. The use of CMAS is optional and is available to state and local government agencies.

**Status**

District staff recommends use of the awarded CMAS Number 3-22-06-1030, as a source to purchase the required information technology services from InterVision Systems, LLC, as needed during the term July 1, 2023 through June 30, 2024, in the amount not to exceed \$1,030,000.00. District staff has reviewed the CMAS contract terms and conditions and finds that this purchase made from utilizing the CMAS contract will save administrative time and expense, deliver cost savings, and will be in the best interest of the District.

**Recommendation**

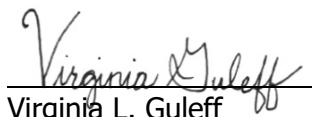
It is recommended that the Board of Trustees approve the purchase of the required information technology services from InterVision Systems, LLC, utilizing CMAS Number 3-22-06-1030, per the terms of the CMAS contract, for the term July 1, 2023 through June 30, 2024, in the amount not to exceed \$1,030,000.00.

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

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

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

**May 17, 2023**

<b>Subject:</b> Approval of Contract to Purchase Information Technology Professional, Consulting, and Development Services from InterVision Systems, LLC utilizing California Multiple Award Schedule Number 3-18-70-2281J	<b>Item No:</b> 23-8456 <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Category:</b> Contracts	<b>Action Regular</b> <input checked="" type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Assistant Superintendent/ Vice President	<b>Approved By:</b>  Virginia L. Guleff Superintendent/President

**Background**

The District’s California Community Colleges Technology Center Department requires information technology consulting services to provide Managed Services for DevOps including architecture, design, build, migration, and management and support services to support the development and hosting of system-wide applications for the California community colleges.

Funding will be allocated from Student Enrollment, Data Management, Systemwide Infrastructure and Services grants and Integrated Technology Program apportionment.

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

The California Department of General Services, Procurement Division establishes multiple award agreements. California Multiple Award Schedules (CMAS) offers a wide variety of commodity, non-IT services, and information technology products and services at prices which have been assessed to be fair, reasonable and competitive. The CMAS Program creates a pool of suppliers that an agency can solicit offers from. The use of CMAS is optional and is available to state and local government agencies.

**Status**

District staff recommends use of the awarded CMAS Number 3-18-70-2281J, as a source to purchase the required information technology consulting services from InterVision Systems, LLC, as needed during the term July 1, 2023 through June 30, 2024, in the amount not to exceed \$1,872,300.00. District staff has reviewed the terms and conditions of the CMAS contract and finds that this purchase made from utilizing the CMAS contract will save administrative time and expense, deliver cost savings, and will be in the best interest of the District.

**Recommendation**

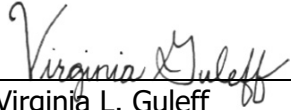
It is recommended that the Board of Trustees approve the purchase of the required information technology consulting services from InterVision Systems, LLC, utilizing CMAS Number 3-18-70-2281J, per the terms of the CMAS contract, for the term July 1, 2023 through June 30, 2024, in the amount not to exceed \$1,872,300.00.

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

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

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

**May 17, 2023**

<p><b>Subject:</b> Approval of Contract to Purchase Smart Classroom Technology Equipment from One Diversified, LLC utilizing University of California Purchasing Agreement #2019.001433</p>	<p><b>Item No:</b> 23-8457  <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p><b>Category:</b> Contracts</p>	<p><b>Action Regular</b> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>      <b>Information Consent</b> <input type="checkbox"/> <input type="checkbox"/></p>
<p><b>Submitted By:</b> Andrew Suleski Assistant Superintendent/ Vice President</p>	<p><b>Approved By:</b>  Virginia L. Guleff Superintendent/President</p>

**Background**

The District’s Information Technology Department requires smart classroom technology equipment to upgrade all smart classroom equipment in AHPS North. Funding will be allocated from the Higher Education Emergency Relief Fund (HEERF) Grant.

Public Contract Code Section 26053.5 authorizes community college districts to purchase materials, equipment, supplies, or services under the same terms and conditions as are specified in a contract lawfully awarded by the University of California or the California State University.

**Status**

District staff recommends use of the awarded University of California Purchasing Agreement #2019.001433 with One Diversified, LLC, as a source to purchase the required smart classroom technology equipment from One Diversified, LLC, in the amount not to exceed \$715,062.48. District staff has reviewed the terms and conditions and finds that this purchase made from utilizing the University of California contract will save administrative time and expense, deliver cost savings, and will be in the best interest of the District.

**Recommendation**

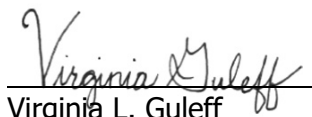
It is recommended that the Board of Trustees approve the purchase of the required smart classroom technology equipment from One Diversified, LLC, utilizing University of California Purchasing Agreement #2019.001433, per the terms of the contract in the amount not to exceed \$715,062.48.

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

It is further recommended that the Board authorize District staff to execute the necessary contract documents related to the purchase of smart classroom technology equipment from One Diversified, LLC in accordance with Board Policy 6340 prior to ratification by the Board at a subsequent meeting.

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

**May 17, 2023**

<p><b>Subject:</b> Approval of Contract to Purchase Mechanical Equipment and Services from Trane U.S. Inc., utilizing Foundation for California Community Colleges Agreement Number 00005098</p>	<p><b>Item No:</b> 23-8458  <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p><b>Category:</b> Contracts</p>	<p><b>Action</b> <input checked="" type="checkbox"/>  <b>Regular</b> <input checked="" type="checkbox"/>      <b>Information</b> <input type="checkbox"/>  <b>Consent</b> <input type="checkbox"/></p>
<p><b>Submitted By:</b> Andrew Suleski Assistant Superintendent/ Vice President</p>	<p><b>Approved By:</b>  Virginia L. Guleff Superintendent/President</p>

**Background**

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

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

**Status**

District staff recommends use of the awarded Foundation for California Community Colleges Contract Number 00005098, as a source to purchase the required mechanical equipment and services from Trane U.S. Inc. in the amount not to exceed \$750,000.00. District staff has reviewed the terms and conditions and finds that this purchase made from utilizing the FCCC contract will save administrative time and expense, deliver cost savings, and will be in the best interest of the District.

**Recommendation**

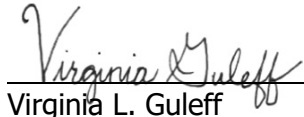
It is recommended that the Board of Trustees approve the purchase of the required mechanical equipment and installation from Trane U.S. Inc. utilizing Foundation for California Community Colleges Agreement Number 00005098, per the terms of the FCCC contract, in the amount not to exceed \$750,000.00.

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

It is further recommended that the Board authorize District staff to execute the necessary contract documents related to the purchase of the mechanical equipment and services from Trane U.S. Inc. in accordance with Board Policy 6340 prior to ratification by the Board at a subsequent meeting.

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

**May 17, 2023**

<b>Subject:</b> Approval of Contract to Purchase Information Technology Professional Services from Veridion Security, Inc. utilizing California Multiple Award Schedule Number 3-22-03-1072	<b>Item No:</b> 23-8459 <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Category:</b> Contracts	<b>Action Regular</b> <input checked="" type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Assistant Superintendent/ Vice President	<b>Approved By:</b>  Virginia L. Guleff Superintendent/President

**Background**

The District’s California Community Colleges Technology Center (CCCTC) Department requires information technology professional services to provide security consultants to assist with college vulnerability scanning and monitoring along with information security assessments for the California community colleges.

Funding will be allocated from Student Enrollment, Data Management, Systemwide Infrastructure and Services grants and Integrated Technology Program apportionment.

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

The California Department of General Services, Procurement Division establishes multiple award agreements. California Multiple Award Schedules (CMAS) offers a wide variety of commodity, non-IT services, and information technology products and services at prices which have been assessed to be fair, reasonable and competitive. The CMAS Program creates a pool of suppliers that an agency can solicit offers from. The use of CMAS is optional and is available to state and local government agencies.

**Status**

District staff recommends use of the awarded CMAS Number 3-22-03-1072, as a source to purchase the required information technology professional services from Veridion Security, Inc., as needed during the term July 1, 2023 through June 30, 2024, in the amount not to exceed \$300,000.00. District staff has reviewed the terms and conditions of the CMAS contract and finds that this purchase made from utilizing the CMAS contract will save administrative time and expense, deliver cost savings, and will be in the best interest of the District.

**Recommendation**

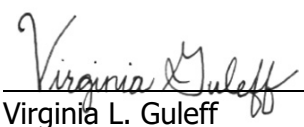
It is recommended that the Board of Trustees approve the purchase of the required information technology services from Veridion Security, Inc., utilizing CMAS Number 3-22-03-1072, per the terms of the CMAS contract, for the term July 1, 2023 through June 30, 2024, in the amount not to exceed \$300,000.00.

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

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

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

**May 17, 2023**

<b>Subject:</b> Approval of Emeritus Recommendations, 2022-2023	<b>Item No:</b> 22-8460 <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Category:</b> Administration	<b>Action</b> <input checked="" type="checkbox"/> <b>Regular</b> <input checked="" type="checkbox"/> <span style="margin-left: 150px;"><b>Information</b> <input type="checkbox"/></span> <span style="margin-left: 150px;"><b>Consent</b> <input type="checkbox"/></span>
<b>Submitted By:</b> Virginia L. Guleff Superintendent/President	<b>Approved By:</b>  Virginia L. Guleff Superintendent/President

**Background**

In accordance with Board Policy 3950, recommendations for Emeritus status were submitted by the Academic Senate, Classified Senate, and the Management Association. Recommendations were reviewed and approved by the appropriate vice presidents and forwarded to the President for consideration.

**Status**

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

- Fran Babich – 42 years (1980-2022), Instructor, Physical Education
- Peter Dahl – 33 years (1989-2022), Media Production Specialist
- Phoebe Hartt – 16 years (2006-2022), Instructor, Mathematics
- Eric Hoiland – 27 years (1995-2022), Director, Career and Assessment Services
- Bambi Mayfield – 21 years (2001-2022), Alternative Media Specialist, *DSPS posthumous nomination*
- Gail Stone – 16 years (2006-2022), Administrative Assistant to the VP of Institutional Effectiveness

**Recommendation**

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