



## NOTICE OF REGULAR MEETING

June 28, 2023 | 3:00 p.m.

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

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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

### Pledge of Allegiance to the Flag

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

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#### 2. **Measure J**

2022-2023 Measure J Citizens' Bond Oversight Committee Report and Annual Status Report	Information	23-8461
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#### 3. **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

#### 4. **Approval of Consent Agenda**

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Approval of Minutes May 17, 2023	Action	
Approval of Warrants	Action	23-8462
Ratification of Contracts	Action	23-8463
Quarterly Financial Status Report for the Quarter Ended March 31, 2023	Action	23-8464
Faculty Using Accumulated Load Bank	Action	23-8465
Approval of Revisions, Review, and Adoption of Board Policies	Action	23-8466
Appointment of Measure J Citizens' Bond Oversight Committee Members	Action	23-8467

Approval and/or Ratification of Personnel Actions	Action	23-8468
<u>Management</u>		
<i>Employments, lateral transfer, and out of class assignments</i>		
<u>Academic Employees</u>		
<i>Employments, reduction of workload, at-will employments, and temporary employments</i>		
<u>Classified Employees</u>		
<i>Employments, reclassification, out of class assignment, and temp increase</i>		
<u>Temporary Employees</u>		
<i>Substitutes, short-term/seasonal, professional experts, and volunteers</i>		

**5. Information-Reports**

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

**6. 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

**7. Contracts**

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Approval of Contracts	Action	23-8469
Approval of Contract to Purchase Products and Services from CareerAmerica, LLC dba Ocelot utilizing Foundation for California Community Colleges Master Services Agreement No. 00003389	Action	23-8470

**8. Finance/Facilities**

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Adoption of the 2023-2024 Tentative Budget, Gann Limit Worksheet, EPA Spending Determination Report, and Notice of Public Hearing on the 2023-2024 Budget	Action	23-8471
Authorization to Submit 2025-2029 Five-Year Construction Plan	Action	23-8472

**9. Human Resources**

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Consider/Approve Amended Employment Contract for Superintendent/President	Action	23-8473
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**10. Future Dates**

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August 9, 2023	Regular Meeting	Main Campus	1:00 p.m.
September 13, 2023	Regular Meeting	Glenn Center	1:00 p.m.
October 11, 2023	Regular Meeting	Main Campus	1:00 p.m.

**11. Closed Session**

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

Pursuant to Government Code Section 54957:

- a. EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT

Pursuant to Government Code Section 54956.9:

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

Pursuant to Government Code Section 54956.95:

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

## 12. **Adjournment**

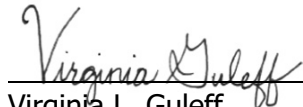
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For Information concerning this Agenda, please contact:  
Butte College President's Office, 3536 Butte Campus Drive, Oroville, CA 95965 (530) 895-2484  
Persons requiring disability accommodation, please notify this office 48 hours prior to the scheduled meeting.  
Meetings are held in wheelchair accessible locations.

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

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

**June 28, 2023**

<b>Subject:</b> 2022-2023 Measure J Citizens' Bond Oversight Committee Report and Annual Status Report	<b>Item No:</b> 23-8461 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Finance	<b>Action Regular</b> <input checked="" type="checkbox"/> <b>Information Consent</b> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Assistant Superintendent/ Vice President	<b>Approved By:</b>  Virginia L. Guleff Superintendent/President

**Background**

In November 2016, the voters of the Butte-Glenn Community College District approved Measure J – a \$190 million general obligation bond measure under the provision of Proposition 39 to fund facilities construction and improvements. As required by Proposition 39, the Butte-Glenn Community College District Board of Trustees convened a Citizens' Bond Oversight Committee to oversee the expenditure of bond funds and to keep the public informed of the progress of the Measure J bond projects.

Also, Government Code Section 53411 requires that the chief fiscal officer of the issuing local agency file a report with its governing board at least annually to provide: 1.) the amount of bond proceeds collected and expended during the applicable reporting period, and 2.) the status of any project required or authorized to be funded as identified in a statement indicating the specific purposes of the bond.

**Status**

The attached Measure J Citizens' Bond Oversight Committee Report reflects the activities of the Citizens' Bond Oversight Committee during the fiscal year 2022-2023. This report documents the Committee's efforts to provide the review of bond expenditures that is mandated by Proposition 39 for the period of July 1, 2022 through June 30, 2023. The Committee was chaired by the late Mr. Gilbert Houston. Other members of the Committee include: Mr. Mike Boss, Vice Chair; Ms. Colleen Cecil, Ms. Sarah Houston, Mr. Orval Hughes, Mr. Bob Kratochvil, Mr. Richard Price, Mr. Fred Sherman, and Mr. Stan Thompson. This report will be presented by Mr. Mike Boss.

The District issued the Series A bonds for \$42M in April 2017. As of June 30, 2021, the District expended all of the Series A bond proceeds. The District issued Series B bonds in the amount of \$49.5M in July 2019. To date, approximately \$25M of the bond proceeds have been expended. The District issued Series C bonds for \$50M in June 2022 to provide enough funding for the new science building. As of June 30, 2023, 27 projects have been completed and 14 projects are in progress. The attached report identifies the current status of the projects required or authorized to be funded by Measure J. Andrew Suleski, Assistant Superintendent/Vice President for Administration will present the Annual Status Report.

# Annual Report to the Butte-Glenn Community College District Board of Trustees

## Statement of Compliance

This report is submitted to the Butte-Glenn Community College District Board of Trustees annually. As part of the report the Citizens' Bond Oversight Committee certifies compliance with the following provisions:

*The Committee advises that, to the best of its knowledge, the Butte-Glenn Community College District is in compliance with the requirements in Article XIII A, Section 1 (b)(3) of the California Constitution. In particular, bond revenue has been expended only for the purposes so described in Measure J and no funds were used for any teacher or administrative salaries or other operating expenses as prohibited by Article XIII A, Section 1(b)(3)(a) of the California Constitution.*

Respectfully Submitted:

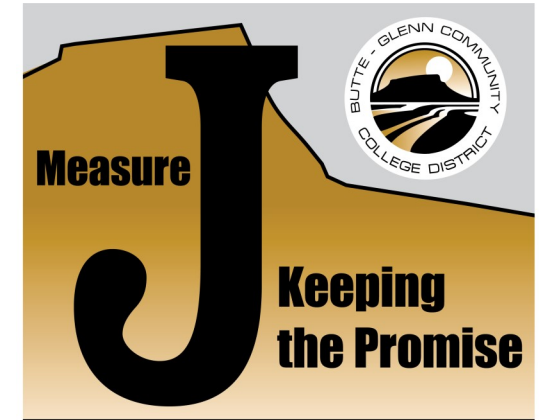
Measure J  
Citizens' Bond Oversight Committee

We take a moment to remember Mr. Gilbert Houston, chair of Butte College's Citizens Bond Oversight Committee, who passed away recently. Gil's exemplary service on both Measure A and J Citizens' Bond Oversight Committees has made a significant difference to Butte College.

Thanks to people like Gil, the college is able to undertake these projects that enrich our campus and the programs we can offer to our students.



Submitted to the  
Butte-Glenn Community College District  
Board of Trustees  
June 28, 2023



2022-23  
Citizens' Bond  
Oversight Committee

Mr. Gilbert Houston, Chair  
Mr. Mike Boss, Vice Chair  
Ms. Colleen Cecil  
Ms. Sarah Houston  
Mr. Orval Hughes  
Mr. Bob Kratochvil  
Mr. Richard Price  
Mr. Fred Sherman  
Mr. Stan Thompson

# Summary of the Citizens' Bond Oversight Committee 2022-23 Proceedings and Activities

## Meetings of the Citizens' Bond Oversight Committee

The Committee conducts its meetings in accordance with the provisions of the Ralph M. Brown Public Meeting Act, Government Code §54950 et seq.

### Overview

It is the charge of the Measure J Citizens' Bond Oversight Committee to monitor the expenditures of the Measure J General Obligation Bonds funds and report to the public on the Butte-Glenn Community College District's compliance with Proposition 39. The Committee's role is to: 1.) Receive and review the annual independent performance and financial audits; 2.) Review the Bond expenditures to ensure that Bond proceeds are spent on qualified projects; 3.) Inspect college facilities and grounds where Bond proceeds are being spent; 4.) Review District's efforts to cost effectively implement the program; and 5.) Participate in the preparation of an annual report to the Board of Trustees. The following is a summary of the proceedings and activities conducted by the Committee during the 2022-23 fiscal year to meet its obligations.

### Meeting—October 19, 2022

#### • Construction Projects Update

Kim Jones provided the update on Measure J projects. Projects in Series B that are being completed include the pre-construction and design phase for the Science building, Information Services Technology upgrades and facilities infrastructure including gas line replacement, ADA improvements, equipment upgrades to the wastewater treatment plant and energy efficiency projects.

The Series C issue is primarily for the construction of the new Science building. At the December 2022 Board of Trustees meeting, the Trustees will approve the guaranteed maximum price (GMP) for the Science building. Demolition and site construction will begin in Spring 2023 with completion of the Science building in May 2025. Classes will begin in August 2025.

#### Recruitment of Measure J Committee Members

Andy reminded the Committee Members that we are always looking for new members and asked them to reach out to people they know who might be interested in serving on the Committee.

### Meeting—May 31, 2023

#### • Construction Projects Update

Kim Jones and Dave Shirah provided an update on the current status of Measure J Series B projects which include upgrades to 18 DSPS cart stops, waste water equipment, technology infrastructure, smart classrooms, gas line replacement, ADA pathways, ADA classroom improvements, fire alarms, solar upgrades and an additional 10 EV charging stations at the Skyway Center.

Following a Groundbreaking Ceremony on April 12, 2023, demolition at the site of the new Science building began. We anticipate approval

from Department of the State Architect for the building, planetarium and solar in September 2023. Construction will begin after approval is received.

#### • 2021-22 Annual Audit

Jim Nicholas provided a review of the 2021-22 Annual Audit and Performance Reports. These are required for a Proposition 39 general obligation bond to ensure that the revenue is expended only on the projects presented to the voters in the bond language. Based on the independent audit, the District is in compliance.

#### • Citizens' Bond Oversight Committee Annual Report to the Board of Trustees

The Committee reviewed the Annual Report to the Board of Trustees and approved the draft report to be presented to the Board of Trustees at the June 28, 2023 meeting.

#### • Recruitment of Measure J Committee Members

Education Code 15282 states that members may serve no more than three consecutive 2 year terms. Mr. Boss and Mr. Hughes will reach that limit on June 30, 2023. We wish to thank them for their continued service and commitment to Butte College and our students. We would invite them to reapply in 2025.

If members know of anyone who would be interested in serving on the committee, we would ask they direct them to the application available on the [Measure J](#) website or contact [Kim McCall](#) for an application.

#### • 2023-24 Meeting Dates

The Committee set the following dates:

October 18, 2023 @ 2:00 p.m.

February 21, 2024 @ 2:00 p.m.

May 29, 2024 @ 2:00 p.m.

Bond Oversight Expenditure Yearly Reports - Actuals (Detailed)

	Measure J \$\$ Series A (\$42M) Series B (49.5M) Series C (\$50M) Remain. (\$48.5M)	Revised/ Allocated Interest	Project	Budget	Series A (\$42M) Expended	Series B (\$49.5M) Expended	2022-23 Series B Expended	2022-23 Series C (\$50M) Expended	Status
<b>Measure J Project</b>									
Welding Building	\$ 23,000,000	\$ -	\$ 23,000,000	\$ 23,007,101					Complete
Skyway Center Remodel	\$ 5,000,000		\$ 2,500,000	\$ 2,500,001					Complete
Athletics	\$ 12,000,000		\$ -						
Field House/Pressbox									
Series A			\$ 7,500,000	\$ 8,262,102					Complete
Series B			\$ 3,000,000			\$ 2,999,999			
Facilities Infrastructure	\$ 21,700,000		\$ -						
Utility Infrastructure (and Walkway Lighting)									
Series A		\$ 852,679	\$ 5,052,679	\$ 4,859,611					
Removal of Tennis Courts									Complete
Well House Replacements									Complete
Water Diversion Metering									Complete
Communication/Utility Line Repairs									Complete
Domestic Wells 1, 2, 3 Repairs									Complete
Building Water Intrusion Repairs									Complete
Energy Assessment									Complete
Campus Drive Repairs									Complete
Series B		\$ 701,736	\$ 7,440,902			\$ 6,179,092	\$ 1,132,405	\$ -	
Transfer from TE Remodel		\$ 739,166							
Storm Drain Repair/Lot 4/East side Campus									Complete
Campus Center HVAC Duct Replace									Complete
Backflow Valve Replacements									Complete
ADA Deficiency Repairs/Upgrades									In Progress
STP Equipment Repairs/Replacement									Complete
Roadway/Parking Lot Repairs/Refurbish									Complete
Campus Drive Repaving									Complete
Irrigation Failures									Complete
Electrical Infrastructure Repairs									In Progress
Roofing Systems Repairs/Replacements									Complete
Underground Storage Tank Replacement									Complete
Gym Concession ADA/Electric/Fire Supress									Complete
Mechanize Ag Classroom/ADA Deficiencies									In Progress
Underground Infrastructure for New Science									In Progress
Demolition of Old Auto/Out Buildings									Complete
Baseball ADA Pathway									Complete
Softball ADA/Drainage Deficiencies									In Progress
Fire Alarm Upgrade Gym									Complete
Series C		\$ -	\$ 6,000,000				\$ -	\$ -	
Infrastructure for Science/Planetarium									In Progress
Gas Line Replacement									In Progress
Parking Lot and Sidewalk Repairs									In Progress
Energy Projects									In Progress
Fire Alarm/Emergency PA Replacement									In Progress
ADA Upgrades District Wide									In Progress
IT Upgrades	\$ 11,000,000	\$ -							
Series A			\$ 2,000,000	\$ 2,000,000					Complete
Series B			\$ 2,500,000			\$ 1,614,284	\$ 421,969	\$ -	In progress
Series C			\$ 2,000,000				\$ -	\$ -	
Science Building	\$ 73,000,000								
Series B			\$ 32,000,000			\$ 1,255,060	\$ 6,357,149	\$ -	In progress
Series C			\$ 41,500,000				\$ -	\$ -	
Life Science Remodel	\$ 10,000,000								
Physical Science Remodel	\$ 10,000,000		\$ -					\$ -	
Series C			\$ 500,000					\$ -	In Progress
Tech Series B	\$ 6,800,000		\$ 4,260,834			\$ 3,884,114	\$ 376,718	\$ -	Complete
Transfer to Infrastructure		\$ (739,166)							
Scenario Village -	\$ 1,000,000		\$ -						
Series A		\$ 600,000	\$ 600,000	\$ 600,000					Complete
Series B			\$ 1,000,000			\$ 996,984	\$ 3,015	\$ -	
LawEnforcement Training Center	\$ 16,000,000								
Remove Portables	\$ 500,000								
	\$ 190,000,000	\$ 2,154,415.00	\$ 143,654,415.00	\$ 41,228,814.57	\$ 16,929,533.20	\$ 8,291,255.06	\$ -	\$ -	



## MINUTES OF REGULAR MEETING

May 17, 2023

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The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, May 17, 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 Dahlmeier  
Mr. William McGinnis  
Mr. John Nock  
Ms. Elie Wyllie, Student Trustee

**Board Member Absent** Mr. John Blacklock

**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 McGinnis led the Pledge of Allegiance to the Flag.

### 1. **Agenda Approval**

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

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

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

There were no public comments.

### 3. **Approval of Consent Agenda, Item 23-8442 to 23-8452**

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

Trustee Boeger moved to amend the motion and to pull Item 23-8444: Donation of District Property and Item 23-8451: Approval of Board Policies for a discussion on the actions.

Amended motion and approval of remaining consent items carried unanimously. Trustee Blacklock was not present for the vote. Student Trustee – aye.

It was moved by Trustee Boeger, seconded by Trustee Dahlmeier to add Items 23-8444 and 23-8451 back on the agenda for individual discussion and approval.

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

**Donation of District Personal Property: Miscellaneous Electronic Equipment, Item 23-8444**

It was moved by Trustee Boeger, seconded by Trustee McGinnis, to find that the surplus property described as electronic equipment listed on Exhibit A, is of insufficient value to defray the costs of arranging a sale and authorize the surplus property be donated to the Computers for Classrooms as a donation of the District's personal property.

Trustee Boeger asked why we are giving away laptops and tablets. Superintendent/President Guleff stated these items are old and no longer able to support the software needed to be used on them. VP Suleski added it isn't worth staff time to refurbish this equipment and wipe it clean. These items are sent to Computer for Classrooms and they are equipped to refurbish and clean all equipment to be reused. They are also able to dispose of electronic items that can't be reused.

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

**Approval of Revisions, Review, and Adoption of Board Policies, Item 23-8451**

Trustee Boeger asked why where was a major change to BP6307. Superintendent/President Guleff stated much of the language should live in the Administrative Procedure and not in the Board Policy. Trustee Boeger asked additional questions about the policy on insurance. There were additional questions on a number of board policies. Board President Krepelka asked the Trustees, in the future, to consider and ask these questions when policies are presented for review, not at the approval stage.

Board President Krepelka postponed this matter to the June board meeting.

**4. Information Reports**

Academic Senate President's Report – Jess Vickery

Dr. Vickery stated Academic Senate is completing the Academic Hiring Guidelines and the process will continue into the fall. They are completing the update to the course add authorization process. Academic Senate is also looking at the impact of Artificial Intelligence (AI) on academic honesty policy.

Classified Senate President's Report – Chris Westbay

Mr. Westbay stated Classified Senate election for new leadership will conclude soon. Classified Professionals Day is May 31. Classified Senate will continue the tradition of providing coffee, snacks, and scantrons to students during finals week.

Student Trustee Comment – Elie Wyllie

Ms. Wyllie stated there are nine days left of the semester. Students are finishing up final projects. This is her last meeting and she appreciated being a part of this Board and working with people who care so much about the students.

Vice President Report – Andy Suleski

Superintendent/President Guleff stated each month a Vice President will give an update on their area. She welcomed Andy Suleski, Assistant Superintendent/Vice President. VP Suleski gave an update on the affordable student housing project with Chico State. They are preparing the application for a construction grant for 500 beds on Chico State property. 30% of the beds would be held for Butte students. VP Suleski stated the Transportation Taskforce, consisting of staff, faculty, and students will be ready to present options to the Board in June. The California State budget May revise will try and address a \$31.5 billion deficit. The budget still includes a 8.22% Cost-of-Living Adjustment (COLA) but there are some cuts to grants. In June the tentative budget will be presented to the Board.

Superintendent/President's Report – Virginia L. Guleff

Superintendent/President Guleff updated the Board on the events she attended which included a performance of the Butte College Jazz Ensemble, Pop Ensemble, and Choir; State Parks graduation celebration; the campus Award and Retiree Celebrations; and CCLC Conference in Monterey where Bill McGinnis was honored for 30 years as a Trustee. She gave an update on the progress of evaluations. Ms. Guleff stated we received the Native American Student Support and Success Program Grant from the Board of Governors for \$1.5 million over five years. The faculty hiring process is completed and 17 new faculty will begin in the fall. These hires fill vacant positions. Ms. Guleff presented Student Trustee Wyllie with a give and thanked her for her year of service to the Board.

## Board Comments

Trustee Boeger stated he attended the CCLC Annual conference and learned a lot. He's happy to see so many faculty hired. Trustee Massa stated he attended the Glenn Center Open House and it was very well attended. He also enjoyed the Athletic Awards Banquet and reminded the Board about the Glenn County Fair next week. Trustee McGinnis stated there were good discussion about dual enrollment and budget issues at the CCLC Conference. Trustee Nock also attended the CCLC Conference and had good interactions with colleagues. Board President Krepelka stated he's excited about the future of the Foundation.

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

There were no public comments.

## 6. **Contracts**

### **Approval of Contracts, Item 23-8453**

It was moved by Trustee McGinnis, seconded by Trustee Dahlmeier, to approve the contracts listed on the Contracts Approval Report and authorize the Superintendent/President or designee to enter into the contracts in accordance with Board Policy 6340 prior to ratification by the Board at a subsequent meeting, contingent upon available funding and successful completion of negotiation of terms with the contractors.

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

### **Approval of Contract to Purchase Information Technology Professional Services from Experis US, LLC utilizing California Multiple Award Schedule Number 3-22-10-1028, Item 23-8454**

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

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

### **Approval of Contract to Purchase Information Technology from InterVision Systems, LLC utilizing California Multiple Award Schedule Number 3-22-06-1030, Item 23-8455 LLC utilizing California Multiple Award Schedule Number 3-22-10-1028, Item 23-8454**

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

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

### **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, Item 23-8456**

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

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

**Approval of Contract to Purchase Smart Classroom Technology Equipment from One Diversified, LLC utilizing University of California Purchasing Agreement #2019.001433, Item 23-8457**

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

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

**Approval of Contract to Purchase Mechanical Equipment and Services from Trane U.S. Inc., utilizing Foundation for California Community Colleges Agreement Number 00005098, Item 23-8458**

It was moved by Trustee McGinnis, seconded by Trustee Nock, to approve the purchase of the required mechanical equipment and installation from Trane U.S. Inc. utilizing Foundation for California Community Colleges Agreement Number 00005098, per the terms of the FCCC contract, in the amount not to exceed \$750,000.00 and authorize District staff to execute the necessary contract documents related to the purchase of the mechanical equipment and services from Trane U.S. Inc. in accordance with Board Policy 6340 prior to ratification by the Board at a subsequent meeting.

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

**Approval of Contract to Purchase Information Technology Professional Services from Veridion Security, Inc. utilizing California Multiple Award Schedule Number 3-22-03-1072, Item 23-8459**

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

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

7. **Administration**

**Approval of Emeritus Recommendations, 2022-2023, Items 23-8460**

It was moved by Trustee McGinnis, seconded by Trustee Dahlmeier, to grant emeritus status to: Fran Babich, Peter Dahl, Phoebe Hartt, Eric Hoiland, Bambi Mayfield (posthumous), and Gail Stone.

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

8. **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.

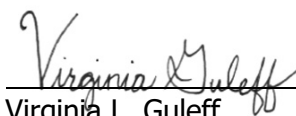
Board President Krepelka reported there was no reportable action.

9. **Adjournment**

Board President Krepelka adjourned the meeting at 3:38 PM.

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

**June 28, 2023**

<b>Subject:</b> Approval of Warrants	<b>Item No:</b> 23-8462 <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Category:</b> Finance	<b>Action Regular</b> <input checked="" type="checkbox"/> <input type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Assistant Superintendent/ Vice President	<b>Approved By:</b>  Virginia L. Guleff Superintendent/President

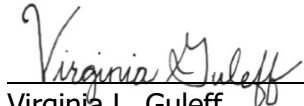
It is recommended that the Board of Trustees approve the vendor, payroll, and financial aid warrants for the period of May 1, 2023 to June 11, 2023.

<b>Type of Warrant</b>	<b>Check/Voucher Sequence</b>	<b>Total</b>
Vendor	693824 – 695351	\$ 20,496,884.69
Payroll	527658 – 527874	\$ 5,559,309.01
Financial Aid	381477 – 382004	\$ 538,283.40

Warrant registers are available for review in the Business Office.

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

**June 28, 2023**

<b>Subject:</b> Ratification of Contracts	<b>Item No:</b> 23-8463 <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 May 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

**May 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>
6/17/23	6/17/23	African American Family Cultural Center	Outreach and Recruitment Tabling at Juneteenth Celebration	\$0.00	N/A	Welcome Center	Zuniga
5/16/23	5/21/23	42nd District Agricultural Association/Glenn County Fair	Outreach and Recruitment Tabling	(\$400.00)	Unrestricted General	Welcome Center	Zuniga
5/20/23	5/20/23	Gridley Chamber of Commerce	Outreach and Recruitment Tabling at Red Suspender's Day Event	(\$90.00)	Unrestricted General	Welcome Center	Zuniga
6/10/23	6/10/23	Northern Valley Catholic Social Service	Outreach and Recruitment Tabling at Fun in the Sun Jamboree Event	\$0.00	N/A	Welcome Center	Zuniga
5/23/23	5/30/23	Silver Dollar Fair/3rd District Agricultural Association	Outreach and Recruitment Tabling	(\$450.00)	Restricted General	Industrial Technology Programs	Shearer
5/18/23	5/18/23	Almendra Winery & Distillery, Inc.	Rental Agreement for MESA Transfer Reception	(\$950.00)	Restricted General	MESA	Shearer
6/9/23	6/9/23	Paradise Alliance Church	Facility Rental for Law Enforcement Basic Graduation	(\$1,420.00)	Unrestricted General	Public Safety Education & Training Center	Shearer
6/7/23	6/28/23	Shasta Tehama Trinity Joint Community College District	Facilities Use Agreement for Business Trainings	\$0.00	N/A	Small Business Development Center	Shearer
8/6/23	8/9/23	Gaia Hotel & Spa	2023 Great Teachers Seminar	Est. (\$10,749.00) plus Taxes & Service Charges	Unrestricted General	Professional Development	Shearer
7/1/23	6/30/28	Dignity Health	Clinical Experience Agreement	\$0.00	N/A	Nursing	Shearer
7/1/23	6/30/26	Enloe Medical Center	Clinical Internship Agreement	\$0.00	N/A	Nursing	Shearer
7/1/23	6/30/25	Riverside Point Healthcare and Wellness Centre	Clinical Experience Agreement	\$0.00	N/A	Nursing	Shearer
Upon Execution	7/31/24	The Regents of the University of California, acting for an on behalf of University of California, Davis Health	Clinical Experience Agreement	\$0.00	N/A	Nursing	Shearer
7/1/23	6/30/25	Windsor Chico Care Center	Clinical Experience Agreement	\$0.00	N/A	Nursing	Shearer
5/5/23	5/4/25	Alliance for Workforce Development	Career Services and Resources for Students	\$0.00	N/A	Career Center	Zuniga
4/25/23	4/24/25	Butte County Department of Employment and Social Services	Career Services and Resources for Students	\$0.00	N/A	Career Center	Zuniga
5/15/23	5/14/26	Avalon Portrait Gallery	Work Experience Education	\$0.00	N/A	Career Center	Zuniga
5/15/23	5/14/26	Chico Real Estate Photography	Work Experience Education	\$0.00	N/A	Career Center	Zuniga
5/25/23	Until Terminated	Chico Chamber of Commerce	Learning-Aligned Employment Program	\$0.00	N/A	Career Center	Zuniga
5/24/23	Until Terminated	Nova Group, Inc.	Learning-Aligned Employment Program	\$0.00	N/A	Career Center	Zuniga
5/1/23	6/30/23	25th Hour Communications	Student Enrollment Marketing Videos	(\$6,500.00)	Restricted General	Enrollment Services	Zuniga
5/31/23	5/31/23	Mikila Hemstak	Chair Massage for Classified Day Event	(\$120.00)	Foundation Agency Account	Classified Senate	Suleski
5/5/23	5/5/23	Diane Nicole Clifford	Video Presentation and Photo Shoot	(\$180.00)	Unrestricted General	Cosmetology	Shearer
5/1/23	6/14/23	Colija Feliz	Children Sexually Exploited Commercially (CSEC) Training	(\$3,000.00)	Restricted General	Foster Kinship Education	Zuniga
5/25/23	5/26/23	Chico Party Rentals	Equipment Rental for Latinx Graduation	(\$1,880.60)	Restricted General	Multicultural Programs & Services	Zuniga
5/18/23	5/18/23	Dee Thao Digital Creator	Photography Services	(\$800.00)	Restricted General	Multicultural Programs & Services	Zuniga
5/9/23	5/9/23	Inflatable Adventures	Activities Equipment for 2023 Spring Celebration Event	(\$395.00)	Restricted General	Multicultural Programs & Services	Zuniga

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

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

**May 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>
4/19/23	4/19/23	Jay Bush	Rising Scholars Speaker	(\$200.00)	Restricted General	Multicultural Programs & Services	Zuniga
4/27/23	4/27/23	"Julian" Jennifer Lacombe	Tie-Dye Project for GSA Club Event	(\$445.00)	Restricted General	Multicultural Programs & Services	Zuniga
5/25/23	5/25/23	Kingston Services	Photography Services for Latinx Graduation	(\$2,000.00)	Restricted General	Multicultural Programs & Services	Zuniga
5/25/23	5/25/23	La Familia Restaurant	Catering Services for Latinx Graduation Celebration	(\$5,196.00)	Restricted General	Multicultural Programs & Services	Zuniga
5/19/23	5/19/23	Penny Thundershield	Custom Sashes for Native American Graduation Celebration	(\$880.00)	Restricted General	Multicultural Programs & Services	Zuniga
5/25/23	5/25/23	Daniel David Bruns	Live Stream Services of LVN and RN Pinning Ceremony	(\$300.00)	Restricted General	Nursing	Shearer
5/26/23	5/26/23	David Brent Holland	Commencement Photography and Videography	(\$4,600.00)	Unrestricted General	Public Relations	Guleff
6/9/23	6/9/23	Elizabeth Quivey	Bagpiping for Law Enforcement Academy Graduation	(\$150.00)	Unrestricted General	Public Safety Education & Training Center	Shearer
5/26/23	5/26/23	Elizabeth Quivey	Bagpiping for Fire Academy Graduation	(\$150.00)	Unrestricted General	Public Safety Education & Training Center	Shearer
6/12/23	5/31/24	Deer Park Counseling and Consulting	Helping Academy Workshop Facilitation	(\$7,500.00)	Restricted General	Student Health Services	Zuniga
4/17/23	5/10/23	Ama Posey	Juror of Student Art Show and Plaster Art Workshop	(\$800.00)	Fiduciary	Student Life	Zuniga
5/9/23	5/9/23	Eclectic Sound DJ's	DJ Services for 2023 Spring Carnival Event	(\$600.00)	Fiduciary	Student Life	Zuniga
4/19/23	4/19/23	In Tents Events	Tents for 2023 Earth Day Event	(\$580.00)	Fiduciary	Student Life	Zuniga
4/19/23	4/19/23	Mike G-Ride	Speaker for 2023 Earth Day Event	(\$175.00)	Fiduciary	Student Life	Zuniga
4/19/23	4/19/23	Nefertitis Dozen - Jeanne Christopherson	Afro Caribbean American Dancers for 2023 Earth Day Event	(\$300.00)	Fiduciary	Student Life	Zuniga
4/19/23	4/19/23	The Family Business Music	DJ for 2023 Earth Day Event	(\$500.00)	Fiduciary	Student Life	Zuniga
5/9/23	5/9/23	Yony's Roasted Corn	Food Cart Services for 2023 Spring Carnival Event	(\$975.00)	Fiduciary	Student Life	Zuniga
5/26/23	5/26/23	Eclectic Sound DJ's	DJ Services at Commencement Reception	(\$600.00)	Unrestricted General	Student Services	Zuniga
5/20/23	5/20/23	Nash's Restaurant	Recognition Celebration Luncheon for TRIO Students	(\$550.00)	Unrestricted General	TRIO SSS	Zuniga
Upon Delivery	One Time Use	EDGE22 Studios LTD	GeneratePress Premium License	(\$29.97)	Unrestricted General	Technology Mediated Instruction	Shearer
7/22/23	7/21/24	SG Hosting Inc.	SiteGround Web Hosting Domain Name and GrowBig Hosting	(\$375.87)	Unrestricted General	Technology Mediated Instruction	Shearer
5/8/23	Upon Case Resolution	John Loyal, Esquire, of Cipriani & Werner, P.C.	Cyber Breach Legal Counsel	Expense based on Services per Fee Schedule	Unrestricted General	Administration	Suleski
7/1/23	6/30/24	Westmont Living dba The Terraces	Instructional Service Agreement to provide Health Aging & Living Courses	(\$8,240.00)	Unrestricted General	Special Programs	Shearer
7/1/23	6/30/24	Work Training Center for the Handicapped, Inc.	Instructional Service Agreement for Community Partners in Education courses	(\$172,640.00)	Unrestricted General	Special Programs	Shearer
5/16/23	6/30/24	Brain Friendly Dynamics	Training, and Design of Leadership, Compassion Series, and Collaboration Training Amendment to Term	\$0.00	Restricted General	Contract Education	Shearer
7/1/23	6/30/24	Butte County Department of Employment and Social Services	Employee Training	\$19,140.00	Restricted General	Contract Education	Shearer
5/5/23	9/19/23	FAFCO, Inc.	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$20.01)/ Reimbursable Training Hour	Restricted General	Contract Education	Shearer
5/22/23	6/15/23	Los Rios Community College District	California Conservation Corps Partnership Initiative	(\$17,500.00)	Restricted General	Contract Education	Shearer

**Board of Trustees Meeting  
June 28, 2023**

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

Contracts Signed by the Superintendent/President or Assistant Superintendent/Vice President for Administration  
**May 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>
5/5/23	9/19/23	M A P Associates, Inc. dba NorthStar	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$20.01)/ Reimbursable Training Hour	Restricted General	Contract Education	Shearer
5/16/23	6/30/24	Margaret Schmidt Business Solutions	Training Special Project Management and DDI Courses Amendment to Term	\$0.00	Restricted General	Contract Education	Shearer
5/11/23	9/19/23	Orchard Hospital	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$20.01)/ Reimbursable Training Hour	Restricted General	Contract Education	Shearer
5/16/23	6/30/24	Safe Food Alliance	Food Safety Training Amendment to Term	\$0.00	Restricted General	Contract Education	Shearer
5/5/23	6/15/23	San Luis Obispo County Community College	California Conservation Corps Partnership Initiative Amendment to Fees and Statement of Work	(\$4,113.67)	Restricted General	Contract Education	Shearer
7/10/23	8/10/23	Santa Rosa Junior College	Utility Line Clearance Arborist Training	\$100,973.60	Restricted General	Contract Education	Shearer
5/5/23	9/19/23	Seneca Healthcare District	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$20.01)/ Reimbursable Training Hour	Restricted General	Contract Education	Shearer
4/18/23	5/15/23	SpaceData, LLC	TrackPoint Trainee Management Amendment to Term and Fees	\$4,150.00	Restricted General	Contract Education	Shearer
5/19/23	5/15/24	Sunsweet Growers	Employee Training	\$7,000.00	Restricted General	Contract Education	Shearer
5/5/23	9/19/23	Wehah Farm, Inc. dba Lundberg Family Farms	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$20.01)/ Reimbursable Training Hour	Restricted General	Contract Education	Shearer
7/1/23	6/30/24	Western Chapter International Society of Arboriculture	Tree Risk Assessment Qualification Training	\$2,250.00	Restricted General	Contract Education	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
5/31/23	3/30/24	California Employment Training Panel	California Community College Funds Program Training Project Amendment to Contract Amount and Term	\$160,344.00	Restricted General	Contract Education	Shearer
5/2/23	6/30/25	East Nicolaus Joint Unified School District	K-12 Strong Workforce Program Grant	(\$637,815.00)	Restricted General	North Far North Regional Consortium	Shearer
5/5/23	6/30/25	Sacramento County Office of Education	K-12 Strong Workforce Program Grant	(\$500,000.00)	Restricted General	North Far North Regional Consortium	Shearer
7/24/23	7/26/23	Sugar Coated Catering	Catering Services for Voting Member & Proxy Planning Summit	(\$8,424.00)	Restricted General	North Far North Regional Consortium	Shearer
5/5/23	6/30/25	Western Placer Unified School District	K-12 Strong Workforce Program Grant	(\$100,000.00)	Restricted General	North Far North Regional Consortium	Shearer
5/5/23	6/30/25	Willits Unified School District	K-12 Strong Workforce Program Grant	(\$520,466.00)	Restricted General	North Far North Regional Consortium	Shearer
5/8/23	6/30/25	Yolo County Regional Occupational Program	K-12 Strong Workforce Program Grant	(\$188,069.00)	Restricted General	North Far North Regional Consortium	Shearer
5/24/23	Upon Payment	ePlus Technology, Inc.	Veeam Backup and Replication Software and Maintenance	(\$86,665.26)	Unrestricted General	Information Technology	Suleski
5/24/23	5/23/26	Veeam Software Group GMBH	Veeam Backup and Replication Software License	\$0.00	Unrestricted General	Information Technology	Suleski
7/1/23	6/30/24	PluralSight, LLC	Business Professional Academic License	(\$9,918.00)	Unrestricted General	Information Technology	Suleski
4/22/23	4/21/24	RealVNC Limited	VNC Connect Enterprise Device Access License	(\$3,862.96)	Unrestricted General	Information Technology	Suleski
7/1/23	6/30/24	Constant Contact, Inc.	Constant Contact Email Plus Software License	(\$2,478.00)	Restricted General	CCC Technology Center	Suleski

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

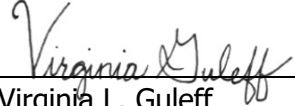
Contracts Signed by the Superintendent/President or Assistant Superintendent/Vice President for Administration

**May 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>
7/1/23	6/30/24	IPQualityScore, LLC	Enterprise Student Application Filtering Software License	(\$99,000.00)	Restricted General	CCC Technology Center	Suleski
7/7/23	7/6/24	Momentive, Inc. FKA Survey Monkey, Inc.	Survey Monkey Subscription	(\$900.00)	Restricted General	CCC Technology Center	Suleski
5/8/23	12/31/23	Palomar College	TeleConnect Subaward Amendment to Term	\$0.00	Restricted General	CCC Technology Center	Suleski
7/1/23	6/30/24	Pope Tech, LLC	Pope Tech Web Accessibility Scanning and Accessibility Guide License	(\$71,400.00)	Restricted General	CCC Technology Center	Suleski
5/25/23	Upon Payment	SHI International Corporation	DataCore SANsymphony Annual Support	(\$4,836.96)	Restricted General	CCC Technology Center	Suleski
7/1/23	6/30/24	DataCore Software Corporation	DataCore SANsymphony Annual Support License	\$0.00	Restricted General	CCC Technology Center	Suleski
5/24/23	Upon Payment	SHI International Corporation	Jaspersoft Software	(\$45,806.81)	Restricted General	CCC Technology Center	Suleski
7/1/23	6/30/24	Tibco Software, Inc.	Jaspersoft Software License	\$0.00	Restricted General	CCC Technology Center	Suleski
4/27/23	4/26/24	Slack Technologies, LLC	Pro Annual Plan Start Subscription	(\$1,478.98)	Restricted General	CCC Technology Center	Suleski
5/4/23	11/29/23	Zendesk, Inc.	Support Professional Subscription	(\$1,014.90)	Restricted General	CCC Technology Center	Suleski
7/1/23	6/30/24	Economic Modeling, LLC "Lightcast"	CareerCoach Services	(\$296,800.00)	Restricted General	CCC Technology Center	Suleski
7/1/23	6/30/24	ACCO Engineered Systems	Annual Boiler Inspections	(\$11,570.00)	Unrestricted General	Facilities, Planning, & Management	Suleski
7/1/23	6/30/24	ACCO Engineered Systems	Annual Chiller Inspections	(\$20,810.00)	Unrestricted General	Facilities, Planning, & Management	Suleski
5/1/23	6/30/23	Holt Heating and Air	HVAC Upgrade to Public Safety Training Center	(\$57,262.00)	Restricted General	Facilities, Planning, & Management	Suleski
5/24/23	6/30/23	JCO Engineering	Campus Outdoor Seating and Shade Structures Project Change Order No 2 to add scope for french drain, additional potholing, rerouting existing conduit, and replacement of damaged irrigation lines	(\$22,169.64)	Restricted General	Facilities, Planning, & Management	Suleski
4/17/23	6/30/23	North Valley Water Management	Replace Backflow Devices at Sewer Treatment Plant and Business Education	(\$9,901.21)	Measure J	Facilities, Planning, & Management	Suleski
3/6/23	6/30/23	NV5	Laboratory of Record Services for Campus Outdoor Seating Project	(\$30,080.68)	Restricted General	Facilities, Planning, & Management	Suleski
7/1/23	6/30/24	Sunset Services	Grade III Operator for the Waste Water Treatment Plant	(\$36,000.00)	Unrestricted General	Facilities, Planning, & Management	Suleski
5/4/23	5/26/23	Technique Communications	Cabling Removal in Portables for move to Mechanized Agriculture	(\$11,151.44)	Measure J	Facilities, Planning, & Management	Suleski
7/1/23	9/30/23	Technique Communications	Cabling and Fiber Optics Installation in Mechanized Agriculture Portables	(\$19,925.56)	Measure J	Facilities, Planning, & Management	Suleski
5/19/23	Project Completion	Trane U.S., Inc.	Mechanical Equipment and Services for HVAC Replacement Project at the Gym Building	(\$717,100.00)	Restricted General	Facilities, Planning, & Management	Suleski
			<b>TOTAL REVENUE CONTRACTS</b>	<b>\$1,090,075.60</b>			
			<b>TOTAL EXPENSE CONTRACTS</b>	<b>(\$3,760,492.51)</b>			

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

**June 28, 2023**

<b>Subject:</b> Quarterly Financial Status Report for the Quarter Ended March 31, 2023	<b>Item No:</b> 23-8464 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Finance	<b>Action Regular</b> <input checked="" type="checkbox"/> <input type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Assistant Superintendent/ Vice President	<b>Approved By:</b>  Virginia L. Guleff Superintendent/President

**Background**

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

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

**Status**

The Quarterly Financial Status Report for the quarter ended March 31, 2023, indicates that the District is financially stable and details the following:

62% of the total estimated revenue has been charged or received (75% unrestricted).  
 49% of the total expected expenditures have been expended (67% unrestricted).  
 The Reserve for Contingency is 5% of total expenditures.

**Recommendation**

It is recommended that the Board of Trustees approve the supporting documentation for the Quarterly Financial Status Report (CCFS-311Q) for the quarter ended March 31, 2023.

**Butte-Glenn Community College District**  
**Revenue/Expenditures**  
**As of March 31, 2023**

	<b>Final Budget</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Fund 11 12</b>	<b>Actuals</b>
	<b>Fund 11 12</b>	<b>Fund 11</b>	<b>Fund 12</b>	<b>Combined</b>	<b>To Date</b>
	<b>Combined</b>	<b>3rd Quarter</b>	<b>3rd Quarter</b>	<b>3rd Quarter</b>	<b>Combined</b>
		<b>Revised</b>	<b>Revised</b>	<b>Revised</b>	
<b>REVENUE</b>					
<b>Beginning Balance</b>	<b>\$33,527,913</b>			<b>\$33,527,922</b>	
8121 College Work Study - Admin	12,560	12,560	-	12,560	2,848
8122 College Work Study - Wages	218,913	-	218,913	218,913	56,963
8123 College Work Study - Job Devel.	27,575	27,575	-	27,575	20,329
8124 College Work Study - Comm. Service	16,478	-	16,478	16,478	-
8136 Foster Care	133,829	-	107,337	107,337	-
8140 Transitional Assistance to Needy Families (TANF)	11,285	-	-	-	-
8151 Supplemental Educational Opportunity Grants (SEOG) - Admin.	13,117	13,117	-	13,117	6,012
8152 Pell Grant - Admin.	40,000	40,000	-	40,000	19,030
8160 Veterans' Attendance Allowance	28,386	-	28,386	28,386	28,386
8163 Dev Hispanic Serving Institute	-	-	599,983	599,983	15,027
8170 Perkins	798,960	-	1,175,298	1,175,298	186,647
8173 US Dept of Ed. TRIO	803,776	-	924,832	924,832	260,689
8194 Small Business Development	263,483	-	236,452	236,452	125,902
8197 US Dept Ed/OPE	222,839	-	-	-	-
8198 Higher Education Emergency Relief Fund (HEERF)	13,088,247	-	15,177,812	15,177,812	1,860,957
8199 Other Federal Revenue	668,065	-	4,635,792	4,635,792	187,036
<b>8100 TOTAL FEDERAL REVENUE</b>	<b>16,347,513</b>	<b>93,252</b>	<b>23,121,283</b>	<b>23,214,535</b>	<b>2,769,826</b>
					<b>12%</b>
8612 State General Apportionment	49,484,046	49,484,046	-	49,484,046	35,389,578
8613 Full Time Faculty Hiring	1,476,958	1,476,958	-	1,476,958	1,122,488
8614 Part-Time Faculty Compensation	223,712	223,712	-	223,712	179,630
8615 Enrollment Fee Admin.	128,800	128,800	-	128,800	74,612
8618 COVID-19 Recovery Block Grant	7,379,361	-	7,379,361	7,379,361	5,608,314
8620 Student Equity and Achievement	8,031,920	-	8,065,952	8,065,952	6,947,920
8621 CalWorks	393,205	-	330,345	330,345	251,062
8622 Extended Opportunity Programs and Services (EOPS)	1,606,872	-	2,463,913	2,463,913	2,024,771
8623 Cooperative Agency Resources and Education (CARE)	850,762	-	1,038,590	1,038,590	848,771
8624 Disabled Student Services and Programs (DSPS)	958,816	-	1,681,116	1,681,116	1,303,351
8626 Telecommunications	14,000,000	-	21,000,000	21,000,000	21,000,000
8626 TTIP/CENIC	4,707,389	-	3,011,303	3,011,303	3,011,304
8627 Student Financial Aid Admin.	618,067	-	441,298	441,298	340,465
8629 Scheduled Maintenance and Instructional Equipment	10,274,216	-	10,274,216	10,274,216	7,815,227
8630 Education Protection Account	14,129,315	14,129,315	-	14,129,315	12,095,958
8630 Undocumented Resources Liason Program	111,706	-	117,607	117,607	93,729
8631 Transitional Assistance to Needy Families (TANF)	60,039	-	54,897	54,897	-
8633 Funds for Student Success - MESA (Math, Engineering, Science)	226,000	-	499,555	499,555	517,490
8634 Classified Professional Development	59,123	-	58,461	58,461	58,461
8635 Equal Employment Opportunity (EEO)	152,268	-	256,605	256,605	127,777
8636 Foster Care Grant	317,713	-	280,279	280,279	272,045
8638 Technology Center	26,528,502	-	33,397,176	33,397,176	11,179,363
8639 Culturally Comp PD	-	-	50,434	50,434	50,434
8640 Veterans Resource Center	22,316	-	346,107	346,107	325,680
8642 CA College Promise	948,667	-	948,667	948,667	851,037
8643 Student Success Completion	4,903,347	-	5,203,347	5,203,347	5,203,347
8644 Financial Aid Technology	61,918	-	171,854	171,854	161,418
8646 Emergency Financial Aid Assistance	1,149,494	-	1,249,134	1,249,134	1,249,134
8646 Retention & Enrollment Outreach	1,770,976	-	1,770,976	1,770,976	685,361
8647 Student Food & Housing	-	-	249,143	249,143	184,283
8647 Student Housing - Planning	-	-	500,000	500,000	380,000
8648 Library Services Platform	-	-	10,922	10,922	10,922
8649 LGBTQ+	-	-	98,247	98,247	-
8653 Adult Education Block Grant	217,404	-	2,641,177	2,641,177	2,076,956
8654 College Homeless Pilot	1,530,675	-	1,530,675	1,530,675	1,362,674
8657 Economic Development	2,629,421	-	3,503,600	3,503,600	2,843,618
8658 Strong Workforce Program	53,829,464	-	82,754,091	82,754,091	40,425,960
8671 Homeowners' Exemptions Taxes	56,866	56,866	-	56,866	101,489
8672 Timber Yield Tax	64,397	64,397	-	64,397	12,444
8681 State Lottery Proceeds	2,367,324	1,692,429	674,895	2,367,324	2,048,087
8683 Mandated Costs	308,660	308,660	-	308,660	-
8690 Guided Pathways	459,740	-	556,046	556,046	372,389
8692 STRS On Behalf	1,806,711	1,605,759	200,952	1,806,711	-
8693 Innovation Award	590,000	-	578,093	578,093	578,093
8699 Basic Needs	-	-	324,798	324,798	152,655
8699 Other State Revenue	1,698,402	-	1,695,704	1,695,704	1,099,638
<b>8600 TOTAL STATE REVENUE</b>	<b>216,134,572</b>	<b>69,170,942</b>	<b>195,409,536</b>	<b>264,580,478</b>	<b>170,437,935</b>
					<b>64%</b>

Butte-Glenn Community College District Revenue/Expenditures As of March 31, 2023	Final Budget Fund 11 12 Combined	Unrestricted Fund 11 3rd Quarter Revised	Restricted Fund 12 3rd Quarter Revised	Fund 11 12 Combined 3rd Quarter Revised	Actuals To Date Combined	
8811 Secured Taxes	17,436,029	17,436,029	-	17,436,029	10,922,629	
8812 Supplemental Roll Taxes	288,254	288,254	-	288,254	315,832	
8813 Unsecured Taxes	1,062,491	1,062,491	-	1,062,491	1,115,918	
8816 Prior Year Taxes	47,652	47,652	-	47,652	59,907	
8817 Educational Revenue Augmentaion Fund (ERAF)	(3,236,517)	(3,236,517)	-	(3,236,517)	(1,193,787)	
8818 Redevelopment - Local	1,553,556	1,553,556	-	1,553,556	1,561,719	
8819 Redevelopment - Residual	-	-	-	-	-	
8829 Gifts and Contributions	4,000	-	4,000	4,000	2,314	
8831 Contract Instructional Services	49,225	-	224,225	224,225	-	
8839 Contract Education	3,465,345	-	6,024,023	6,024,023	3,818,116	
8840 Sales and commissions	47,500	47,500	-	47,500	1,221	
8842 Sale of Equipment and Supplies	45,000	-	46,500	46,500	35,728	
8859 Other Rentals and Leases	28,202	13,000	15,202	28,202	10,839	
8861 Interest	1,200,000	1,200,000	-	1,200,000	1,363,214	
8872 Community Service Classes	107,109	-	107,109	107,109	41,604	
8874 Enrollment Fees	2,789,469	2,789,469	-	2,789,469	3,088,497	
8876 Health Service Fees	377,500	-	377,500	377,500	390,476	
8877 Material Fees	220,000	273,215	-	273,215	279,173	
8879 Student Records/ID Card	63,859	63,859	-	63,859	20,582	
8880 Non-Resident Student Fees	1,484,048	1,484,048	-	1,484,048	1,549,908	
8881 Transportation Fees	565,630	-	565,630	565,630	732,116	
8882 Audit Fees	2,000	2,000	-	2,000	2,203	
8885 Other Student Fees & Charges	10,000	10,000	-	10,000	3,140	
8886 Technology Access Fee	-	-	-	-	44,745	
8888 Library Charges	10,000	-	10,000	10,000	19,489	
8893 Prior Year Outlawed Warrants	28,000	28,000	-	28,000	-	
8894 Workers Comp. Reimbursements	28,000	28,000	-	28,000	50,048	
8896 Safety Credits	20,000	-	45,928	45,928	49,325	
8897 Parking Meters & Fines	20,000	20,000	-	20,000	277	
8899 Other Local Revenue	1,122,443	50,000	1,897,944	1,947,944	1,410,654	
<b>8800 TOTAL LOCAL REVENUE</b>	<b>28,838,795</b>	<b>23,160,556</b>	<b>9,318,061</b>	<b>32,478,617</b>	<b>25,695,887</b>	<b>79%</b>
<b>8980 Incoming Transfers</b>	<b>3,513,597</b>	<b>2,200,000</b>	<b>1,313,597</b>	<b>3,513,597</b>	<b>971,572</b>	
<b>8000 TOTAL REVENUE</b>	<b>264,834,477</b>	<b>94,624,750</b>	<b>229,162,477</b>	<b>323,787,227</b>	<b>199,875,220</b>	<b>62%</b>
<b>TOTAL REVENUE AND BEGINNING BALANCE</b>	<b>\$298,362,390</b>			<b>\$357,315,149</b>		

Apportionment Summary:			
Includes General Apportionment, Education Protection Account, Property taxes, and 98% Enrollment Fees	83,619,769	83,619,769	83,619,769

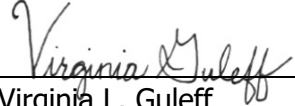
**Butte-Glenn Community College District**  
**Revenue/Expenditures**  
**As of March 31, 2023**

	<b>Final Budget Fund 11 12 Combined</b>	<b>Unrestricted Fund 11 3rd Quarter Revised</b>	<b>Restricted Fund 12 3rd Quarter Revised</b>	<b>Fund 11 12 Combined 3rd Quarter Revised</b>	<b>Actuals To Date Combined</b>	
<b>EXPENSES</b>						
1100 Instruction, Regular	17,457,307	16,520,857	305,535	16,826,392	13,788,304	
1200 Non-instruction, Regular	8,511,115	6,410,807	2,216,475	8,627,282	6,554,180	
1300 Instruction, Non-regular	8,723,653	8,550,596	34,146	8,584,742	6,120,975	
1400 Non-instruction, Non-regular	1,034,410	806,906	1,459,595	2,266,501	1,548,605	
<b>1000 TOTAL ACADEMIC SALARIES</b>	<b>35,726,485</b>	<b>32,289,166</b>	<b>4,015,751</b>	<b>36,304,917</b>	<b>28,012,064</b>	<b>77%</b>
2100 Non-instruction, Regular	28,010,090	15,338,447	13,703,419	29,041,866	19,455,097	
2200 Instructional Aids, Regular	1,727,330	1,472,060	289,397	1,761,457	1,244,084	
2300 Non-instruction, Non-regular	1,143,612	735,957	1,897,151	2,633,108	1,736,939	
2400 Instructional Aids, Non-regular	437,502	356,884	509,858	866,742	560,317	
<b>2000 TOTAL CLASSIFIED SALARIES</b>	<b>31,318,534</b>	<b>17,903,348</b>	<b>16,399,825</b>	<b>34,303,173</b>	<b>22,996,437</b>	<b>67%</b>
3100 STRS (State Teachers Retirement)	8,633,963	7,800,787	921,819	8,722,606	3,837,463	
3200 PERS (Public Employees Retirement)	7,594,193	4,413,188	3,494,778	7,907,966	5,436,524	
3300 OASDI (Old Age, Survivors & Disability)	2,851,365	1,814,957	1,206,240	3,021,197	2,185,498	
3400 Health, Dental, & Life Insurance	13,419,911	9,803,579	3,858,945	13,662,524	8,511,545	
3500 State Unemployment Insurance	431,050	325,595	126,955	452,550	316,765	
3600 Workers' Compensation Insurance	974,047	735,670	290,975	1,026,645	698,206	
3700 Alternate Retirement Plan	-	2,420	1,855	4,275	6,819	
3900 Income Protection Insurance	283,842	203,463	91,826	295,289	167,850	
<b>3000 TOTAL EMPLOYEE BENEFITS</b>	<b>34,188,371</b>	<b>25,099,659</b>	<b>9,993,393</b>	<b>35,093,052</b>	<b>21,160,670</b>	<b>60%</b>
4200 Duplicating Supplies	65,141	43,345	31,242	74,587	26,687	
4300 Supplies, Instructional	874,753	851,647	942,637	1,794,284	552,329	
4500 Supplies, Non-instructional	11,246,371	225,392	11,280,170	11,505,562	1,046,971	
<b>4000 TOTAL SUPPLIES</b>	<b>12,186,265</b>	<b>1,120,384</b>	<b>12,254,049</b>	<b>13,374,433</b>	<b>1,625,987</b>	<b>12%</b>
5100 Personal Services & Consultants	82,217,845	1,664,027	110,797,109	112,461,136	47,428,420	
5200 Travel, Conference & Mileage	947,109	673,028	1,627,417	2,300,445	654,603	
5300 Dues & Memberships	855,956	156,423	423,254	579,677	477,811	
5400 Insurance	833,668	811,750	22,668	834,418	810,655	
5500 Utilities & Housekeeping Services	1,053,292	1,210,853	23,323	1,234,176	718,975	
5600 Rents, Leases & Repairs	2,547,612	2,573,960	3,835,905	6,409,865	4,103,291	
5700 Legal, Election & Audit	551,079	511,286	14,000	525,286	189,641	
5800 Other Services & Expenses	30,132,053	(268,185)	27,003,612	26,735,427	6,914,438	
<b>5000 OTHER OPERATING EXPENSES</b>	<b>119,138,614</b>	<b>7,333,142</b>	<b>143,747,288</b>	<b>151,080,430</b>	<b>61,297,834</b>	<b>41%</b>
<b>TOTAL 1000-5000</b>	<b>232,558,269</b>	<b>83,745,699</b>	<b>186,410,306</b>	<b>270,156,005</b>	<b>135,092,992</b>	<b>50%</b>
6100 Site Improvements	42,420	18,360	1,848,597	1,866,957	409,771	
6200 Buildings	136,790	96,528	4,174,745	4,271,273	1,403,894	
6300 Library Books	213,789	186,081	2,775	188,856	127,112	
6400 Equipment	1,918,170	944,848	5,482,669	6,427,517	2,377,419	
6500 Lease Purchase Agreements	99,375	42,152	-	42,152	28,417	
6600 Capitalized Equipment	11,975	144,158	3,753,657	3,897,815	1,793,413	
<b>6000 TOTAL CAPITAL EXPENSES</b>	<b>2,422,519</b>	<b>1,432,127</b>	<b>15,262,443</b>	<b>16,694,570</b>	<b>6,140,026</b>	<b>37%</b>
<b>1000 - 6000 TOTAL EXPENDITURES</b>	<b>234,980,788</b>	<b>85,177,826</b>	<b>201,672,749</b>	<b>286,850,575</b>	<b>141,233,018</b>	<b>49%</b>
7100 Debt Retirement	1,164,945	1,164,945	-	1,164,945	609,599	
7300 Interfund Transfers	12,592,277	1,597,507	11,770,157	13,367,664	1,971,514	
7400 Other Transfers	-	-	5,813,892	5,813,892	2,005,250	
7500 Student Financial Aid	6,992,665	-	7,788,742	7,788,742	7,281,310	
7600 Other Payments to Students	1,900,602	83,272	2,116,937	2,200,209	1,092,454	
<b>7000 TOTAL OTHER OUTGO</b>	<b>22,650,489</b>	<b>2,845,724</b>	<b>27,489,728</b>	<b>30,335,452</b>	<b>12,960,127</b>	<b>43%</b>

Butte-Glenn Community College District Revenue/Expenditures As of March 31, 2023	Final Budget Fund 11 12 Combined	Unrestricted Fund 11 3rd Quarter Revised	Restricted Fund 12 3rd Quarter Revised	Fund 11 12 Combined 3rd Quarter Revised	Actuals To Date Combined	
<b>TOTAL EXPENDITURES</b>	<b>257,631,277</b>	<b>88,023,550</b>	<b>229,162,477</b>	<b>317,186,027</b>	<b>154,193,145</b>	<b>49%</b>
<b>Reserves:</b>						
9710 Reserve for Contingencies	12,881,564			15,859,301		
9721 Reserve for Facilities	7,000,000			7,000,000		
9728 Reserve for Budget Planning	20,849,549			17,269,821		
<b>Total Reserves</b>	<b>40,731,113</b>			<b>40,129,122</b>		
<b>TOTAL EXPENDITURES AND ENDING BALANCE</b>	<b>298,362,390</b>			<b>357,315,149</b>		

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

**June 28, 2023**

<b>Subject:</b> Faculty Using Accumulated Load Bank	<b>Item No:</b> 23-8465 <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:

**Instructor**  
Sarah McArthur

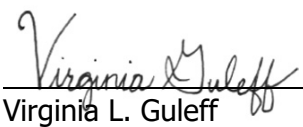
**Discipline**  
Chemistry

**Term Used**  
Fall 2023

**Load Used**  
22.66

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

**June 28, 2023**

<b>Subject:</b> Approval of Revisions, Review, and Adoption of Board Policies	<b>Item No:</b> 23-8466 <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 and May 17, 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

<b>BP 6500</b>	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.

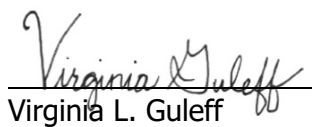
**Report Regarding Complaints**

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**

**June 28, 2023**

<b>Subject:</b> Appointment of Measure J Citizens' Bond Oversight Committee Member	<b>Item No:</b> 23-8467 <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Category:</b> Finance	<b>Action Regular</b> <input checked="" type="checkbox"/> <input type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Assistant Superintendent/ Vice President	<b>Approved By:</b>  Virginia L. Guleff Superintendent/President

**Background**

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

**Status**

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

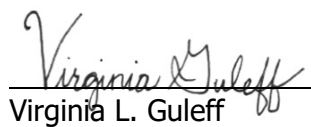
**Recommendation**

It is recommended the Board of Trustees appoint the following person to serve a 2-year term on the Measure J Citizens' Bond Oversight Committee commencing July 1, 2023 – June 30, 2025:

***Business/Community Representatives***  
**Ian Macmillan**, Member at Large

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

**June 28, 2023**

<b>Subject:</b> Approval and/or Ratification of Personnel Actions	<b>Item No:</b> 23-8468 <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\***

- Employment of Public Relations Officer – Christian Gutierrez  
Full-time, 40 hours per week, 12 months per year  
Salary: MSC 8  
Effective: June 1, 2023
- Lateral Transfer of Position – Angel Ventura Plascencia  
From: Supervisor, Support Center (MSC 9)  
To: Supervisor, Associated Student and Student Activities (MSC 9)  
Effective: June 1, 2023
- Employee working Out-of-Class, Interim Vice President for Student Services – Brad Zuniga  
Effective: July 1, 2023 – June 30, 2024
- Employee working Out-of-Class, Assistant Director Financial Aid & Veterans Services – Zariel Torres  
Effective: July 1, 2023 – June 30, 2024

**Academic\***

- Employment of Full-Time, Tenure Track, Counselor – Melissa Melendrez, Natalie Mathrole  
Status: Probationary  
Salary: Placement on the Academic Salary Schedule as determined by education and experience  
Effective: July 1, 2023
- Employment of Full-Time, Tenure Track, Construction Instructor – Jubal Raymond  
Status: Probationary  
Salary: Placement on the Academic Salary Schedule as determined by education and experience  
Effective: August 1, 2023
- Employment of Full-Time, Tenure Track, Learning Resource Specialist (CAS) – Corey Gruber  
Status: Probationary  
Salary: Placement on the Academic Salary Schedule as determined by education and experience

Effective: August 1, 2023

8. Employment of Full-Time, Tenure Track, Advanced Manufacturing Instructor – Kelly Womack  
Status: Probationary  
Salary: Placement on the Academic Salary Schedule as determined by education and experience  
Effective: August 1, 2023
9. Employment of Full-Time, Tenure Track, Cosmetology Instructor – Marcu Wade  
Status: Probationary  
Salary: Placement on the Academic Salary Schedule as determined by education and experience  
Effective: August 1, 2023
10. Employment of Full-Time, Tenure Track, Welding Instructor – Joseph Gebbia  
Status: Probationary  
Salary: Placement on the Academic Salary Schedule as determined by education and experience  
Effective: August 1, 2023
11. Employment of Full-Time, Tenure Track, Agricultural Science Instructor – Esther Kim  
Status: Probationary  
Salary: Placement on the Academic Salary Schedule as determined by education and experience  
Effective: August 1, 2023
12. Employment of Full-Time, Tenure Track, Ethnic Studies Instructor – Alonzo Campos  
Status: Probationary  
Salary: Placement on the Academic Salary Schedule as determined by education and experience  
Effective: August 1, 2023
13. Employment of Full-Time, Non-Tenure Track, Grant Funded, Reference Librarian – Rachel Arteaga  
Salary: Placement on the Academic Salary Schedule as determined by education and experience  
Effective: July 1, 2023 – May 24, 2024
14. Reduction in Workload per CalSTRS Reduced Workload Program, English Instructor – Lisa Kekaha  
From: 100%  
To: 53.32%  
Effective: August 1, 2023 – May 24, 2024
15. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Instructional Service Agreement – Work Training Center) – Cherry Unruh, Amy Brown, Tia, Cain, Chris Colson, Christina Crabb, Elise Daniels, Alice Day, Pam Easter, Terry Fry, Theresa Gluesing, Scott Hostetter-Lewis, Theresa Hughes, Anita Macias, Monica Rogers, Kim Shaughnessy, Rosanne Whyte, Patty Willis, Maider Xiong  
Effective: July 1, 2023 – June 30, 2024
16. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Instructional Service Agreement – ARC of Butte County) – Nelson Corwin, Jim Scudmore, Devin Scouten  
Effective: July 1, 2023 – June 30, 2024
17. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Instructional Service Agreement – Westmont Living – The Terraces) – William Bowler, Lisa Holeman, Pamela Sachs  
Effective: July 1, 2023 – June 30, 2024
18. Employment of Temporary Academic Employees (Instructors and Student Development)  
Part-time faculty recommended for employment effective Summer Session 2023 – See Attachment “A”.

### **Classified Employees\***

19. Employment of College Police Officer (Sworn) – Blake Chavez  
Full-time, 40 hours per week, 12 months per year  
Salary: BCPOA 1  
Effective: June 1, 2023
20. Employment of Career Specialist – Manuel Jordan Rodrigues  
Full-time, 40 hours per week, 12 months per year  
Salary: CSEA 25  
Effective: July 3, 2023
21. Reclassification of Position – Levi Tamagni  
From: Network Administrator (CSEA 43)  
To: Systems Administrator (CSEA 48)  
Effective: May 1, 2023
22. Employee working Out-of-Class, Administrative Secretary II (FKCE) – Kristin Curry  
Effective: March 1, 2023 – June 30, 2023
23. Employee working Out-of-Class, Administrative Secretary to the Dean (STEM) – Constance Dickens  
Effective: March 16, 2023 – June 30, 2023
24. Employee working Out-of-Class, Systems Administrator (IT) – Dan Neel  
Effective: July 1, 2023 – June 30, 2024
25. Temporary Increase from 25 hours to 40 hours, Children’s Program Specialist Assistant – Alma Cardenas  
Effective: August 13, 2023 – May 24, 2024
26. Temporary Increase from 11 months to 12 months Administrative Secretary Non-Instructional (Student Life-Student Services) – Jolie Cole-Barrett  
Effective: July 1, 2023 – July 31, 2023
27. Temporary Increase from 11 months to 12 months Administrative Secretary Grants (DHHSI, CASA) – Kelly Osborne  
Effective: July 1, 2023 – July 31, 2023
28. Placement on 39 Month Re-Employment List, Instructional Aide – Mialequai McMillian  
Effective: May 8, 2023
29. Placement on 39 Month Re-Employment List, Administrative Secretary to the Dean – Cindy Dawson  
Effective: June 12, 2023

### **Temporary Employees\***

30. **Substitutes**
  - College Police Officer – Blake Chavez  
Salary: \$30.25 per hour 5/22/23 – 5/31/23
  - Special Programs Clerk (DSPS) – Kahlil Villias-Martinis  
Salary: \$21.50 per hour 6/5/23 – 6/30/23
  - Administrative Secretary III (ARTS) – Jane Alt  
Salary: \$25.00\*\* per hour 7/1/23 – 6/30/24
  - Community Service Officer (College Police) – Cameron Allen, Jack Koehler  
Salary: \$21.00\*\* per hour 7/1/23 – 6/30/24
  - Special Programs Clerk (EOPS) – Edith Vargas  
Salary: \$21.50\*\* per hour 7/1/23 – 6/30/24

Administrative Secretary III (STEM) – Elise Theriault  
Salary: \$25.00\*\* per hour 7/1/23 – 6/30/24  
Administrative Secretary to the Dean (Student Success/Student Services) – Tracy Johnson  
Salary: \$26.75\*\* per hour 7/1/23 – 6/30/24  
Special Programs Clerk (DSPS) – Kahlil Villias-Martinis  
Salary: \$21.50\*\* per hour 7/1/23 – 8/18/23  
Retention Specialist (Roadrunner Hub Student Services) – Daniel Celis  
Salary: \$30.25\*\* per hour 7/1/23 – 6/30/24  
Alternate Media Support Specialist (DSPS) – Aaron French  
Salary: \$23.25\*\* per hour 7/1/23 – 12/31/23  
Financial Aid/Veterans Assistant, Sr. (Financial Aid) – Benny Hawthorne  
Salary: \$26.75\*\* per hour 7/1/23 – 6/30/24  
Instructional Aide (EOPS) – Kyle Turney  
Salary: \$21.00\*\* per hour 7/1/23 – 6/30/24  
Clerk II (Counseling & Advising) – Bethany Richer  
Salary: \$17.50\*\* per hour 7/1/23 – 6/30/24  
Special Programs Clerk (Transfer Counseling) – Robin McKinley-Hall  
Salary: \$21.50\*\* per hour 7/1/23 – 6/30/24  
Administrative Secretary Non-instructional (SS, Multicultural Programs and Services) – Annabel Ortiz Cisneros  
Salary: \$25.00\*\* per hour 7/1/23 – 6/30/24

### 31. **Short Term/Seasonal**

Maintenance Technician II (FPM) – Mark Werblow  
Salary: \$23.25 per hour 5/8/23 – 6/30/23  
Bus Operator (FPM) – Michelle Dodele-Monnot  
Salary: \$26.50 per hour 5/29/23 – 6/30/23  
Food Services Assistant II – Kristy Wan  
Salary: \$16.25 per hour 5/30/23 – 6/30/23  
Food Services Assistant II – Jerry Moua  
Salary: \$17.75 per hour 5/30/23 – 6/30/23  
IA-Reading & Writing (CAS) – Emily Novikov  
Salary: \$25.75 per hour 5/30/23 – 6/30/23  
Custodian I (FPM) – Kaden Anderson  
Salary: \$19.50 per hour 6/1/23 – 6/30/23  
Transportation Mechanic II (FPM) – Christopher Schoof  
Salary: \$26.75 per hour 6/1/23 – 6/30/23  
Bus Operator (FPM) – Christopher Schoof  
Salary: \$26.50 per hour 6/1/23 – 6/30/23  
IA-Reading & Writing (CAS) – Astrid Johnson Krause  
Salary: \$23.25 per hour 6/12/23 – 6/30/23  
Director, CDC – Julia Vandereyck  
Salary: \$45.50\*\* per hour 7/5/23 – 7/31/23  
Grant Manager Basic Skills (Guided Pathways) – Amanda Montgomery  
Salary: \$45.75\*\* per hour 7/1/23 – 6/30/24  
IA-Reading & Writing (CAS) – Astrid Johnson-Krause  
Salary: \$23.25\*\* per hour 7/1/23 – 7/20/23  
Bus Operator (FPM) – Michelle Dodele-Monnot  
Salary: \$26.50\*\* per hour 7/1/23 – 8/11/23  
Custodian I (FPM) – Cody Dickerson, Kaden Anderson  
Salary: \$19.50\*\* per hour 7/1/23 – 6/30/24  
Bus Operator (FPM) – George Hatcher, Judy Plaster  
Salary: \$23.75\*\* per hour 7/1/23 – 6/30/24  
Bus Operator (FPM) – Connie Smart  
Salary: \$27.75\*\* per hour 7/1/23 – 7/31/23

Food Services Assistant, II – Jerry Moua  
Salary: \$17.75\*\* per hour 7/1/23 – 8/11/24  
Food Services Assistant, II – Kristy Wan  
Salary: \$16.25\*\* per hour 7/1/23 – 8/11/23

**32. Professional Expert**

Crime Scene Actor – Josiah Lawrence  
Salary: \$15.50 per hour 5/4/23 – 6/30/23  
EMT – Joshua Lubetkin  
Salary: \$15.50 per hour 6/7/23 – 6/30/23  
EMT – Andrew Puser, Joshua Lubetkin, Caleigh Silva  
Salary: \$15.50 per hour 7/1/23 – 6/30/24  
EMT – Damien Craig  
Salary: \$15.50 per hour 7/1/23 – 6/30/24  
Sign Language Interpreter (DSPS) – Joye McCormick  
Salary: \$42.00 per hour 7/1/23 – 6/30/24  
Trainer (Foster Kinship Care Education) – Lisa Jackson  
Salary: \$55.00 per hour 7/1/23 – 6/30/24  
Trainer (Foster Kinship Care Education) – Meka Klungtvvet-Morano  
Salary: \$65.00 per hour 7/1/23 – 6/30/24  
Doctor (Student Health Clinic) – Richard Turner  
Salary: \$140.00 per hour 7/1/23 – 6/30/24

**33. Volunteer**

Volunteer (Athletics) – Eric Marbley, Natalie Steele

**34. Retirements/Resignations**

Resignation, Admissions & Records Tech II – Ashley Van Den Boogaard  
Effective: June 1, 2023  
Resignation, Clerk II (Counseling & Advising) – Melissa Groze  
Effective: June 3, 2023  
Resignation, Human Resources Benefits Analyst – Heather Dwyer  
Effective: June 23, 2023  
Retirement, Industrial Technology Programs Equipment Mechanic, II – Kevin Bodenham  
Effective: July 1, 2023

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

\*\*Subject to change pending 2023-24 COLA

ATTACHMENT "A"

Carlisle, Andrei
Carlson, Devon
Cavaness, Linda
Chavez, Mark
Collins, Susan
Conlan, Lance
Consiglio, Michael
Cooper, Andrew
Cowell, Jean
Daly, Jennifer
Davison, Bryce
Deromedi, Lia
Dineen, Leland
Doty, Kelly
Duch, Andrew
Duitsman, Stan
Dunne, Anne
Dyer, Jason
Ellis, Amanda
Ensslin, Teresa
Evaro, Heidi
Fedrizzi, Victor
Ferro, Sam
Figaratto, Daniel
Forsberg, Eric
Frank, Lanae
Frazer, Cristin
Fridrich, Tonia
Garcia, Timothy
Gascon, Joevic
Gee, Travis
Gilmette, Edward
Giusti, Ashley
Gonzalez, Eduardo
Gordon, Scott
Goyen, Mary
Gruber, Corey
Gsell, Ryan

Gust, Karen
Haasl, David
Hall, Steven
Hames, John
Hanley, Kevin
Hannah, Michael
Hard, Keith
Harrison, Stephen
Hartley, Laurel
Hayes, Timothy
Hays, Jonathan
Heston, Koby
Higbee, Jarrod
Hindman, Darrell
Hofer, Mark
Huffman, Robin
Hughes, Gary
Jackson, Jessica
Johal, Rajdeep
Keating, Michael
Keen, Phillip
Kelleher, John
Kelso, John
Kettle, Christopher
Kimple, Kevin
King, Cedric
King, Daniel
Knowlton, Sarah
Kongkeoviman, Bounpon
Lambrigger, Taylor
Lara, Anthony
Larson, Tiffany
Lefkowitz, Todd
Llamas, Samuel
Locatelli, Daniel
Lowe, Deanna
Madden, Matthew
Main, David
Maletic, Stephen
Maready, Aaron

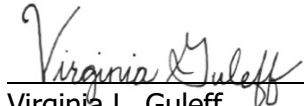
Marshall, Sheri
Marshall, Vincent
Martin, Jack
Martin, John
Marvier, Alexis
Maxey, Justin
McMillin, Jaide
Meneley, Chris
Meyer, Nancy
Minton, Douglas
Mitchell, Ryon
Moore, Ty
Morales, Lisa
Murphy, Mark
Murphy, Michael
Nakamura, Ayako
Nelms, Kimberly
Newton, Tyler
O'Hern, Casey
O'Quin, Sharon
Oelrichs, Amy
Ortiz, Antoinette
Park, Angela
Parker, Jared
Parrott, James
Parsons, Keith
Patience, Hosanna
Peloso, Dominick
Perez, Jenna
Person, Johnny
Peter, Eric
Peters, Mari
Peterson, Sue
Piazza, Jason
Pilakowski, Michael
Ping, Jean
Portillo, Matthew
Reese, Norman
Reinhardt, Dennis
Reizgevicute, Agne

Richardson, Robert
Roady, Caroline
Robinson, Joanne
Rubinoff, Ryan
Sanchez, Gloria
Sandberg, Ross
Sanders, Allen
Sanfilippo, Dominic
Schwyzer, Cedric
Sederquist, Janessa
Seghieri, Richard
Singleton, Valerie
Smith, Eva
Smith, Jake
Smith, Kenneth
Smith, Olav
Solano, Stephen
Spangler, Kevin
Spencer, Ivy
St. Cin, Denise
Steffen, Nathan
Strahan, Lori
Talley-Hoffmann, Laura
Teagarden, Katherine
Teixeira, Katharina
Thapa, Mahendra
Thomas, Crystal
Thomas, William
Utnehmer, Kaitlin
Valdes, Jarrod
Van Der Linde, Juanne
Vasquez, Crystal
Vincent, Zu
Walker, Chadwick
Ward, Jacob
Wasche, Katherine
Welton, David
Wenger, Christopher
White, Durl
White, Jennifer

Williams, Lisa
Wines, Jason
Winzenz, Thaddaeus
Wright, Kathline
York, Kevin
Ziegenmeyer, Logan

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

**June 28, 2023**

<b>Subject:</b> Approval of Contracts	<b>Item No:</b> 23-8469 <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).

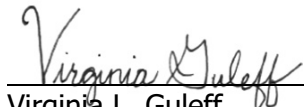
**Butte-Glenn Community College District**

**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	State of California Commission on Peace Officer Standards & Training	Emergency Vehicle Operations Course Training for law enforcement officers	\$120,000.00	Capital	Public Safety Education & Training	Shearer
			<b>TOTAL REVENUE CONTRACTS</b>	<b>\$120,000.00</b>			
			<b>TOTAL EXPENSE CONTRACTS</b>	<b>\$0.00</b>			

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

**June 28, 2023**

<b>Subject:</b> Approval of Contract to Purchase Products and Services from CareerAmerica, LLC dba Ocelot utilizing Foundation for California Community Colleges Master Services Agreement No. 00003389	<b>Item No:</b> 23-8470 <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 Financial Aid Department requires GetAnswers, GetSAP, Chatbot, LiveChat, and Texting products and services to increase enrollment, retention, and student success. Funding will be allocated from the Restricted General Fund.

Public Contract Code Section 20661 authorizes the Chancellor of the California Community Colleges to enter into contracts on behalf of one or more community college districts 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 72 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 Master Services Agreement No. 00003389, as a source to purchase the required products and services from Ocelet, as needed during the term July 1, 2023 through June 30, 2026, in the amount not to exceed \$171,090.00. 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**

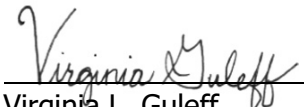
It is recommended that the Board of Trustees approve the purchase of the required GetAnswers, GetSAP, Chatbot, LiveChat, and Texting products and services from Ocelot, utilizing Foundation for California Community Colleges Master Services Agreement No. 00003389, per the terms of the FCCC contract, for the term of July 1, 2023 through June 30, 2026, in the amount not to exceed \$171,090.00.

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 products and services from Ocelot 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**

**June 28, 2023**

<b>Subject:</b> Adoption of the 2023-2024 Tentative Budget, Gann Limit Worksheet, EPA Spending Determination Report, and Notice of Public Hearing on the 2023-2024 Budget	<b>Item No:</b> 23-8471 <b>Enclosure:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Category:</b> Finance	<b>Action Regular</b> <input checked="" type="checkbox"/> <b>Information Consent</b> <input type="checkbox"/>
<b>Submitted By:</b> Andrew Suleski Assistant Superintendent/ Vice President	<b>Approved By:</b>  Virginia L. Guleff Superintendent/President

**Background**

State law requires that on or before the first day of July, the District adopt a Tentative Budget for the ensuing fiscal year. The Tentative Budget is developed in accordance with the Chancellor’s Office budget calendar and the District’s participatory governance process. The Tentative Budget is a continuation of the budget development process and incorporates revenue assumptions, college and program allocations and reductions, and expenditure estimates for all funding sources.

The essential purpose of the Tentative Budget is to establish spending authority for the District from July 1<sup>st</sup> until such time as a Final Budget is adopted by the Board of Trustees. Due to uncertainties associated with the 2023-2024 state budget, both the revenue and expenditure budgets are likely to change. Changes to this budget will be reflected in the Final Budget which is expected to be presented in September for Board approval.

**Status**

The Tentative Budget for 2023-2024 is attached for the Board’s review and consideration. Members of the public may review the document in the Office of the Assistant Superintendent/Vice President for Administration.

The Tentative Budget outlines the District’s budget strategy, process, and current recommendations. The Gann Limit has been calculated and the District is well below its appropriations limit. Proposition 30 requires the Board of Trustees annually approve the Education Protection Account (EPA) Spending Determination Report, therefore, it is included in the 2023-2024 Tentative Budget.

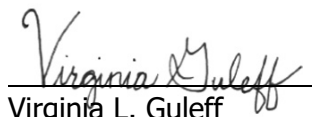
**Recommendation**

It is recommended that the Board of Trustees adopt the 2023-2024 Tentative Budget, the 2023-2024 Gann Limit Worksheet, and the EPA Spending Determination Report.

It is also recommended that the Board of Trustees announce that the proposed 2023-2024 Final Budget will be available for public inspection beginning September 6, 2023 at the Office of the Assistant Superintendent/Vice President for Administration; and a public hearing will be held at 1:00 p.m. at the Board meeting on September 12, 2023, to be followed by the adoption of the 2023-2024 Final Budget.

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

**June 28, 2023**

<b>Subject:</b> Authorization to Submit 2025-2029 Five-Year Construction Plan	<b>Item No:</b> 23-8472 <b>Enclosure:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Category:</b> Facilities	<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**

Annually the District submits its Five-Year Construction Plan to the Chancellor’s Office to provide a summary of current and proposed capital outlay projects. The Plan provides the Chancellor’s Office with a picture of the capital improvement needs and projects of the District, enabling the Chancellor’s Office to make informed decisions regarding project priorities for State funding. The criteria used by the Chancellor’s Office provide additional weighting to projects with a district contribution and to encourage districts to build to their capacity. The guidelines from the California Community Colleges Chancellor’s Office dictates that each District is limited to one (FPP) Final Project Proposal and one (IPP) Initial Project Proposal submission per site. Upon Board approval of the Plan, the information will be transcribed into a web-based format for submission to the Chancellor’s Office.

**Status**

This year the District will submit a Five-Year Construction Plan for the period 2025-2029. The following provides a summary of the information contained in the proposed 2025-2029 Five-Year Construction Plan.

- Re-submission of an FPP for the \$73M new Science Building.
- Submission of an IPP for the Life Science Renovation. The total funds requested \$11,836,114. The State fund is \$6,011,286 and District contribution is \$5,824,828. The scope of the project will move several Student Services programs including Veterans, Safe Place, Cultural Center, and Student Support Center out of temporary portables and consolidate the programs into the renovated Life Science building.

Shown below are our District’s Capacity/Load Ratios, based on current state enrollment projections.

<b>FISCAL YEAR</b>	<b>LECTURE</b>	<b>LAB</b>	<b>OFFICE</b>	<b>LIBRARY</b>	<b>AV/TV</b>
2024-2025	191%	176%	101%	148%	5%
2025-2026	185%	170%	98%	147%	5%
2026-2027	185%	184%	101%	151%	28%
2027-2028	179%	178%	100%	150%	28%
2028-2029	173%	172%	99%	149%	28%
2029-2030	172%	171%	98%	149%	28%
2030-2031	164%	163%	97%	148%	28%

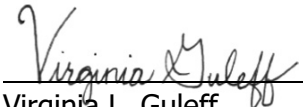
Note: 100% Capacity/Load Ratio means the District is built to capacity. A figure less than 100% means the District is under built and a figure greater than 100% means the District has excess capacity. Our cap/load ratios show we are overbuilt. This is the result of a decrease in enrollment and an increase in square footage.

**Recommendation**

It is recommended that the Board authorize Administration to submit the 2025-2029 Five-Year Construction Plan.

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

**June 28, 2023**

<b>Subject:</b> Consider/Approve Amended Employment Contract for Superintendent/President	<b>Item No:</b> 23-8473 <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"/> <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**

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

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

Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

**Status**

The Board of Trustees and the Superintendent/President have reached agreement on the attached employment contract.

**Recommendation**

Following the oral statement, it is recommended that the Board of Trustees approve the amended employment contract for the Superintendent/President.

**BUTTE-GLENN COMMUNITY COLLEGE DISTRICT  
AGREEMENT FOR SUPERINTENDENT/PRESIDENT EMPLOYMENT**

**2023-2024 to 2025-2026 Academic Years**

This agreement for administrative employment ("Agreement") is made between the Butte-Glenn Community College District ("District") and Virginia Guleff, Superintendent/President ("President").

**RECITALS**

- A. District desires to employ President and President hereby accepts employment on the terms and conditions in this Agreement.
- B. President represents and warrants that they possess the minimum qualifications for the position as established by state law and District policy.
- C. President acknowledges that this position is a management position as an **Educational Administrator** in accordance with Education Code sections 72411 and 87002. President acknowledges that they serve at the pleasure of the Governing Board and that President does not possess a property interest in this position.

**AGREEMENT**

1. **Term.** The District hereby employs President for a term beginning July 1, 2023 and terminating on June 30, 2026, subject to the terms and conditions below.
2. **Duties.**
  - a. **General.** The President shall satisfactorily perform the duties of District President as prescribed by the laws of the State of California and the District's job description for President. The President shall use their best efforts and shall devote all time necessary to perform such duties. The President shall be the Chief Executive Officer of the District and the Secretary to the Board of Trustees ("Board"). President shall have primary responsibility for formulating and recommending policies to the Board, as well as execution of Board policies.
  - b. **Personnel Matters.** The President shall have primary responsibility in making recommendations to the Board regarding all personnel matters including employment, assignment, transfer, and dismissal of employees.
  - c. **Administrative Functions.** The President, as the Chief Executive Officer, shall: (1) review all policies adopted by the Board and make appropriate recommendations to the Board; (2) periodically evaluate or cause to be evaluated all District employees; (3) advise the Board of sources of funds that might be available to implement present or contemplated District programs; (4) endeavor to maintain and improve their professional competence by all available means, including subscription to and reading of appropriate periodicals and membership in appropriate professional associations; (5) establish and maintain positive community, staff, and Board relations; (6) serve as liaison to the Board with respect to all matters of employer-employee relations and make recommendations to the Board concerning those matters; (7) recommend to the Board District goals and objectives; (8) unless unavoidably detained, attend all regular, special, and executive session meetings of the Board.
3. **Salary.** For the **2023-2024** academic year, President's annual salary shall be **\$293,040.00**. This salary will be increased for 2023-2024 and each year after that by the same cost-of-living (COLA) percentage received by District Employees. Upon favorable performance evaluation of the President, in its sole discretion the Board shall increase President's salary each fiscal year by an amount to be mutually determined by taking action at a subsequent regular meeting of the

Board. The Board reserves the right not to grant compensation increases if in its sole discretion the Board determines that fiscal conditions warrant no salary increase.

4. **Fringe Benefits.** President shall receive the same health and welfare benefits afforded to other academic management employees. These benefits shall not be considered vested and may be changed from time to time for both the President and other academic management employees. Currently, in addition to statutory benefits, the District provides health, dental, vision, group life, and long-term disability benefits to academic management employees.
5. **Post-Retirement Health Benefits.** If the President has met the eligibility requirements for receiving post-retirement health benefits according to District policy, the President may select from among then-available health insurance plans offered to qualified retirees and eligible dependents of the District. The District reserves the right to change the available health plans and coverage, and if District retiree plans limit coverage, then the amount of the benefit shall be limited to that coverage available via the existing retiree health plans.
6. **Expense Reimbursement.** District shall reimburse President for actual and necessary expenses incurred within the course and scope of President's employment, so long as such expenses are consistent with this Agreement and District policy.
  - a. **Automobile.** The President is required to have a vehicle available at all times to exercise the powers and to perform the duties of the position. In order to reimburse the President for this vehicle requirement, the President shall receive a vehicle allowance of \$6,599.47 per year payable in twelve (12) monthly payments. This allowance will be increased each year by the same cost-of-living adjustment (COLA) percentage received by District employees. In addition, the President shall be entitled to reimbursement for reasonable transportation expenses incurred for travel outside the District in accordance with the terms of this Agreement and Board policy. This allowance will not be considered as creditable compensation under the President's respective retirement system. The President shall provide the District a Certificate of Insurance annually showing the District is named as an additional insured under the President's personal automobile insurance policy.
  - b. **Business Expense Allowance.** The President may be reimbursed up to \$5,000 per fiscal year for actual and necessary expenses incurred on behalf of the District. This reimbursement is intended for professional memberships, subscriptions, and dues, as well as related matters. No documentation is required in order to receive this allowance. The President shall have discretion regarding the expenditure of this allowance. This allowance shall be treated as salary for tax purposes but shall not be treated as creditable compensation for retirement purposes. In addition, the President shall have a District credit card for reimbursement for other District-related business expenses such as attendance, travel, and lodging related to professional conferences, as well as related matters involving travel and meals, to be used in accordance with District policy and within budget limits set by the District and the Board.
7. **Evaluation.** The President shall be evaluated at least annually by the Board in the manner and in accordance with the timelines established by Board Policy No. 2435 and any associated procedures. Any failure to complete these evaluation procedures, or to complete them in a timely manner, shall not extend this Agreement or have any other impact on this Agreement.
8. **Holidays/Vacation/Sick Leave.**
  - a. President shall be entitled to twenty-four (24) days of vacation per fiscal year, exclusive of paid holidays designated in Education Code sections 79020/79021 or any other holidays as specified by the District. After President has accumulated fifty (50) unused vacation days, they shall not earn any additional vacation until they have used vacation days sufficient to reduce the number of accrued but unused vacation days below the cap. Vacation shall accrue in monthly installments of two (2) days per month.

- b. President shall be allocated twelve (12) days of sick leave annually which shall accrue at the rate of one (1) day per month and shall accrue from year to year. Sick leave will be used in the same manner as provided for academic management employees.
  - c. President shall be entitled to all other leaves as provided in Board Policy 7250 and related administrative procedures.
9. **Work Year.** President shall provide twelve (12) full and regular months of service to the District; holidays and vacation days are taken as non-duty days. To determine the President's daily rate of pay, the parties agree that the President's annual base salary shall be divided by 260 work days.
10. **Termination.**

- a. **Mutual Consent.** This Agreement may be terminated at any time by mutual written consent of the Board and the President.
- b. **Termination for Cause.** The Board may terminate the President for cause on any of the following grounds: (1) acts done in bad faith to the detriment of the District; (2) breach of this Agreement; (3) unsatisfactory performance; (4) refusal or failure to act in accordance with a specific provision of this Agreement or a lawful directive or order of the Board; (5) misconduct or dishonest behavior; (6) conviction of a crime involving dishonesty, breach of trust, physical or emotional harm to any person; or (7) for other conduct prejudicial to the District.

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

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

- c. **Termination without Cause.** The Board may, for any reason, without cause or a hearing, terminate this Agreement at any time upon written notice to the President. In consideration for the exercise of this right, the District shall pay to President, if President does not possess "retreat rights" to a faculty position or chooses not to enact retreat rights, per Educational Code 87458 and BP7250: Educational Administrators, a sum equal to six (6) month's salary. At the discretion of the Board, the District may pay up to six (6) months of District-paid health benefits to President, if President does not possess "retreat rights" to a faculty position or chooses not to enact retreat rights. Payment of such benefits, if any, shall begin the month after the Board ratifies the termination of this Agreement. If President possesses "retreat rights" to a faculty position, engages in the

retreat rights process and is granted retreat to the classroom, President shall be entitled to a sum equal to one (1) month's salary.

This liquidated damage payment shall be made during the month following President's termination, shall be subject to applicable payroll deductions, and shall be treated as compensation for tax purposes. Payments made pursuant to this termination without cause provision shall be final settlement pay and shall not constitute creditable service or creditable compensation for CalSTRS or CalPERS retirement purposes; no employer or employee contributions shall be made.

The parties agree that any damages to President that may result from the Board's early termination of this Agreement cannot be readily ascertained. Accordingly, the parties agree that payments made pursuant to this termination without cause provision, and possibly "retreat rights" to a faculty position, constitutes reasonable liquidated damages, fully compensates the President for all tort, contract, and other damages of any nature whatsoever, whether in law or equity, and does not result in a penalty. The parties agree that the District's completion of its obligations under this provision constitutes the Administrator's sole remedy to the fullest extent provided by law. Finally, the parties agree that this provision meets the requirements governing maximum cash settlements as set forth in Government Code section 53260 et seq.

- d. Non-Renewal of Agreement by District.** The Board may elect not to renew this Agreement upon its expiration for any reason and without cause or hearing by providing the President with sixty (60) days prior written notice; however, failure to issue a notice of non-renewal shall not extend this contract for any additional period of time notwithstanding Education Code section 72411 and other applicable provisions of law. President shall notify the Board, in writing, no later than July 1 of the last fiscal year of this Agreement of the required timeline to provide the President with a notice of non-renewal.
- e. Termination for Unlawful Fiscal Practices.** Notwithstanding any other provision of this Agreement to the contrary, if the Board believes, and subsequently confirms through an independent audit, that President engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the Board may immediately terminate President solely upon written notice to President and President shall not be entitled to any compensation of any nature, whether as cash, salary payments, health benefits, or other non-cash settlement as set forth above. This provision is intended to implement the requirements of Government Code section 53260(b).
- f. Abuse of Office Provisions.** In accordance with Government Code section 53243 et. seq., and as a separate contractual obligation, should the President receive a paid leave of absence or cash settlement if this Agreement is terminated with or without cause, such paid leave or cash settlement shall be fully reimbursed to the District by the President if the President is convicted of a crime involving an abuse of office or position. In addition, if the District funds the criminal defense of President against charges involving abuse of office or position and the President is then convicted of such charges, the President shall fully reimburse the District all funds expended for President's criminal defense.
- g. Resignation.** If President has by law (per Educational Code 87458 and BP7250: Educational Administrators) and intends to exercise "retreat rights" by resigning from the position and electing to serve in a faculty position, President may resign from this position by providing at least sixty (60) days advance written notice to the Board of Trustees, given at least sixty (60) days prior to March 15th of the current academic year, unless the parties agree to a shorter notice period. If the Board in its discretion voluntarily allows "retreat rights" upon resignation pursuant to this paragraph, President understands and acknowledges that their "retreat rights" may not conflict with or supersede the rights of other employees relative to layoff and/or retreat. If President does not intend to exercise "retreat rights" and intends to resign from District employment as an administrator and

faculty member, President may resign from District employment at any time with at least sixty (60) days advance written notice to the Board of Trustees, unless the parties agree otherwise in writing to a shorter notice period.

11. **Tax/Retirement/STRS/PERS Issues.** The District shall not be liable for any state, federal, or employment tax consequences or retirement consequences as a result of this Agreement. President shall assume sole liability and responsibility for all state, federal employment, tax, and retirement consequences and shall defend, indemnify and hold harmless the District from all such consequences. President further declares that prior to signing this Agreement, President apprised their selves of relevant data and received independent advice and counsel regarding the state and federal tax consequences and the retirement consequences of this Agreement or any future amendments.
12. **Board Approval.** The effectiveness of this Agreement shall be contingent upon approval by the District's governing board as required by law.
13. **District Rules and Regulations.** This Agreement is intended by the parties to be the sole instrument governing the employment relationship between the parties unless a provision of law is specifically applicable to this Agreement or to the Board/President relationship. The District's policies, rules, and practices shall not be applicable to the President or affect the employment relationship unless specifically referenced in this Agreement or District policy.
14. **No Assignment/Management Hours.** This is an agreement for personal services. The President may not assign or transfer any rights granted or obligations assumed under this Agreement. The demands of the position of President require more than eight (8) hours a day and/or forty (40) hours per work week. President is not entitled to overtime compensation for hours worked in excess of eight (8) hours per day or forty (40) hours per week.
15. **Integration/Modification.** This Agreement contains the entire agreement of the parties and supersedes all prior negotiations, understandings, or agreements. Neither of the parties has relied upon any oral or written representation or written information given to the party by any representative of the other party not contained in this Agreement. This Agreement cannot be changed or supplemented orally. It may be modified or superseded only in a writing signed by both parties and authorized by Board action.
16. **Waiver.** No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a party shall give the other party any contractual rights by custom, estoppel, or otherwise.
17. **Severability.** If one or more of the provisions of this Agreement are declared invalid or unenforceable by judicial, legislative, or administrative authority of competent jurisdiction, then the parties agree that the invalidity or unenforceability of any of the provisions shall not in any way affect the validity or enforceability of any other provisions of this Agreement.

By: \_\_\_\_\_

Dated: \_\_\_\_\_

Rick Krepelka  
President, Board of Trustees

**ACCEPTANCE OF OFFER**

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

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

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

Dated: \_\_\_\_\_

\_\_\_\_\_  
Virginia Guleff