



BOARD OF TRUSTEES
Notice of Regular Meeting

Wednesday, November 15, 2023 | 1:00 PM
District Board Room
Student and Administrative Service Building
[Non-interactive livestream](#)

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

AGENDA

Call to Order

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

Pledge of Allegiance to the Flag

Land Acknowledgement

- 1. Agenda Approval**
- 2. Sabbatical Leave Report to the Board of Trustees - Michael Matiasek**
- 3. Communications from the Public - Consent Agenda**

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

In accordance with BP 2350 Speakers, each speaker will be allowed a maximum of

five (5) minutes per topic, thirty (30) minutes maximum for public speakers on any one subject, regardless of the number of speakers.

4. Approval of Consent Agenda

Items listed under the Consent Agenda are considered to be routine and are acted on by the Board of Trustees in one motion.

4.1	Approval of Minutes Special Meeting October 26-27, 2023 	6 - 9
4.2	Approval of Minutes October 11, 2023 	10 - 15
4.3	Approval of Warrants 	16
4.4	Ratification of Contracts  Contracts Ratification Report 	17 - 22
4.5	Donation of District Personal Property - Misc. Electronic Equipment  Exhibit A 	23 - 28
4.6	Approval and/or Ratification of Personnel Actions  Management <i>Employments</i> Academic Employees <i>At-will employments, temporary employments, and assignments</i> Classified Employees <i>Employments, voluntary transfers, temporary and permanent increases, and temporary decreases</i> Temporary Employees <i>Substitutes, short-term/seasonal, professional experts, and volunteers</i>	29 - 32

5. Reports

5.1	Academic Senate President's Report
5.2	Classified Senate President's Report
5.3	Student Trustee Comments
5.4	Vice President Report
5.5	Superintendent/President's Report
5.6	Board Comments

6. Communications from the Public


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

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

7. Contracts

- | | | |
|-----|--|---------|
| 7.1 | Approval of Contracts 
Contract Approval Report  | 33 - 34 |
| 7.2 | Approval of Resolution #818 for Approval of Contract with California Department of Education for the California State Preschool Program 2024-25 
Resolution #818  | 35 - 36 |
| 7.3 | Approval of Resolution No. 819 Authorization to Utilize Design-Build Process for the Butte College Cosmetology & Barbering Building Project 
Resolution #819  | 37 - 42 |

8. Finance

- | | | |
|-----|--|---------|
| 8.1 | Adoption of Board Budget Criteria 2024-25 
2024-25 Board Budget Criteria  | 43 - 45 |
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9. Future Dates

12/13/2023	Regular Meeting	Main Campus	1:00 pm
01/24/2024	Board Retreat	Main Campus	9:00 am
01/24/2024	Regular Meeting	Main Campus	3:00 pm
02/13/24	Regular Meeting	Main Campus	1:00 pm
03/13/24	Regular Meeting	Glenn County Center	1:00 pm

10. Closed Session

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

Pursuant to Government Code Section 54957:

- 10.1 EMPLOYEE DISCIPLINE/DISSMISSAL/RELEASE/COMPLAINT

Pursuant to Government Code Section 54957.6

- 10.2 Conference with Labor Negotiator
Name of Agency Negotiators: Andrew Suleski, Erik Shearer
Name of Organization Representing Employees: BCEA
- 10.3 Conference with Labor Negotiator
Name of Agency Negotiators: Andrew Suleski, Erik Shearer
Name of Organization Representing Employees: PFA/CWA

Pursuant to Government Code Section 54956.95:

- 10.4 LIABILITY CLAIM – Update on claim against the District
Claimant: Donald Finkbiner
Agency: Butte-Glenn Community College District
- 10.5 LIABILITY CLAIM – Update on claim against the District
Claimant: Susan Dawson
Agency: Butte-Glenn Community College District
- 10.6 LIABILITY CLAIM – Update on claim against the District
Claimant: Martin, et al. vs. CCC, et al.
Agency: Butte-Glenn Community College District
- 10.7 Adjourn Meeting

11. Adjournment

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

Meetings are held in wheelchair accessible locations.

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



MINUTES OF BOARD RETREAT SPECIAL MEETING

October 26, 2023, 9:00 a.m. | October 27, 2023, 8:00 a.m.

District Board Room
Student and Administrative Services Building

The Board of Trustees of the Butte-Glenn Community College District met on Thursday, October 26, 2023 at 9:00 a.m. and Friday, October 27, 2023, at 8:00 a.m., in the District Board Room at Butte College in Oroville, California.

Board Members Present Mr. Rick Krepelka, President
Mr. Eugene Massa, Vice President
Mr. Mike Boeger, Clerk
Mr. John Blacklock
Mr. John Dahlmeier
Mr. William McGinnis
Mr. John Nock
Ms. Liz Heaton, Student Trustee (Attended 9:45 a.m. to 2:00 p.m. on 10/26)

Board Member Absent None

Staff Members Present Ms. Virginia L. Guleff, Superintendent/President
Mr. Andy Suleski, Asst Superintendent/Vice President
Mr. Brad Zuniga, Interim Vice President
Ms. Melissa Cafferata-Ainsworth, Interim Executive Assistant to the President & Board of Trustees

Guests Jason Trento, Faculty Member
Dr. Robert White, Dean of Instruction
Daniel Donnelly, Faculty Member
Kim Jones, Director Facilities Planning & Management
Tray Robinson, IDEA Officer

Pledge of Allegiance

Board Clerk Boeger led the Pledge of Allegiance.

1. Agenda Approval

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

Trustee Massa commented that he'd hoped the retreat agenda would include discussion of expansion of the nursing program. President Guleff responded that it could be included on the agenda for the December special meeting about the life cycle of academic programs.

Motion carried unanimously.

2. **Communications from the Public**

There were no public comments.

3. **Board Retreat**

Vision 2030

President Guleff introduced Chancellor Christian's Vision 2030, which combines elements of the Governor's Roadmap for Success and the Vision for Success. Its three central concepts are equity in success, equity in access, and equity in support. President Guleff reviewed the goals associated with each concept; the defined outcomes will become data points that colleges report. The goals align with the student-centered funding formula. President Guleff pointed out that the Vision 2030 includes generative artificial intelligence (AI), which wasn't included in previous guiding documents, and an emphasis on data.

The Trustees discussed the Vision 2030 and how it might impact Butte College's efforts. Trustee McGinnis suggested that the college work on relationships with local schools with a high percentage of low income, first gen, and other underserved populations to expand access. Trustee Boeger suggested that the move for community colleges to offer baccalaureate degrees seems like a diversion from our core activity.

President Guleff encouraged the Trustees think innovatively about what Butte College can do locally to support Vision 2030 goals. Butte College's strategic plan will ensure compliance and partnership with the Chancellor's Office's vision, but the plan is also separate, so the college can set its own strategy and plan. President Guleff explained that College Council has been shepherding the strategic plan through the development process. Its foundations of Guided Pathways, DEIA², and sustainability align nicely with the Vision 2030. To those, AI and technology will be added. The Board discussed the prospect of including AI in Butte College's strategic plan, both in terms of how it might change college processes as well as uses in instruction. The consensus was that the college should embrace innovation.

Butte College Strategic Plan

President Guleff presented the draft strategic plan to the Trustees, noting that thus far, the college has been focused on planning rather than strategy. The Board discussed the difference between a plan and a strategy and the importance of both. The Trustees and staff members broke into small groups and did a series of brainstorming activities aimed at identifying a potential strategic theory for Butte College. The Trustees developed the following strategic theory: First Contact. First Choice. Best Choice. This strategic theory will be included in the front matter of the strategic plan.

Artificial Intelligence Exploration

President Guleff introduced Dr. Robert White, Dean of Instruction, and Jason Trento, Faculty Member and Faculty Professional Development Coordinator, to discuss how Butte College uses AI and the issues that it raises. Dr. White explained what generative AI is and how the institution can use it to create a student-ready college. Trustees were then provided with laptops and given example prompts to do a trial of ChatGPT. Trustee McGinnis asked if the college would establish policies around the use of AI and academic honesty. Mr. Trento responded that Academic Senate is considering those issues. He noted that ChatGPT can be used to detect cheating, but it's not always reliable. Board Vice President Massa asked if there are security risks associated with ChatGPT. Dr. White explained that sensitive information shouldn't be put into it; any potential effect on district network security would have investigated. He added that it's a helpful tool for creating first drafts of structured documents and protocol-based procedures. It also does a good job summarizing large documents. However, it cannot take responsibility for decisions, nor can it do participatory governance. Board Clerk Boeger asked how likely it is that people on campus will be using this technology in the next few years. Mr. Trento responded that his goal would be for everyone to use it in some form. Dr. White added that the college could leverage this technology to remove non-curriculum barriers to student success. It can help improve teaching and grading, as well as provide tutoring and personalized learning paths for students.

The Trustees discussed faculty perspectives of AI. Mr. Trento indicated that he's working on training and development opportunities to help faculty understand these tools and how to use them. He noted that some faculty members are already using it in their classes, and many students already use it. Dr. White added that there are frequently equity issues with access to technological advances and suggested the college work to reduce inequities.

Faculty member Daniel Donnelly gave the Board and staff a demonstration of augmented and virtual reality devices and programs at Butte College. He discussed a variety of devices, explaining their use in instruction and potential career applications for our students. Trustees had the opportunity to wear a virtual reality headset and engage with several applications. The Trustees discussed potential local uses for augmented and virtual reality in agriculture and industry.

Board President Krepelka recessed the meeting at 4:15 p.m. on Thursday, October 26.

Board President Krepelka called the meeting back in session at 8:15 a.m. on Friday, October 27.

Transportation

President Guleff indicated that at the January retreat the Board of Trustees directed staff to establish a transportation taskforce to identify options for student transportation. Assistant Superintendent/Vice President Suleski explained that in the past, auxiliary programs like transportation have been self-supporting by the fees and/or sales revenues they generate. Unlike the revenue protection provided for apportionment revenue, the Chancellor's Office does not provide emergency financial protection for auxiliary programs due to the Camp Fire. Several of Butte College's auxiliary programs face financial issues due to enrollment declines. HEERF funds helped support them the last few years, but with those funds no longer available, funds from the District's reserves will be required to maintain their operations. The transportation fund is one of those auxiliary programs that will have a significant impact on the District's reserves if no action is taken to change its current operations.

Kim Jones, Director of Facilities Planning & Management, provided an overview of the student transportation program, including its mission, staff, outside resources used to support the program, and ridership history. Student use of bus transportation has been in decline since its peak in 2018/2019. Currently, approximately 400 students ride the bus every day. Since the January board retreat, Butte College staff has attended several public engagement sessions with Butte County Association of Governments (BCAG), which manages the local bus service (B-Line). BCAG claims the main campus is not within their service area and they do not want to establish a bus stop at Butte College. As directed by the Board, staff established a transportation taskforce, which generated several ideas or alternatives to provide student transportation or maintain the current bus system.

Ms. Jones indicated that the transportation program faces several challenges. A capital budget will eventually be needed to replace the existing buses, however, regulations requiring electric buses have been deferred and staff do not see a need for immediate replacement. Depending on when they need to be replaced, the college may have to purchase electric or alternative fuel buses in the future, which are more expensive than diesel buses. Moreover, the college's electric substation would have to be upgraded to support an electric bus fleet. Staffing is also an issue. Finding qualified bus operators has been challenging. If student transportation were discontinued, the college would still need to maintain some mechanics and drivers to support Athletics' and Instruction's use of buses, as well as the district's other fleet vehicles.

Assistant Superintendent/Vice President Suleski presented three options for addressing the student transportation operational shortfall. Option 1 is to contract out bus service. This would require the college to find both (1) a contractor willing to service the main campus and (2) other positions for impacted employees. Option 2 is to eliminate the student transportation system. Doing so would create a barrier

for students, and employees would be laid off. Option 3 is to maintain the student transportation system. This would require the college to move some costs to the ongoing general fund budget, reduce costs and service, and increase revenue. Increasing the transportation fee, eliminating the fee waiver for online students, and increasing enrollment would be necessary to increase revenue and would have the biggest financial impact. After a lengthy discussion, the Board concluded that they do not want to eliminate the student transportation system. They recommended further work with BCAG, as well as further consideration of the other elements in Option 3. This would include charging all students the transportation fee, including those fees currently waived for online students. A proposal to increase the transportation fee will come to the Board of Trustees for action at the February meeting.

DEIA²

President Guleff introduced IDEA Officer Tray Robinson to speak to the Board about diversity, equity, inclusion, anti-racism, and accessibility issues, as well as the term "intersectionality" which is included in the college's new mission statement. Mr. Robinson indicated that he was excited about this opportunity to engage with the Board and noted that as with AI, the college has a great opportunity to be at the forefront of DEIA² issues and be a model for other campuses.

Mr. Robinson presented information about perceptions and unconscious bias. He led an activity about perceptions; the Board then discussed how unconscious bias might affect their work as Trustees. Mr. Robinson provided data about Butte College's demographic breakdown, particularly with respect to traditionally underserved populations. He noted that students come to Butte College with different experiences and have different experiences on campus; they also need different things from the college. He encouraged Trustees to consider that when making decisions about and for "the Butte College student." Mr. Robinson explained the many dimensions of diversity, which supports the importance of the concept of intersectionality. He led the Trustees through an activity that asked them to explore their intersecting identities. Mr. Robinson concluded by asking the Board to consider what they can do as Trustees to support inclusivity at Butte College and make DEIA² more of a focus in their role. The Board discussed how they might implement those concepts in board policies and in awareness of how their statements and decisions might be perceived. Trustees expressed appreciation for the presentation and a desire to have more discussions on these issues.

4. **Adjournment**

Board President Krepelka adjourned the meeting at 12:03 p. m.



MINUTES OF REGULAR MEETING

October 11, 2023 | 1:00 p.m.

District Board Room
Student and Administrative Services Building

The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, October 11, 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. John Blacklock
Mr. William McGinnis
Mr. John Nock
Ms. Liz Heaton, Student Trustee

Board Member Absent Mr. Mike Boeger, Clerk
Mr. John Dahlmeier

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
Dr. Jess Vickery, Academic Senate President
Mr. Chris Westbay, Classified Senate President
Ms. Melissa Cafferata-Ainsworth, Interim Executive Assistant to the President & Board of Trustees
Various staff also in attendance

Guests None

Pledge of Allegiance
Trustee McGinnis led the Pledge of Allegiance.

1. Agenda Approval

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

Motion carried unanimously. Student Trustee – aye.

2. Introduction of New Faculty

Interim Vice President Zuñiga introduced new faculty in Student Services: Natalie Mathrole (Counseling), Melissa Melendrez (Counseling), and Cory Gruber (CAS).

Vice President Shearer introduced new faculty in Instruction: Hassam Abedini (Music), Alonzo Campos

(Ethnic Studies), Devin Flesher (Administration of Justice), Hannah Higuera (Biology), Esther Kim (Agriculture Science), Amanda Larson (Computer Science), Jubal Raymond (Construction Technology), Robin Sinclear (Emergency Medical Services), Pablo Suarez (MESA), and Marcu Wade (Cosmetology).

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

There were no public comments.

4. **Approval of Consent Agenda**

It was moved by Trustee Nock, seconded by Trustee McGinnis, to approve the consent agenda.

Motion carried unanimously. Student Trustee – aye.

5. **Information-Reports**

Academic Senate President's Report – Jess Vickery

Dr. Vickery reported that the Academic Senate, working in conjunction with the Office of Instruction, voted to approve the formation of a general education workgroup to do an impact analysis and recommend specific changes with respect to GE standards, processes, philosophy, intended outcomes, and course alignments within the updated Cal-GETC framework. The Senate also discussed the draft strategic plan and provided feedback for discussion at College Council. Finally, the Senate approved proposed changes to their bylaws to bring them in line with parliamentary procedures as outlined in Robert's Rules of Order and amended by stipulations imposed by the Brown Act.

Classified Senate President's Report – Chris Westbay

Mr. Westbay reported on Classified Senate leadership changes. Andrea Walters (Career Center) is the new Vice President of Public Relations. CR Schaffer (Support Center) and Claudia Godinez (Glenn County Center) are new senators. The Classified Senate reviewed the draft strategic plan and provided feedback, which was all positive. The group is currently collecting feedback on revisions to AP 7120.2. Finally, the Senate continues their efforts to connect with community and will be at the Bountiful Butte Harvest Festival. They are also collecting recipes for their Friendsgiving cookbook, with a potluck scheduled for November 16. Finally, planning for the Butte Strong Remembrance Day is underway.

Student Trustee Comment – Liz Heaton

Ms. Heaton reported that student government's survey of students has received more than 400 responses; it closes November 3. Yesterday, the body approved more than \$10,000 in student club travel. Finally, at the end of the month, student government will attend the Student Senate for California Community Colleges conference.

Vice President Report – Andy Suleski

Assistant Superintendent/Vice President Suleski reported that October is Cyber Security Month. The Tech Center is focusing on state-wide fraud prevention measures, including implementing verification at the point of application. Butte College recently completed a triennial network security review and will develop action plans. Cyber security training has been implemented for all staff. Additionally, Soft Docs has been implemented and work on an RFP to revamp the web site is underway. Auditors are on campus today to work on the 22/23 fiscal year audit; the report should be ready for the board before winter break. The Bond Oversight Committee meets next week. The Science Building project is on target to start vertical construction in December. Assistant Superintendent/Vice President Suleski noted that the board received a white paper explaining why the college no longer proposes a change order to work on the Physical Science building as part of the Science Building project; it will now be handled as a separate project. Work on Mech Ag facilities continues, and the college is wrapping up the work on the softball field that the board approved last year. The bookstore right-sizing remodel is underway with construction of the wall starting this week and completion projected for the end of November. Human Resources is working with Neo Ed to implement the evaluation module to track evaluations. Finally, Assistant Superintendent/Vice President Suleski reported that the Planning &

Budget Committee is initiating the 24/25 budget development process as well as working on a revised unit planning process; guidance will be released later this week.

Superintendent/President's Report – Virginia Guleff

President Guleff recognized the birthdays of Trustees Boeger, Dahlmeier, and McGinnis. She presented the Butte College Annual Report and offered kudos to Christian Gutierrez for his work with 25th Hour to create it. President Guleff reported that she attended a Guided Pathways conference at the end of September. The college continues to make progress on several fronts, particularly with student success teams that provide wraparound support for students. President Guleff indicated that there's a board retreat scheduled at the end of October. The agenda will include interactive work with artificial intelligence as well as a review of the draft strategic plan. In December, the board will have a study session about the development of new academic programs. President Guleff reported that she attended Chico State President Perez's open house and then welcomed him and Chico State Athletic Director Barker and their spouses to a Butte College football game.

Board Comments

Trustee Nock indicated that he's looking forward to attending the Bountiful Butte festival. He noted that he had two opportunities to visit Enloe's flu clinic, which was staffed by Butte College nursing students. Trustee Nock reported that he recently engaged in a class hosted by the North Valley Community Foundation. He was impressed to learn that they have three full-time employees focused on communication and learned a lot about their strategies for connecting with community. He indicated that he wants to consider communication on campus and identify a development approach to connect community members to the areas of the college they naturally connect to. He concluded that he'd like to see a more robust development office in the future, noting that he feels a sense of urgency to engage the community. Trustee McGinnis indicated that he's intrigued by the upcoming education in AI, having been reading about it at college campuses. He noted that he recently became aware of a barrier to high school students who want to enroll in concurrent enrollment courses – they have the lowest registration priority which makes it difficult for them to build their high school schedules. Board Vice President Massa reported that he recently had the opportunity to attend a Boys and Girls Club event and spoke to the new Chamber of Commerce manager who expressed appreciation for his interaction with Butte College and President Guleff. Trustee Blacklock thanked Assistant Superintendent/Vice President Suleski for being willing to stay in his position a few months longer during the extended recruitment. Board President Krepelka reported that Linda Zorn is acting as interim Executive Director of the Foundation, which is seeing a lot of progress. The Foundation board has a retreat in November.

6. Communications from the Public

There were no public comments.

7. Contracts

Approval of Contracts, Item 23-88510

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

Motion carried unanimously. Student trustee – aye.

Approval of Contract for Project Assignment Amendment to JK Architecture Engineering for Architectural Services for the Physical Science Building Remodel Project, Item 23-8511

It was moved by Trustee McGinnis, seconded by Board Vice President Massa, to approve the project assignment amendment to JK Architecture Engineering for architectural services for the Physical Sciences Building remodel project in accordance with Board Policy 6340.

Motion carried unanimously. Student trustee – aye.

Approval of Contract Amendment #1 to InterVision Systems, LLC for Information Technology Services Utilizing California Multiple Award Schedule CMAS Number 3-22-06-1030, Item 23-8512

It was moved by Trustee Nock, seconded by Student Trustee Heaton, to approve amendment #1 to InterVision Systems, LLC, for information technology services utilizing California Multiple Award Schedule CMAS number 3-22-06-1030 in accordance with Board Policy 6340.

Motion carried unanimously. Student trustee – aye.

Approval of Contract Amendment #1 to InterVision Systems, LLC, for Information Technology Consulting Services utilizing California Multiple Award Schedule CMAS Number 3-18-70-2281J, Item 23-8513

It was moved by Trustee McGinnis, seconded by Trustee Blacklock, to approve amendment #1 to InterVision Systems, LLC, for information technology consulting services utilizing California Multiple Award Schedule CMAS number 3-18-70-2281J in accordance with Board Policy 6340.

Motion carried unanimously. Student trustee – aye.

Approval of Contract to Purchase Information Technology Goods and Services from Rainforest QA, Inc., Utilizing California Multiple Award Schedule CMAS Number 3-18-70-3509A, Item 23-8514

It was moved by Board Vice President Massa, seconded by Trustee Nock, to approve the purchase of information technology goods and services from Rainforest QA, Inc., utilizing California Multiple Award Schedule CMAS number 3-18-70-3509A in accordance with Board Policy 6340.

Motion carried unanimously. Student trustee – aye.

Approval of Contract to Purchase Splunk Enterprise from SHI International Corp. utilizing Foundation for California Community Colleges Contract Number 00006779, Item 23-8515

It was moved by Trustee McGinnis, seconded by Trustee Blacklock, to approve the purchase of Splunk Enterprise from SHI International Corp. utilizing the Foundation for California Community Colleges Contract Number 00006779 in accordance with Board Policy 6340.

Motion carried unanimously. Student trustee – aye.

Approval of Contract to Purchase Tenable.sc from SHI International Corp. utilizing Foundation for California Community Colleges Contract Number 00006779, Item 23-8516

It was moved by Trustee Blacklock, seconded by Board Vice President Massa, to approve the purchase of Tenable.sc from SHI International Corp. utilizing the Foundation for Community Colleges Contract Number 00006779 in accordance with Board Policy 6340.

Motion carried unanimously. Student trustee – aye.

Approval of Contract with U.S. Bank for Travel Payment Services utilizing State of California Department of General Services Master Agreement Number 5-23-99-37-01, Item 23-8517

It was moved by Board Vice President Massa, seconded by Trustee McGinnis, to approve the contract with U.S. Bank for travel payment services utilizing the State of California Department of General Services Master Agreement Number 5-23-99-37-01 in accordance with Board Policy 6340.

Motion carried unanimously. Student trustee – aye.

8. Finance

Board Budget Criteria for 2024-2025 Budget Development, Item 23-8518

President Guleff indicated that the Planning & Budget Committee recommended updates to the budget criteria. Assistant Superintendent/Vice President Suleski explained that reviewing and updating the board budget criteria is the first step in the budget process. The Planning & Budget Committee made minor edits; the board also has the opportunity to make recommendations. The criteria will come back to the board next month for approval.

9. Instruction

Public Hearing and Approval: College and Career Access Pathways (CCAP) Partnership Agreement Appendix which identify dual enrollment course details for the 2023/24 school year at: Hamilton High School, Item 23-8519

Board President Krepelka opened the public hearing on College and Career Access Pathways (CCAP) Partnership Agreement Appendix which identifies dual enrollment course details for the 2023-2024 school year at Hamilton High School. Hearing no public comment, Board President Krepelka closed the public hearing.

It was moved by Board Vice President Massa, seconded by Trustee Nock, to approve the College and Career Access Pathways (CCAP) Partnership Agreement Appendix which identifies dual enrollment course details for the 2023-2024 school year at Hamilton High School.

Motion carried unanimously. Student trustee – aye.

10. Accreditation

ACCJC Accreditation 18-month Follow-Up Report, Item 23-8520

President Guleff explained that Butte College had an accreditation site visit in spring 2022. Butte College received a finding related to evaluations, which required an 18-month follow-up report to the ACCJC. Vice President/Accreditation Liaison Officer Shearer compiled the report. Vice President Shearer indicated that Butte College took three actions to address the finding. An expectation was set that 100% of past due evaluations would be completed. Staff also examined the conditions that created the situation as well as contracting for a new system for tracking evaluations. He indicated that he believes we've adequately addressed the compliance issue, but more importantly now have the systems in place to maintain compliance. The college is moving forward with an evaluation module from Neo Gov that both tracks evaluations and provides a better system for conducting them.

Trustee Blacklock commended the college's efforts to get caught up with evaluations over the last year. Board President Krepelka agreed, adding that evaluations are an important tool in helping employees become the best they can be.

11. Closed Session

There was no closed session.

12. **Adjournment**

Board President Krepelka adjourned the meeting at 2:15 PM.

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

November 15, 2023

Subject:	Approval of Warrants
Category:	Finance
Submitted By:	Andrew Suleski, Assistant Superintendent/Vice President
Attachment:	No
Type:	Action
Agenda Section:	Consent

It is recommended that the Board of Trustees approve the vendor, payroll, and financial aid warrants for the period of September 25, 2023 to October 29, 2023.

Type of Warrant	Check/Voucher Sequence	Total
Vendor	698255 - 699549	\$ 14,027,459.85
Payroll	528097 - 528230	\$ 4,806,432.92
Financial Aid	388635 - 392770	\$ 6,197,790.49

Warrant registers are available for review in the Business Office.

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

November 15, 2023

Subject:	Ratification of Contracts
Category:	Contracts
Submitted By:	Andrew Suleski, Assistant Superintendent/Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Consent

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 October 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
October 2023

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
10/13/23	10/15/23	Sutter County Superintendent of Schools	Students of Color Retreat Venue	(\$11,680.00)	Restricted General	Multicultural Programs & Services	Zuniga
12/7/23	12/7/23	Paradise Alliance Church	Law Enforcement Academy Graduation Venue	(\$1,385.00)	Unrestricted General	Public Safety Education & Training	Shearer
12/8/23	12/8/23	Paradise Alliance Church	Fire Academy Graduation Venue	(\$1,385.00)	Unrestricted General	Public Safety Education & Training	Shearer
12/14/23	12/14/23	Paradise Alliance Church	RN Pinning Ceremony Venue	(\$1,420.00)	Unrestricted General	Nursing	Shearer
10/20/23	10/21/23	Hilton Garden Inn Davis Downtown	Transfer Motivational Conference for Puente Students	(\$2,374.22)	Restricted General	Multicultural Programs & Services	Zuniga
Upon Signature	3 Years	Adventist Health System/West dba Adventist Health	Clinical Experience Agreement	\$0.00	N/A	Nursing	Shearer
1/1/24	12/31/27	Renown Health	Clinical Experience Agreement	\$0.00	N/A	Nursing	Shearer
9/15/23	6/30/25	Valley View Healthcare Services	Clinical Experience Agreement	\$0.00	N/A	Nursing	Shearer
9/15/23	9/14/26	Altacal Audubon Society	Work Experience Education Program	\$0.00	N/A	Career Center	Zuniga
9/15/23	9/14/26	Altacal Audubon Society	Learning-Aligned Employment Program	\$0.00	N/A	Career Center	Zuniga
9/6/23	9/5/26	Butte County Behavioral Health	Work Experience Education Program	\$0.00	N/A	Career Center	Zuniga
9/13/23	9/12/26	California Conservation Corps	Work Experience Education Program	\$0.00	N/A	Career Center	Zuniga
9/1/23	8/31/26	Chico Childrens Montessori House	Work Experience Education Program	\$0.00	N/A	Career Center	Zuniga
9/21/23	9/20/26	Creative Minds Early Learning Center	Learning-Aligned Employment Program	\$0.00	N/A	Career Center	Zuniga
10/2/23	10/1/26	Embrace Wealth Management	Learning-Aligned Employment Program	\$0.00	N/A	Career Center	Zuniga
9/25/23	9/24/26	Pillsbury Physical Therapy	Learning-Aligned Employment Program	\$0.00	N/A	Career Center	Zuniga
9/12/23	9/11/26	Pitter Metal Products	Work Experience Education Program	\$0.00	N/A	Career Center	Zuniga
8/31/23	8/30/26	Prosperity Investment Management, Inc.	Learning-Aligned Employment Program	\$0.00	N/A	Career Center	Zuniga
9/11/23	9/10/26	Sutter Buttes Rubber Company	Learning-Aligned Employment Program	\$0.00	N/A	Career Center	Zuniga
8/17/23	8/16/26	Tehama County Department of Education	Work Experience Education Program	\$0.00	N/A	Career Center	Zuniga
9/13/23	9/12/26	Thermalito Union School District	Work Experience Education Program	\$0.00	N/A	Career Center	Zuniga
9/15/23	9/14/26	Upper Crust Bakery	Work Experience Education Program	\$0.00	N/A	Career Center	Zuniga
9/21/23	9/21/23	Alissa Mittl	Ceramic Artist Lecture and Demonstration	(\$500.00)	Fiduciary	Student Life	Zuniga
10/4/23	10/4/23	Ana Krista Linares	Nutrition Workshop	(\$1,015.00)	Restricted General	Multicultural Programs & Services	Zuniga
9/14/23	9/14/23	Ballet Folklorico de Chico	Performance at Bienvenida Event	(\$250.00)	Restricted General	Multicultural Programs & Services	Zuniga
10/2/23	11/2/23	Brian McNamara	Punch, Crank, Pop! Art Exhibit	\$0.00	N/A	Arts	Shearer
10/2/23	11/2/23	Katie Applebaum	Punch, Crank, Pop! Art Exhibit	\$0.00	N/A	Arts	Shearer
10/2/23	11/2/23	Linda S. Fitz Gibbon	Punch, Crank, Pop! Art Exhibit	\$0.00	N/A	Arts	Shearer
10/26/23	12/7/23	Mike Johnson	Stage Lighting for Fall 2023 Concert Series	(\$1,750.00)	Unrestricted General	Music	Shearer
10/27/23	10/27/23	Alex Mansoor	Official Starter for Cross Country	(\$800.00)	Unrestricted General	Athletics	Shearer
10/13/23	10/13/23	Daniel Tinnel	Official Starter for Cross Country	(\$75.00)	Unrestricted General	Athletics	Shearer
9/3/23	11/15/23	David Silverstein	Statistician for Football	(\$1,500.00)	Unrestricted General	Athletics	Shearer
12/5/23	12/5/23	Candi Williamson	Chair Massage for Wellness Event	(\$410.00)	Restricted General	EOPS	Zuniga
9/28/23	9/28/23	Eclectic Sound DJs	DJ Services for Outreach Event	(\$400.00)	Restricted General	EOPS	Zuniga
10/26/23	10/26/23	Juline Aguilar	Training for Resource Family Participants	(\$195.00)	Restricted General	Foster Kinship Care Education	Zuniga
9/6/23	9/6/23	Paleteria y Neveria La Flor de Michoacan	Food Vendor for Roadrunner Welcome Week	(\$275.00)	Restricted General	Multicultural Programs & Services	Zuniga
11/7/23	11/7/23	Redbud Resource Group	Going Beyond Land Acknowledgement Presentation and Workshop	(\$4,200.00)	Restricted General	Multicultural Programs & Services	Zuniga
11/7/23	11/7/23	Rose Hammock	Basket Weaving Workshop	(\$600.00)	Restricted General	Multicultural Programs & Services	Zuniga

**Board of Trustees Meeting
November 15, 2023**

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

Contracts Signed by the Superintendent/President or Assistant Superintendent/Vice President for Administration
October 2023

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
12/8/23	12/8/23	William Caspers	Bagpiping for Fire Academy Graduation	(\$150.00)	Unrestricted General	Public Safety Education & Training	Shearer
9/14/23	9/15/25	25th Hour Communications Inc.	Advertising, Marketing & Graphic Design Services Amendment to Period of Performance and Budget	(\$817,000.00)	Various	Marketing	Zuniga
10/9/23	Until Terminated	Anasazi Instruments	Spectrometer and Magnet Instrument with Software, Installation, and Training	(\$50,769.25)	Unrestricted General	Chemistry	Shearer
9/1/23	12/15/23	California State University, Chico - Tehama Group Communications	Digital DEI Newsletter, U in Butte	(\$450.00)	Restricted General	Inclusion, Diversity, Equity, & Antiracism	Guleff
10/18/23	10/19/23	Damon Brooks & Associates, LLC	Ryan Neimiller, Keynote at the Disability Awareness, Education Advocate, and Comedy Event	(\$13,720.00)	Unrestricted General	DSPS	Zuniga
10/18/23	10/19/23	Cripple Threat Inc.	Ryan Neimiller, Keynote at the Disability Awareness, Education Advocate, and Comedy Event Addendum to Agreement	\$0.00	N/A	DSPS	Zuniga
10/20/23	10/19/24	Kurzweil Education, Inc.	Kurzweil 3000 V22 Site Subscription License	(\$3,000.00)	Restricted General	DSPS	Zuniga
10/29/23	10/29/24	Compansol Computer Analysis & Solutions	BLUMEN Online for TRIO Extension Plan	(\$3,780.00)	Restricted General	TRIO SSS	Zuniga
Upon Payment	One Year	Educational Broadband Service Agency, LLC dba Mobile Beacon	Mobile Hotspots Wireless Service Subscription	(\$4,125.00)	Restricted General	Library	Shearer
10/2/23	Upon Payment	Digital Wish	Mobile Hotspots	(\$594.00)	Restricted General	Library	Shearer
Upon Download	One Year	Jotform Inc.	Form Creation for Data Collection Software License	(\$468.00)	Unrestricted General	STEM	Shearer
10/25/23	10/24/28	May Pale Thwe	International Recruiting Agent	(\$700.00)/student/2 semesters	Unrestricted General	International Student Recruitment & Services	Zuniga
9/15/23	9/14/24	Unibuddy Limited	Chat Pro Student Recruitment/Retention Platform	(\$8,200.00)	Various	International Student Recruitment & Services	Zuniga
Upon Download	Until Terminated	Musecore Limited	Music Composition and Notation Service	\$0.00	N/A	Music	Shearer
9/1/23	9/1/24	Shasta-Tehama-Trinity Joint Community College District	Northern California Foster Youth Higher Education Pathways Network Project	(\$12,768.00)	Restricted General	Inspiring Scholars	Zuniga
Upon Download	One Year	Solis Creative, LLC	Factile Home/School Pro Subscription	(\$144.00)	Unrestricted General	Respiratory Therapy	Shearer
9/12/23	12/15/24	Strata Information Group, Inc.	Colleague Student Consulting for Admissions	(\$21,250.00)	Restricted General	Admissions & Records	Zuniga
9/1/23	8/31/24	The Regents of the University of Michigan	Healthy Minds Study	\$0.00	N/A	Student Health Clinic	Zuniga
7/1/23	6/30/26	The Regents of the University of California on behalf of The Puente Project	Puente Program	\$85,000.00	Restricted General	Multicultural Programs & Services	Zuniga
10/3/23	6/30/27	Umoja Community Education Foundation	Umoja Program Development and Training	\$0.00	N/A	Multicultural Programs & Services	Zuniga
10/23/23	Until Terminated	Wells Fargo Merchant Services, L.L.C.	Credit Card Processing Account for Cosmetology	Fees based on transactions	Unrestricted General	Business Services	Suleski
8/21/23	5/24/24	Biggs Unified School District	College & Career Access Pathways Partnership Appendix	(\$4,600.00)	Restricted General	Dual Enrollment	Shearer
8/21/23	12/15/23	Durham Unified School District	College & Career Access Pathways Partnership Appendix	(\$1,800.00)	Restricted General	Dual Enrollment	Shearer
8/21/23	12/15/23	Hamilton Unified High School	College & Career Access Pathways Partnership Appendix	(\$2,200.00)	Restricted General	Dual Enrollment	Shearer
8/21/23	12/15/23	Long Valley Charter School	College & Career Access Pathways Partnership Appendix	(\$500.00)	Restricted General	Dual Enrollment	Shearer
8/21/23	5/24/24	Orland Unified School District	College & Career Access Pathways Partnership Appendix	(\$2,900.00)	Restricted General	Dual Enrollment	Shearer

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

Contracts Signed by the Superintendent/President or Assistant Superintendent/Vice President for Administration
October 2023

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
8/21/23	5/24/24	Oroville Union High School District, Las Plumas High School	College & Career Access Pathways Partnership Appendix	(\$5,800.00)	Restricted General	Dual Enrollment	Shearer
8/21/23	5/24/24	Oroville Union High School District, Oroville High School	College & Career Access Pathways Partnership Appendix	(\$4,900.00)	Restricted General	Dual Enrollment	Shearer
8/21/23	12/15/23	Paradise Unified School District	College & Career Access Pathways Partnership Appendix	(\$1,400.00)	Restricted General	Dual Enrollment	Shearer
8/21/23	5/24/24	Willows Unified School District	College & Career Access Pathways Partnership Appendix	(\$5,700.00)	Restricted General	Dual Enrollment	Shearer
9/26/23	6/30/24	Butte County Behavioral Health	Employee Training	\$5,000.00	Restricted General	Contract Education	Shearer
10/25/23	10/25/23	Butte County Public Health	Employee Training	\$2,100.00	Restricted General	Contract Education	Shearer
10/1/23	9/30/24	California Manufacturing Technology Consulting (CMTC)	Subrecipient Agreement for Hollings Manufacturing Extension Partnership to provide consulting, customized on-site training, and consortia or group delivery services and trainings to emerging and existing manufacturing establishments in California Manufacturing Region 1 District's Cost Share	\$110,000.00 (\$110,000.00)	Restricted General	Contract Education	Shearer
10/2/23	6/15/24	Cerritos Community College District	California Community Colleges - California Conservation Corps Partnership Project	(\$29,000.00)	Restricted General	Contract Education	Shearer
8/28/23	3/30/27	Employment Training Panel (ETP)	ETP Healthcare Workforce Advancement Funding	\$749,000.00	Restricted General	Contract Education	Shearer
10/20/23	6/30/24	Kelly Nickel	Business Skills and Leadership Training	(\$1,200.00)	Restricted General	Contract Education	Shearer
9/13/23	6/30/24	Mwanaisha A. Sims	DEIA Trainings	(\$5,500.00)	Restricted General	Contract Education	Shearer
10/18/23	11/8/23	North Valley Community Foundation	Employee Training	\$3,800.00	Restricted General	Contract Education	Shearer
10/1/23	6/30/24	San Bernardino Community College District	Proctoring for Utility Line Clearance Arborist Assessments	(\$10,800.00)	Restricted General	Contract Education	Shearer
10/2/23	6/15/24	San Luis Obispo County Community College District	California Community Colleges - California Conservation Corps Partnership Project	(\$42,000.00)	Restricted General	Contract Education	Shearer
10/2/23	6/15/24	Shasta-Tehama-Trinity Joint Community College District	California Community Colleges - California Conservation Corps Partnership Project	(\$17,000.00)	Restricted General	Contract Education	Shearer
9/27/23	9/30/24	Butte County Office of Education	Strong Workforce Program K12 Pathway Coordinator	(\$130,000.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/23	6/30/24	College of the Siskiyous	Strong Workforce Program Projects In Common Marketing, CLNA Data and/or CTE Dual Enrollment	(\$37,820.00)	Restricted General	North Far North Regional Consortium	Shearer
10/9/23	9/30/24	Feather River College	Strong Workforce Program K14 Technical Assistance Provider	(\$225,000.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/23	6/30/24	Feather River Community College District	Strong Workforce Program Projects In Common Marketing	(\$40,000.00)	Restricted General	North Far North Regional Consortium	Shearer
10/9/23	9/30/24	Humboldt County Office of Education	Strong Workforce Program K12 Pathway Coordinator	(\$130,000.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/23	12/31/24	Los Rios Community College District	Regional Collaboration and Coordination Grant for Employer Engagement Functions	(\$800,400.00)	Restricted General	North Far North Regional Consortium	Shearer
10/1/23	6/30/24	Studio 5 Learning & Development	Engineering of web-based training (eLearning), instructor-led training (ILT), instructional design, project management, graphic design, technology consulting, stakeholder meetings, research and development, QA, and consulting services	(\$85,000.00)	Restricted General	North Far North Regional Consortium	Shearer
10/19/23	9/30/24	Yolo County Office of Education	Strong Workforce Program K12 Pathway Coordinator	(\$130,000.00)	Restricted General	North Far North Regional Consortium	Shearer
9/6/23	9/5/24	CommOne, LLC	Comm One Call Accounting Software Technical Support	(\$495.00)	Unrestricted General	Information Technology	Suleski
10/9/23	Upon Payment	ePlus Technology, Inc.	NVIDIA RTX VWS Subscription License	(\$4,299.08)	Unrestricted General	Information Technology	Suleski

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

Contracts Signed by the Superintendent/President or Assistant Superintendent/Vice President for Administration
October 2023

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
Upon Download 7/1/23	One Year 6/30/24	NVIDIA Corporation	vGPU Software License	\$0.00	Unrestricted General	Information Technology	Suleski
7/25/23	7/24/24	ITC Systems	PrinterOn and GoPrint Support and License	(\$4,795.00)	Unrestricted General	Information Technology	Suleski
7/25/23	7/24/24	ePRINTit USA, LLC	PrinterOn Enterprise Solution License	\$0.00	Unrestricted General	Information Technology	Suleski
Upon Payment 10/1/23	1 year 9/30/24	Zoho Corporation Private Limited	ManageEngine ADAudit Plus Professional Subscription License	(\$2,586.00)	Unrestricted General	Information Technology	Suleski
10/1/23	9/30/24	Computerland of Silicon Valley	Windows Server 2022 Licenses	(\$232.00)	Restricted General	CCC Technology Center	Suleski
10/2/23	10/2/24	Docker, Inc.	Docker Software Seats License	(\$300.00)	Restricted General	CCC Technology Center	Suleski
10/24/23	6/30/24	Intervision Systems, LLC	Contract Amendment increasing Fees for Cloud Amazon Web Services (AWS) Management Services to provide Cloud Infrastructure as a Service and Cloud Platform as a Service in support of statewide grant operations	(\$620,000.00)	Restricted General	CCC Technology Center	Suleski
10/24/23	6/30/24	Intervision Systems, LLC	Contract Amendment increasing Fees for Managed Services including Architecture, Design, Build, Migration, DevOps, Infrastructure as a Service Management, and Management and Support Services to support the development and hosting of California Community Colleges System-Wide applications	(\$727,700.00)	Restricted General	CCC Technology Center	Suleski
10/15/23	10/14/24	Pope Tech, LLC	Pope Tech Platform License to provide Web Accessibility Services	(\$345,000.00)	Restricted General	CCC Technology Center	Suleski
11/3/23	11/2/24	Rainforest QA, Inc.	Rainforest Platform to provide Software Quality Assurance Services	(\$200,000.00)	Restricted General	CCC Technology Center	Suleski
10/19/23	Upon Payment	SHI International Corporation	ABBYY FineReader Software License	(\$205.50)	Restricted General	CCC Technology Center	Suleski
12/1/23	11/30/24	ABBYY USA Software House, Inc.	Software License	\$0.00	Restricted General	CCC Technology Center	Suleski
10/4/23	Upon Payment	SHI International Corporation	JAWS Software Maintenance and License	(\$1,339.10)	Restricted General	CCC Technology Center	Suleski
10/31/23	10/31/24	Freedom Scientific, Inc.	JAWS Software License	\$0.00	Restricted General	CCC Technology Center	Suleski
10/19/23	Upon Payment	SHI International Corporation	JetBrains Software Subscription	(\$2,237.02)	Restricted General	CCC Technology Center	Suleski
12/5/23	12/5/24	JetBrains Americas, Inc.	JetBrains Software License	\$0.00	Restricted General	CCC Technology Center	Suleski
10/2/23	Upon Payment	SHI International Corporation	Trend Micro Email Security Standard Academic Software	(\$182.40)	Restricted General	CCC Technology Center	Suleski
12/27/23	12/26/24	Trend Micro Incorporated	Trend Micro Software License	\$0.00	Restricted General	CCC Technology Center	Suleski
11/30/23	11/29/24	Zendesk, Inc.	Support Professional Subscription	(\$3,300.00)	Restricted General	CCC Technology Center	Suleski
10/1/23	1/31/24	Dawson Landscaping	Install Irrigation and Vegetation Screen at Rifle Range	(\$7,730.00)	Restricted General	Facilities, Planning, & Management	Suleski
10/1/23	6/1/24	Dawson Landscaping	Install Monument Sign at Glenn County Center	(\$56,800.00)	Capital	Facilities, Planning, & Management	Suleski
10/24/23	10/26/23	Dawson Landscaping	Cleanup Landscape at Chico Center	(\$3,900.00)	Restricted General	Facilities, Planning, & Management	Suleski

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

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

October 2023

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
10/1/23	6/30/24	Holt Heating and Air	HVAC Upgrade at Campus Center Lounge	(\$10,480.00)	Restricted General	Facilities, Planning, & Management	Suleski
10/15/23	6/30/24	Holt Heating and Air	HVAC Upgrade at Media Center	(\$23,725.92)	Restricted General	Facilities, Planning, & Management	Suleski
11/1/23	6/30/24	Holt Heating and Air	HVAC Upgrade at Skyway Center	(\$10,743.45)	Restricted General	Facilities, Planning, & Management	Suleski
11/1/23	6/30/24	Holt Heating and Air	HVAC Upgrade at Library Building	(\$13,849.27)	Restricted General	Facilities, Planning, & Management	Suleski
10/15/23	6/30/24	Holt Heating and Air	HVAC Upgrade at Baseball Press Box	(\$14,099.47)	Restricted General	Facilities, Planning, & Management	Suleski
7/24/23	12/31/23	Joseph Corron Electric	Remove and Repair Sump Pump and Fresh Air Blower at Sewer Treatment Plant	(\$6,628.31)	Scheduled Maintenance	Facilities, Planning, & Management	Suleski
9/11/23	12/31/23	Martin Construction	Demo and Construct a Wall for Bookstore Remodel Project	(\$51,850.00)	Capital	Facilities, Planning, & Management	Suleski
9/21/23	12/31/23	Rock Creek Construction, Inc.	Install Sidewalk and Ramp at Parking Lot 4A	(\$51,405.00)	Measure J	Facilities, Planning, & Management	Suleski
10/2/23	10/27/23	Schreder & Brandt MFG, Inc.	Mechanized Agriculture Instructional Portables Project Change Order No. 1 - location, demolition, and removal of unforeseen concrete foundations	(\$29,797.70)	Measure J	Facilities, Planning, & Management	Suleski
9/11/23	12/31/23	Sierra Range Electric	Electrical and Pathways for Bookstore Remodel Project	(\$24,392.00)	Capital	Facilities, Planning, & Management	Suleski
9/25/23	12/31/23	Sierra Range Electric	HVAC Upgrade at Facilities Planning and Management Building	(\$23,888.00)	Restricted General	Facilities, Planning, & Management	Suleski
10/1/23	2/28/24	TigTech, Inc.	Fabrication, Coating, and Installation of New Double Swing Entry Gate	(\$16,240.00)	Restricted General	Facilities, Planning, & Management	Suleski
10/1/23	6/30/24	West Valley Construction Company, Inc.	Irrigation Repair at Learning Resource Center	(\$19,785.00)	Capital	Facilities, Planning, & Management	Suleski
10/1/23	6/30/24	West Valley Construction Company, Inc.	Storm Drain Repair on Campus Drive	(\$58,900.00)	Capital	Facilities, Planning, & Management	Suleski
10/1/23	6/30/24	West Valley Construction Company, Inc.	Inspect and Repair Existing Storm Drain at Public Safety Training Grounds	(\$19,240.00)	Capital	Facilities, Planning, & Management	Suleski
9/18/23	12/31/23	World Telecom and Surveillance, Inc.	PA System Installation	(\$28,824.00)	Scheduled Maintenance	Facilities, Planning, & Management	Suleski
			TOTAL REVENUE CONTRACTS	\$954,900.00			
			TOTAL EXPENSE CONTRACTS	(\$5,175,101.69)			

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

November 15, 2023

Subject:	Donation of District Personal Property: Miscellaneous Electronic Equipment
Category:	Finance
Submitted By:	Andrew Suleski, Assistant Superintendent/Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Consent

Background

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

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

Status

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

Recommendation

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

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

EXHIBIT A

Board Meeting Date: November 15, 2023

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIALS
PURCHASED BETWEEN SEPTEMBER 25, 2002 TO DECEMBER 6, 2018

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

Butte College Asset No. / Product Serial/Model No.	Item Description	Item Status
530746	COMPUTER TOWER	DONATE
530747	COMPUTER TOWER	DONATE
530694	COMPUTER TOWER	DONATE
522290	COMPUTER TOWER	DONATE
531129	COMPUTER TOWER	DONATE
522510	COMPUTER TOWER	DONATE
526278	COMPUTER TOWER	DONATE
529867	COMPUTER TOWER	DONATE
529616	COMPUTER TOWER	DONATE
529391	COMPUTER TOWER	DONATE
527853	COMPUTER TOWER	DONATE
530916	COMPUTER TOWER	DONATE
530184	COMPUTER TOWER	DONATE
528800	COMPUTER TOWER	DONATE
527797	COMPUTER TOWER	DONATE
529828	COMPUTER TOWER	DONATE
529869	COMPUTER TOWER	DONATE
530648	COMPUTER TOWER	DONATE
530034	COMPUTER TOWER	DONATE
529881	COMPUTER TOWER	DONATE
525356	COMPUTER TOWER	DONATE
533370	COMPUTER TOWER	DONATE
529913	COMPUTER TOWER	DONATE
529750	COMPUTER TOWER	DONATE
529964	COMPUTER TOWER	DONATE
530051	COMPUTER TOWER	DONATE
529604	COMPUTER TOWER	DONATE
526923	COMPUTER TOWER	DONATE
524698	COMPUTER TOWER	DONATE
530915	COMPUTER TOWER	DONATE
530158	COMPUTER TOWER	DONATE
530156	COMPUTER TOWER	DONATE
531193	COMPUTER TOWER	DONATE
530157	COMPUTER TOWER	DONATE
529534	COMPUTER TOWER	DONATE
533436	COMPUTER TOWER	DONATE
525603	COMPUTER TOWER	DONATE
533722	COMPUTER TOWER	DONATE
527576	COMPUTER TOWER	DONATE
533726	COMPUTER TOWER	DONATE

EXHIBIT A

Board Meeting Date: November 15, 2023

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIALS
PURCHASED BETWEEN SEPTEMBER 25, 2002 TO DECEMBER 6, 2018

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

Butte College Asset No. / Product Serial/Model No.	Item Description	Item Status
530159	COMPUTER TOWER	DONATE
528900	COMPUTER TOWER	DONATE
529337	COMPUTER TOWER	DONATE
527676	COMPUTER TOWER	DONATE
527677	COMPUTER TOWER	DONATE
523622	COMPUTER TOWER	DONATE
529491	COMPUTER TOWER	DONATE
529490	COMPUTER TOWER	DONATE
529819	COMPUTER TOWER	DONATE
524553	COMPUTER TOWER	DONATE
528218	COMPUTER TOWER	DONATE
528224	COMPUTER TOWER	DONATE
525637	COMPUTER TOWER	DONATE
526665	COMPUTER TOWER	DONATE
525625	COMPUTER TOWER	DONATE
525602	COMPUTER TOWER	DONATE
525642	COMPUTER TOWER	DONATE
525631	COMPUTER TOWER	DONATE
525633	COMPUTER TOWER	DONATE
525646	COMPUTER TOWER	DONATE
525645	COMPUTER TOWER	DONATE
525627	COMPUTER TOWER	DONATE
525647	COMPUTER TOWER	DONATE
525623	COMPUTER TOWER	DONATE
525632	COMPUTER TOWER	DONATE
526742	COMPUTER TOWER	DONATE
525643	COMPUTER TOWER	DONATE
525635	COMPUTER TOWER	DONATE
524531	COMPUTER TOWER	DONATE
525644	COMPUTER TOWER	DONATE
525634	COMPUTER TOWER	DONATE
525638	COMPUTER TOWER	DONATE
525639	COMPUTER TOWER	DONATE
525630	COMPUTER TOWER	DONATE
525640	COMPUTER TOWER	DONATE
525641	COMPUTER TOWER	DONATE
525628	COMPUTER TOWER	DONATE
525624	COMPUTER TOWER	DONATE
525629	COMPUTER TOWER	DONATE
526604	DESKTOP VISUALIZER	DONATE

EXHIBIT A

Board Meeting Date: November 15, 2023

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIALS
PURCHASED BETWEEN SEPTEMBER 25, 2002 TO DECEMBER 6, 2018

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

Butte College Asset No. / Product Serial/Model No.	Item Description	Item Status
525008	FAX MACHINE	DONATE
527272	INTERACTIVE PEN DISPLAY	DONATE
514743	MICROPHONE SYSTEM	DONATE
523726	NOTEBOOK COMPUTER	DONATE
533609	NOTEBOOK COMPUTER	DONATE
532986	NOTEBOOK COMPUTER	DONATE
530987	NOTEBOOK COMPUTER	DONATE
532248	NOTEBOOK COMPUTER	DONATE
533901	NOTEBOOK COMPUTER	DONATE
533627	NOTEBOOK COMPUTER	DONATE
531423	NOTEBOOK COMPUTER	DONATE
523537	NOTEBOOK COMPUTER	DONATE
523611	NOTEBOOK COMPUTER	DONATE
527299	NOTEBOOK COMPUTER	DONATE
522761	NOTEBOOK COMPUTER	DONATE
526078	NOTEBOOK COMPUTER	DONATE
523105	NOTEBOOK COMPUTER	DONATE
529087	NOTEBOOK COMPUTER	DONATE
528827	NOTEBOOK COMPUTER	DONATE
531590	NOTEBOOK COMPUTER	DONATE
531789	NOTEBOOK COMPUTER	DONATE
527756	NOTEBOOK COMPUTER	DONATE
531595	NOTEBOOK COMPUTER	DONATE
529504	NOTEBOOK COMPUTER	DONATE
528913	NOTEBOOK COMPUTER	DONATE
526214	NOTEBOOK COMPUTER	DONATE
531087	NOTEBOOK COMPUTER	DONATE
531089	NOTEBOOK COMPUTER	DONATE
531080	NOTEBOOK COMPUTER	DONATE
531093	NOTEBOOK COMPUTER	DONATE
531084	NOTEBOOK COMPUTER	DONATE
531106	NOTEBOOK COMPUTER	DONATE
531104	NOTEBOOK COMPUTER	DONATE
531112	NOTEBOOK COMPUTER	DONATE
531101	NOTEBOOK COMPUTER	DONATE
531110	NOTEBOOK COMPUTER	DONATE
531099	NOTEBOOK COMPUTER	DONATE
531091	NOTEBOOK COMPUTER	DONATE
531100	NOTEBOOK COMPUTER	DONATE
531108	NOTEBOOK COMPUTER	DONATE

EXHIBIT A

Board Meeting Date: November 15, 2023

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIALS
PURCHASED BETWEEN SEPTEMBER 25, 2002 TO DECEMBER 6, 2018

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

Butte College Asset No. / Product Serial/Model No.	Item Description	Item Status
531088	NOTEBOOK COMPUTER	DONATE
531095	NOTEBOOK COMPUTER	DONATE
531113	NOTEBOOK COMPUTER	DONATE
531078	NOTEBOOK COMPUTER	DONATE
531109	NOTEBOOK COMPUTER	DONATE
531083	NOTEBOOK COMPUTER	DONATE
531082	NOTEBOOK COMPUTER	DONATE
526107	NOTEBOOK COMPUTER	DONATE
531079	NOTEBOOK COMPUTER	DONATE
531097	NOTEBOOK COMPUTER	DONATE
531085	NOTEBOOK COMPUTER	DONATE
531086	NOTEBOOK COMPUTER	DONATE
531081	NOTEBOOK COMPUTER	DONATE
531103	NOTEBOOK COMPUTER	DONATE
523804	NOTEBOOK COMPUTER	DONATE
531096	NOTEBOOK COMPUTER	DONATE
531077	NOTEBOOK COMPUTER	DONATE
531107	NOTEBOOK COMPUTER	DONATE
531090	NOTEBOOK COMPUTER	DONATE
531098	NOTEBOOK COMPUTER	DONATE
531105	NOTEBOOK COMPUTER	DONATE
531102	NOTEBOOK COMPUTER	DONATE
531993	PA SYSTEM	DONATE
520764	PHONE TOOL	DONATE
532214	PRINTER	DONATE
532236	PRINTER	DONATE
533869	PRINTER	DONATE
522777	PRINTER	DONATE
526572	PRINTER	DONATE
522205	PRINTER	DONATE
526827	PRINTER	DONATE
528259	PRINTER	DONATE
524808	PRINTER	DONATE
528259	PRINTER	DONATE
523061	PROJECTOR	DONATE
524954	SCANNER FLATBED	DONATE
524911	SOLAR SITE ANALYSIS TOOL	DONATE
528718	TABLET COMPUTER	DONATE
527449	TABLET COMPUTER	DONATE
529010	TABLET COMPUTER	DONATE

EXHIBIT A

Board Meeting Date: November 15, 2023

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIALS
PURCHASED BETWEEN SEPTEMBER 25, 2002 TO DECEMBER 6, 2018

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

Butte College Asset No. / Product Serial/Model No.	Item Description	Item Status
529508	TABLET COMPUTER	DONATE
528712	TABLET COMPUTER	DONATE
528717	TABLET COMPUTER	DONATE
528921	WIRELESS MICROPHONE SYSTEM	DONATE

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

November 15, 2023

Subject:	Approval and/or Ratification of Personnel Actions
Category:	Human Resources
Submitted By:	Andrew Suleski, Assistant Superintendent/Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Consent

Recommendation

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

Management*

1. Employment of Director, Statewide Programs - CCCTC – Jane Linder
Full-time, 40 hours per week, 12 months per year
Salary: MSC - 20
Effective: October 1, 2023
2. Employment of Program Coordinator, Domestic Student Recruitment, Outreach & Orientation – Christmas Aumua
Full-time, 40 hours per week, 12 months per year
Salary: MSC-7
Effective: October 1, 2023

Academic*

3. Assignment as Chair IV, Developmental (Remedial) Math (20%) – Kimberly Bartsch
Effective: Academic Year 2023-2024
4. Assignment as Chair I, Mathematics (50%) – Brooke Kennedy
Effective: Academic Year 2023-2024
5. Assignment as Chair II, Biology (40%) – Shahroukh Mistry
Effective: Academic Year 2023-2024
6. Assignment as Chair II, Computer Science & Engineering (40%) – Luke Sathrum
Effective: Academic Year 2023-2024
7. Assignment as Chair II, Physical Science (40%) – Jason Trento
Effective: Academic Year 2023-2024

8. Assignment as Dual Enrollment Coordinator (50%) – Jacob Vazquez
Effective: Academic Year 2023-2024
9. Assignment as Chair II, Sociocultural Studies (40%) – Cynthia Bynoe
Effective: Academic Year 2023-2024
10. Assignment as Chair I, English & Journalism (50%) – Molly Emmons
Effective: Academic Year 2023-2024
11. Assignment as Chair I, Communication Studies, Ethnic Studies & World Languages (50%) – Deborah McCabe
Effective: Academic Year 2023-2024
12. Assignment as Chair II, Social & Behavioral Sciences (40%) – Heather Valle
Effective: Academic Year 2023-2024
13. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Career and College Access Pathways Instructor Agreement – Willows Unified School District) – Staci Alves
Effective: October 24, 2023 - June 30, 2024
14. Employment of Temporary Academic Employees (Instructors and Student Development) Part-time faculty recommended for employment effective Fall Semester 2023 – Gary Cantwell, Daniel Carter, Jordan Downs, Jovic Gascon, Anya Shulman, Ryan Stanley

Classified Employees*

15. Employment of Maintenance Technician II – Daniel Lopez
Full-time, 40 hours per week, 12 months per year
Salary: CSEA – 21
Effective: November 1, 2023
16. Employment of Industrial Technology Programs Equipment Mechanic II – Zachary Canadas
Full-time, 40 hours per week, 12 months per year
Salary: CSEA – 25
Effective: November 1, 2023
17. Employment of Programmer/Analyst – Renan Young
Full-time, 40 hours per week, 12 months per year
Salary: CSEA – 48
Effective: November 1, 2023
18. Employment of Children’s Program Specialist Assistant – Meredith Faughn
Full-time, 40 hours per week, 9 months per year
Salary: CSEA – 14
Effective: January 16, 2024
19. Voluntary Transfer of Position – Jennifer Haney
From: Administrative Secretary Grants (CSEA 25)
To: Administrative Secretary, III (CSEA 24)
Effective: November 1, 2023

20. Voluntary Transfer of Position – Alicia Mendizival Hernandez
 From: Student Success Specialist (CSEA 25)
 To: Student Success Specialist ESL (10month) (CSEA 25)
 Effective: October 23, 2023
21. Temporary Increase from 60% to 100%, Support Center Representative Bilingual/Bi-literate – Christopher Carrero
 Effective: October 1, 2023 – December 31, 2023
22. Permanent Increase from 60% to 100%, Administrative Secretary II (A&R) – Eve Cha
 Effective: September 1, 2023
23. Permanent Increase from 25 hours to 40 hours, Children’s Program Specialist Assistant (position title correction) – Alma Cardenas
 Effective: October 1, 2023
24. Temporary Decrease from 100%, to 62.5% Alternate Media Support Specialist – Berenice Olmos
 Effective: October 10, 2023 – December 15, 2023

Temporary Employees*

25. **Substitutes**
Clerk II (SHC) – Riley Hitchcock
 Salary: \$19.00 per hour 10/19/23 – 6/30/24
26. **Short Term/Seasonal**
Clerk II (Business Office) – Stephanie Libby
 Salary: \$20.00 per hour 9/25/23 – 12/31/23
Director, Equitable Pathways & Achievement (STEM – Guided Pathways) – Amanda Montgomery
 Salary: \$64.50 per hour 10/1/23 – 6/30/24
Program Assistant (Special Programs) – Jocelyn Thorp
 Salary: \$30.50 per hour 10/16/23 – 6/30/24
Administrative Secretary III (CCCTC) – Mady Schott
 Salary: \$27.00 per hour 10/16/23 – 6/30/24
27. **Professional Expert**
Nursing – Navreet Chahal
 Salary: \$45.00 per hour 10/15/23 – 6/30/24
Crime Scene Actor – Sara Land
 Salary: \$15.50 per hour 9/28/23 – 12/31/23
 \$16.00 per hour 1/1/24 – 6/30/24
Crime Scene Actor – Alyssa Huie
 Salary: \$15.50 per hour 9/28/23 – 12/31/23
 \$16.00 per hour 1/1/24 – 6/30/24
Crime Scene Actor – Josiah Condit
 Salary: \$15.50 per hour 9/28/23 – 12/31/23
 \$16.00 per hour 1/1/24 – 6/30/24

EMT – Dan Hornyak

Salary: \$15.50 per hour 9/28/23 – 12/31/23

\$16.00 per hour 1/1/24 – 6/30/24

Manipulative Skills Assistant – Melissa Jennelle-Maxey

Salary: \$26.00 per hour 9/28/23 – 6/30/24

Manipulative Skills/Evaluator – Joshua Otero

Salary: \$15.50/\$16.75 per hour 9/28/23 – 6/30/24

Manipulative Skills/Evaluator – Ricky Teasley

Salary: \$15.50/\$16.75 per hour 10/9/23 – 6/30/24

28. Volunteer

Volunteer (Athletics) – Joanna Carranza, Connor Shaw, Emily Borgman, Thomas Gasman, Sara Vaeth, Jillian Weber, Alvaro Robles

29. Retirements/Resignations

Retirement, Bookstore Operations Tech II – Eileen Ahern

Effective – September 28, 2023

Resignation, Laboratory Technician – Health Occupations – Jenessa Brey

Effective – January 2, 2024

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

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

November 15, 2023

Subject:	Approval of Contracts
Category:	Contracts
Submitted By:	Andrew Suleski, Assistant Superintendent/Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Regular

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

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source	Originated by: District Department	Approved by: District Administrator
7/1/23	6/30/24	Butte County Office of Education	California Adult Education Program Allocation	(\$223,981.00)	Restricted General	Career & Technical Education	Shearer
7/1/23	6/30/24	Glenn County Office of Education	California Adult Education Program Allocation	(\$591,642.00)	Restricted General	Career & Technical Education	Shearer
7/1/23	6/30/24	Hamilton Unified School District	California Adult Education Program Allocation	(\$251,105.00)	Restricted General	Career & Technical Education	Shearer
7/1/23	6/30/24	Oroville Union High School District	California Adult Education Program Allocation	(\$1,393,836.00)	Restricted General	Career & Technical Education	Shearer
7/1/23	6/30/24	Paradise Unified School District	California Adult Education Program Allocation	(\$133,744.00)	Restricted General	Career & Technical Education	Shearer
1/1/24	12/31/24	Cal Poly Humboldt Sponsored Programs Foundation	Small Business Development Center 2024	\$158,000.00	Restricted General	Small Business Development Center	Shearer
9/1/23	8/31/25	PepsiCo Beverage Sales, LLC	Beverage Pouring and Vending Services Amendment to Sponsorship Agreement extending Term	(\$240,000.00)	Enterprise	Auxiliary Services	Suleski
			TOTAL REVENUE CONTRACTS	\$158,000.00			
			TOTAL EXPENSE CONTRACTS	(\$2,834,308.00)			

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

November 15, 2023

Subject:	Approval of Resolution #818 for Approval of Contract with California Department of Education for the California State Preschool Program 2024-25
Category:	Contracts
Submitted By:	Andrew Suleski, Assistant Superintendent/Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Regular

Background

The District’s Child Development Center will submit a 2024-25 Continued Funding Application to the California Department of Education (CDE) to provide childcare and development services under the California State Preschool Program (CSPP). The state-funded program provides both part-day and full-day services that provides a core class curriculum that is developmentally, culturally, and linguistically appropriate for the children served. The program also provides meals and snacks to children, parent education, referrals to health and social services for families, and staff development opportunities to employees. The program is administered through local educational agencies, colleges, community-action agencies, and private nonprofit agencies.

Status

The Child Development Center desires to be approved for continued funding to perform services under the CSPP. District staff recommends upon approval by CDE entering into a contract with the CDE for reimbursement in the amount of \$341,129.00 for the term July 1, 2024 through June 30, 2025.

A Board resolution is required to establish authority to contract with the CDE.

Recommendation

It is recommended that the Board of Trustees adopt Resolution No. 818 authorizing the District submit the Continued Funding Application Fiscal Year 2024-25 in the amount of \$341,129.00 and for the term July 1, 2024 through June 30, 2025, authorizing a contract be made with CDE, and delegating District staff to execute the required contract documents and any future contract amendments to the contract prior to ratification by the Board at a subsequent meeting.

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

November 15, 2023

RESOLUTION NO. 818

**APPROVAL OF CONTINUED FUNDING APPLICATION AND CONTRACT
WITH THE CALIFORNIA DEPARTMENT OF EDUCATION**

WHEREAS, the Butte-Glenn Community College District wishes to enter into a contract with the California Department of Education (CDE) for the fiscal year 2024-25 California State Preschool Program (CSPP).

WHEREAS, the Butte-Glenn Community College District will submit a California State Preschool Program Continued Funding Application Fiscal Year 2024-25, in the amount of \$341,129.00 for the term July 1, 2024 – June 30, 2025, for the purpose of providing childcare and development services under the CSPP.

WHEREAS, the Butte-Glenn Community College District will be required to enter into contract with the CDE upon approval of continued funding for 2024-25.

WHEREAS, the Board of Trustees of the Butte-Glenn Community College District is permitted by California Education Code Section 81655 to delegate its power to contract.

NOW THEREFORE BE IT RESOLVED, that the Butte-Glenn Community College District Board of Trustees authorizes the District to submit a Continued Funding Application Fiscal Year 2024-25 and authorizes the District to enter into a contract with the CDE for the CSPP for the term July 1, 2024 – June 30, 2025; and

BE IT FURTHER RESOLVED, that the Butte-Glenn Community College District Board of Trustees hereby designates Virginia Guleff and/or Andrew Suleski as its representatives to execute any necessary application and contract documents, including any future amendments to the contract, prior to ratification by the Board at a subsequent meeting.

The foregoing resolution was introduced by Board Member _____ who moved its adoption, seconded by Board Member _____, and adopted on November 15, 2023, by the following roll call vote:

AYES:

NOES:

ABSENT:

SO ORDERED:

Rick Krepelka
President, Board of Trustees

ATTEST:

Virginia L. Guleff
Secretary, Board of Trustees

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

November 15, 2023

Subject:	Approval of Resolution No. 819 Authorization to Utilize Design-Build Process for the Butte College Cosmetology & Barbering Building Project
Category:	Facilities
Submitted By:	Andrew Suleski, Assistant Superintendent/Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Regular

Background

California community colleges may perform construction projects utilizing the traditional design-bid-build, lease-leaseback, or the design-build procurement process. Per Education Code §§81700 et seq., the District’s Board of Trustees may enter into a design-build contract for both the design and construction of a District facility when the expenditure exceeds \$2,500,000 if after evaluation of the traditional design-bid-build process, the design-build process offers one of the following distinct advantages including: reducing comparable project costs, expediting the project’s completion, and providing features not achievable through the traditional design-bid-build method.

The Cosmetology & Barbering Building Project (“Project”) is intending to provide a new building for Butte College’s Cosmetology & Barbering Center replacing an existing non-Field Act approved leased space at 2201 Pillsbury Road in Chico with a Department of the State Architect (DSA) approved permanent building on the Butte College Chico Center Campus. The building will be approximately 22,000 gross square feet and may include additional space for a Science Lab with adjoining technical support space and a large meeting room.

The total Project budget is \$26,000,000. The estimated cost for the design and construction of the Project is \$22,623,634.

The Board has approved and District staff has executed a contract with Shirah Builders to perform project management services for the Project. Shirah Builders has retained Eagle Architects, a California licensed architect, to be the expert consultant to assist the District in the development of performance specifications/requirements, preliminary plans, and other Project criteria for design and construction of the Project by the design-build process. Neither Shirah Builders nor Eagle Architects shall be eligible to participate in the competition with the design-build entities or to perform work on the Project as a subcontractor pursuant to Education Code §81703(c)(2)(A).

Status

Resolution No. 819 authorizes the use of the design-build process for the Project and authorizes District staff to issue a Request for Qualifications (RFQ) to assess prospective design-build entities and to issue a

Request for Proposal (RFP) to the design-build entities submitting the three (3) highest scored responses to the RFQ for selection of the design-build entity to design and construct the Project.

Recommendation

It is recommended that the Board of Trustees adopt Resolution No. 819 authorizing the use of the design-build process for the Butte College Cosmetology & Barbering Building Project.

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT
Board of Trustees
Resolution No. 819

Authorization to Utilize Design-Build Process for Butte College Cosmetology & Barbering Building
(“Project”)

WHEREAS, applicable law relating to the design and construction of District works of improvement typically requires the District to engage in a process commonly described as “Design-Bid-Build” with the District entering into separate contracts with separate entities for preparation of Design Documents and for construction of the work of improvement.

WHEREAS, Education Code §§81700 et seq. (“Design-Build Laws”) authorize community college districts to utilize the “Design-Build” process to design and construct District works of improvement, subject to compliance with requirements of the Design-Build Laws, including use thereof only if the expenditures necessary to complete a Design-Build project exceeds two million five hundred thousand dollars (\$2,500,000).

WHEREAS, under the Design-Build approach, in lieu of contracting with separate entities for design and construction of work of improvement, the design and construction obligations are contracted with a single entity.

WHEREAS, Section 81702 of the Design-Build Laws empowers the District’s Governing Board to authorize the Design-Build process for a District facility if, after evaluation of the traditional Design-Bid-Build process, and of the Design-Build process, in a public meeting, the governing Board makes written findings that the use of the Design-Build process on the specific project under consideration will reduce comparable project costs, expedite the project’s completion, or provide features not achievable through the traditional Design-Bid-Build method.

WHEREAS, District staff has identified a District work of improvement commonly described as the Butte College Cosmetology & Barbering Building (“Project”) as being suitable for the Design-Build process.

WHEREAS, the Project will be approximately 22,000 gross square feet and will provide a new building site for Butte College’s Cosmetology & Barbering Center replacing an existing non-Field Act approved lease space at 2201 Pillsbury Road in Chico with a Department of the State Architect (DSA) approved permanent building. This building may include additional space for a Science Lab with adjoining technical support space and a large meeting room.

WHEREAS, the total project budget is twenty-six million dollars (\$26,000,000) and the anticipated cost to complete design and construction of the Project is estimated at twenty-two million, six hundred twenty-three thousand, six hundred thirty-four dollars (\$22,623,634); in addition, additional costs for administrative and technical support will be necessary to complete design and construction of the Project.

WHEREAS, Education Code §81703 requires the District to prepare a request for proposals setting forth the scope of the Project, including performance specifications, and further requires that any Project performance specifications and plans shall be prepared by a design professional duly licensed or registered in this state to perform the services required by the Field Act (Education Code §81130 et seq.).

WHEREAS, Education Code §81705 strongly encourages the District’s Board to retain the services of a California licensed architect or California registered structural engineer throughout the course of the Project

in order to ensure compliance with Education Code §§81700 et seq.

WHEREAS, the District must retain a California licensed architect or structural engineer to assist the District in the development of performance specifications/requirements, preliminary plans or building layouts and other Project criteria necessary for design and construction of the Project under the Design-Build process (“Bridging Documents”).

WHEREAS, Education Code §81703(c)(2)(A) prohibits the architectural firm, engineering firm, construction manager, contractor, subcontractor, consultant, or individual retained by the District’s Governing Board directly or indirectly before the award of the Project to assist in the planning of the Project, including, but not necessarily limited to, the development criteria or preparation of the request for proposal, from being eligible to participate in the competition with the Design-Build Entity or to perform work on the Project as a subcontractor.

WHEREAS, the District further intends to retain required Project observations and construction materials tests/inspections during Project construction as required by the Field Act.

WHEREAS, District staff has evaluated the relative benefits of utilizing the Design-Build rather than the Design-Bid-Build process for design and construction of the Project.

WHEREAS, the Design-Bid-Build approach expedites Project completion by the Design-Build Entity’s (“DBE”) development of Design Documents through direct collaborative efforts of design professionals, the DBE and the DBE’s subcontractors to incorporate the best, most current, and more efficient construction methods, details and materials, without impairing Project functional, operational or aesthetic requirements established by the District.

WHEREAS, Project completion by the Design-Build approach is further accelerated by subcontractors and others retained by the DBE under a Design-Build approach by completing activities, such as preparation of shop drawings and placement of orders for materials and equipment, earlier than under the Design-Bid-Build approach.

WHEREAS, there is continuing cost volatility occurring in construction marketplace labor, materials and equipment, which generally affect all marketplace costs (i.e., general inflationary factors, extraordinary petroleum costs, etc.) and cost volatility which specifically affects the construction industry marketplace (i.e., wood, concrete, structural steel, steel rebar, etc.).

WHEREAS, construction cost volatility factors erode the extent, scope and/or quality of physical facilities/improvements, which can be constructed within a fixed construction budget and/or require increases to a fixed construction budget in order to achieve the planned extent, scope and quality of the physical facilities/improvements of a project.

WHEREAS, achieving an earlier Project completion date will commensurately reduce the District’s exposure to construction marketplace cost volatility by shortening the time that the District can be affected by any labor cost increases, material shortages or escalating material costs.

WHEREAS, unlike the Design-Bid-Build process, the Design-Build process allows both design services and construction services to be provided by a single DBE thereby enhancing the District’s ability to reduce Project costs by receiving and incorporating input from the DBE regarding cost-saving changes during the

design process.

WHEREAS, unlike the Design-Bid-Build process, the Design-Build contract will have a Guaranteed Maximum Price (“Gmax”), rather than a lump sum, fixed price. The Gmax provides the District with the protection of a ceiling of costs on the Gmax price, but if the Project is completed for an amount less than the Gmax price, the cost savings accrue to the District. For a lump sum, fixed price, if the work is completed for less than the lump sum, fixed price, the contractor generally retains the unexpended portion of the lump sum price.

WHEREAS, the District is receiving and incorporating cost saving input from the DBE during the design process will also allow the District to manage Project scope and construction costs to ensure that the Project is completed within the District’s Project Budget and to avoid substantial delays by identifying and implementing value engineering changes after the design documents have been completed.

WHEREAS, receiving input from the DBE during the design process will also allow the District to determine actual construction costs and the affordability of enhanced, innovative Project features (i.e. alternative materials or added improvements) at a time when the District is still able to modify the Project design to incorporate those features.

WHEREAS, the Design-Build process will incorporate design requirements to achieve a net zero energy consumption for the Project by utilizing energy efficient fixtures, designs to maximize energy efficiency, etc.

WHEREAS, the Design-Build process allows for the District to evaluate alternative solutions to the performance criteria to determine what will best serve the District’s needs.

WHEREAS, the Project requires special Cosmetology space that is unique to the Community College learning environment. The DBE would assume responsibility for the design and the coordination of the specialized space and will be required to have specific expertise in the science lab design to include the specialize equipment. Unlike the Design-Bid-Build process, this time-consuming task would only be done once with a Design-Build process, which substantially reduces time and money.

WHEREAS, unlike the Design-Bid-Build process, because the Design-Build process allows both design services and construction services to be provided by a single DBE, it is the DBE, rather than the District, which assumes the risk of design errors; therefore, the Design-Build process, unlike the Design-Bid-Build process, substantially reduces or eliminates the District’s exposure to potential liability for additional construction costs arising out of deficiencies in the design documents.

NOW THEREFORE, the following Resolutions are adopted:

RESOLVED, that the Board finds that the utilization of the Design-Build process for the Project will reduce design and construction costs relative to the Design-Bid-Build process.

FURTHER RESOLVED, that the Board finds that the utilization of the Design-Build process for the Project will expedite completion of Project design and construction relative to the Design-Bid-Build process.

FURTHER RESOLVED, that the Board finds that the utilization of the Design-Build process for the Project will provide features not otherwise achievable through the Design-Bid-Build process.

FURTHER RESOLVED, that the Board finds that design and construction of the Project by the Design-

Build process is in the best interests of the District.

FURTHER RESOLVED, that District facilities staff is authorized to procure design and construction of the Project by the Design-Build process authorized under Education Code §§81700 et seq.

FURTHER RESOLVED, a contract with Shirah Builders has been executed by the District to perform project management services for the District during the Design-Build process of the Project and who has retained Eagle Architects, a California licensed architect, to be the expert consultant, to assist the District in the development of performance specifications/requirements, preliminary plans, and other Project criteria for design and construction of the Project by the Design-Build process. Neither Shirah Builders nor Eagle Architects shall be eligible to participate in the competition with the DBE or to perform work on the Project as a subcontractor pursuant to Education Code §81703(c)(2)(A).

FURTHER RESOLVED, that District staff is authorized to develop and issue a Request for Qualifications, and thereafter, a Request for Proposals for Design-Build services pursuant to Education Code §81703 to design and construct the Project by the Design-Build process.

FURTHER RESOLVED, award of the Design-Build Contract is subject to subsequent action of the Board of Trustees, after completion of the Request for Proposals process.

The Board of Trustees takes the following action on these Resolutions:

The foregoing resolution was introduced by Board Member _____ who moved its adoption, seconded by Board Member _____, and adopted on November 15, 2023, by the following roll call vote:

AYES:

NOES:

ABSENT:

SO ORDERED:

Rick Krepelka
President, Board of Trustees

ATTEST:

Virginia L. Guleff
Secretary, Board of Trustees

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

November 15, 2023

Subject:	Adoption of the 2024-25 Budget Criteria
Category:	Finance
Submitted By:	Andrew Suleski, Assistant Superintendent/Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Regular

Background

Each year the Board of Trustees adopts criteria to be used in the development of the District’s annual budget. The budget document will provide an assessment as to which criteria were or were not accommodated.

Status

Proposed changes to the 2024-25 Budget Criteria recommended by the President’s Leadership Team and the Planning & Budget Committee were presented to the Board for information at the October 11, 2023 meeting.

Recommendation

It is recommended the Board of Trustees adopt the Budget Criteria for 2024-25 including revisions made by the Board.

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT
BUDGET CRITERIA
~~2023-24~~2024-25

The purposes of the District budget are to provide a) students a high quality, accessible learning-centered education; b) the resources and support needed to deliver effective instruction and services; c) the resources and support to facilitate the teaching-learning process; and d) the means to manage the district in an efficient and cost-effective way.

The criteria listed below are separated into categories that a) reflect philosophy; b) reflect legal, financial ~~or~~ and statutory requirements; and c) act as procedural guides for the planning & budget development process. Individual items are not listed in priority order either by category or within each category.

Philosophy

We seek to develop a budget that:

- allocates resources to achieve goals-objectives established in the District's strategic-Strategic initiatives and strategic direction Plan as approved by the Board of Trustees, ~~and~~ the Community Colleges System's Vision for Success 2030 and the Governor's Roadmap for the Future;
- provides resources to help the District better focus on enhancing a culture of equity and inclusion;
- maximizes state apportionment revenue via emergency conditions allowance funding or actual Student Centered Funding Formula (SCFF) total computational revenue (TCR);
- provides adequate resources for continued improvement of equitable student outcomes and success;
- provides adequate resources and support for high quality, innovative instructional programs and services to students at all district sites;
- makes reasonable and sound projections for all the District's sources of revenue and student access, equity & success data elements;
- allocates resources to maximize revenue by optimizing enrollment, supplemental funding and completion;
- improves classroom productivity, i.e., weekly student contact hours per full-time faculty equivalent, to make progress toward meeting the contractual goal of WSCH per FTEF;
- includes funding necessary to implement high priority District and system-wide goals and Board policies;
- increases and/or maintains sufficient levels of institutional effectiveness while becoming more efficient and cost effective;
- secures additional funding to supplement state apportionment and support student access, equity, success and completion in accordance with the Strategic Enrollment Management (SEM) Plan;
- maximizes the employment of full-time faculty by exceeding the annual faculty obligation number (FON) to provide a robust curriculum and instructional guidance, support and interactions essential to student success and completion;
- makes every reasonable attempt to avoid layoffs and/or hold them to a minimum should layoffs ever be necessary to ensure the long-term viability of the institution;
- maintains technological currency and security by updating equipment, services, software, and staff training;
- funds District sustainability efforts such as recycling, solar power generation, landscaping, and mechanical system improvement to reduce the District's cost of utilities if the return on investment is reasonable;
- provides adequate resources to maintain existing and newly constructed buildings and grounds;
- provides resources to implement recommendations from the accrediting commission and make progress toward implementing accreditation planning agendas identified by the institution;
- maintains adequate District reserves in excess of 15% with a goal of approximately to exceed 25%;
 - ~~and provides flexibility to respond to emergency situations. (e.g. Wildfires and 2019 COVID-19 pandemic).~~

Legal, Financial and Statutory Requirements

We will develop a budget that:

- achieves and maintains a fifteen percent (15%) unrestricted reserve sufficient to cover a minimum of 2 months General Fund operating expenditures;
- meets the fifty percent (50%) law, i.e., at least 50% of the current expense of education is allocated to instructional salaries and benefits;
- provides for staffing levels required by the Board of Governors in relation to Title 5, Division 6, Chapter 4, Subchapter 3, Articles 1 and 2. This statute is designed to ensure that districts are making good faith attempts to achieve the long-term goal that seventy-five percent (75%) of instruction is provided by full-time faculty;
- includes reasonable provisions to cover all known or projected liabilities to the District (e.g., accumulated vacation, sick leave load bank, retiree medical benefits, pension, etc.); and

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT
BUDGET CRITERIA
~~2023-24~~2024-25

- meets all statutory and legally mandated income/expenditure requirements.

Procedural Guides

We will develop a budget that:

- is balanced;
- is based upon planning that reflects both current and long-term District needs and system-wide goals;
- makes steady progress toward correcting structural budget issues (e.g. declining revenue, rising costs, lack of ongoing dollars to cover ongoing expenses, etc.) through budget and enrollment strategies, collective bargaining, and service levels commensurate with funding;
- has had campus community involvement and consideration during preparation;
- includes all contractually negotiated costs and expenses;
- includes all known and projected increases in fixed costs; including step, column and longevity salary increases, medical rate increases and STRS & PERS pension rate increases;
- includes salaries and benefits that do not exceed 87% of total unrestricted budgeted expenditures;
- plans to address significant but unfunded items not included in the budget;
- highlights unusual items and/or provides information on substantive changes from previous budgets;
- limits annual non-trust transfer-in allocations to the unrestricted general fund of less than 2% per year of the total unrestricted expenditure budget from non-general fund sources;
- limits annual debt service payments by the unrestricted general fund to 5% of the total unrestricted expenditure budget where such funds do not have a matching revenue stream to off-set such costs; and
- creates time specific plans for the full funding of unfunded liabilities/obligations through specific trust funds and reserve accounts.