



BOARD OF TRUSTEES
Notice of Regular Meeting

Wednesday, December 13, 2023 | 1:00 p.m.
District Board Room
Student and Administrative Service Building
[Non-interactive Zoom Link](#)

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

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- 1. Agenda Approval**
- 2. Sabbatical Leave Report to the Board of Trustees - Shannan Troxel**
- 3. Annual Reorganization of Governing Board**
 - 3.1 Election of President
 - 3.2 Election of Vice President

- 3.3 Election of Clerk
- 3.4 Appointment of Trustee to Foundation Board

4. Board Committee Appointments

- 4.1 Board Self-Evaluation Committee
- 4.2 Evaluation of the Superintendent/President Committee
- 4.3 Board Policy Review Committee
- 4.4 Finance Committee

5. 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.

6. 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.

6.1	<u>Approval of Minutes</u> 	6 - 10
6.2	<u>Approval of Warrants</u> 	11
6.3	<u>Ratification of Contracts</u>  <u>Contract Ratification Report</u> 	12 - 15
6.4	<u>Quarterly Financial Status Report for the Quarter Ended: September 30, 2023</u>  <u>2023-24 Q1 General Ledger Transactions</u> 	16 - 20
6.5	<u>Donation of District Personal Property: Miscellaneous Electronic Equipment</u>  <u>Exhibit A</u> 	21 - 23
6.6	<u>Approval of Use of Alcohol for Music Department Event</u> 	24
6.7	<u>Approval of New Courses</u> 	25 - 29

6.8	Approval and/or Ratification of Personnel Actions 	30 - 32
	Management <i>Employments, Change in Assignment</i>	
	Classified Employees <i>Employments, Voluntary Transfer</i>	
	Temporary Employees <i>Short-term/seasonal, professional experts, and volunteers</i>	

7. Reports



7.1	Academic Senate President's Report
7.2	Classified Senate President's Report
7.3	Student Trustee Comments
7.4	Vice President Report
7.5	Superintendent/President's Report
7.6	Board Comments


8. 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.

9. Contracts

9.1	Approval of Contract Award for Request for Proposals (RFP) No. 2023/24-01 Utility Line Clearance Arborist and Utility Vegetation Management Pre-Inspector Contract Training Services 	33 - 34
9.2	Approval of Contract Award for Request for Proposals (RFP) No. 2023/24-02 for Bookstore Operations Services 	35

9.3	<u>Approval of Contract to Purchase Smart Classroom Technology Equipment from One Diversified, LLC utilizing University of California Purchasing Agreement #2019.001433 and California Multiple Award Schedule (CMAS) Number 3-16-70-2382B</u> 	36 - 37
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10. Administration

10.1	<u>Butte College Strategic Plan</u> 	38
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11. Finance

11.1	<u>Acceptance of 2022-23 Independent Audit Report and Measure J Financial and Performance Audit Reports</u> 	39 - 40
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12. Future Dates

01/24/2024	Retreat	Main Campus	9:00 a.m.
01/24/2024	Regular Meeting	Main Campus	3:00 p.m.
02/14/2024	Regular Meeting	Main Campus	1:00 p.m.
03/13/2024	Regular Meeting	Glenn County Center	1:00 p.m.
04/17/2024	Regular Meeting	Main Campus	1:00 p.m.
05/15/2024	Regular Meeting	Main Campus	1:00 p.m.

13. 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:

- 13.1 EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT

Pursuant to Government Code Section 54956.95

- 13.2 LIABILITY CLAIM – Update on claim against the District
Claimant: Donald Finkbiner
Agency: Butte-Glenn Community College District
- 13.3 LIABILITY CLAIM – Update on claim against the District

Claimant: Susan Dawson

Agency: Butte-Glenn Community College District

13.4 LIABILITY CLAIM – Update on claim against the District

Claimant: Martin, et al. vs. CCC, et al.

Agency: Butte-Glenn Community College District

14. Adjournment

14.1 Adjourn Meeting

For Information concerning this Agenda, please contact:

Butte College President's Office,

3536 Butte Campus Drive, Oroville, CA 95965 (530) 895-2484

Persons requiring disability accommodation, please notify this office 48 hours prior to the scheduled meeting. Meetings are held in wheelchair accessible locations.

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



MINUTES OF REGULAR MEETING

November 15, 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, November 15, 2023, at 1:00 PM, in the District Board Room at Butte College in Oroville, California.

Board Members Present Mr. Rick Krepelka, President
Mr. Mike Boeger, Clerk
Mr. John Blacklock
Mr. John Dahlmeier
Mr. William McGinnis
Mr. John Nock
Ms. Liz Heaton, Student Trustee

Board Members Absent Mr. Eugene Massa, Vice President

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 Dahlmeier led the Pledge of Allegiance.

Land Acknowledgement

Board President Krepelka read Butte College's Land Acknowledgement.

1. Agenda Approval

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

Motion carried unanimously. Student Trustee – aye.

2. Sabbatical Leave Report to the Board of Trustees – Michael Matiasek

Vice President Shearer introduced Biology faculty member Michael Matiasek, whose sabbatical was in spring 2020. Dr. Matiasek explained that he had two major objectives for his sabbatical – to adapt BIO 15 into a 4-unit course and to enhance his video production techniques. Adapting the course required

a new schedule, updated lab manual, new lab and lecture learning videos, and new in-person activities. He reported that the 4-unit class has been live since 2022, which allows the department to offer two more sections of BIO 15 each year. For the video production component, Dr. Matiasek learned light, sound, multi-camera use, screen captures, animated illustrations, and advanced video production software. He showed a video to demonstrate the evolution of his video production skills. Dr. Matiasek concluded by thanking the college for the time and space to do this work to improve instruction and noted that FAIR Classrooms data has shown recent improvements in previous equity gaps in success.

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

There were no public comments.

4. **Approval of Consent Agenda, Items 4.1-4.6**

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

Motion carried unanimously. Student Trustee – aye.

5. **Reports**

Academic Senate President's Report – Jess Vickery

Academic Senate President Vickery reported that Academic Senate has continued to collaborate with the Offices of Instruction and Student Services to update several administrative procedures. The Senate is currently reviewing a draft of AP 5521, Academic Integrity, and has approved updates to AP 4027, Catalog Rights, and AP 7120.2, Employment of Vice Presidents. The Senate expects to review updates to AP 4250, Academic Notice, and AP 5011, Admission and Concurrent Enrollment of High School and Other Young Students, in the future. Additionally, the Senate is working with the Office of Instruction to establish a taskforce to author draft versions of AP 5070, Attendance, and AP 5075, Course Adds, Drops, and Withdrawals. As part of College Council's review of the Institutional Effectiveness Manual, the Senate collaborated with College Council to author templates for charters and bylaws that can be used to codify the purpose, authority, and responsibilities for shared governance committees, as well as establish their membership structure and the rules under which they operate in a standardized format. A Flex Week training session will be held in January to assist committee chairs in writing draft documents for consideration by their constituent groups. Finally, the Senate has been reviewing proposed resolutions for the upcoming ASCCC Plenary conference and will be providing feedback to the Executive Committee as guidance for voting. Academic Senate Vickery concluded that the Senate will hold a forum on Wednesday, November 29, focused on the opportunities, best practices, and challenges posed by AI in our courses and programs.

Classified Senate President's Report – Chris Westbay

Classified Senate President Westbay reported that the Senate recently reviewed AP 4027, Catalog Rights. He noted that College Council's AP review process works well because APs arrive at the constituent groups after having been thoroughly vetted. Classified Senate held the Butte Strong event last week. This year's focus was on where the community is now. The Senate is considering changing the event narrative to focus less on remembrance and more on recovery. Classified Senate President Westbay reported on a new snack cart initiative that facilitates interaction with classified employees. Finally, the Classified Senate is collecting gift cards for the Roadrunner Hub to for holiday meals for students.

Student Trustee Comment – Liz Heaton

Student Trustee Heaton reported that the CTE student senator is hosting a car seat drive on December 7. The Associated Students will attend an advocacy academy in December. More than 20 departments participated in Student Life's Halloween celebration. Student Trustee Heaton reported that the student survey is now closed and she's working with Institutional Research on the results. Finally, the grand opening of the student lounge at the Chico Center is scheduled for December 4.

Vice President Report – Erik Shearer

Vice President Shearer reported that he submitted the 18-month ACCJC follow-up report documenting that the college has come into compliance on the standard related to employee evaluations. He expects to hear back from the ACCJC early in the spring semester. He noted that a lot of work was done not only to catch up on evaluations but to prepare the college to remain compliant going forward. Vice President Shearer also reported that the college is on a trajectory for increased spring enrollment, adding that he'll speak to the board at a subsequent meeting about the projects that have been rolled out for the Strategic Enrollment Management plan. His office is currently working on the 2024-2025 schedule, which has more flexible options including more Friday, evening, and hybrid sections.

Vice President Shearer indicated that recent regulatory changes to associate degree requirements in Title 5 include the addition of three units of ethnic studies. Colleges have 180 days to come into compliance, so the fall 2024 catalog will reflect the new requirement. He noted that the board will see some degree and curricular changes in the future due to other regulatory changes. Additionally, the math department is working on building supports for STEM students who will have to be placed in calculus, the gateway math course for their degrees, as the final component of AB 1705 implementation. Finally, new Title 5 language about DEIA² will impact the development and approval of courses.

Superintendent/President's Report – Virginia Guleff

Superintendent/President Guleff reported that Butte College won a platinum award for its Annual Report at this year's MarCom awards, which honor excellence in marketing and communication. She congratulated Christian Gutierrez for his work on the report. She also reported that Joe Schohr, a dual enrollment student and sophomore at Gridley High School, came in 1st place in a national FFA speaking contest.

Work has started on Giving Tuesday, which is November 28. Superintendent/President Guleff thanked Chris Westbay for producing the videos and Linda Zorn and Tristan Bosch for reshaping Giving Tuesday.

Superintendent/President Guleff reported that Butte College will hold a multi-casualty event simulating a vehicle vs. bus accident and multi-level apartment complex fire on November 16, involving fire, police, nursing, and EMT students.

Superintendent/President Guleff reported on her community interaction last month. She attended the Hmong New Year Festival in Oroville. She also attended the Bountiful Butte Harvest festival, and thanked Jennifer Charles-Tollerup, Dining Services, and all the departments that participated. She also attended the NAACP's Black & White Gala where former Vice President Renville was honored. She attended the Farm to Fork Dinner and made a quick trip to Los Angeles for a Deep Springs accreditation team meeting. Finally, she and Vice President Shearer met with Oroville Union High School Superintendent William Brown and Oroville City Councilwoman Janet Goodson.

Superintendent/President Guleff reported that she attended the Foundation planning retreat with facilitator George Boodrookas; the retreat resulted in action items that dovetail nicely with the strategic plan. The Board of Trustees also had a retreat last month where they developed the strategic theory of First Contact. First Choice. Best Choice. Superintendent/President Guleff expressed appreciation for Student Trustee Heaton's contribution to the theory.

Superintendent/President Guleff concluded that Butte College was ranked #25 in the nation in Intelligent.com's list of US community colleges.

Board Comments

Trustee Blacklock thanked everyone who participated in the food drive and noted that the Trustees had a tour of the food pantry this morning and learned how important it is to our students. Board Clerk Boeger noted that it's always a pleasure to see the audience and his fellow board members because they feel like an island of sanity in an insane world. He added that he's glad to see Butte College taking care of campus maintenance. Trustee Dahlmeier expressed appreciation for the food donations, noting that it was eye opening to learn about what the hub does. He added that he also appreciated learning about corporate giving to the hub. Trustee Dahlmeier congratulated the college on the Annual Report and encouraged everyone to practice care and compassion during the holiday season. Trustee McGinnis read a statement about ties between Choctaw tribes in the U.S. and Irish famine victims, adding that he started a scholarship through the Butte College Foundation to benefit Native American students. Trustee Nock reported that it was great to see participation from across campus at the Bountiful Butte Harvest Festival. He noted that he also participated in the Foundation retreat, adding that it will take leadership to push the plans to fruition. He concluded that he's excited to see the energy going into Giving Tuesday and looks forward to seeing what comes of it. Board President Krepelka thanked Trustee McGinnis for his statement. He reported that he read an article about community action agencies in Glenn, Tehama, and Trinity Counties receiving a grant to train paramedics, of which there is a shortage. It's a great job for community members. He noted that at the Board Retreat, Trustees got to see things that they've been hearing about, like artificial intelligence and virtual reality technology. He concluded that the Foundation Retreat was awesome.

6. **Communications from the Public**

There were no public comments.

7. **Contracts**

Approval of Contracts, Item 7.1

It was moved by Trustee Dahlmeier, seconded by Trustee Blacklock, 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. Student Trustee Heaton commented that in the student survey many students requested Red Bull on campus and asked if the Pepsi contract can cover that. Vice President Suleski responded that Red Bull can be provided only if it's a Pepsi product.

Motion carried unanimously. Student trustee – aye.

Approval of Resolution #818 for Approval of Contract with California Department of Education for the California State Preschool Program 2024-25, Item 7.2

It was moved by Trustee Blacklock, seconded by Trustee Dahlmeier, to approve resolution #818 for Approval of Contract with California Department of Education for the California State Preschool Program 2024-2025.

Motion carried by the following roll call vote:

Ayes: Trustees Blacklock, Boeger, Dahlmeier, Krepelka, McGinnis, and Nock

Nos: None

Absent: Trustee Massa

Approval of Resolution No. 819 Authorization to Utilize Design-Build Process for the Butte College Cosmetology & Barbering Building Project, Item 7.3

It was moved by Trustee McGinnis, seconded by Trustee Blacklock, to approve resolution No. 819 for Authorization to Utilize Design-Build Process for the Butte College Cosmetology & Barbering Project.

Trustee Boeger commented that he supports the cosmetology portion but has concerns about the community room and its return on investment. He indicated that the college needs to find a use for it that justifies the cost. Superintendent/President Guleff responded that the college needs a large meeting space for a number of events that can't be held in classrooms due to scheduling. Leadership created a long list of such events including CTE advisory committees, staff meetings, hub distribution, tutoring, orientation events, community outreach, multi-cultural program events, small graduation celebrations, and a place to host the community in Chico. Assistant Superintendent/Vice President Suleski noted that the board item is for the design-build process, so there's still time to work on this space.

Motion carried by the following roll call vote:

Ayes: Trustees Blacklock, Dahlmeier, Krepelka, McGinnis, and Nock

Nos: None

Abstentions: Trustee Boeger

Absent: Trustee Massa

8. **Finance**

Adoption of Board Budget Criteria 2024-2025, Item 8.1

It was moved by Trustee Nock, seconded by Trustee McGinnis, to adopt the board budget criteria for 2024-2025.

Motional passed unanimously. Student trustee – aye.

9. **Closed Session**

The Board of Trustees of the Butte-Glenn Community College District met in closed session under authority of Government Code Section 54954.5.

Board President Krepelka reported the Board took no reportable action.

10. **Adjournment**

Board President Krepelka adjourned the meeting at 3:05 PM.

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

December 13, 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 October 30, 2023 to November 26, 2023.

Type of Warrant	Check/Voucher Sequence	Total
Vendor	699550 - 700379	\$ 11,173,350.65
Payroll	528231 – 528354	\$ 4,879,953.32
Financial Aid	392771 – 393478	\$ 899,430.81

Warrant registers are available for review in the Business Office.

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

December 13, 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 of Trustees 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 November 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
November 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
12/14/23	12/14/23	El Rey Theater	Butte Film Club Video Showcase Venue	(\$1,500.00)	Fiduciary	Student Life	Zuniga
11/13/23	5/24/24	Atlas Energy Consulting	Learning-Aligned Employment Program Addendum for Intern Assignment	(\$18,415.00)	Restricted General	Career Center	Zuniga
11/13/23	5/24/24	Atlas Energy Consulting	Learning-Aligned Employment Program Addendum for Intern Assignment	(\$8,325.00)	Restricted General	Career Center	Zuniga
10/16/23	10/15/26	Community Action Agency of Butte County	Learning-Aligned Employment Program	\$0.00	N/A	Career Center	Zuniga
11/3/23	5/24/24	Stonewall Alliance	Learning-Aligned Employment Program Addendum for Intern Assignment	(\$15,000.00)	Restricted General	Career Center	Zuniga
10/1/23	9/30/26	Videomaker, Inc.	Work Experience Education Program	\$0.00	N/A	Career Center	Zuniga
11/6/23	12/21/23	Chunhong Chang	Chunhong Chang: Beyond the Frame Art Exhibit	\$0.00	N/A	Arts	Shearer
12/7/23	12/7/23	Christine MacShane	Painting Art Workshop	(\$200.00)	Restricted General	TRIO SSS	Zuniga
11/4/23	11/4/23	Linda Fitz Gibbon	Gallery Artist Demonstration	(\$500.00)	Fiduciary	Student Life	Zuniga
11/1/23	11/1/23	Lucky M. Preston	Native American Center Presentation	(\$300.00)	Restricted General	Multicultural Programs & Services	Zuniga
10/10/23	10/10/23	Pierre Langecker	Queer Week Speaker	(\$350.00)	Restricted General	Multicultural Programs & Services	Zuniga
10/31/23	10/31/23	Tori Gillam	DJ Services for Halloween Activities	(\$300.00)	Fiduciary	Student Life	Zuniga
11/1/23	3/28/24	25th Hour Communications	Marketing Services	(\$1,995.00)	Restricted General	Guided Pathways	Shearer
1/1/24	12/31/24	Community College League of California	Library Databases Subscription Orders	(\$51,469.00)	Unrestricted General	Library	Shearer
Upon Download	Until Terminated	Epilog Corporation	Epilog Software Suite	\$0.00	N/A	Physical Science, Engineering, Arts	Shearer
11/6/23	12/31/24	Kaplan North America, LLC	Nursing Curriculum Plus for the NCLEX-RN	\$0.00	N/A	Nursing	Shearer
10/13/23	3/1/24	KyJay, LLC	Light to Inspire Trainings	(\$21,000.00)	Restricted General	Guided Pathways	Shearer
1/1/24	12/31/24	Parchment LLC	Diploma Services (Digital and Print Subscription)	(\$10,000.00)	Unrestricted General	Admissions and Records	Zuniga
11/6/23	11/5/26	Study in the USA	International Recruitment	(\$30,000.00)	Unrestricted General	International Student Recruitment & Services	Zuniga
9/1/23	9/1/24	The University Foundation, California State University, Chico on behalf of the California State University, Chico	Northern California Foster Youth Higher Education Pathways Network Project	(\$12,769.00)	Restricted General	Inspiring Scholars	Zuniga
7/1/23	12/31/25	Total Compensation Systems, Inc.	Actuarial Valuation Services for Retiree Health Benefits	(\$9,500.00)	Unrestricted General	Business Services	Suleski
Upon Download	One Year	Wavefunction, Inc.	Spartan Spectra & Properties Database and Odyssey Instructor's Edition	(\$1,300.00)	Unrestricted General	STEM	Shearer
11/6/23	12/29/23	Chico Terrace Rehabilitation & Wellness Center, LP dba Windsor Chico Care Center, LLC	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$35,484.00)	Restricted General	Contract Education	Shearer
11/6/23	12/10/23	Davey Tree Surgery Company	Utility Line Clearance Arborist Training	(\$46,100.00)	Restricted General	Contract Education	Shearer
10/1/23	6/30/25	Hazardous Materials Institute	Hazwopper Training	(\$31,600.00)	Restricted General	Contract Education	Shearer
10/25/23	6/30/24	Jamie Grettum	Leadership and Communication Training	(\$1,775.00)	Restricted General	Contract Education	Shearer
4/1/23	6/30/23	Jamie Grettum	Leadership and Communication Training	(\$562.50)	Restricted General	Contract Education	Shearer
10/16/23	6/30/24	John E. O'Shea	Utility Line Clearance Pre-Inspector and Arborist Training	(\$7,200.00)	Restricted General	Contract Education	Shearer
10/25/23	6/30/24	Morgan Massie	Leadership, Coaching, Communication, and Team Development Training Amendment to Fees and Scope of Services	(\$5,200.00)	Restricted General	Contract Education	Shearer
11/6/23	12/8/23	San Diego College of Continuing Education Foundation	Utility Line Clearance Arborist Training	\$58,380.00	Restricted General	Contract Education	Shearer
10/1/23	12/31/24	Brian Teal	Business Training, Outreach, and Marketing	(\$5,000.00)	Restricted General	Small Business Development Center	Shearer

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

Contracts Signed by the Superintendent/President or Assistant Superintendent/Vice President for Administration
November 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	9/30/24	Cal Poly Humboldt Sponsored Programs Foundation	Technical Assistance Program 2023-24	\$97,650.00	Restricted General	Small Business Development Center	Shearer
10/1/23	9/30/24	Cal Poly Humboldt Sponsored Programs Foundation	CalOSBA Capital Infusion Program (CIP) 2023-24	\$50,000.00	Restricted General	Small Business Development Center	Shearer
12/1/23	12/31/24	Carolyn Denero	Business Consulting and Training	(\$5,000.00)	Restricted General	Small Business Development Center	Shearer
11/1/23	12/31/24	Molly O'Kane, Okane Consulting	Business Consulting and Training Amendment increasing Fee	(\$13,000.00)	Restricted General	Small Business Development Center	Shearer
10/1/23	12/31/24	Paradise Ridge Chamber of Commerce	Business Consulting, Training, Outreach and Marketing	(\$5,000.00)	Restricted General	Small Business Development Center	Shearer
10/1/23	12/31/24	Ronn Van Dusen	Business Consulting and Training	(\$75,000.00)	Restricted General	Small Business Development Center	Shearer
10/1/23	12/31/24	Stephen P. Kay	Business Consulting and Training	(\$12,000.00)	Restricted General	Small Business Development Center	Shearer
10/15/23	6/30/24	Alexia's Event Logistics	Counselor Conference Facilitation	(\$9,000.00)	Restricted General	North Far North Regional Consortium	Shearer
11/6/23	9/30/24	Sacramento County Office of Education	Strong Workforce Program K12 Pathway Coordinator	(\$130,000.00)	Restricted General	North Far North Regional Consortium	Shearer
11/6/23	9/30/24	Sacramento County Office of Education	Strong Workforce Program K12 Pathway Coordinator	(\$130,000.00)	Restricted General	North Far North Regional Consortium	Shearer
Upon Install	Until Terminated	Maverick Networks, Inc.	CallXpress Licenses	(\$2,434.00)	Unrestricted General	Information Technology	Suleski
1/1/24	12/31/24	California Community Colleges Chancellor's Office	Letter of Agreement to establish fiduciary responsibility for InCommon Federation Participation Agreement Subscription Fees	(\$451,000.00)	Restricted General	CCC Technology Center	Suleski
7/1/23	6/30/24	Foundation for California Community Colleges	Public Relations and Marketing Services	(\$150,000.00)	Restricted General	CCC Technology Center	Suleski
11/16/23	Upon Payment	SHI International Corporation	Checkmarx One Software	(\$32,250.00)	Restricted General	CCC Technology Center	Suleski
12/7/23	12/6/24	Checkmarx, Inc.	Software License	\$0.00	Restricted General	CCC Technology Center	Suleski
11/6/23	Upon Payment	SHI International Corporation	Lucidchart Education Subscription	(\$1,737.50)	Restricted General	CCC Technology Center	Suleski
1/10/24	1/9/25	Lucid Software Inc.	Subscription Terms of Service	\$0.00	Restricted General	CCC Technology Center	Suleski
11/16/23	Upon Payment	SHI International Corporation	Palo Alto Networks GlobalProtect Gateway Software and Premium Support	(\$3,023.10)	Restricted General	CCC Technology Center	Suleski
1/24/24	1/24/25	Palo Alto Networks, Inc.	Software License	\$0.00	Restricted General	CCC Technology Center	Suleski
11/16/23	Upon Payment	SHI International Corporation	PortSwigger Burp Suite Professional Software	(\$979.66)	Restricted General	CCC Technology Center	Suleski
2/24/24	2/24/25	PortSwigger, Ltd.	Software License	\$0.00	Restricted General	CCC Technology Center	Suleski
11/16/23	Upon Payment	SHI International Corporation	Spirion Software Support & Maintenance	(\$90,855.34)	Restricted General	CCC Technology Center	Suleski
12/10/23	6/9/24	Spirion, LLC	Software License	\$0.00	Restricted General	CCC Technology Center	Suleski
11/16/23	Upon Payment	SHI International Corporation	Splunk Enterprise Software	(\$322,993.79)	Restricted General	CCC Technology Center	Suleski

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

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

November 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
12/27/23	12/26/24	Splunk Inc.	Software License	\$0.00	Restricted General	CCC Technology Center	Suleski
11/15/23	Upon Payment	SHI International Corporation	Tenable.sc Software	(\$319,969.19)	Restricted General	CCC Technology Center	Suleski
12/21/23	12/20/24	Tenable, Inc.	Software License	\$0.00	Restricted General	CCC Technology Center	Suleski
10/11/23	12/31/26	JK Architecture Engineering	Architectural Services for the Physical Science Building Remodel Project	(\$539,000.00)	Measure J	Facilities, Planning, & Management	Suleski
10/1/23	6/30/24	McHale Signs Company, Inc.	Installation of Soccer/Softball Scoreboard	(\$41,260.00)	Capital	Facilities, Planning, & Management	Suleski
12/18/23	6/30/24	McHale Signs Company, Inc.	Installation of Gymnasium Scoreboard	(\$11,040.00)	Capital	Facilities, Planning, & Management	Suleski
10/16/23	6/30/24	Rock Creek Construction, Inc.	Walkway Installation at Physical Science and Parking Lot 4	(\$39,538.00)	Measure J	Facilities, Planning, & Management	Suleski
			TOTAL REVENUE CONTRACTS	\$206,030.00			
			TOTAL EXPENSE CONTRACTS	(\$2,700,925.08)			

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

December 13, 2023

Subject:	Approval of Quarterly Financial Status Report for the Quarter Ended September 30, 2023
Category:	Finance
Submitted By:	Andrew Suleski, Assistant Superintendent/Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Consent

Background

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

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

Status

The Quarterly Financial Status Report for the quarter ended September 30, 2023, indicates that the District is financially stable and details the following:

- 44% of the total estimated revenue has been charged or received (26% unrestricted).
- 15% of the total expected expenditures have been expended (21% unrestricted).
- Total general fund reserves are 15.7% of total expenditures (46.2% of unrestricted expenditures).

Recommendation

It is recommended that the Board of Trustees approve the Quarterly Financial Status Report (CCFS-311Q) for the quarter ended September 30, 2023.

Butte-Glenn Community College District
Revenue/Expenditures
As of September 30, 2023

Final Budget	Unrestricted	Restricted	Fund 11 12	Actuals
Fund 11 12	Fund 11	Fund 12	Combined	To Date
Combined	1st Quarter	1st Quarter	1st Quarter	Combined
	Revised	Revised	Revised	

REVENUE

Beginning Balance	\$39,006,095			\$39,006,095	
8121 College Work Study - Admin	12,560	12,560	-	12,560	-
8122 College Work Study - Wages	218,913	-	218,913	218,913	-
8123 College Work Study - Job Devel.	27,575	27,575	-	27,575	-
8124 College Work Study - Comm. Service	16,478	-	16,478	16,478	-
8136 Foster Care	108,123	-	108,123	108,123	-
8140 Transitional Assistance to Needy Families (TANF)	37,337	-	-	-	-
8151 Supplemental Educational Opportunity Grants (SEOG) - Admin.	13,117	13,117	-	13,117	-
8152 Pell Grant - Admin.	40,000	40,000	-	40,000	-
8160 Veterans' Attendance Allowance	28,386	-	28,386	28,386	28,386
8163 Development of Hispanic Serving Institutions	600,000	-	1,453,642	1,453,642	-
8170 Perkins	775,000	-	660,956	660,956	-
8173 US Dept of Ed. TRIO	948,438	-	820,703	820,703	-
8194 Small Business Development	279,933	-	229,866	229,866	80,954
8198 Higher Education Emergency Relief Fund (HEERF)	3,364,349	-	3,364,349	3,364,349	355,292
8199 Other Federal Revenue	874,812	-	1,977,093	1,977,093	546
8100 TOTAL FEDERAL REVENUE	7,345,021	93,252	8,878,509	8,971,761	465,178
8612 State General Apportionment	53,379,252	53,379,252	-	53,379,252	21,811,150
8613 Full Time Faculty Hiring	1,476,958	1,476,958	-	1,476,958	413,548
8614 Part-Time Faculty Compensation	242,305	242,305	-	242,305	67,845
8615 Part-Time Faculty Office Hours	75,000	75,000	-	75,000	-
8615 Enrollment Fee Admin.	103,628	103,628	-	103,628	29,016
8618 COVID-19 Discretionary Block Grant	6,944,393	-	6,944,393	6,944,393	6,944,393
8620 Student Equity and Achievement	8,020,457	-	8,557,228	8,557,228	5,203,137
8621 CalWorks	316,197	-	316,197	316,197	139,323
8622 Extended Opportunity Programs and Services (EOPS)	3,064,587	-	3,058,982	3,058,982	1,847,517
8623 Cooperative Agency Resources and Education (CARE)	463,695	-	471,937	471,937	233,007
8624 Disabled Student Services and Programs (DSPS)	1,743,476	-	1,743,476	1,743,476	955,887
8626 Telecommunications	14,000,000	-	14,000,000	14,000,000	13,000,000
8626 TTIP/CENIC	7,000,000	-	7,000,000	7,000,000	3,810,633
8627 Student Financial Aid Admin.	675,446	-	465,193	465,193	130,254
8629 Scheduled Maintenance and Instructional Equipment	236,177	-	236,177	236,177	166,122
8630 Education Protection Account	15,656,014	15,656,014	-	15,656,014	-
8630 Undocumented Resources Liason Program	121,578	-	121,578	121,578	30,915
8631 Transitional Assistance to Needy Families (TANF)	12,445	-	49,782	49,782	-
8633 Funds for Student Success - MESA (Math, Engineering, Science)	440,000	-	868,576	868,576	408,354
8634 Classified Professional Development	59,123	-	52,737	52,737	52,737
8635 Equal Employment Opportunity (EEO)	152,268	-	152,268	152,268	38,889
8636 Foster Care Grant	211,915	-	218,642	218,642	59,336
8638 Technology Center	30,744,171	-	28,840,796	28,840,796	6,386,798
8639 Culturally Comp PD	-	-	50,434	50,434	50,434
8640 Veterans Resource Center	153,848	-	297,945	297,945	263,930
8642 CA College Promise	947,153	-	947,153	947,153	947,153
8643 Student Success Completion	4,280,811	-	4,280,811	4,280,811	4,280,811
8644 Financial Aid Technology	48,325	-	142,344	142,344	109,791
8646 Retention & Enrollment Outreach	1,674,987	-	1,149,494	1,149,494	22,222
8648 Library Services Platform	-	-	10,922	10,922	10,922
8649 State Categorical-Ethnic Studies	-	-	48,695	48,695	48,695
8653 Adult Education Block Grant	2,685,618	-	4,923,823	4,923,823	857,071
8654 College Homeless Pilot	1,467,136	-	1,875,850	1,875,850	963,136
8657 Economic Development	2,434,038	-	5,884,312	5,884,312	4,229,437
8658 Strong Workforce Program	44,722,403	-	60,379,827	60,379,827	33,587,792
8671 Homeowners' Exemptions Taxes	56,866	56,866	-	56,866	3,851
8672 Timber Yield Tax	64,397	64,397	-	64,397	-
8681 State Lottery Proceeds	2,367,324	1,692,429	674,895	2,367,324	442,437

5%

Butte-Glenn Community College District
Revenue/Expenditures
As of September 30, 2023

	Final Budget	Unrestricted	Restricted	Fund 11 12	Actuals	
	Fund 11 12	Fund 11	Fund 12	Combined	To Date	
	Combined	1st Quarter	1st Quarter	1st Quarter	Combined	
		Revised	Revised	Revised		
8683 Mandated Costs	308,660	308,660	-	308,660	-	
8690 Guided Pathways	459,740	-	459,740	459,740	459,740	
8692 STRS On Behalf	1,881,453	1,605,759	275,694	1,881,453	-	
8693 Innovation Award	410,000	-	410,000	410,000	409,767	
8699 Learning-Aligned Employment Program (LAEP)	2,986,370	-	2,986,370	2,986,370	-	
8699 Basic Needs Program	375,525	-	807,668	807,668	758,529	
8699 Native American SSSP	600,000	-	900,000	900,000	600,000	
8699 Mental Health Support	250,238	-	466,877	466,877	381,103	
8699 Other State Revenue	298,949	24,409	2,769,084	2,793,493	1,928,693	
8600 TOTAL STATE REVENUE	213,612,926	74,685,677	162,839,900	237,525,577	112,084,375	47%
8811 Secured Taxes	17,436,029	17,436,029	-	17,436,029	108,421	
8812 Supplemental Roll Taxes	288,254	288,254	-	288,254	30,414	
8813 Unsecured Taxes	1,062,491	1,062,491	-	1,062,491	262	
8816 Prior Year Taxes	47,652	47,652	-	47,652	1,596	
8817 Educational Revenue Augmentaion Fund (ERAF)	(3,236,517)	(3,236,517)	-	(3,236,517)	47,489	
8818 Redevelopment - Local	1,606,898	1,606,898	-	1,606,898	-	
8819 Redevelopment - Residual	1,393,102	1,393,102	-	1,393,102	-	
8829 Gifts and Contributions	4,000	-	4,000	4,000	295	
8831 Contract Instructional Services	49,225	-	49,225	49,225	-	
8839 Contract Education	3,506,126	-	5,811,459	5,811,459	2,358,813	
8840 Sales and commissions	47,500	47,500	-	47,500	-	
8842 Sale of Equipment and Supplies	45,500	-	45,500	45,500	15,040	
8859 Other Rentals and Leases	27,140	13,000	14,140	27,140	6,256	
8861 Interest	1,500,000	1,500,000	-	1,500,000	-	
8872 Community Service Classes	135,162	-	135,162	135,162	10,750	
8874 Enrollment Fees	2,789,469	2,789,469	-	2,789,469	1,851,598	
8876 Health Service Fees	440,400	-	440,400	440,400	268,237	
8877 Material Fees	220,000	186,163	-	186,163	186,526	
8879 Student Records/ID Card	63,859	63,859	-	63,859	3,252	
8880 Non-Resident Student Fees	1,484,048	1,484,048	-	1,484,048	1,060,800	
8881 Transportation Fees	734,165	-	734,165	734,165	437,558	
8882 Audit Fees	2,000	2,000	-	2,000	1,343	
8885 Other Student Fees & Charges	10,000	10,000	-	10,000	140	
8886 Technology Access Fee	-	-	-	-	-	
8888 Library Charges	10,000	-	10,000	10,000	6,319	
8893 Prior Year Outlawed Warrants	28,000	28,000	-	28,000	-	
8894 Workers Comp. Reimbursements	28,000	28,000	-	28,000	26,664	
8896 Safety Credits	22,500	-	22,500	22,500	-	
8897 Parking Meters & Fines	500	500	-	500	-	
8899 Other Local Revenue	921,931	10,410	900,237	910,647	747,820	
8800 TOTAL LOCAL REVENUE	30,667,434	24,760,858	8,166,788	32,927,646	7,169,593	22%
8980 Incoming Transfers	9,345,197	2,200,175	7,145,197	9,345,372	5,930,000	
8000 TOTAL REVENUE	260,970,578	101,739,962	187,030,394	288,770,356	125,649,146	44%
TOTAL REVENUE AND						
BEGINNING BALANCE	\$299,976,673			\$327,776,451		

Apportionment Summary:					
Includes General Apportionment, Education Protection Account, Property taxes, and 98% Enrollment Fees	90,488,118	90,488,118		90,488,118	

Butte-Glenn Community College District
Revenue/Expenditures
As of September 30, 2023

	Final Budget Fund 11 12 Combined	Unrestricted Fund 11 1st Quarter Revised	Restricted Fund 12 1st Quarter Revised	Fund 11 12 Combined 1st Quarter Revised	Actuals To Date Combined	
EXPENSES						
1100 Instruction, Regular	18,746,975	17,742,763	651,058	18,393,821	3,840,895	
1200 Non-instruction, Regular	9,358,530	6,786,216	2,978,479	9,764,695	2,190,491	
1300 Instruction, Non-regular	9,499,528	9,440,716	54,483	9,495,199	2,014,780	
1400 Non-instruction, Non-regular	1,062,757	871,016	1,531,374	2,402,390	494,628	
1000 TOTAL ACADEMIC SALARIES	38,667,790	34,840,711	5,215,394	40,056,105	8,540,794	21%
2100 Non-instruction, Regular	32,615,653	17,773,846	14,869,380	32,643,226	7,502,117	
2200 Instructional Aids, Regular	1,864,167	1,616,352	247,815	1,864,167	376,316	
2300 Non-instruction, Non-regular	1,211,451	534,575	1,453,083	1,987,658	525,732	
2400 Instructional Aids, Non-regular	533,471	377,214	294,050	671,264	181,737	
2000 TOTAL CLASSIFIED SALARIES	36,224,742	20,301,987	16,864,328	37,166,315	8,585,902	23%
3100 STRS (State Teachers Retirement)	9,270,152	8,263,716	1,155,959	9,419,675	1,064,239	
3200 PERS (Public Employees Retirement)	9,248,098	5,247,298	4,080,408	9,327,706	2,150,556	
3300 OASDI (Old Age, Survivors & Disability)	3,250,715	2,026,551	1,299,836	3,326,387	806,750	
3400 Health, Dental, & Life Insurance	14,565,383	10,504,944	4,281,148	14,786,092	2,386,933	
3500 State Unemployment Insurance	258,730	191,775	77,852	269,627	61,193	
3600 Workers' Compensation Insurance	1,142,394	848,803	332,515	1,181,318	255,578	
3700 Alternate Retirement Plan	-	352	2,878	3,230	2,325	
3900 Income Protection Insurance	318,911	224,187	94,748	318,935	78,000	
3000 TOTAL EMPLOYEE BENEFITS	38,054,383	27,307,626	11,325,344	38,632,970	6,805,574	18%
4200 Duplicating Supplies	59,141	50,815	46,022	96,837	10,207	
4300 Supplies, Instructional	926,027	99,702	807,006	906,708	105,967	
4500 Supplies, Non-instructional	3,900,149	976,999	(328,394)	648,605	155,348	
4000 TOTAL SUPPLIES	4,885,317	1,127,516	524,634	1,652,150	271,522	16%
5100 Personal Services & Consultants	69,068,464	1,461,926	77,097,679	78,559,605	6,385,580	
5200 Travel, Conference & Mileage	996,241	735,053	1,165,377	1,900,430	191,987	
5300 Dues & Memberships	107,656	135,703	461,760	597,463	340,637	
5400 Insurance	955,431	932,763	22,668	955,431	505,493	
5500 Utilities & Housekeeping Services	1,358,013	1,370,814	12,979	1,383,793	266,202	
5600 Rents, Leases & Repairs	5,682,190	2,729,517	4,192,150	6,921,667	2,636,341	
5700 Legal, Election & Audit	403,300	404,800	15,000	419,800	39,085	
5800 Other Services & Expenses	27,933,835	(236,993)	40,442,635	40,205,642	493,837	
5000 OTHER OPERATING EXPENSES	106,505,130	7,533,583	123,410,248	130,943,831	10,859,162	8%
TOTAL 1000-5000	224,337,362	91,111,423	157,339,948	248,451,371	35,062,954	14%
6100 Site Improvements	28,120	8,860	140,528	149,388	59,906	
6200 Buildings	3,439,516	6,855	2,012,042	2,018,897	280,874	
6300 Library Books	213,789	203,789	10,000	213,789	90,301	
6400 Equipment	731,912	556,915	478,919	1,035,834	136,738	
6500 Lease Purchase Agreements	99,375	96,364	-	96,364	9,378	
6600 Capitalized Equipment	448,152	73,500	803,447	876,947	178,657	
6000 TOTAL CAPITAL EXPENSES	4,960,864	946,283	3,444,936	4,391,219	755,854	17%

Butte-Glenn Community College District
Revenue/Expenditures
As of September 30, 2023

	Final Budget	Unrestricted	Restricted	Fund 11 12	Actuals	
	Fund 11 12	Fund 11	Fund 12	Combined	To Date	
	Combined	1st Quarter	1st Quarter	1st Quarter	Combined	
		Revised	Revised	Revised		
1000 - 6000 TOTAL EXPENDITURES	229,298,226	92,057,706	160,784,884	252,842,590	35,818,808	14%
7100 Debt Retirement	923,227	923,227	-	923,227	-	
7200 Intrafund Transfers	5,930,000	-	5,930,000	5,930,000	5,930,000	
7300 Interfund Transfers	8,662,898	3,192,218	5,930,000	9,122,218	459,320	
7400 Other Transfers	-	-	4,915,936	4,915,936	-	
7500 Student Financial Aid	3,673,028	-	7,126,689	7,126,689	67,882	
7600 Other Payments to Students	7,008,078	91,690	2,342,885	2,434,575	200,803	
7000 TOTAL OTHER OUTGO	26,197,231	4,207,135	26,245,510	30,452,645	6,658,005	22%
TOTAL EXPENDITURES	255,495,457	96,264,841	187,030,394	283,295,235	42,476,813	15%
Reserves:						
9710 Reserve for Contingencies	13,711,016			14,164,762		
9721 Reserve for Facilities	7,500,000			7,500,000		
9728 Reserve for Budget Planning	23,270,200			22,816,454		
Total Reserves	44,481,216			44,481,216		
TOTAL EXPENDITURES AND						
ENDING BALANCE	299,976,673			327,776,451		

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

December 13, 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:	Regular

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: DECEMBER 13, 2023

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIALS PURCHASED BETWEEN APRIL 30, 2007 TO MAY 31, 2018

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

Butte College Asset No. / Product Serial/Model No.	Item Description	Item Status
528211	COMPUTER TOWER	DONATE
528121	COMPUTER TOWER	DONATE
529763	COMPUTER TOWER	DONATE
529969	COMPUTER TOWER	DONATE
531729	COMPUTER TOWER	DONATE
528210	COMPUTER TOWER	DONATE
530218	COMPUTER TOWER	DONATE
531909	COMPUTER TOWER	DONATE
527594	COMPUTER TOWER	DONATE
525799	COMPUTER TOWER	DONATE
523613	COMPUTER TOWER	DONATE
523638	COMPUTER TOWER	DONATE
528892	COMPUTER TOWER	DONATE
531128	COMPUTER TOWER	DONATE
530738	COMPUTER TOWER	DONATE
524879	COMPUTER TOWER	DONATE
531734	COMPUTER TOWER	DONATE
532360	COMPUTER TOWER	DONATE
529809	COMPUTER TOWER	DONATE
532014	COMPUTER TOWER	DONATE
533058	COMPUTER TOWER	DONATE
529866	COMPUTER TOWER	DONATE
529898	COMPUTER TOWER	DONATE
530775	COMPUTER TOWER	DONATE
531733	COMPUTER TOWER	DONATE
530792	COMPUTER TOWER	DONATE
530672	COMPUTER TOWER	DONATE
531365	COMPUTER TOWER	DONATE
522406	COMPUTER TOWER	DONATE
530675	COMPUTER TOWER	DONATE
529871	COMPUTER TOWER	DONATE
530479	COMPUTER TOWER	DONATE
527552	KVM SWITCH	DONATE
531787	NOTEBOOK COMPUTER	DONATE
526846	NOTEBOOK COMPUTER	DONATE
529539	NOTEBOOK COMPUTER	DONATE
531385	NOTEBOOK COMPUTER	DONATE
533266	NOTEBOOK COMPUTER	DONATE
532604	NOTEBOOK COMPUTER	DONATE
522203	PRINTER	DONATE

EXHIBIT A

Board Meeting Date: DECEMBER 13, 2023

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS
MATERIALS PURCHASED BETWEEN APRIL 30, 2007 TO MAY 31, 2018

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

523974	PRINTER	DONATE
525197	TABLET COMPUTER	DONATE
527111	TABLET COMPUTER	DONATE
532296	TABLET COMPUTER	DONATE
530225	TABLET COMPUTER	DONATE
531151	TABLET COMPUTER	DONATE
530653	TABLET COMPUTER	DONATE
533047	TABLET COMPUTER	DONATE

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

December 13, 2023

Subject:	Approval of Use of Alcohol for Music Department Event
Category:	Instruction
Submitted By:	Erik Shearer, Vice President of Instruction
Attachment:	No
Type:	Action
Agenda Section:	Consent

Background

Board Policy 3560 provides that "The Superintendent/President or designee is authorized to enact procedure as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fundraising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with District procedures." Administrative Procedure 3560 provides that "only under certain circumstances is the possession, consumption, sale or use of alcohol permitted on campus."

Status

The Butte College Music Department will hold the All-Steinway School celebration on February 9, 2024, to celebrate Butte College's new All-Steinway School status and to raise money to support the Music Department.

Recommendation

It is recommended that the Board of Trustees give approval for the Butte College Music Department to include alcohol as part of the All-Steinway School celebration on February 9, 2024.

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

December 13, 2023

Subject:	Approval of New Courses
Category:	Instruction
Submitted By:	Erik Shearer, Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Consent

Background

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

- AUT 33 is a stand-alone course that builds upon multiple classes and includes electrical, engines, and engine performance. The course material is comprehensive and cumulative to the auto program.
- AUT 81, AUT 82, and AUT 83 are courses with built-in American Honda PACT specific modules. These courses are the only offerings in the north state region and will become the standard Honda PACT employment preparation template. Students may transfer in from other colleges to take these courses or continue a program they have already completed. These courses will be added to the AS Degree in Automotive Technology Honda PACT and Certificate of Achievement in Automotive Technology Honda PACT.
- CNST 55 is one of the introductory courses required in the Construction Management program at Chico State. Adding it to the AS Degree in Construction Management and Certificate of Achievement in Construction Management, allows students to transfer to CSUC as a junior.
- FSC 107 is a course that prepares students to competitively enter the job market with an enhanced resume upon completion of the firefighter academy. This course meets the current industry standards and includes fire control and liquid propane elements content. It will be part of the Certificate of Achievement in Firefighter I & II Academy.

Status

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

Recommendation

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

AUTOMOTIVE TECHNOLOGY (AUT)

AUT 33 - High Performance Engine Tuning & Testing

Transfer Status: CSU

Unit(s): 3.00

Contact Hours: 34.00 Lecture/51.00 Lab

This course covers the methods used to enhance an internal combustion engine's efficiency and power output, test various engine modifications using industry standard tools, and work with a dynamometer.

AUT 81 - Honda PACT Employment Preparation I

Transfer Status: CSU

Unit(s): 2.00

Contact Hours: 102.00 Lab

This course prepares the student for Honda or Acura dealer employment by offering the same training content that dealer technicians must complete. Students will learn fundamental skills in all eight Automotive Service Excellence (ASE) certification categories with a focus specific to Honda and Acura. This course is for third semester students in an ASE Foundation accredited automotive program.

AUT 82 - Honda PACT Employment Preparation II

Transfer Status: CSU

Prerequisite: AUT 81

Unit(s): 2.00

Contact Hours: 102.00 Lab

This course prepares the student for Honda or Acura dealer employment by offering the same training content that dealer technicians must complete. Students will learn advanced skills in all eight Automotive Service Excellence (ASE) certification categories with a focus specific to Honda and Acura. This course is for fourth semester students in an ASE Foundation accredited automotive program.

AUT 83 - Honda PACT Skills Certification

Transfer Status: CSU

Prerequisite: AUT 81, AUT 82

Unit(s): 1.50

Contact Hours: 80.00 Lab

This course prepares the student for Honda or Acura dealer employment by offering the same lab training content and certification that dealer technicians must complete. Students will learn and certify hands-on skills in all eight Automotive Service Excellence (ASE) certification categories with a focus specific to Honda and Acura. This course is for students who have completed an ASE Foundation accredited automotive program.

CONSTRUCTION (CNST)

CNST 55 - Computer Applications in Construction Management

Transfer Status: CSU

Unit(s): 3.00

Contact Hours: 34.00 Lecture/34.00 Activity

Coursework introduces foundational technical computing for Construction Managers. It introduces commercial software commonly used in the management and control of construction projects. Application areas include office suite programs, paperless workflows, estimating, and scheduling.

FIRE SCIENCE (FSC)

FSC 107 - Firefighter II Academy

Transfer Status: NT

Corequisite: FSC 105, FSC 106

Unit(s): 1.50

Contact Hours: 22.00 Lecture/34.00 Lab

This course provides the skills and knowledge needed for the firefighter to take on increased leadership roles and responsibilities pertaining to fire department communications, fire ground operations, rescue operations, and fire and life safety initiatives, preparedness, and maintenance. Graded only.

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Transfer Status: CSU

Unit(s): 3.00

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Transfer Status: NT

Corequisite: FSC 105, FSC 106

Unit(s): 1.50

Contact Hours: 22.00 Lecture/34.00 Lab

This course provides the skills and knowledge needed for the firefighter to take on increased leadership roles and responsibilities pertaining to fire department communications, fire ground operations, rescue operations, and fire and life safety initiatives, preparedness, and maintenance. Graded only.

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

December 13, 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, Career Services – Brian Donnelly
Full-time, 40 hours per week, 12 months per year
Salary: MSC - 19
Effective: December 1, 2023
2. Change in Assignment (Due to Reorganization) (Office of the President) – Melissa Cafferata-Ainsworth
From: Program Coordinator (MSC 7)
To: Executive Assistant, Superintendent President, and Board of Trustees (MSC 12)
Effective: November 1, 2023

Classified Employees*

3. Employment of Administrative Secretary III (STEM) – Elise Theriault
Full-time, 40 hours per week, 12 months per year
Salary: CSEA – 24
Effective: December 1, 2023
4. Employment of Laboratory Technician – Welding and Advanced Manufacturing – Christopher Lenny
Full-time, 40 hours per week, 12 months per year
Salary: CSEA – 30
Effective: December 1, 2023
5. Employment of Financial Aid/Veterans Assistant II – Benny Hawthorne
Full-time, 40 hours per week, 12 months per year
Salary: CSEA – 21
Effective: December 1, 2023

6. Employment of Student Services Assistant (Chico Center) – Dan Evaro
Full-time, 40 hours per week, 12 months per year
Salary: CSEA – 18
Effective: December 4, 2023
7. Employment of Community Service Officer (Non-Sworn) – Cameron Allen
Full-time, 40 hours per week, 12 months per year
Salary: BCPOA-CSO – 1
Effective: January 1, 2024
8. Employment of Financial Aid/Veterans Assistant II – Iris Lopez Lopez
Full-time, 40 hours per week, 12 months per year
Salary: CSEA – 21
Effective: January 2, 2024
9. Employment of Financial Aid/Veterans Assistant I – Chloe Finley
Full-time, 40 hours per week, 12 months per year
Salary: CSEA – 14
Effective: January 2, 2024
10. Employment of Student Support Center Representative – Student Services – Morgan Mason
Part-time, 24 hours per week, 12 months per year
Salary: CSEA – 18
Effective: January 2, 2024
11. Employment of Administrative Secretary III (Health Occupations Programs) – Ceahana Dodd
Full-time, 40 hours per week, 12 months per year
Salary: CSEA – 24
Effective: January 2, 2024
12. Voluntary Transfer of Position – Martha Ventura Plasencia
From: Student Services Assistant (CSEA 18)
To: Student Orientation & Events Assistant (CSEA 18)
Effective: November 1, 2023

Temporary Employees*

13. **Short Term/Seasonal**
Administrative Secretary – Grants (Native American Center) – Gavin Antone
Salary: \$27.75 per hour 11/1/23 – 6/30/24
A&R Technician II (Admissions & Records) – Robin McKinley-Hall
Salary: \$23.25 per hour 1/2/24 – 6/30/24
14. **Professional Expert**
Manipulative Skills/Evaluator – Michael Gulla
Salary: \$15.50/\$16.75 per hour 9/14/23 – 6/30/24
Manipulative Skills/Evaluator – Josh Neal
Salary: \$15.50/\$16.75 per hour 11/7/23 – 6/30/24
Nursing – Haley Maciel
Salary: \$45.00 per hour 1/8/24 – 6/30/24
Crime Scene Actor – Diana Orozco-Velaquez
Salary: \$15.50 per hour 11/16/23 – 6/30/24

15. Volunteer

Butte County Representative (Career Center) – Dennis Bryant

16. Retirements/Resignations

Retirement, Lab Tech, BCIS – Sheryl Dysthe

Effective – November 15, 2023

Resignation, Lab Technician – Arts (Makerspace) – Eduardo Maximo

Effective – November 17, 2023

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

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

December 13, 2023

Subject:	Approval of Contract Award for Request for Proposals (RFP) No. 2023/24-01 Utility Line Clearance Arborist and Utility Vegetation Management Pre-Inspector Contract Training Services
Category:	Contracts
Submitted By:	Andrew Suleski, Assistant Superintendent/Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

On February 10, 2023, the District entered into a Subaward Agreement with the Foundation for California Community Colleges under the U.S. Department of Commerce Economic Development Administration (EDA) Good Jobs Challenge Award to provide services, the California Resilient Careers in Forestry Project (Project).

On July 21, 2023, the District released Request for Proposal (RFP) No. 2023/24-01 Utility Line Clearance Arborist Contract Training Services, and subsequently issued an amendment to the RFP to add Utility Vegetation Management Pre-Inspector Contract Training Services. The purpose of the RFP was to seek proposals to provide training services to support the Project.

Status

Eleven firms submitted proposals by the submittal deadline date as follows:

<u>FIRM NAME</u>	<u>PROPOSAL VALUE</u>
Mountain F. Enterprises	\$71,646 per Arborist class
Academy Trained	\$78,940 per Arborist class; \$13,060 per Pre-Inspector class
Davey Tree Surgery	\$66,640 per Arborist class
Rancho Tree Services	\$62,140 per Arborist class; \$11,160 per Pre-Inspector class
Utility Tree Service	\$62,840 per Arborist class
ACRT Inc.	\$77,324 per Arborist class; \$15,396 per Pre-Inspector class
Your OSHA Trainer, Inc.	\$16,900 per Arborist class; \$9,560 per Pre-Inspector class
CNUC	\$12,760 per Pre-Inspector class
Davey Resource Group	\$11,080 per Pre-Inspector class
Mountain G. Enterprises	\$13,080 per Pre-Inspector class

ECI Lakeside Environmental Consultants \$14,360 per Pre-Inspector class

The District intends to secure contracts with multiple contractors to perform the training services required in the Project's scope of work.

A proposal evaluation team considered the qualifications, experience, technical approach, and cost in the evaluation of the responsive proposals and invited all 11 firms to participate in interviews.

Upon completion of the due diligence review, staff determined that Mountain F. Enterprises and Academy Trained are qualified to perform the training services and an award of contracts is in the best interest of the District.

Recommendation

It is recommended that the Board of Trustees approve the award of the contracts for the Request for Proposals No. 2023/24-01 Utility Line Clearance Arborist and Utility Vegetation Management Pre-Inspector Contract Training Services to Mountain F. Enterprises in the amount not to exceed \$463,140.00 for the term of December 14, 2023 through May 31, 2026, and Academy Trained in the amount not to exceed \$670,720.00 for the term of December 14, 2023 through May 31, 2026.

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

It is further recommended that the Board of Trustees authorize District staff to execute necessary contract documents related to the award of the contracts for the Request for Proposals No. 2023/24-01 Utility Line Clearance Arborist and Utility Vegetation Management Pre-Inspector Contract Training Services to Mountain F. Enterprises, and Academy Trained, prior to ratification by the Board at a subsequent meeting in accordance with Board Policy 6340.

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

December 13, 2023

Subject:	Approval of Contract Award for Request for Proposals (RFP) No. 2023/24-02 Bookstore Operations Services
Category:	Contracts
Submitted By:	Andrew Suleski, Assistant Superintendent/Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

On October 13, 2023, the District released Request for Proposals (RFP) No. 2023/24-02 Bookstore Operations Services. The purpose of the RFP was to seek proposals from qualified firms to provide quality management and operation of the District’s bookstores currently located at the District’s main campus and Chico Center.

Status

Two firms submitted proposals by the submittal deadline date: Barnes & Noble College and Follett Higher Education Group, Inc.

A proposal evaluation team considered the qualifications, experience, technical approach, and cost in the evaluation of the two responsive proposals. Upon completion of the due diligence review, staff determined that Follett Higher Education Group, Inc. is the best qualified to perform the management and operation services of the District’s bookstores and an award of contract to Follett Higher Education Group, Inc. is in the best interest of the District.

Recommendation

It is recommended that the Board of Trustees approve the award of a contract for the Request for Proposals No. 2023/24-02 Bookstore Operations Services to Follett Higher Education Group, Inc. for a five-year term.

Board approval is contingent upon successful completion of negotiation of terms with the Follett Higher Education Group, Inc.

It is further recommended that the Board of Trustees authorize District staff to execute necessary contract documents related to the award of the contract for the Request for Proposals (RFP) No. 2023/24-02 Bookstore Operations Services to Follett Higher Education Group, Inc. prior to ratification by the Board at a subsequent meeting in accordance with Board Policy 6340.

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

December 13, 2023

Subject:	Approval of Contract to Purchase Smart Classroom Technology Equipment from One Diversified, LLC utilizing University of California Purchasing Agreement #2019.001433 and California Multiple Award Schedule (CMAS) Number 3-16-70-2382B
Category:	Contracts
Submitted By:	Andrew Suleski, Assistant Superintendent/Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

The District’s Information Technologies Department requires smart classroom technology equipment for an upgrade to the equipment located in Learning Resource Center. Funding will be allocated from outstanding Higher Education Emergency Relief Funds (HEERF).

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

Public Contract Code Sections 10298 and 10299 authorizes local agencies to contract with suppliers awarded contracts by the Department of General Services for the acquisition of goods, information technology goods and services, and services, without further competitive bidding.

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

Status

District staff recommends use of the awarded University of California Purchasing Agreement #2019.001433, and the awarded CMAS Contract Number 3-16-70-2382B as sources to purchase the required smart classroom technology equipment from One Diversified, LLC, during the term December 14, 2023 through June 30, 2024, in the amount not to exceed \$203,000.00.

District staff has reviewed the terms and conditions and finds that this purchase made from utilizing these leveraged purchasing agreements will save administrative time and expense, deliver cost savings, and will be in the best interest of the District.

Recommendation

It is recommended that the Board of Trustees approve the purchase of the required smart classroom technology equipment from One Diversified, LLC, utilizing University of California Purchasing Agreement #2019.001433, and CMAS Number 3-16-70-2382B, per the terms of the contracts in the amount not to exceed \$203,000.00.

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

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

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

December 13, 2023

Subject:	Butte College Strategic Plan
Category:	Administration
Submitted By:	Superintendent/President Virginia Guleff
Attachment:	Yes
Type:	Information
Agenda Section:	Regular

Background

Development of the Butte College Strategic Plan for 2024-2027 was led by College Council, the highest-level participatory governance mechanism for the college. In fall 2022, College Council reviewed the college's Strategic Initiatives and Objectives, on which the plan is based, and in spring 2023, hosted a two-day, college-wide planning retreat. Approximately 100 employees from the campus community brainstormed actions the college would take to achieve its strategic initiatives. College Council, Superintendent President Guleff, and a board sub-committee refined the results of those brainstorming sessions into the attached strategic plan, which dovetails with the Chancellor's Office Vision 2030 and student-centered funding formula. The Board of Trustees developed the First Contact. First Choice. Best Choice. strategy that underpins the plan.

Status

College Council has reviewed and recommended approval of the Butte College Strategic Plan for 2024-2027. The plan, with any recommended changes from the Trustees, will return to the Board of Trustees for approval at the January 24, 2024, regular board meeting.

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

December 13, 2023

Subject:	Acceptance of 2022-23 Independent Audit Report and Measure J Financial and Performance Audit Reports
Category:	Finance
Submitted By:	Andrew Suleski, Assistant Superintendent/Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Regular

Background

Education Code Section 84040 requires the governing board of the district provide an annual audit of all funds, books, and accounts of the district. The annual financial audit prepared by the District's external contract auditors complies with the California Community Colleges Budget and Accounting Manual, the California Code of Regulations Section 59100, and California Education Code Section 84040.

The primary objectives of the financial audit are: to determine the District's accountability for revenues, the propriety of expenditures, the extent to which funds have been expended in accordance with prescribed federal and California laws and regulations; to determine whether the District's financial statements are presented fairly in accordance with generally accepted accounting principles; and to recommend appropriate actions in any areas where internal control or compliance with applicable federal and California laws and regulations could be improved.

Proposition 39 requires the Governing Board of the District conduct annual independent financial and performance audits of the Measure J general obligation bonds to ensure that bond funds have been expended in compliance with the legal requirements of Proposition 39.

Status

The District's Audit Committee consisting of Trustees Boeger, Krepelka and Massa, Superintendent/President Guleff, Assistant Superintendent/Vice President Suleski, Vice President Shearer, Interim Vice President Zuniga and Business Services Director Nicholas met with the District's auditors, Cossolias, Wilson, Dominguez, Leavitt on January December 6, 2023, to review the District's annual audit report and the Measure J financial and performance audits for the year ended June 30, 2023. The District received an unqualified, "clean", opinion on the financial statements. All issues were addressed to the trustees in attendance.

Attached for the Board's review are the Butte-Glenn Community College District's Financial Statements and Supplementary Information with Independent Auditors' Report and Measure J Bond Funds Financial Statements including the Performance Audit report for the year ended June 30, 2023. Members of the public may review the audit report in the Office of the President.

Recommendation

It is recommended the Board of Trustees accept the Butte-Glenn Community College District's independent audit report and the independent financial and performance audit reports of the Measure J general obligation bonds for the year ending June 30, 2023.