



Butte College

Follow-Up Report

Submitted by

Butte-Glenn Community College District
3536 Butte Campus Drive
Oroville, CA 95965

to

Accrediting Commission for Community and Junior Colleges

November 2023

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Response to Identified Compliance Requirements

Butte-Glenn Community College District Requirement 1

“In order to the meet the Standard, the Commission requires the College assure the effectiveness of all employees by evaluating them systematically and at stated intervals.”

I. Overview

This report responds to the finding of non-compliance with Standard III.A.5 outlined in the ACCJC reaffirmation letter of June 14, 2022. Over the past 18 months, college staff have completed over 90% of overdue employee evaluations and have implemented substantial changes to employee evaluation systems to support sustained compliance. The remaining past-due evaluations will be completed within the 2023-24 academic year. These efforts have brought the college into compliance and established the necessary conditions and incentives to ensure robust, timely evaluations of all employees in the future.

The efforts to address the finding of deficiency centered on three primary actions:

- Ensure all overdue evaluations are completed.
- Analyze current systems, forms, policies, collective bargaining agreements, and evaluation procedures and identify improvement areas.
- Select and implement a new system for employee evaluations that will support efficient, timely evaluation processes with tools to facilitate accountability for evaluations.

The Office of the President, Human Resources, and the President’s Leadership Cabinet jointly managed and tracked these efforts.

II. Completing Overdue Employee Evaluations

In August 2022, the college set an aggressive goal to complete 100% of past-due evaluations by the fall 2023 semester. (Ev.1) Progress toward this goal was embedded in regular communications with the college community and the President’s monthly reports to the Board of Trustees. (Ev.2). All managers and employees responsible for evaluations received monthly updates from Human Resources to help keep them on track. (Ev.3) The cumulative results of these efforts are summarized in the table below:

Employee Classifications	# of Employees 2022	Past Due in July 2022	# of Employees 2023	Past Due in September 2023	# of Past-due Evals Completed 2022-23
Management	116	77	124	9	68
Classified	248	99	272	0	99
Full-time Faculty	185	55	181	9	46
Associate Faculty*	327	-	346	-	-
Total	876	231	923	18	213

*A note on the data in the above table for associate faculty evaluations:

- The formal evaluation cycle for associate faculty is one evaluation every six semesters of service. Associate faculty may not teach every semester, leading to an irregular formal evaluation calendar. To ensure that associate faculty performance is monitored in between each formal evaluation, the college requires student evaluations for all associate faculty at least once every year of service. This feedback is reviewed by the department chair, forwarded to the supervising administrator, and may be included in the faculty member's personnel file. Negative student evaluations collected during this process may result in additional off-cycle formal evaluations. (Ev.4 & 5) Given this, the college has not included associate faculty in the evaluation totals in the table. All associate faculty who taught in 2022-23 were either in a formal evaluation cycle or were evaluated through student feedback.

In July and August 2022, the President's Leadership team worked with Human Resources to create a database outlining the expected evaluation intervals for each employee and the date of their last completed evaluation. (Ev.6) This data was then summarized and merged into a tracking spreadsheet that grouped past-due evaluations by functional area, employee type, and length of time overdue categories. This tracking spreadsheet was shared with the Board of Trustees monthly as part of the president's report and was the primary tracking device to monitor and report progress to the college constituencies. (Ev.7) Human Resources established a quarterly email to the President's Leadership group with updates on management and classified evaluations across the college, listed by employee name and indicating where evaluations were past due. (Ev.8 & 9)

III. Ensuring Continued Compliance

In addition to completing outstanding evaluations, the college reviewed all board policies, administrative procedures, collective bargaining agreements, and the forms and guiding documents for evaluations. This review uncovered significant room for improvement in processes, forms, and communications around evaluations. The college has addressed these concerns through the following actions:

- Negotiated revised faculty evaluation forms and processes. (Ev.10)
- Selected an employee evaluation software platform to streamline employee evaluation submission, collection, completion, and tracking. (Ev.11)
- Institutionalized monthly emails from HR to all employees responsible for evaluations with lists of all employees, their last evaluation date, and the deadline for the subsequent evaluation. (Ev.3)
- Implemented tracking of position control numbers on all employee actions forms to aid in tracking of evaluation cycles.
- Embedded requirements for completed employee evaluations into the updated remote work board policy and administrative procedure. (Ev.12)

The most significant development in these efforts is the selection of a new employee evaluation module called "Perform" from NeoGov, a platform used by the college for employee hiring and onboarding. (Ev.11) The new evaluation platform will be implemented this academic year and is on track to be

available for management and classified evaluations by fall 2024. It will be used for all employee evaluations by fall 2025. The college is entering contract negotiations with both full-time and part-time faculty unions this year and is pursuing updated, streamlined processes for faculty evaluations in both contracts. Human Resources sends monthly evaluation updates and reminders to keep all managers on track with evaluations. This email system will eventually be supplanted by the notification system in Perform.

IV. Conclusion

Under the leadership of President Guleff, Butte College has comprehensively addressed the finding of non-compliance with Standard III.A.5. College employees have brought the college into compliance with expected evaluation cycles and established the necessary conditions and incentives to ensure robust, timely evaluations of all employees in the future. The college continues to improve internal controls and tracking systems and anticipates continued improvement in these systems.

VI. Evidence Cited

1. Slides from Convocation Presentation, August 2022
2. Minutes from BOT meetings showing the President's updates on evaluations
3. Example of monthly HR email to a manager re: past due evaluations.
4. Excerpt from Associate Faculty CBA outlining formal evaluation frequency.
5. Excerpt from Associate Faculty CBA outlining annual student evaluations.
6. Excerpt from FT Faculty spreadsheet listing full-time faculty and evaluation due dates.
7. Summary tracking spreadsheet shared with BOT every month.
8. Quarterly email from HR to Leadership re: MSC and CSEA evaluation status
9. Quarterly spreadsheet from HR to Leadership listing all MSC/CSEA employee evaluation statuses.
10. MOU showing a sample of new CBA language on faculty evaluations.
11. BGCCD contract with NeoGov for new employee evaluation and position control software.
12. AP 7280 – Remote Work with an example of embedding current employee evaluations as a requirement for managers.

Accreditation Updates

“...to meet the standard...” for regular Evaluations (III.A.5) with a follow-up report in 18 months that demonstrates compliance.

Three actions for compliance to be completed by the end of the academic year to allow time to compile evidence and write report:

- All employee evaluations up to date.
- Analysis and improvement of processes for administrative evals, including BP/AP, timelines, forms, etc.
- Implement mechanism to better plan and track ongoing evaluation cycle, demonstrating our ability to maintain compliance into the future.

1

Accreditation Moving Forward

Continuous quality improvement projects from our Quality Focus Essay:

- Adaptable Course Design and
- Online Student Education Planning

Team report and letter from ACCJC point to a strong institution with an unwavering commitment to students. Much to commend! Compliance project will take some work but is not difficult.

2



MINUTES OF REGULAR MEETING

August 10, 2022

The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, August 10, 2022 at 1:00 PM, at the Butte College Glenn Center, 1366 Cortina Drive, Orland, California

Board Members Present Ms. Julie Boss, President
Mr. Rick Krepelka, Vice President
Mr. Gene Massa, Clerk
Mr. John Blacklock
Mr. Mike Boeger
Mr. John Dahlmeier
Mr. William McGinnis

Board Member Absent None

Staff Members Present Ms. Virginia L. Guleff, Superintendent/President
Dr. Peter Gitau, Vice President
Mr. Andy Suleski, Vice President
Mr. Erik Shearer, Interim Vice President
Ms. Shannon McCollum, Chief of Staff
Various staff also in attendance

Guests None

Pledge of Allegiance to the Flag

Trustee McGinnis led the Pledge of Allegiance to the Flag.

1. **Agenda Approval**

It was moved by Trustee Krepelka, seconded by Trustee Blacklock, to approve the agenda as presented.
Motion carried unanimously.

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

There were no public comments.

3. **Approval of Consent Agenda, Item 22-8319 to 22-8323**

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

Motion carried unanimously.

4. **Information Reports**

Academic Senate President's Report – Jess Vickery

No one from Academic Senate was available

Classified Senate President's Report – Chris Westbay

No one from Classified Senate was available

Superintendent/President's Report –Virginia L. Guleff

Ms. Guleff updated the Board on her organizational restructuring plans due to the resignation of VP Stoup. She stated the theme for Institute Day was "Return to Process" and she outlined a number of

the topics. Ms. Guleff also gave an update on enrollment numbers, progress on employee performance evaluations, and the events and organizations she is participating in which include Chico Rotary and Chico Chamber of Commerce. She noted her accomplishments her first month as president which included attending the New CEO conference, meetings with Butte County Chief Administrative Officer, Andy Pickett, and attending the Paradise Ribbon Cutting.

Board Comments

Trustee Dahlmeier stated the new Glenn County facility is an exciting opportunity for Butte College as well as the community. Trustee Blacklock stated former Glenn County Trustee, Fred Perez, is with us in spirit. Trustee Massa noted the science classes at the new Glenn Center have filled already. Trustee McGinnis stated he's looking forward to the Board Planning retreat to discuss the future direction of Butte College. Trustee Boeger congratulated staff for building this new building with operating expenses and not bond dollars. This is a wonderful opportunity for the Glenn County community. Trustee Boss stated she met people of all ages at the ribbon cutting for the new Glenn Center, who want to take classes. This was a special day honoring Fred Perez.

5. **Communications from the Public**

There were no public comments.

6. **Contracts**

Approval of Contracts, Item 22-8324

It was moved by Trustee Blacklock, seconded by Trustee Dahlmeier, to approve the contracts listed on the Contracts Approval Report and authorize the Superintendent/President or designee to enter into the contracts and execute necessary contract documents.

Motion carried unanimously.

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 22-8325

It was moved by Trustee Krepelka, seconded by Trustee Massa, approve the purchase of the required information technology goods and services from Rainforest QA, Inc., utilizing California Multiple Award Schedule CMAS Number 3-18-70-3509A, per the terms of the CMAS contract, for the term of November 3, 2022 through November 2, 2023, in the amount not to exceed \$350,000.00 and authorize District staff to execute the necessary contract documents related to the purchase of information technology goods and services from Rainforest QA, Inc., in accordance with Board Policy 6340 prior to ratification by the Board at a subsequent meeting.

Motion carried unanimously.

7. **Human Resources**

Consider/Approve Amended Employment Contract for Assistant Superintendent/Vice President for Administration, Item 22-8326

Board President Boss provided an oral summary of the contract term and compensation items.

It was moved by Trustee Boeger, seconded by Trustee McGinnis, to approve the employment contract for the Assistant Superintendent/Vice President for Administration.

Motion carried by the following roll call vote:

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

Abstain – none

Nos – none

Absent – none

8. **Instruction**

Open for Public Comment and Approval: College and Career Access Pathways (CCAP) Partnership Agreement with Inspire School of Arts & Sciences and Princeton Joint Unified School District beginning July 1, 2022 and ending on June 30, 2025, Item 22-8327

Board President Boss opened the meeting for public comment on the College and Career Access Pathway Agreements. Hearing no public comments, the session was closed.

It was moved by Trustee Massa, seconded by Trustee Krepelka, to approve the proposed College and Career Access Pathways (CCAP) Partnership Agreement between Butte Glenn Community College District and Inspire School of Arts & Sciences and Princeton Joint Unified School District beginning on July 1, 2022 and ending on June 30, 2025.

Motion carried unanimously.

Open for Public Comment and Approval: College and Career Access Pathways (CCAP) Appendix which identify dual enrollment course details for the 2022/23 school year at Biggs, Chico, CORE Butte, Durham, Gridley, Hamilton, Las Plumas, Oroville, Orland, Paradise, Pleasant Valley, and Willows High Schools, Item 22-8328

Board President Boss opened the meeting for public comment on the College and Career Access Pathway Appendices. Hearing no public comments, the session was closed.

It was moved by Trustee Boeger, seconded by Trustee Massa, to approve the proposed CCAP Appendix which identify dual enrollment course details for the 2022/23 school year at Biggs, Chico, CORE Butte, Durham, Gridley, Hamilton, Las Plumas, Oroville, Orland, Paradise, Pleasant Valley, and Willows High Schools.

Motion carried unanimously.

9. **Administration**

Approval of Response to 2021-2022 Grand Jury Report, Item 22-8329

It was moved by Trustee McGinnis, seconded by Trustee Blacklock, to approve the Response to 2021-2022 Grand Jury Report.

Trustee Blacklock stated only five students were interviewed unbeknownst to the college. No one at the college administration was contacted nor were they interviewed. The District was surprised by this report. Trustee Boeger stated our program exceeds the requirement. We offer exceptional services, and he doesn't agree with the Grand Jury's report.

Motion carried unanimously.

10. **Closed Session**

There was no closed session.

11. **Adjournment**

Board President Boss adjourned the meeting at 1:34 PM.



MINUTES OF REGULAR MEETING

October 12, 2022

The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, October 12, 2022 at 1:00 PM, in the District Board Room at Butte College in Oroville, California

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

Board Member Absent None

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

Guests John Nock, community member

Pledge of Allegiance to the Flag

Trustee Blacklock led the Pledge of Allegiance to the Flag.

1. **Agenda Approval**

It was moved by Trustee Boeger, seconded by Trustee Massa, to approve the agenda as presented.
Motion carried unanimously. Student Trustee – aye.

2. **Introduction of New Faculty**

Superintendent/President Guleff stated there are 6 new faculty. She introduced Vice President Erik Shearer to welcome the new faculty in Instruction. Ms. Guleff introduced Dean Tammera Shinar to welcome the new faculty in Student Services. Board President Boss recessed the meeting for 10 minutes.

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

There were no public comments.

4. **Approval of Consent Agenda, Item 22-8343 to 22-8348**

It was moved by Trustee Dahlmeier, seconded by Trustee Blacklock, to approve the consent agenda as presented. Trustee Boeger asked for an amendment to the Sept 14, 2022 minutes under item number 22-8341: 2022-2023 Final Budget to note that Trustee Krepelka seconded the motion to pay for the planetarium with District funds and also add that this motion did not pass.

Motion to approve the Consent Agenda with the amended minutes carried unanimously. Student Trustee – aye.

5. **Information Reports**

Academic Senate President's Report – Jess Vickery

Mr. Vickery noted Academic Senate created a committee to address the implementation of AB928. He also noted an advisory committee for Dual Enrollment was also created.

Classified Senate President's Report – Chris Westbay

Mr. Westbay stated Classified Senate created a committee to update the Classified Hiring Guidelines. A team was also created to update the Mission Statement. He requested people submit recipes for their FriendsGiving Recipe book.

Student Trustee Comment – Elie Wyllie

Ms. Wyllie reported on upcoming events which included a poem workshop, queer week, and the horticulture club plant sale. She let the Board know that students are settling into their school routine and excited to be back to a relatively normal in-person schedule and they appreciate the human interaction.

Superintendent/President's Report – Virginia L. Guleff

Ms. Guleff stated Butte College was awarded a \$3 Million dollar Hispanic Serving Institution grant. This grant will help develop a Center for Access, Success and Achievement (CASA) center to better serve our Latinx and low-income students. President Guleff summarized conferences she attended including Guided Pathways Institute and Hispanic Association of Colleges and Universities (HACU). She gave an update on completion of evaluations, the upcoming CASE conference, and community collections made.

Board Comments

Trustee Boss noted that students at the Glenn Center also have food and housing insecurities and services need to be offered at the Glenn Center for those students. Trustee Dahlmeier enjoyed the Community Event welcoming Superintendent/President Guleff. He stated it was well attended. Trustee Blacklock welcomed new faculty. Trustee Boeger stated it was good to see more students on campus. Trustee Krepelka stated the Board Retreat is on Friday and Saturday. He encouraged his fellow Trustees not to start with "no" or "can't" as those mean "won't." He's looking forward to open minded conversations. Trustee Massa challenged the Board and campus to contribute to the Holiday Food Drive. He also met with President Guleff in Willows to meet with local Glenn County representatives. Trustee McGinnis thanked the College for the additional EV parking. He is participating in the accreditation process for LA College and the process is simpler than in years past. Mr. McGinnis stated he received his Foundation Statement but there wasn't an explanation as to why there was a deficit in earnings. He asked for future statements explain this. Trustee Boss gave an update on the Foundation which included an audit and Gala updates.

6. **Communications from the Public**

There were no public comments.

7. **Contracts**

Approval of Contracts, Item 22-8349

It was moved by Trustee Blacklock, seconded by Trustee Dahlmeier, to approve the contracts listed on the Contracts Approval Report and authorize the Superintendent/President or designee to enter into the contracts and execute necessary contract documents.

Motion carried unanimously. Student Trustee – aye.

Approval of Contract to Purchase Tenable Product from SHI International, Corp. utilizing California Participating Addendum Number 7-16-70-36, Item 22-8350

It was moved by Trustee Krepelka, seconded by Trustee McGinnis, to approve the purchase of the required Tenable.sc from SHI International, Corp. utilizing California Participating Addendum Number 7-16-70-36, per the terms of the contract, for the term of December 21, 2022 through December 20, 2023, in the amount not to exceed \$293,285.36 and authorize District staff to execute the necessary contract documents related to the purchase of the required product from SHI International, Corp. in

accordance with Board Policy 6340 prior to ratification by the Board at a subsequent meeting.

Motion carried unanimously. Student Trustee – aye.

8. **Finance**

Board Criteria for 2023-2024 Budget Development, Item 22- 8351

Ms. Guleff stated that this is the draft 2023-2024 budget criteria for Board review. VP Suleski stated changes can be seen on the draft criteria. The document has been reviewed by the President's Staff and the Planning & Budget Committee. The criteria with any recommended changes from the Trustees will return to the Board for approval at the November 16, 2022 meeting.

Trustee Boeger asked for the reason to change of the contingency reserve from 5% to 15%. VP Suleski stated this was a required change from the Chancellor's Office. Trustee Krepelka as for language to be added to increase efficiencies and processes. Trustee Blacklock stated the upcoming retreat might lead to additional items being added. Trustee Krepelka noted that cyber security is a real issue. This Board has a responsibility to protect the District.

9. **Student Services**

Open for Public Comment and Approval: College and Career Access Pathways (CCAP) appendix: Long Valley Charter School 2022-2023, Item 22-8352

Board President Boss opened the meeting for public comment on the College and Career Access Pathway Appendices. Hearing no public comments, the session was closed at 2:29 p.m.

It was moved by Trustee Boeger, seconded by Trustee Krepelka, to approve the proposed CCAP Appendix which identifies dual enrollment course details for the 2022/2023 school year at Long Valley Charter School.

Motion carried unanimously. Student Trustee – aye.

Review of the 2022-2025 Student Equity Plan, Item 22-8353

Superintendent/President Guleff stated the 2022-2025 Student Equity Plan is being presented for review. The plan will return for approval at the November Board of Trustees meeting.

Trustee Blacklock stated he was pleased to see the level of detail and quantifiable data. He asked that "Trustee" be added to the section on employee training.

10. **Closed Session**

Board President Boss reported the following action was taken during Closed Session, in accordance with Government Code section 54956.95:

The Board of Trustees by unanimous vote rejected the liability claim of claimant Lisa Bernal-Wood by Operation of Law due to passage of time.

The Board of Trustees by unanimous vote rejected the liability claim of claimant Mario Vela.

11. **Adjournment**

Board President Boss adjourned the meeting at 3:35 PM.



MINUTES OF REGULAR MEETING

June 28, 2023

The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, June 28, 2023, at 3:00 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

Board Member Absent Mr. Eugene Massa, Vice President

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

Guests None

Pledge of Allegiance to the Flag

Trustee Krepelka led the Pledge of Allegiance to the Flag.

1. **Agenda Approval**

It was moved by Trustee Blacklock, seconded by Trustee Dahlmeier, to approve the agenda as presented. Motion carried unanimously. Trustee Massa was not present for the vote.

2. **Measure J**

2022 – 2023 Measure J Citizens' Bond Oversight Committee Report and Annual Status Report, Item 23-8461

Superintendent/President Guleff noted this update is an informational item and introduced Assistant Superintendent/Vice President Suleski to update the Board on the activities of the Citizens' Bond Oversight Committee during the fiscal year 2022-2023. He also reported that the District expended all of Series A \$43,273,000 and approximately \$25M of Series B. The District issued Series C bonds for \$50M in June 2022 to provide enough funding for the new science building. As of June 30, 2023, 27 projects have been completed and 14 projects are in progress.

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

There were no public comments.

4. **Approval of Consent Agenda, Item 23-8462 to 23-8468**

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

Motion carried unanimously. Trustee Massa was not present for the vote.

5. **Information Reports**

Academic Senate President's Report – Jess Vickery

Dr. Vickery stated Academic Senate honored outgoing senators and welcomed new ones at their last meeting. Senate approved the new course add authorization process, which is more efficient for students. They also started their discussion of AB111 about common course numbering.

Classified Senate President's Report – Chris Westbay

Mr. Westbay stated Classified Professionals Day on May 31 was well attended. They also continued the tradition of providing coffee, snacks, and scantrons to students during finals week.

Superintendent/President's Report – Virginia L. Guleff

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

Board Comments

Trustee Blacklock attended all of the graduation celebrations. He stated it was a joy and honor to attend. Trustee Boeger noted the retreat was productive and informative. Trustee Dahlmeier stated it was an honor to attend Commencement and congratulate all the students. Trustee McGinnis traveled to the Scandinavian countries and noticed their universities don't have a lot of green space. He appreciates our campus. He asked about looking into professions that need employees, like air traffic controllers. Trustee Nock stated this was his first commencement as a Trustee. He enjoyed the Butte County Farm Bureau Summer BBQ and thanked Superintendent/President Guleff for attending. Trustee Krepelka noted the large number of first-generation college students at Commencement.

6. **Communications from the Public**

There were no public comments.

7. **Contracts**

Approval of Contracts, Item 23-8469

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

Motion carried unanimously. Trustee Massa was not present for the vote.

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

It was moved by Trustee Boeger, seconded by Trustee McGinnis, to approve the purchase of the required GetAnswers, GetSAP, Chatbot, LiveChat, and Texting products and services from Ocelot, utilizing Foundation for California Community Colleges Master Services Agreement No. 00003389, per the terms of the FCCC contract, for the term of July 1, 2023 through June 30, 2026, in the amount not to exceed \$171,090.00 and authorize District staff to execute the necessary contract documents related to the purchase of products and services from Ocelot in accordance with Board Policy 6340 prior to ratification by the Board at a subsequent meeting.

Motion carried unanimously. Trustee Massa was not present for the vote.

8. **Finance/Facilities**

Adoption of the 2023-2024 Tentative Budget, Gann Limit Worksheet, EPA Spending Determination Report and Notice of Public Hearing on the 2023-2024 Budget, Item 23-8471

It was moved by Trustee McGinnis, seconded by Trustee Boeger, to adopt the 2023-2024 Tentative Budget, the 2023-2024 Gann Limit Worksheet and the EPA Spending Determination Report.

Motion carried unanimously. Trustee Massa was not present for the vote.

The Board of Trustees announced that the proposed 2023-2024 Final Budget will be available for public inspection beginning September 6, 2023, at the Office of the Assistant Superintendent/Vice President for Administration; and a public hearing will be held at 1:00 p.m. at the Board meeting on September 13, 2023, to be followed by the adoption of the 2023-2024 Final Budget.

Authorization to Submit 2025-2029 Five-Year Construction Plan, Item 23-8472

It was moved by Trustee McGinnis, seconded by Trustee Nock, to authorize Administration to submit the 2025-2029 Five-Year Construction Plan.

Motion carried unanimously. Trustee Massa was not present for the vote.

9. **Human Resources**

Consider/Approve Amended Employment Contract for Superintendent/President, Item 23-8473

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

It was moved by Trustee Nock, seconded by Trustee Blacklock, to approve the amended employment contract for the Superintendent/President.

Motion carried by the following roll call vote:

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

Nos – none

Absent – Massa

10. **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 authorized staff to take action towards a settlement on legal matters and provided direction on other legal matters.

11. **Adjournment**

Board President Krepelka adjourned the meeting at 4:23 PM.

Subject: Past Due Evaluation Notice

Date: Wednesday, October 5, 2022 at 3:14:30 PM Pacific Daylight Time

From: Sweeney, Deana

To: [REDACTED]

Sent via Electronic Mail s [REDACTED]

October 5, 2022

RE: Past Due Evaluation Notice for [REDACTED]

Dear [REDACTED]

Hello,

You are currently listed as the supervisor for the following employee: [REDACTED], whose **evaluation is PAST DUE. Their evaluation was due on 7/1/2017.**

It is important to stay current with our evaluations, and to continue completing them in a timely fashion. This is to be compliant with our internal process and labor agreements, and to stay in good standing with Accreditation. The President's Leadership Team and the board of Trustees regularly review our past due evaluations, so it highly recommended and strongly encouraged for supervisors to complete these evaluations, prior to them becoming past due and requiring this notice to be sent.

The [CSEA contract](#) (13.2) indicates "a probationary employee shall be evaluated by the completion of their third (3rd) month and immediately prior to the completion of their fifth (5th) month ..." Permanent employees shall be evaluated every two years on or about their anniversary date.

The evaluation forms, including the employee self-evaluation form, can be located here: [Evaluation Forms](#) (scroll to the bottom of the webpage to view the classified employee evaluation documentation).

You are listed as the supervisor for the above-referenced employee in Colleague. If you have received this notice in error, please complete the [Supervisor Change Form](#). Once HR receives the completed form for review, we will update Colleague to reflect the same.

Thank you

Sincerely,

Human Resources

cc: Personnel File

6.6.3 Frequency of Formal Administrative Evaluation:

The District will make every effort to conduct formal evaluation of associate faculty during the first semester of employment and at least once every six semesters of service. However, in no instance will student feedback or other material be considered that was not developed and collected within the past six semesters of service. Included in the evaluation process is the requirement for a pre-observation conference and a post-performance evaluation conference. Per Article 6.9, a post-performance evaluation conference shall be conducted by the administrative evaluator or their designee. The initial pre-observation conference (in the first semester of employment) and all post-performance evaluation conference meetings (at least once every six semesters of service) will be conducted face-to-face. The District will pay the associate faculty member being evaluated for these face-to-face conference meetings. This payment will be at the current meetings rate contained in the Extra Duty Stipend Schedule for Associate Faculty. See the HR website for current schedule.

6.6.4 More frequent evaluations may be conducted at the discretion of the District or at the request of an associate instructor. Regardless of the actual frequency of the formal Administrative Evaluation of Associate Faculty, when problems or areas of actual or suspected substandard teaching are noticed, the associate faculty member must be notified and the situation must be addressed immediately by implementing a process of progressive evaluation and/or progressive corrective action.

6.2 Student Feedback of Associate Instructors

6.2.1 Student Feedback of associate instructors conducted periodically throughout each academic year provides a most useful tool to provide feedback to instructors about their teaching effectiveness. Although student feedback is only one source of performance evaluation, they do provide one of the most direct contacts with the ultimate beneficiary of the District's educational product -- the student. It is for this reason that special emphasis has been placed upon actively soliciting student comments as a necessary part of the students' responsibilities regarding the filling out of the course evaluation instruments.

6.2.2 It is the goal of the District that each associate faculty receive student feedback from their students once during each teaching year.

6.2.3 General Procedures

1. To allay student fears, student anonymity shall be protected throughout the student feedback process.
2. The overall in-classroom student feedback process shall be supervised by the area dean or the appropriate off-campus center supervisor.
3. Associate instructors to receive feedback from their students in a given semester shall be notified in advance and they shall be given a specified period of time during which feedback forms are to be completed.
4. At the time that the feedback is to be gathered, the instructor shall assign one student the responsibility for reading the directions to the class, administering,

NAME	Employee Id	Last Eval Received	Next Eval Due Date	Status
		FA19	22/23	Current
		SP21	23/24	Current
		SP21	23/24	Current
		FA21	FA22	Current
		FA21	24/25	Current
		FA20	23/24	Current
		FA17	20/21	PAST DUE
		SP16	18/19	PAST DUE
		FA20	23/24	Current
		FA21	FA22	Current
		SP22	24/25	Current
		SP22	24/25	Current
		FA19	22/23	Current
		FA19	22/23	Current
		SP22	24/25	Current
		SP22	FA22	Current
		SP21	23/24	Current
		FA21	FA22	Current
		FA21	FA22	Current
		FA19	22/23	Current
			FA22	Current
		FA19	22/23	Current
		SP21	23/24	Current
		SP21	23/24	Current
			FA21	PAST DUE
		SP14	16/17	PAST DUE
		SP21	23/24	Current
		FA18	21/22	PAST DUE
		FA16	19/20	PAST DUE
		FA20	23/24	Current
		SP19	21/22	PAST DUE
		FA21	24/25	Current
		FA19	22/23	Current
		SP20	22/23	Current
		SP21	23/24	Current
		FA20	23/24	Current
		FA19	22/23	Current
		SP12	14/15	PAST DUE
		FA20	23/24	Current
		FA17	20/21	PAST DUE
		SP20	22/23	Current
		SP21	23/24	Current
		SP15	17/18	PAST DUE
		FA19	22/23	Current
		FA22	24/25	Current

FA22	24/25	Current
SP21	23/24	Current
SP18	20/21	PAST DUE
SP22	24/25	Current
FA21	FA22	Current
SP21	23/24	Current
FA16	19/20	PAST DUE
FA21	FA22	Current
	FA22	Current
FA19	22/23	Current
FA19	22/23	Current
FA19	22/23	Current
FA16	19/20	PAST DUE
FA21	FA22	Current
FA21	24/25	Current
FA21	24/25	Current
SP22	24/25	Current
	FA22	Current
FA21	FA22	Current
	FA22	Current
SP18	20/21	PAST DUE
SP22	24/25	Current
FA04	FA07/SP08	PAST DUE
FA21	FA22	Current
FA16	19/20	PAST DUE
SP22	27/25	Current
SP21	23/24	Current
SP18	20/21	PAST DUE
SP15	17/18	PAST DUE
SP21	23/24	Current
FA20	23/24	Current
	FA22	Current

	CSEA				MSC				Total Evaluates	Total Current	Total Past Due	
	Current	0-2 Years	3-5 Years	>5 Years	Current	0-2 Years	3-5 Years	>5 Years				
President	3	0	0	0	5	0	0	0	8	8	0	
Administrative Services	62	15	0	0	15	1	0	0	93	77	16	
Institutional Effectiveness	0	19	6	1	6	30	4	0	66	6	60	
Instruction	30	24	12	0	2	11	9	1	89	32	57	
Student Services	41	36	0	0	9	17	0	1	104	50	54	
									Total	360	173	187

Subject: MSC/CSEA Evaluation Spreadsheet
Date: Thursday, March 30, 2023 at 3:19:45 PM Pacific Daylight Time
From: Sweeney, Deana
To: Guleff, Virginia, Shearer, Erik, Suleski, Andy, Zuniga, Brad
Attachments: Employee Evaluation Spreadsheet dated 3 29 23.xlsx

Good Afternoon,

Attached is the evaluation spreadsheet through March 2023. Every quarter I will send out for your review.

Once you have reviewed, please let me know if you have any questions and/or corrections.

Thank you in advance.

Deana Sweeney
Human Resources
Butte College
3536 Butte Campus Dr.
Oroville, CA 95965
530-879-4014

Our words create the world we live in Always be kind

Department	Id	Name Full	Name Supervisor	Next Eval Date
ADM-Administration	3004317		Helen Guleff	8/1/2025
ADM-Administration	3005904		Andrew Suleski	4/1/2023
ADM-Administration	3053316		Andrew Suleski	5/1/2023
ADM-Administration	3255209		Kristie Nash	7/5/2024
ANCL-Ancillary Services Administrat	3183314		Andrew Suleski	7/1/2023
BKST-Book Store	3003836		Steven Demaggio	7/16/2024
BKST-Book Store	3004593		Steven Demaggio	8/1/2023
BKST-Book Store	3089482		Steven Demaggio	3/3/2024
BKST-Book Store	3222870		Steven Demaggio	7/1/2023
BKST-Book Store	3284578		Steven Demaggio	1/2/2025
BSV-Business Services	3004819		Shann Pustejovsky	8/14/2024
BSV-Business Services	3004837		William Nicholas	5/1/2025
BSV-Business Services	3007633		William Nicholas	2/1/2024
BSV-Business Services	3053732		William Nicholas	6/4/2024
BSV-Business Services	3090001		Yvette Hudlow	2/18/2024
BSV-Business Services	3179678		William Nicholas	9/1/2024
BSV-Business Services	3189756		Shann Pustejovsky	8/1/2023
BSV-Business Services	3192481		William Nicholas	5/1/2024
BSV-Business Services	3212031		William Nicholas	9/16/2024
BSV-Business Services	3249823		William Nicholas	9/1/2024
BSV-Business Services	3255125		Yvette Hudlow	5/3/2023
BSV-Business Services	3391378		William Nicholas	9/1/2024
BSV-Business Services	3394572		William Nicholas	3/1/2024
BSV-Business Services	3462885		Andrew Suleski	2/1/2024
CSTD-Custodial	3003901		Peter Huru	5/23/2023
CSTD-Custodial	3004319		Peter Huru	6/30/2024
CSTD-Custodial	3004551		Peter Huru	6/1/2023
CSTD-Custodial	3080911		Peter Huru	1/11/2025
CSTD-Custodial	3121637		Peter Huru	6/1/2023
CSTD-Custodial	3159225		Peter Huru	8/1/2024
CSTD-Custodial	3192215		Peter Huru	8/15/2024
CSTD-Custodial	3206801		Peter Huru	8/19/2024
CSTD-Custodial	3256707		Peter Huru	10/1/2024
CSTD-Custodial	3266831		Peter Huru	7/2/2023
CSTD-Custodial	3284523		Peter Huru	11/1/2025
CSTD-Custodial	3295747		Peter Huru	4/1/2024
CSTD-Custodial	3305089		Peter Huru	6/3/2023
CSTD-Custodial	3311454		Peter Huru	2/2/2025
CSTD-Custodial	3326634		Peter Huru	10/1/2023
CSTD-Custodial	3344539		Peter Huru	8/1/2023
CSTD-Custodial	3380195		Peter Huru	6/30/2024
CSTD-Custodial	3431484		Peter Huru	5/1/2023
CSTD-Custodial	3440508		Peter Huru	8/1/2023
CSTD-Custodial	3459075		Peter Huru	5/1/2023
CSTD-Custodial	3479388		Peter Huru	6/3/2023
CSTD-Custodial	3493466		Peter Huru	6/1/2024
CSTD-Custodial	3510375		Peter Huru	9/1/2024
CSTD-Custodial	3514512		Peter Huru	2/1/2024
FDSV-Food Services	3086967		Steven Demaggio	7/1/2023
FDSV-Food Services	3129376		Thomas Flesher	3/31/2024
FDSV-Food Services	3342940		Thomas Flesher	8/14/2023
FDSV-Food Services	3396649		Thomas Flesher	10/1/2024
FDSV-Food Services	3436318		Thomas Flesher	9/11/2023
FPM-Facilities Planning and Manag	3003772		Kimberly Jones	12/1/2023
FPM-Facilities Planning and Manag	3004208		Andrew Suleski	2/1/2023
FPM-Facilities Planning and Manag	3005879		Kimberly Jones	12/1/2023
FPM-Facilities Planning and Manag	3120361		Kimberly Jones	11/1/2023
FPM-Facilities Planning and Manag	3148352		Mark Allen	9/1/2023
FPM-Facilities Planning and Manag	3214655		Kimberly Jones	3/1/2025
FPM-Facilities Planning and Manag	3262937		Christie Lee	2/1/2025
FPM-Facilities Planning and Manag	3290558		Kimberly Jones	3/1/2025
FPM-Facilities Planning and Manag	3308887		Kimberly Jones	9/21/2024
FPM-Facilities Planning and Manag	3387474		Christie Lee	10/1/2023
FPM-Facilities Planning and Manag	3468786		Christie Lee	8/1/2024
GRND-Grounds	3004076		Damond Herseth	7/1/2024
GRND-Grounds	3247691		Damond Herseth	9/1/2024
GRND-Grounds	3292566		Damond Herseth	11/3/2024

GRND-Grounds	3294568		Damond Herseth	8/2/2025
GRND-Grounds	3370167		Damond Herseth	1/3/2025
GRND-Grounds	3444800		Damond Herseth	11/2/2023
HR-Human Resources	3077377		Christopher Little	5/1/2023
HR-Human Resources	3121589		Andrew Suleski	7/1/2024
HR-Human Resources	3208738		Christopher Little	8/1/2025
HR-Human Resources	3209431		Selena Lee	4/1/2024
HR-Human Resources	3209992		Christopher Little	3/1/2024
HR-Human Resources	3217173		Christopher Little	8/1/2024
HR-Human Resources	3381706		Selena Lee	4/1/2023
HR-Human Resources	3468911		Christopher Little	9/1/2025
HR-Human Resources	3481263		Selena Lee	11/1/2023
MNTN-Maintenance	3080475		Mark Allen	8/1/2024
MNTN-Maintenance	3188020		Mark Allen	11/1/2023
MNTN-Maintenance	3274342		Mark Allen	11/1/2024
MNTN-Maintenance	3296706		Mark Allen	6/30/2024
MNTN-Maintenance	3320017		Mark Allen	3/1/2024
MNTN-Maintenance	3472570		Mark Allen	6/4/2024
MNTN-Maintenance	3477922		Mark Allen	11/1/2024
MNTN-Maintenance	3490141		Mark Allen	10/1/2024
MSAM-Mail Services & Asset Mgmt	3004307		Peter Huru	6/30/2024
MSAM-Mail Services & Asset Mgmt	3004431		Peter Huru	5/25/2023
MSAM-Mail Services & Asset Mgmt	3437077		Peter Huru	8/1/2025
PBSF-Public Safety	3003911		Casey Carlson	10/1/2023
PBSF-Public Safety	3169316		Casey Carlson	3/13/2024
PBSF-Public Safety	3191374		Casey Carlson	5/1/2023
PBSF-Public Safety	3398531		Brad Zuniga	3/14/2024
PBSF-Public Safety	3474390		Casey Carlson	3/1/2024
PRSV-Printing Services	3004592		Peter Huru	9/1/2024
PRSV-Printing Services	3007333		Peter Huru	5/31/2024
TRNS-Transportation FPM	3200827		James Carlson	10/1/2024
TRNS-Transportation FPM	3274640		James Carlson	2/7/2024
TRNS-Transportation FPM	3343335		James Carlson	11/15/2024
TRNS-Transportation FPM	3380597		James Carlson	2/14/2024
TRNS-Transportation FPM	3387162		James Carlson	10/18/2024
TRNS-Transportation FPM	3415812		James Carlson	10/14/2024
TRNS-Transportation FPM	3416013		James Carlson	2/6/2025
TRNS-Transportation FPM	3426674		James Carlson	2/3/2025
TRNS-Transportation FPM	3498378		James Carlson	7/1/2024
TRNS-Transportation FPM	3520516		James Carlson	1/6/2025
AET-Agricultural Engineering Tech	3004495		Donald Robinson	6/30/2024
AGR-Agriculture	3183194		Donald Robinson	6/1/2024
ALH-Allied Health	3328280		Denise Adams	8/1/2023
ALH-Allied Health	3338488		Denise Adams	7/1/2025
ALH-Allied Health	3338554		Denise Adams	11/1/2023
ALH-Allied Health	3448654		Denise Adams	11/1/2023
ARTX-Arts	3281590		Teresa Doyle	11/3/2023
ARTX-Arts	3346446		Teresa Doyle	2/1/2024
AUT-Automotive Technology	3325590		Donald Robinson	2/1/2025
BC S-Business Computer nformation	3418592		Teresa Doyle	4/2/2023
B OL-Biological Sciences	3005112		Robert White	4/1/2024
B OL-Biological Sciences	3183480		Robert White	1/28/2024
CAS-Center for Academic Success	3004158		Rebecca Bemer	9/1/2024
CAS-Center for Academic Success	3005019		Rebecca Bemer	6/1/2023
CAS-Center for Academic Success	3141879		Rebecca Bemer	8/1/2023
CAS-Center for Academic Success	3166846		Rebecca Bemer	8/22/2023
CAS-Center for Academic Success	3260196		Rebecca Bemer	4/20/2021
CAS-Center for Academic Success	3356314		Rebecca Bemer	8/17/2023
CAS-Center for Academic Success	3442398		Rebecca Bemer	8/17/2025
CAS-Center for Academic Success	3454904		Rebecca Bemer	8/17/2025
CCPT-CA Career Pathways Trust	3393360		Melisse Boyd	11/1/2025
CDC-Child Development Center	3004088		Julia Vandereyck	10/24/2022
CDC-Child Development Center	3004121		Julia Vandereyck	3/1/2023
CDC-Child Development Center	3088420		Julia Vandereyck	4/2/2024
CDC-Child Development Center	3094798		Julia Vandereyck	2/3/2024
CDC-Child Development Center	3191706		Julia Vandereyck	2/6/2024
CDC-Child Development Center	3243864		Denise Adams	7/1/2018
CDC-Child Development Center	3271048		Julia Vandereyck	4/2/2024

CDC-Child Development Center	3326256		Julia Vandereyck	4/2/2024
CDC-Child Development Center	3337179		Julia Vandereyck	4/2/2024
CDC-Child Development Center	3353799		Julia Vandereyck	8/17/2024
CDC-Child Development Center	3425165		Julia Vandereyck	8/1/2025
CDC-Child Development Center	3447783		Julia Vandereyck	9/1/2024
CHCT-Chico Center	3285700		Dorrie Watson	7/1/2024
CHCT-Chico Center	3448779		Dorrie Watson	10/10/2024
CHEM-Chemistry	3082633		Robert White	6/8/2024
CHEM-Chemistry	3243770		Robert White	8/1/2024
CNED-Linda Zom Executive Director	3004273		Anne Rafferty	5/14/2024
CNED-Linda Zom Executive Director	3334997		Anne Rafferty	2/2/2024
COS-Cosmetology & Barbering	3031807		Teresa Doyle	7/1/2024
COS-Cosmetology & Barbering	3131740		Teresa Doyle	7/1/2024
COS-Cosmetology & Barbering	3191963		Teresa Doyle	5/1/2024
COS-Cosmetology & Barbering	3201648		Teresa Doyle	7/1/2024
CTED-Career and Technical Education	3005411		Blaine Smith	7/6/2021
CTED-Career and Technical Education	3301150		Denise Adams	4/2/2022
CTEG-CTE Grant Administration	3226305		Denise Adams	12/1/2021
CTEG-CTE Grant Administration	3268608		Blaine Smith	3/2/2020
DSL1-Robert White nterim Dean	3054654		Robert White	1/31/2021
DSL1-Robert White nterim Dean	3079571		Robert White	3/22/2023
DSL2-Kam Bull Dean	3004202		Kam Bull	6/1/2025
DSL2-Kam Bull Dean	3004342		Kam Bull	7/1/2023
DSL2-Kam Bull Dean	3004476		Teresa Doyle	8/1/2019
DSL3-Carrie Monlux Dean	3211192		Carrie Monlux	3/9/2024
DSL3-Carrie Monlux Dean	3320718		Carrie Monlux	7/1/2024
DSL4-Denise Adams Dean	3382093		Denise Adams	5/3/2023
DSL5-Teresa Doyle Dean	3169726		Teresa Doyle	3/2/2018
DSL5-Teresa Doyle Dean	3292668		Teresa Doyle	5/1/2020
DSL6-Donald Robinson Dean	3398417		Donald Robinson	11/18/2024
EH-Environmental Horticulture	3007479		Donald Robinson	12/1/2023
EWD-Economic Workforce Development	3003827		Erik Shearer	10/1/2024
EWD-Economic Workforce Development	3051453		Blaine Smith	5/1/2021
EWD-Economic Workforce Development	3166816		Anne Rafferty	8/1/2024
EWD-Economic Workforce Development	3382474		Anne Rafferty	5/3/2023
EWD-Economic Workforce Development	3521196		Alastair Roughton	4/1/2023
GCCT-Glenn County Center	3420603		Constance Dickens	8/1/2024
LBSV-Library Services	3005888		Carrie Monlux	2/1/2024
LBSV-Library Services	3233906		Carrie Monlux	5/3/2023
LBSV-Library Services	3259410		Carrie Monlux	5/31/2023
LBSV-Library Services	3524522		Carrie Monlux	5/31/2023
MESA-MESA	3232706		Brian Donnelly	2/1/2025
MESA-MESA	3358782		Robert White	9/2/2021
O -Office of nstruction	3004196		Erik Shearer	7/12/2021
O -Office of nstruction	3004367		Erik Shearer	1/27/2024
O -Office of nstruction	3077623		Erik Shearer	10/1/2023
O -Office of nstruction	3454125		Erik Shearer	5/3/2023
PEDR-Melody Stockwell Director	3005777		Melody Stockwell	10/30/2024
PEDR-Melody Stockwell Director	3263120		Melody Stockwell	2/29/2024
PEDR-Melody Stockwell Director	3314568		Melody Stockwell	4/2/2023
PEDR-Melody Stockwell Director	3494579		Melody Stockwell	4/4/2023
PEV -Varsity- ntercollegiate	3305107		Melody Stockwell	5/1/2023
PHO-Photography	3206236		Teresa Doyle	1/1/2018
PUBX-Public Safety Ed & Train Ctr	3004173		Donald Beasley	7/1/2024
PUBX-Public Safety Ed & Train Ctr	3260095		Donald Beasley	11/1/2024
PUBX-Public Safety Ed & Train Ctr	3376590		Donald Beasley	10/1/2025
SBDC-Small Business Development Cen	3005895		Erik Shearer	7/1/2024
SBDC-Small Business Development Cen	3026529		Sophie Konuwa	4/3/2025
STDV-Staff Development	3004526		Kam Bull	9/14/2025
TM -Technology Mediated nstr	3004365		Carrie Monlux	12/1/2024
TM -Technology Mediated nstr	3004395		Carrie Monlux	2/1/2024
WLD-Welding	3003938		Donald Robinson	4/30/2024
WLD-Welding	3426884		Donald Robinson	4/1/2024
PRES-Presidents Office	3007683		Helen Guleff	2/1/2024
PRES-Presidents Office	3208729		Helen Guleff	7/1/2024
PRES-Presidents Office	3211934		Shannon McCollum	3/9/2024
PRES-Presidents Office	3235386		Helen Guleff	11/1/2023
PRES-Presidents Office	3291557		Travon Robinson	8/1/2023

PRES-Presidents Office	3303795		Shannon McCollum	2/1/2024
CCTC-CA Community College Tech Ctr	3004967		David Shippen	3/1/2025
CCTC-CA Community College Tech Ctr	3007944		Jennifer Coleman	1/31/2022
CCTC-CA Community College Tech Ctr	3034747		Jennifer Coleman	4/1/2022
CCTC-CA Community College Tech Ctr	3048713		Dawn Okinaka	10/2/2024
CCTC-CA Community College Tech Ctr	3056438		Ashwini Nambiar	8/1/2024
CCTC-CA Community College Tech Ctr	3082275		Amy Snyder	8/1/2024
CCTC-CA Community College Tech Ctr	3127884		Sandoval Chagoya	9/1/2024
CCTC-CA Community College Tech Ctr	3144299		David Shippen	2/1/2025
CCTC-CA Community College Tech Ctr	3163609		Steve Klein	10/1/2023
CCTC-CA Community College Tech Ctr	3193409		Roberto Fuentes	1/1/2024
CCTC-CA Community College Tech Ctr	3220958		Ashwini Nambiar	11/1/2024
CCTC-CA Community College Tech Ctr	3233901		David Shippen	3/2/2023
CCTC-CA Community College Tech Ctr	3239416		Jane Linder	6/20/2021
CCTC-CA Community College Tech Ctr	3246937		Michael Thathuvaswamy	7/1/2025
CCTC-CA Community College Tech Ctr	3256919		Steve Klein	11/1/2024
CCTC-CA Community College Tech Ctr	3263291		Julia Arreguy	8/1/2024
CCTC-CA Community College Tech Ctr	3286665		David Shippen	3/1/2024
CCTC-CA Community College Tech Ctr	3288916		Julia Arreguy	10/3/2020
CCTC-CA Community College Tech Ctr	3291040		David Shippen	3/1/2024
CCTC-CA Community College Tech Ctr	3302819		Roberto Fuentes	9/10/2024
CCTC-CA Community College Tech Ctr	3310133		Michael Thathuvaswamy	9/1/2023
CCTC-CA Community College Tech Ctr	3325079		Roberto Fuentes	1/1/2024
CCTC-CA Community College Tech Ctr	3341270		Amir Khan	5/31/2024
CCTC-CA Community College Tech Ctr	3383877		Julia Arreguy	8/1/2024
CCTC-CA Community College Tech Ctr	3389674		Michael Thathuvaswamy	9/1/2025
CCTC-CA Community College Tech Ctr	3432256		Jennifer Coleman	4/3/2022
CCTC-CA Community College Tech Ctr	3432258		Andrew Suleski	5/3/2022
CCTC-CA Community College Tech Ctr	3434188		Steve Klein	8/1/2024
CCTC-CA Community College Tech Ctr	3436181		David Shippen	2/29/2024
CCTC-CA Community College Tech Ctr	3444973		Jane Linder	12/1/2024
CCTC-CA Community College Tech Ctr	3446875		Julia Arreguy	1/1/2021
CCTC-CA Community College Tech Ctr	3448286		Ashwini Nambiar	9/8/2024
CCTC-CA Community College Tech Ctr	3448667		Julia Arreguy	12/1/2025
CCTC-CA Community College Tech Ctr	3449254		Steve Klein	10/3/2024
CCTC-CA Community College Tech Ctr	3452223		Julia Arreguy	2/1/2021
CCTC-CA Community College Tech Ctr	3453513		Julia Arreguy	9/1/2024
CCTC-CA Community College Tech Ctr	3456423		Jennifer Coleman	8/1/2024
CCTC-CA Community College Tech Ctr	3457988		Jennifer Coleman	7/3/2022
CCTC-CA Community College Tech Ctr	3468055		Julia Arreguy	8/1/2024
CCTC-CA Community College Tech Ctr	3468066		Ashwini Nambiar	8/1/2024
CCTC-CA Community College Tech Ctr	3481270		Ashwini Nambiar	11/1/2024
CCTC-CA Community College Tech Ctr	3498006		Jennifer Coleman	12/1/2020
CCTC-CA Community College Tech Ctr	3506805		Jennifer Coleman	10/1/2021
CCTC-CA Community College Tech Ctr	3519763		Christine Fundell	9/1/2025
CCTC-CA Community College Tech Ctr	3519764		Stephen Marositz	9/1/2025
CCTC-CA Community College Tech Ctr	3519765		Christine Fundell	9/1/2025
CCTC-CA Community College Tech Ctr	3520434		Christine Fundell	10/3/2025
CCTC-CA Community College Tech Ctr	3520438		Dawn Okinaka	10/3/2023
CCTC-CA Community College Tech Ctr	3520532		Roberto Fuentes	1/2/2023
CCTC-CA Community College Tech Ctr	3520844		Dawn Okinaka	5/3/2023
CCTC-CA Community College Tech Ctr	3522760		Jennifer Coleman	7/11/2023
DKTP-Desktop Services	3003843		Wayne Brandt	12/1/2024
DKTP-Desktop Services	3004097		Elizabeth Connors	10/1/2024
DKTP-Desktop Services	3004926		Wayne Brandt	9/25/2024
DKTP-Desktop Services	3007540		Elizabeth Connors	9/7/2024
DKTP-Desktop Services	3157393		Elizabeth Connors	8/4/2024
DKTP-Desktop Services	3216335		Wayne Brandt	11/1/2025
DKTP-Desktop Services	3269346		Elizabeth Connors	11/1/2024
DKTP-Desktop Services	3271463		Elizabeth Connors	2/1/2025
DKTP-Desktop Services	3371696		Elizabeth Connors	12/4/2024
DKTP-Desktop Services	3400503		Elizabeth Connors	11/1/2024
FOUN-Foundation	3111763		Lisa DeLaby	7/1/2023
A- nstitutional Advancement	3298305		Lisa DeLaby	1/4/2024
S- nformation Systems	3004914		Wayne Brandt	2/1/2024
S- nformation Systems	3177071		Wayne Brandt	2/1/2024
S- nformation Systems	3200130		Wayne Brandt	2/29/2024
S- nformation Systems	3224739		Wayne Brandt	1/4/2024

S- nformation Systems	3278714		Wayne Brandt	5/31/2023
S- nformation Systems	3358515		Wayne Brandt	2/1/2024
S- nformation Systems	3381662		Wayne Brandt	9/11/2024
T- nformation Technology	3165336		Wayne Brandt	12/2/2024
T- nformation Technology	3374452		Andrew Suleski	3/4/2023
T- nformation Technology	3479448		Wayne Brandt	9/1/2025
MDS-Media Support	3201130		Elizabeth Connors	4/3/2024
MDS-Media Support	3246643		Elizabeth Connors	4/4/2023
PROD-Plan Research Org Dev	3262381		Helen Guleff	7/1/2020
PROD-Plan Research Org Dev	3468876		Erik Shearer	9/1/2020
USSU-User Support	3291108		Elizabeth Connors	5/1/2023
USSU-User Support	3304162		Elizabeth Connors	5/1/2023
ADRC-Admissions and Records	3003679		Julie Scarpelli	8/1/2024
ADRC-Admissions and Records	3003945		Julie Scarpelli	11/1/2023
ADRC-Admissions and Records	3004185		Monica Boyes	10/1/2023
ADRC-Admissions and Records	3039629		Julie Scarpelli	4/30/2024
ADRC-Admissions and Records	3097034		Julie Scarpelli	5/31/2024
ADRC-Admissions and Records	3126065		Julie Scarpelli	12/21/2024
ADRC-Admissions and Records	3270249		Julie Scarpelli	7/1/2024
ADRC-Admissions and Records	3337485		Julie Scarpelli	10/1/2025
ADRC-Admissions and Records	3349569		Julie Scarpelli	1/10/2025
ADRC-Admissions and Records	3366323		Tammera Shinar	3/24/2023
ADRC-Admissions and Records	3370332		Julie Scarpelli	5/1/2023
ADRC-Admissions and Records	3410787		Julie Scarpelli	2/3/2025
ADRC-Admissions and Records	3460097		Julie Scarpelli	7/1/2024
AS-Associated Students	3390036		Malcolm McLemore	5/1/2023
AS-Associated Students	3507786		Brad Zuniga	10/1/2021
CCTR-Call Center	3011503		Angel Ventura Plascencia	10/1/2024
CCTR-Call Center	3318152		Angel Ventura Plascencia	3/1/2024
CCTR-Call Center	3338784		Angel Ventura Plascencia	11/1/2024
CCTR-Call Center	3339793		Angel Ventura Plascencia	1/3/2023
CCTR-Call Center	3339839		Robert Withrow-Clark	10/1/2022
CCTR-Call Center	3459122		Angel Ventura Plascencia	3/1/2024
CCTR-Call Center	3502541		Angel Ventura Plascencia	2/1/2024
COUN-Counseling	3003811		Sarah Woolsey	1/1/2024
COUN-Counseling	3293144		Sarah Woolsey	10/3/2023
COUN-Counseling	3317079		Robert Withrow-Clark	2/3/2024
DSPX-Disabled Students & Prgm Svcs	3235762		Jaimie Dillard	3/3/2023
DSPX-Disabled Students & Prgm Svcs	3286562		Rebecca Bemer	5/31/2023
DSPX-Disabled Students & Prgm Svcs	3464943		Jaimie Dillard	8/2/2024
EOPS-EOPS	3004465		Mallory Holt	11/1/2024
EOPS-EOPS	3004757		Mallory Holt	8/1/2024
EOPS-EOPS	3212423		Rebecca Bemer	10/16/2025
EOPS-EOPS	3299619		Rebecca Bemer	5/4/2023
EOPS-EOPS	3313394		Vance Edwards	9/1/2024
EOPS-EOPS	3404670		Vance Edwards	9/11/2023
EOPS-EOPS	3430734		Mallory Holt	11/1/2024
FA D-Financial Aid	3004179		Jeannie Lybbert	6/1/2024
FA D-Financial Aid	3004486		Jeannie Lybbert	6/1/2023
FA D-Financial Aid	3004666		Jeannie Lybbert	11/1/2024
FA D-Financial Aid	3007330		Jeannie Lybbert	5/3/2023
FA D-Financial Aid	3007682		Tammera Shinar	8/3/2023
FA D-Financial Aid	3057439		Jeannie Lybbert	5/18/2023
FA D-Financial Aid	3166798		Jeannie Lybbert	9/1/2023
FA D-Financial Aid	3239642		Jeannie Lybbert	2/1/2024
FA D-Financial Aid	3292752		Jeannie Lybbert	9/1/2024
FA D-Financial Aid	3346531		Jeannie Lybbert	12/8/2022
FA D-Financial Aid	3405744		Jeannie Lybbert	12/3/2023
FA D-Financial Aid	3476361		Jeannie Lybbert	6/4/2024
FOST-Foster Care/ LP	3255848		Robert Withrow-Clark	7/3/2021
FOST-Foster Care/ LP	3282434		Stephanie Jimenez	10/1/2024
HLSV-Health Services	3104901		Jordan Frazer	4/4/2023
HLSV-Health Services	3180813		Jordan Frazer	1/3/2023
HLSV-Health Services	3232672		Jordan Frazer	9/12/2024
HLSV-Health Services	3261010		Rebecca Bemer	5/1/2020
HLSV-Health Services	3420654		Jordan Frazer	9/1/2024
HLSV-Health Services	3483567		Jordan Frazer	5/3/2023
HLSV-Health Services	3491818		Jordan Frazer	12/2/2024

SAOR-Student Activities and Orienta	3230301		Malcolm McLemore	5/19/2022
SAOR-Student Activities and Orienta	3324105		Malcolm McLemore	3/1/2024
SAOR-Student Activities and Orienta	3378509		Tammera Shinar	2/1/2024
SAOR-Student Activities and Orienta	3423482		Robert Withrow-Clark	1/2/2024
SAOR-Student Activities and Orienta	3490049		Malcom Dixon	10/1/2025
SAOR-Student Activities and Orienta	3510019		Malcom Dixon	10/3/2025
SFPL-Safe Place	3239056		Brad Zuniga	6/3/2024
SS-Student Services	3004522		Mai Thao	9/1/2025
SS-Student Services	3007444		Rebecca Bemer	7/3/2023
SS-Student Services	3180821		Kam Bull	10/1/2025
SS-Student Services	3202602		Tammera Shinar	4/4/2023
SS-Student Services	3225068		Brian Donnelly	12/1/2024
SS-Student Services	3225449		Rebecca Bemer	8/3/2023
SS-Student Services	3236291		Rebecca Bemer	3/1/2024
SS-Student Services	3289045		Dawn Blackhorse	2/1/2024
SS-Student Services	3304942		Rebecca Bemer	8/31/2023
SS-Student Services	3308876		Robert Withrow-Clark	4/6/2023
SS-Student Services	3318981		Kam Bull	4/1/2023
SS-Student Services	3333798		Malcolm McLemore	1/3/2023
SS-Student Services	3356571		Brad Zuniga	9/30/2024
SS-Student Services	3396799		Yolanda Salazar Garcia	7/1/2024
SS-Student Services	3403853		Shannon McCollum	3/8/2023
SS-Student Services	3429519		Brad Zuniga	8/3/2023
SS-Student Services	3468108		Rebecca Bemer	9/1/2023
SS-Student Services	3499112		Yolanda Salazar Garcia	3/1/2023

MEMORANDUM OF UNDERSTANDING

The following memorializes the understanding of the Butte-Glenn Community College District, (hereinafter referred to as the “District”) and the Butte College Education Association (hereinafter referred to as “BCEA”) in regards to changes made to 6.3.1.

The following changes will be made below to section 6.3.1.

6.3 Areas of Instructional Evaluation

-

6.3.1 Areas for faculty evaluation include:

A. Teaching and Instruction--Classroom Effectiveness.

1. Instructor plans for and is continually well prepared to teach.
2. Instructor provides organized and effective delivery of instruction.
3. Instructor communicates respectfully to students and encourages interaction.
4. Instruction is relevant to the course.
5. Instruction is consistent with the stated and approved outcomes of the course.
6. Instructor shows interest in the subject matter and student learning.
7. Instructor uses strategies designed to foster student engagement with the content.
8. Instructor uses standards of student evaluation that are clear, fair, and followed consistently.
9. Instructor requires and evaluates levels of student effort sufficient to develop mastery of the subject or skills in the course.
10. Instructor grades and returns student work, assignments and tests in a reasonable period of time.
11. Instructor makes effective use of teaching aids, instructional methods and materials required of students.(e.g., texts, manuals, etc.)
12. Instructor is an effective teacher.
13. For Distance Education instruction, satisfies course guidance tour items.

B. Preparation of Up-to-Date Instructional Methods and Materials.

1. Instructor prepares complete and timely course syllabi.
2. Instructor continually evaluates, updates and revises course content and instructional methods and materials.
3. Instructor coordinates course contents and instructional methods with other teachers in the program/discipline.

C. Instructor meets and assists students during office hours or by appointment or at other reasonable times.

D. Professional Growth (The following are examples of professional growth which may be included in the Self-Evaluation Form).

1. Classes taken.
2. Conferences attended.
3. Professional achievements.
4. Reading and course work taken.
5. Attendance at staff development functions.
6. Visitations to other educational institutions or appropriate businesses, agencies or organizations.
7. Other efforts to improve teaching and individual effectiveness.

E. Area and Department Responsibilities.

1. Instructor knowledgeable about and abides by College, Area and Departmental policies, procedures.
2. Instructor meets deadlines and time targets including deadlines for reports, grades and paperwork.
3. Instructor orders instructional materials, equipment and textbooks, with sufficient lead time.
4. Instructor assists chair in evaluating and revising course scheduling.
5. Instructor collaborates to determine equitable course assignments.
6. Instructor provides assistance to other full time, part time, and/or new instructors.
7. Instructor participates in departmental plans and activities with others.
8. Instructor helps develop departmental budgets.
9. Instructor monitors expenditures to keep within authorized budget spending appropriations.
10. Instructor exercises good judgment in the use of and/or management of facilities, equipment and supplies.
11. Instructor regularly attends assigned meetings.
12. Instructor is punctual to assigned meetings.
13. Instructor works collegially with faculty peers, classified staff and administration.
14. Instructor does their fair share of outside-of-class departmental duties and responsibilities, including contributing to unit plan and program review processes.
15. Instructor initiates and/or participates in overall department-wide program development and curriculum improvements, maintenance, evaluation, revision, and/or expansion.

F. College-wide Service- Demonstrates a pattern of College-wide service including one or more of the following:

1. Serve on College committees.
2. Serves on College committees and project teams.
3. Serves as a sponsor to student clubs and organizations.
4. Participates in faculty/college governance.
5. Participates on special project teams or ad hoc committees.

G. DEIA Self-Reflection Statement

1. Each faculty member will prepare a Self-Reflection statement using the approved format as described in Appendix G2 V. This statement is intended to foster a conversation among colleagues that reflects on how faculty can individually and collectively work to improve student outcomes for historically under-represented and disproportionately impacted populations. The self-reflection statement should be used to help advance individual professional development and institutional dialogue on change.

By: _____

For BCEA

By: _____

For the District



BUTTE-GLENN COMMUNITY COLLEGE DISTRICT
 3536 Butte Campus Drive, Oroville, CA 95965

CONTRACT APPROVAL FORM

This Contract Approval Form must be completed and attached to any proposed contract (i) not created by Business Contracts & Risk Management or (ii) any altered District template contract. The contract preparer, Dean or Director, and Vice President of the initiating department should read and review the terms of the contract and verify that they accurately reflect the terms negotiated between the parties.

TO BE COMPLETED BY DISTRICT ONLY					
The person initiating this contract must complete this section and obtain appropriate initials before contract will be approved.					
Initiating Department:	HR	Preparer's Name & ID:	Deana Sweeney 3077377	Phone:	2400
Vendor Name:	NEOGOV		Vendor ID:	3413535	
PO Description (Max. 25 characters):	Software automation for the district's performance evaluation process				
Budget Code:	11099150167300054511	PO Amount:	45,829.00		
Contract Monitor Name (Person Who Approves Invoices):	Chris Little			Phone:	2400
Dept. Dean/Director Initials:	<u>CL</u>	Dept. Vice President Initials:	<u>AS</u>		
Business Contracts Approval:	<u>RB</u>	<u>KN</u>	Purchase Order Number:		

Exhibit A Order Form



NEOGOV

Governmentjobs.com, Inc. (dba "NEOGOV")
2120 Park Pl, Suite 100
El Segundo, CA 90245
United States
billing@neogov.com
Sales Rep: Kevin O'Connor

Customer:

Butte College (CA)
3536 Butte Campus Drive
Oroville, CA 95965
USA

Quote Valid From: 9/5/2023
Quote Valid To: 9/8/2023

Quote Number: Q-10808
PaymentTerms: Annual,Net 30
Subscription Term in Months: 12

Employee Count: 575
Order Summary

RECURRING

Service Description	Start Date	End Date	Term Price (USD)
Perform Subscription			\$20,592.00
Position Import Subscription			\$3,308.00
Employee Import Subscription			\$3,308.00
New Hire Export (IN) Subscription			\$1,971.00
RECURRING TOTAL:			\$29,179.00

ONE-TIME

Service Description	Start Date	End Date	Term Price (USD)
Perform Setup			\$7,200.00
Position Import Setup			\$3,150.00
Employee Import Setup			\$3,150.00



AP 7280

Working Remotely:

Classified Professionals and Management/Supervisory/Confidential

References:

Adopted: June 2014
Last Revised: November 2022
Last Reviewed: November 2022

All remote workers are expected to comply with the District Working Remotely policy and procedures.

Definitions

- Remote work: is defined as periodic work away from the normal work location, one or more days per week, either at home or at a remote site. More formally, it is the partial substitution of computers or remote technologies or both, for the commute to work. It is usually an off-site arrangement that permits employees to work in or near their homes, near clients' offices or at project sites for all or part of a work week.
 - Remote work may be accomplished either through full remote work in limited circumstances, such as designated IT professionals, or by a hybrid assignment where the employee splits their work week between a main office and a remote location. Remote work does not change the number of days and/or hours worked.
- Main office or official work-site: refers to the employee's normal and customary work site at a District location.
- On ground: refers to work accomplished at the employee's Main Office or other District location.

Eligibility

- Full-time classified employees, managers, and supervisors are eligible for participation in the remote work program.
- Probationary and temporary employees are not eligible to participate unless the position has been designated as remote due to special or extenuating circumstances and has been approved by the Vice President for their area.
- Employees serving in a training capacity or providing hands-on service will not normally be approved to participate in the remote work program on a regular, ongoing basis. Remote work will not be offered when doing so would impact the applicable department's ability to meet demand for on-campus services and support to address internal and external District needs.
- Managers and supervisors who have not completed timely performance evaluations of their subordinates will not be eligible to participate in this program until such time as those evaluations are made current. Additionally, a current, positive evaluation is required for all employees who apply to work remotely.
- Final approval for any remote schedule rests with the applicable Vice President and will be reported to Leadership Team.