



**BOARD OF TRUSTEES
Notice of Regular Meeting**

Wednesday, May 15, 2024 | 1:00 PM
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. Eugene Massa, President
- Mr. William McGinnis, Vice President
- Mr. John Blacklock, Clerk
- Mr. Mike Boeger
- Mr. John Dahlmeier
- Mr. Rick Krepelka
- Mr. John Nock
- Ms. Liz Heaton, Student Trustee

Pledge of Allegiance to the Flag

Page

1. Agenda Approval













2. 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.

3. 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.

3.1	Approval of Minutes 	7 - 13
3.2	Approval of Warrants 	14
3.3	Ratification of Contracts  Contracts Ratification Report 	15 - 21
3.4	Donation of District Personal Property: Misc Electronic Equipment  Exhibit A 	22 - 25
3.5	Approval of New Courses 	26 - 28
3.6	Adoption of 2025-26 Academic Calendar  2025-26 Academic Calendar 	29 - 30
3.7	Faculty Using Accumulated Load Bank 	31
3.8	Approval of Fall 2024/Spring 2025 Academic Sabbatical Leave Requests 	32 - 33
3.9	Approval of New Programs - Engineering 	34 - 61
3.10	Approval of Associate of Science in Health Occupations Preparation 	62 - 65
3.11	Approval and/or Ratification of Personnel Actions  Management <i>Employments</i> Academic Employees <i>Employments, At-will employments, and temporary employments</i> Classified Employees <i>Employments and out of class assignments</i> Temporary Employees <i>Substitutes, short-term/seasonal, professional experts, and volunteers</i>	66 - 67

4. Reports

4.1	Academic Senate President's Report
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- 4.2 Classified Senate President's Report
- 4.3 Student Trustee Comments
- 4.4 Vice President Report
- 4.5 Superintendent/President's Report
- 4.6 Board Comments

5. 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.

6. Contracts

- 6.1 [Approval of Contracts](#)  68 - 69
[Contracts Approval Report - May 2024](#) 
- 6.2 [Approval of Contract to Purchase Information Technology Professional Services from Experis US LLC utilizing California Multiple Award Schedule CMAS Number 3-22-10-1028](#)  70 - 71
- 6.3 [Approval of Contract to Purchase Information Technology Services from InterVision Systems, LLC, utilizing California Multiple Award Schedule CMAS Number 3-22-06-1030](#)  72 - 73
- 6.4 [Approval of Contract to Purchase Information Technology Professional Services from InterVision Sytems, LLC, utilizing California Multiple Award Schedule CMAS Number 3-18-70-2281J](#)  74 - 75
- 6.5 [Approval of Contract to Purchase Information Technology Professional Services from Pariveda Solutions, Inc., utilizing California Multiple Award Schedule CMAS Number 3-23-01-1035](#)  76 - 77
- 6.6 [Approval of Contract to Purchase Equipment from Peterson](#) 78 - 79

[Cat utilizing Sourcewell Contract with Caterpillar Inc.
Contract Number 011723-CAT](#) 



6.7 [Approval of Contract to Purchase Information Technology Professional Services from Ledgent Technology & Engineering, a Roth Staffing Company, utilizing the Trustees of the California State University Master Enabling Agreement Number 150517](#)  80 - 81

6.8 [Approval of Contract to Purchase Software Development and Maintenance Services from XAP Corporation as a Sole Source Procurement](#)  82 - 83

7. Finance

7.1 [Authorization to Submit Five-Year Construction Plan](#)  84 - 85



8. Human Resources

8.1 [Approval of Employment Contract for Vice President for Administrative Services](#) 
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9. Administration

9.1 [Approval of Emeritus Recommendations, 2023-2024](#)  92

9.2 [Approval of Student Trustee Privileges](#)  93

9.3 [Adoption of Resolution No. 822: Specifications of the Election Order](#)  94 - 96
[Resolution 822](#) 

9.4 [Adoption of Resolution 823: Designation of Representative to the Northern California Community Colleges Self-Insurance Authority \(NCCCSIA\)](#) 
[Resolution 823](#)  97 - 98

9.5 [Adoption of Board Policies](#) 
[BP 7210 Academic Employees](#) 
[BP 7250 Educational Administrators](#) 
[BP 7280 Telecommuting](#)  99 - 104

- 9.6 [Approval of Administrative Procedure 2745](#) 
[AP 2745 Board Self-Evaluation](#) 

10. Future Dates

06/26/2024	Board Retreat	Main Campus	9:00 a.m.
06/26/2024	Regular Meeting	Main Campus	3:00 p.m.
08/14/2024	Regular Meeting	Main Campus	1:00 p.m.

11. 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:

- 11.1 EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT

Pursuant to Government Code Section 54957.6

- 11.2 CONFERENCE WITH LABOR NEGOTIATOR
Name of Agency Negotiator: Erik Shearer, Chris Little
Name of organization representing employees: BCEA

Pursuant to Government Code Section 54956.95:

- 11.3 LIABILITY CLAIM – Update on claim against the District
Claimant: Donald Finkbiner
Agency: Butte-Glenn Community College District
- 11.4 LIABILITY CLAIM – Update on claim against the District
Claimant: Susan Dawson
Agency: Butte-Glenn Community College District
- 11.5 LIABILITY CLAIM – Update on claim against the District
Claimant: Martin, et al. vs. CCC, et al.
Agency: Butte-Glenn Community College District
- 11.6 LIABILITY CLAIM – Update on claim against the District
Claimant: Shawn Smith

Agency: Butte-Glenn Community College District

11.7 LIABILITY CLAIM – Update on claim against the District

Claimant: Dylan Franck

Agency: Butte-Glenn Community College District

Pursuant to Government Code Section 54957:

11.8 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

12. Adjournment

12.1 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

April 17, 2024 | 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, April 17, 2024, at 1:00 P.M., in the District Board Room at Butte College in Oroville, California.

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

Board Members Absent None

Staff Members Present Ms. Virginia L. Guleff, Superintendent/President
Mr. Scott Thomason, Interim 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, Executive Assistant to the President & Board of Trustees

Guests None

Pledge of Allegiance

Trustee Dahlmeier led the Pledge of Allegiance.

1. Agenda Approval

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

Motion carried by the following roll call vote:

Ayes: Trustees Heaton (advisory vote), Massa, McGinnis, Blacklock, Boeger, Dahlmeier, Krepelka, and Nock

Nos: None

Abstentions: None

Absent: None

2. Human Resources

Probationary Faculty Tenure Recommendations Effective Fall 2024

Superintendent/President Guleff spoke about the importance of hiring faculty who will provide a welcoming and safe environment for our students and indicated that she was pleased to introduce this year's tenure class. She then introduced Vice President for Instruction Shearer and Interim Vice President for Student Services Zuniga to present the six probationary faculty members to the Board of Trustees.

It was moved by Board Vice President McGinnis, seconded by Trustee Blacklock, to grant tenure to the recommended fourth-year, third contract, probationary faculty members effective Fall 2024 as presented.

Motion carried by the following roll call vote:

Ayes: Trustees Heaton (advisory vote), Massa, McGinnis, Blacklock, Boeger, Dahlmeier, Krepelka, and Nock

Nos: None

Abstentions: None

Absent: None

Board President Massa recessed the meeting for 10 minutes to allow for celebration of the newly tenured faculty members.

3. Communications from the Public – Consent Agenda

There were no public comments.

4. Approval of Consent Agenda, Items 4.1-4.7

It was moved by Trustee Krepelka, seconded by Student Trustee Heaton, to approve the consent agenda.

Motion carried by the following roll call vote:

Ayes: Trustees Heaton (advisory vote), Massa, McGinnis, Blacklock, Boeger, Dahlmeier, Krepelka, and Nock

Nos: None

Abstentions: None

Absent: None

5. Reports

Academic Senate President's Report – Jess Vickery

Academic Senate President Vickery reported that Academic Senate, in conjunction with the Office of Instruction and the Office of the President, has authored a draft Administrative Procedure AP 7120.X for hiring associate faculty. The draft proposal has gone through two rounds of editing in the Department Chairs' Committee and will have its second reading at the next Senate meeting. Once approved by the Senate, the AP will be presented in College Council for review and eventual approval by Leadership. Senate will then begin working on a similar AP for hiring full-time faculty. The Senate has also established a faculty workgroup on artificial intelligence (AI) to outline best practices for the use of AI in instruction and potentially develop AI-related Program Learning Outcomes to help ensure that students are given the skills they will need in the workforce. Academic Senate President Vickery noted that elections for the Senate and Curriculum Committee are underway. Finally, in recognition of their outstanding retired colleagues, the Senate will confirm its nominations for Emeritus Faculty Awards at their meeting later today.

Classified Senate President's Report – Chris Westbay

Classified Senate President Westbay reported that Classified Senate is kicking off its election season as well as planning Classified Professionals Day, which will have a beach theme and focus on community.

The Senate will send six employees to the Classified Leadership Institute; other classified employees will attend with the support of other groups. Classified Senate is planning their traditional coffee and Scantron giveaway for finals week and is gearing up to grant two \$500 scholarship awards in August. Finally, for Friday's Steinway Soiree, Classified Senate donated a photo to the silent auction.

Student Trustee Comment – Liz Heaton

Student Trustee Heaton reported that she was the Region 1 delegate to the Student Senate for California Community Colleges' Assembly, which was an amazing experience. Chancellor Sonya Christian joined via Zoom, and Butte College's car seat resolution passed. Student Trustee Heaton noted that she is extremely proud of the work that went into that project. Resolutions related to student trustee pay, mental health visibility and transparency, campus legal clinics, and human trafficking awareness resolutions also passed. Student Trustee Heaton reported that elections to the AS Executive Board will be held next week. Student Senate is also hosting an Earth Day celebration next week on April 23. Finally, Butte College Student Life's annual Spring Carnival will be held May 8.

Vice President Report –

Vice President Zuniga reported on a number of events and activities happening in Student Services. Butte College's Black Leadership and Cultural Center is hosting daily viewing parties for Black Student Success Week, which starts next week. The UndocuCenter will host an UndocuAdvocate Training in campus's new space, The Roadrunner Nest, on April 22. At the end of the month, the Puente Program will take students to visit UCLA, USC, and the Lost Angeles County Museum of Art. Butte College's TRIO SSS and EOPS programs combined forces to take students on a two-day college tour to UC Berkeley, San Francisco State, and Cal State East Bay. EOPS will once again host a Summer Bridge program, "Bridging Dreams to Degrees," for new students this August. Butte College's CASA program will host its Summer Jam on July 25. The program is geared toward new high school graduates to engage students in the Latinx community.

Vice President Zuniga reported that the Butte College Financial Aid Office has been working hard and continuing to support students through the challenges of the new FAFSA. This week, they began importing larger batches of student files, running files through packaging processes, testing rules and communications, and working through any issues identified along the way. Financial Aid expects to begin notifying students of their financial aid packages by April 30.

Vice President Zuniga reported that the Butte College's Learning-Aligned Employment Program (LAEP) was launched in summer 2023. Since then, 86 students have held or are currently holding internship positions on and off campus through private and non-profit employers. The Butte College Career Center is currently working with local government agencies such as Glenn County, Butte County, the City of Oroville, and the City of Orland to create LAEP opportunities across various job sectors for students to start working this May. Butte College's LAEP program is recognized by the California Student Aid Commission as the model for the state.

Vice President Zuniga introduced Butte College's new Marketing Director, Jacqueline Dillard, who brings a wealth of experience in public relations, communications, and marketing. She will be a great addition to our campus and will support efforts such as the Strategic Enrollment Management Plan.

Vice President Zuniga concluded by providing a summary of the Big Time event. He thanked the staff who helped coordinate it, the Office of Instruction for supporting classes being moved so the gym could be utilized, and Facilities for pivoting the day before the event to move everything into the gym.

Trustee Krepelka asked about financial aid fraud in the community college system. Vice President Zuniga explained that the Chancellor's Office has rolled out system-wide efforts to help prevent fraud, which is a big topic everywhere in the system. Butte College has added Admissions & Records staff to help address the increase in fraudulent applications that lead to fraudulent applications for financial aid.

Superintendent/President's Report – Virginia Guleff

Superintendent/President Guleff introduced Interim Vice President for Administrative Services, Scotty Thomason. He has 37 years of experience in the California Community College system.

Superintendent/President Guleff thanked Vice President Thomason for agreeing to work with Butte College during this time of transition. She added that she's working with HR to complete negotiations with the incoming Vice President for Administrative Services and hopes to be able to make an announcement before next month's board meeting.

Superintendent/President Guleff reported that she attended the Community College League of California's CEO conference last month where there was a great deal of talk about the budget and the 50% law. It was reported at the conference that system-wide enrollment is up 7%.

Superintendent/President Guleff reported that she also attended the Higher Education Research and Development Institute where technology companies present educational products to college leaders who then provide feedback. Finally, Superintendent/President Guleff attended the Guided Pathways Institute where Amanda Montgomery, Director of Equitable Pathways and Achievement, and Bob White, Dean of Instruction, gave an excellent presentation on the work Butte College has done, including the campus-wide opt-out scheduling pilot that will debut for the fall semester.

Superintendent/President Guleff reported that Senate Bill 1388 proposes a 16.7% limit on college reserves unless a college achieves the 75/25% goal for faculty, participates in a part-time faculty healthcare program, and participates in the part-time faculty office hours program. The Community College League of California will oppose the bill, not because of those conditions, but because 16.7% reserves are the very minimum a college might need. She added that Butte College will submit its logo to the League's letter.

Superintendent/President Guleff reported on several accolades received by staff and students at Butte College. The IT Team was awarded the Technology Excellence Team Award by the Chief Information System Officers Association (CISOA) for their work on the Accessibility Capability Maturity Model implementation. CC Pro, an organization for California Community College public relations professionals, recognized Butte College with four awards for the Big Time poster, the Commencement program, photography, and news media success. The college also received two National Collegiate Advertising Awards for Best Commencement Program and Annual Report. Superintendent/President Guleff thanked PIO Christian Gutierrez for his work on these publications and congratulated him for the awards. Finally, the Butte College Speech and Debate team won a bronze award at the Phi Rho Pi Community College National Championship, wrapping up a stellar season during which the team secured 120 awards.

Superintendent/President Guleff concluded by reporting on two upcoming events she plans to attend this week. The Oroville Chamber of Commerce dinner is Thursday night, and the Music Department's Steinway Soiree is on Friday.

Board Comments

Trustee Nock reported that the Foundation received 622 scholarship applications, which is almost double last year's number. He noted that the next Foundation Board meeting is May 9. Trustee Boeger expressed appreciation for this morning's beam signing event. He noted that the state is heading into a rough financial period while waiting for the May revise. He predicted the budget will be a three-year problem, adding that Butte College has weathered difficult times before and will be fine. Trustee Dahlmeier noted that it's always exciting to see new faculty join the college permanently. He added that graduation is right around the corner. Board Vice President McGinnis noted that graduation is the best thing the college does all year. He added that the Trustees received a Dual Enrollment handout in their binder; he's glad to see the program expanding. Board President Massa encouraged people to attend the Steinway Soiree on Friday and to donate to the college's music program. Board

Clerk Blacklock thanked Vice President Thomason for joining the college. He reported that he had the honor to attend the Big Time and thought it was wonderful to see multiple generations represented. Trustee Krepelka reported that AI in education is on his mind; schools could fight it or figure out how to incorporate it. He encouraged the college, particularly faculty, to look at how to incorporate it as employers will value employees who know how to use it.

6. **Communications from the Public**

There were no public comments.

7. **Contracts**

Approval of Contracts, Item 7.1

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

Motion carried by the following roll call vote:

Ayes: Trustees Heaton (advisory vote), Massa, McGinnis, Blacklock, Boeger, Dahlmeier, Krepelka, and Nock

Nos: None

Abstentions: None

Absent: None

Approval of Contract to Purchase Information Technology Goods and Services from SHI International Corp. utilizing Foundation for California Community Colleges CollegeBuys Administrative Services Agreement No. 00006779, Item 7.2

It was moved by Trustee Krepelka, seconded by Trustee Dahlmeier, to approve the contract to purchase information technology goods and services from SHI International Corp. utilizing Foundation for California Community Colleges CollegeBuys Administrative Services Agreement No. 00006779 in accordance with Board Policy 6340.

Motion carried by the following roll call vote:

Ayes: Trustees Heaton (advisory vote), Massa, McGinnis, Blacklock, Boeger, Dahlmeier, Krepelka, and Nock

Nos: None

Abstentions: None

Absent: None

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, Item 7.3

It was moved by Board Vice President McGinnis, seconded by Board Clerk Blacklock, to approve the contract award for request for proposals no. 2023/24-01 Utility Line Clearance Arborist and Utility Vegetation Management Pre-Inspector Contract Training Services in accordance with Board Policy 6340.

Motion carried by the following roll call vote:

Ayes: Trustees Heaton (advisory vote), Massa, McGinnis, Blacklock, Boeger, Dahlmeier, Krepelka, and Nock

Nos: None

Abstentions: None

Absent: None

Approval of Contract to Purchase Career Coach License from Economic Modeling, LLC, as a Sole Source Procurement, Item 7.4

It was moved by Board Clerk Blacklock, seconded by Trustee Krepelka, to approve the contract to purchase Career Coach license from Economic Modeling, LLC, as a sole source procurement in accordance with Board Policy 6340. Board Vice President McGinnis asked if Butte College students can use Career Coach. Vice President Thomason referred the question to California Community College Tech Center Director Jennifer Coleman. CCCTC Director Coleman responded that Career Coach is available system-wide to any college that wants it, and those colleges' students can access it.

Motion carried by the following roll call vote:

Ayes: Trustees Heaton (advisory vote), Massa, McGinnis, Blacklock, Boeger, Dahlmeier, Krepelka, and Nock

Nos: None

Abstentions: None

Absent: None

8. Human Resources

Adoption of Resolution No. 821 Appointing an Interim Vice President of Administration

Board Vice President Massa provided an oral summary of the contract terms and compensation.

It was moved by Trustee Boeger, seconded by Trustee Dahlmeier, to adopt resolution No. 821 Appointing an Interim Vice President of Administration.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: Student Trustee Heaton (advisory vote)

Absent: None

Employment Contract for Interim Vice President for Administration

It was moved by Board Clerk Blacklock, seconded by Trustee Nock, to approve the Employment Contract for Interim Vice President for Administration in accordance with Board Policy 6340.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: Student Trustee Heaton (advisory vote)

Absent: None

9. Administration

Proposed Revision and Review of Board Policies, Item 9.1

Board Vice President McGinnis reported that the Board Policy Committee, made up of himself, Board Clerk Blacklock and Trustee Nock, met with President Guleff and submits their proposals for board policy modifications to the Board for review before approval at the May 2024 meeting.

Review of Administrative Procedure 2475: Board Self-Evaluation, Item 9.2

Board Vice President McGinnis reported that he and Board Clerk Blacklock met with President Guleff to review the Board self-evaluation form. They made modifications in an effort to streamline it and identify the areas most connected to their roles as Trustees. They also aligned the form with new Accrediting Commission for Community and Junior Colleges (ACCJC) accreditation standards.

10. **Closed Session**

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

Board President Massa reported that the Board took no reportable action.

11. **Adjournment**

Board President Massa adjourned the meeting at 2:52 PM.

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

May 15, 2024

Subject:	Approval of Warrants
Category:	Finance
Submitted By:	Scott Thomason, Interim 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 April 1, 2024 to April 28, 2024.

Type of Warrant	Check/Voucher Sequence	Total
Vendor	704406 - 705439	\$ 18,505,912.12
Payroll	528801 – 528913	\$ 1,182,532.80
Financial Aid	402741 – 403426	\$ 683,262.29

Warrant registers are available for review in the Business Office.

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

May 15, 2024

Subject:	Ratification of Contracts
Category:	Contracts
Submitted By:	Scott Thomason, Interim 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 April 2024. 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 Vice President for Administration

April 2024

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
4/23/24	4/23/24	All the Winners, LLC	Property use by Producer for rehearsing, photographing, filming and recording scenes and sounds	\$0.00	N/A	President's Office	Guleff
5/23/24	5/23/24	Tres Hombres Restaurant & Bar	Puente End of Year Celebration Venue	(\$1,884.78)	Restricted General	Student Belonging & Empowerment	Zuniga
5/4/24	5/4/24	Oroville Area Chamber of Commerce	Outreach and Recruitment Tabling at Feather Fiesta Days Booth	(\$25.00)	Unrestricted General	Welcome Center	Zuniga
4/11/24	4/12/24	Mount Shasta Resort	Fire Summit Venue	(\$3,000.00)	Restricted General	North Far North Regional Consortium	Shearer
6/13/24	6/14/24	Holiday Inn Express & Suites Ashland	Student Lodging for Shakespeare Festival	(\$1,293.44)	Restricted General	Student Belonging & Empowerment	Zuniga
4/22/24	4/23/24	Bus-Man Holiday Tours	Charter Transportation for Women's Softball Team	(\$4,388.00)	Unrestricted General	Athletics	Shearer
Upon Signature	2 Years	American Medical Response, Inc.	Clinical Experience Agreement	\$0.00	N/A	Nursing	Shearer
7/1/24	6/30/27	Northern Valley Indian Health, Inc.	Clinical Experience Agreement	\$0.00	N/A	Nursing	Shearer
7/1/24	6/30/29	Butte County Department of Public Health	Clinical Experience Agreement	\$0.00	N/A	Nursing	Shearer
4/15/24	4/14/27	Blue Flamingo Marketing	Work Experience Education Program	\$0.00	N/A	Career Center	Zuniga
3/11/24	Until Terminated	Boys and Girls Club of the North Valley	Federal Work-Study Program	Expense based on Student Employees, Rate of Pay, and Hours Worked	Restricted General	Career Center	Zuniga
2/14/24	2/13/27	Butte County Office of Education	Learning-Aligned Employment Program	\$0.00	N/A	Career Center	Zuniga
4/1/24	5/24/24	Downtown Chico Business Association	Learning-Aligned Employment Program Addendum for Intern Assignment	(\$6,624.00)	Restricted General	Career Center	Zuniga
3/25/24	3/24/27	Dropcopter	Learning-Aligned Employment Program	\$0.00	N/A	Career Center	Zuniga
4/9/24	4/8/27	Tri Counties Community Action Partnership	Learning-Aligned Employment Program	\$0.00	N/A	Career Center	Zuniga
4/10/24	4/9/27	True North Housing Alliance, Inc.	Learning-Aligned Employment Program	\$0.00	N/A	Career Center	Zuniga
3/25/24	3/24/27	Vereschagin Farms, Inc.	Learning-Aligned Employment Program	\$0.00	N/A	Career Center	Zuniga
4/10/24	4/10/24	Amber Noel-Comacho	Native Women's Focus Group Note Taker	(\$200.00)	Restricted General	Native American Center	Zuniga
5/1/24	5/1/24	Amber Noel-Comacho	Speaker for Missing and Murdered Indigenous Women (MMIW) Event	(\$500.00)	Restricted General	Native American Center	Zuniga
5/25/24	5/25/24	Aunastaja Joy Jordan Collins	Singer for Black Graduation	(\$150.00)	Restricted General	Student Belonging & Empowerment	Zuniga
4/25/24	4/25/24	Cindy Sanchez	Keynote Speaker Women of Color Celebration Event	(\$500.00)	Restricted General	Student Belonging & Empowerment	Zuniga
4/1/24	4/1/24	Danielle DiPietro Hawkins	Dance Performance for Decolonize! Event	(\$100.00)	Restricted General	Inclusion, Diversity, Equity, & Antiracism	Guleff
5/25/24	5/25/24	David Goodson	Speaker for Black Graduation	(\$150.00)	Restricted General	Student Belonging & Empowerment	Zuniga
4/25/24	4/25/24	Dee Thao	Photography Services for Women of Color Celebration	(\$350.00)	Restricted General	Student Belonging & Empowerment	Zuniga
5/1/24	5/1/24	Deserea Langley	Speaker for Missing and Murdered Indigenous Women (MMIW) Event	(\$500.00)	Restricted General	Native American Center	Zuniga
5/9/24	5/9/24	Hector Enriquez	Photo Booth for Proud to Be First Generation Celebration	(\$300.00)	Restricted General	Inclusion, Diversity, Equity, & Antiracism	Guleff
5/8/24	5/8/24	Hector Enriquez	DJ Services for Spring Carnival	(\$500.00)	Fiduciary	Student Life	Zuniga
4/1/24	4/1/24	Maria Trenda	Dance Performance for Decolonize! Event	(\$100.00)	Restricted General	Inclusion, Diversity, Equity, & Antiracism	Guleff

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

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

April 2024

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
5/9/24	5/10/24	Michael Johnson	Stage Lighting for Fashion Show	(\$250.00)	Unrestricted General	Fashion	Shearer
4/3/24	6/30/24	Miranda Johnson	Resource Family Approval Trainings	(\$1,725.00)	Restricted General	Foster Kinship Care Education Program	Zuniga
5/23/24	5/23/24	Quincy Grace Murphy	Singer for Fire Academy Graduation	(\$150.00)	Unrestricted General	Public Safety Education & Training	Shearer
4/1/24	4/1/24	Rebekah Casey	Dance Performance for Decolonize! Event	(\$100.00)	Restricted General	Inclusion, Diversity, Equity, & Antiracism	Guleff
5/8/24	5/8/24	Moshe Mike Israel Hasson	Henna Tattoo Artist Services for Spring Carnival	(\$590.00)	Restricted General	Inclusion, Diversity, Equity, & Antiracism	Guleff
4/10/24	6/30/24	Trent Wakenight	Facilitation, Storyboarding, and Visual Storymap for Onboarding Program Amendment extending Term	\$0.00	Unrestricted General	Inclusion, Diversity, Equity, & Antiracism	Guleff
4/28/24	6/16/24	25th Hour Communications	Digital Advertising Services	(\$7,500.00)	Restricted General	Industrial Technology	Shearer
4/23/24	4/23/24	Blu Egyptian	Band for Earth Day Event	(\$600.00)	Fiduciary	Student Life	Zuniga
5/8/24	5/8/24	Blush Photo Booth Company	Photo Booth for Spring Carnival	(\$1,000.00)	Fiduciary	Student Life	Zuniga
5/16/24	5/16/24	Blush Photo Booth Company	Photo Booth for Lavender Graduation	(\$1,240.00)	Restricted General	Student Belonging & Empowerment	Zuniga
5/8/24	5/8/24	Inflatable Adventures	Activities Equipment for Spring Carnival	(\$4,120.00)	Fiduciary	Student Life	Zuniga
5/22/24	5/22/24	La Familia Restaurant	Catering Services for LatinX Graduation Celebration	(\$5,715.60)	Restricted General	Student Belonging & Empowerment	Zuniga
5/8/24	5/8/24	NikNek Lemonade	Catering Services for Spring Carnival	(\$1,025.00)	Fiduciary	Student Life	Zuniga
5/1/24	4/30/27	Accessible Information Management	Accommodation Information Management Software Subscription	(\$18,170.70)	Restricted General	Disabled Student Programs & Services	Zuniga
3/1/24	2/28/29	CourseMaven, Inc. d/b/a DualEnroll.com	DualEnroll Software Implementation and License	(\$139,000.00)	Various	Dual Enrollment	Shearer
4/17/24	6/30/24	Creative Imaging	Photography Services Amendment to Fees/Payment	(\$7,000.00)	Unrestricted General	Public Relations	Guleff
6/17/24	6/20/24	Deer Park Counseling and Consulting	BC Helping Academy	(\$7,500.00)	Unrestricted General	Inclusion, Diversity, Equity, & Antiracism	Guleff
7/1/24	6/30/25	Ellucian Company, LLC	StudentForms with CampusMetrics and AutoReconciliation Software	(\$61,933.00)	Unrestricted General	Financial Aid	Zuniga
Upon Download	Until Terminated	McGraw Hill, LLC	SIMnet Software License	\$0.00	N/A	BCIS	Shearer
4/22/24	4/23/24	MJB Welding Supply	Installation of Plasma Cutting Machine	(\$5,100.00)	Restricted General	Manufacturing	Shearer
Upon Payment	One Year	Piazza Technologies, Inc.	Piazza Instructor Licenses	(\$758.00)	Restricted General	Computer Science	Shearer
5/15/24	5/15/24	Senta Burton Consulting	Trust-Based Relational Intervention Training	(\$4,000.00)	Restricted General	Foster Kinship Care Education Program	Zuniga
4/25/24	4/24/25	WGU Labs	Five-Day Experiential Learning Institute(FELI) Symposium	(\$32,100.00)	Restricted General	Guided Pathways	Shearer
3/24/24	5/29/26	Academy Trained	California Resilient Careers in Forestry Project	(\$895,668.00)	Restricted General	Contract Education	Shearer
4/15/24	7/23/25	Cascade Orthopedic Supply, LP	Employer Participation Agreement Employment Training Panel (ETP) Project Amendment to Payments	\$0.00	Restricted General	Contract Education	Shearer
4/25/24	7/23/25	Chico Healthcare & Wellness Centre, LP aka Riverside Convalescent Hospital	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$3,220.00)	Restricted General	Contract Education	Shearer
8/21/24	8/28/24	Community Housing Improvement Program	Employee Training	\$2,100.00	Restricted General	Contract Education	Shearer
4/22/24	5/31/24	Davey Tree Surgery Company	Utility Line Clearance Arborist Training	(\$44,600.00)	Restricted General	Contract Education	Shearer
4/22/24	4/29/24	Downtown Chico Business Association	Employee Training	\$2,100.00	Restricted General	Contract Education	Shearer
4/17/24	4/30/25	Enloe Medical Center	Membership for Open Enrollment Classes for Employee Training	\$1,500.00	Restricted General	Contract Education	Shearer

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

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

April 2024

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
4/7/24	5/29/26	Eocene Environmental Group of the West, Inc.	California Resilient Careers in Forestry Project	(\$340,500.00)	Restricted General	Contract Education	Shearer
4/8/24	7/23/25	North Point Healthcare & Wellness Centre	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$28,980.00)	Restricted General	Contract Education	Shearer
4/22/24	5/29/26	Rancho Tree Service, LLC	California Resilient Careers in Forestry Project	(\$615,600.00)	Restricted General	Contract Education	Shearer
4/17/24	7/23/25	Rescue 42, Inc.	Employer Participation Agreement Employment Training Panel (ETP) Project	\$0.00	Restricted General	Contract Education	Shearer
5/14/24	5/16/24	Sierra Central Credit Union	Employee Training	\$3,516.58	Restricted General	Contract Education	Shearer
4/9/24	6/17/24	County of Butte Administration	Community Development Block Grant Microenterprise Technical Assistance Amendment reducing Compensation and extending Completion Date	(\$24,087.00)	Restricted General	Small Business Development Center	Shearer
4/8/24	6/30/26	Chico Unified School District	K-12 Strong Workforce Program Grant	(\$310,861.00)	Restricted General	North Far North Regional Consortium	Shearer
4/8/24	6/30/26	Davis Joint Unified School District dba Da Vinci Charter Academy <i>Revised since previous ratification</i>	K-12 Strong Workforce Program Grant	(\$202,778.00)	Restricted General	North Far North Regional Consortium	Shearer
4/9/24	6/30/25	Feather River Community College District	Strong Workforce Program Projects In Common Marketing	(\$40,000.00)	Restricted General	North Far North Regional Consortium	Shearer
4/23/24	6/30/26	Ferndale Unified School District	K-12 Strong Workforce Program Grant	(\$149,500.00)	Restricted General	North Far North Regional Consortium	Shearer
4/8/24	6/30/26	Fort Sage Unified School District	K-12 Strong Workforce Program Grant	(\$24,000.00)	Restricted General	North Far North Regional Consortium	Shearer
4/23/24	6/30/26	Gateway Charter Community Charters on behalf of Sacramento Academic & Vocational Academy (SAVA) - Sacramento City Unified School District	K-12 Strong Workforce Program Grant	(\$706,500.00)	Restricted General	North Far North Regional Consortium	Shearer
4/23/24	6/30/26	Humboldt County Office of Education	K-12 Strong Workforce Program Grant	(\$981,360.00)	Restricted General	North Far North Regional Consortium	Shearer
4/8/24	6/30/25	Lake Tahoe Community College District	Strong Workforce Program Projects In Common Marketing	(\$40,000.00)	Restricted General	North Far North Regional Consortium	Shearer
4/23/24	6/30/26	Lake Tahoe Unified School District	K-12 Strong Workforce Program Grant	(\$886,084.00)	Restricted General	North Far North Regional Consortium	Shearer
4/8/24	6/30/25	Lassen Community College District	Strong Workforce Program Projects In Common Professional Development	(\$5,000.00)	Restricted General	North Far North Regional Consortium	Shearer
4/29/24	6/30/26	Lassen Union High School District	K-12 Strong Workforce Program Grant	(\$251,000.00)	Restricted General	North Far North Regional Consortium	Shearer
4/25/24	6/30/26	Marysville Joint Unified School District	K-12 Strong Workforce Program Grant	(\$269,607.00)	Restricted General	North Far North Regional Consortium	Shearer
4/23/24	6/30/26	Middletown Unified School District	K-12 Strong Workforce Program Grant	(\$194,526.00)	Restricted General	North Far North Regional Consortium	Shearer
4/23/24	6/30/26	Modoc Joint Unified School District	K-12 Strong Workforce Program Grant	(\$500,000.00)	Restricted General	North Far North Regional Consortium	Shearer
4/17/24	6/30/26	Nevada Joint Union High School District	K-12 Strong Workforce Program Grant	(\$99,905.00)	Restricted General	North Far North Regional Consortium	Shearer
4/8/24	6/30/26	Orland Joint Unified School District	K-12 Strong Workforce Program Grant	(\$295,000.00)	Restricted General	North Far North Regional Consortium	Shearer
4/23/24	6/30/26	Oroville Union High School District	K-12 Strong Workforce Program Grant	(\$131,934.00)	Restricted General	North Far North Regional Consortium	Shearer

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

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

April 2024

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
4/23/24	6/30/26	Red Bluff Joint Union High School District	K-12 Strong Workforce Program Grant	(\$662,590.00)	Restricted General	North Far North Regional Consortium	Shearer
4/23/24	6/30/26	Roseville Joint Union High School District	K-12 Strong Workforce Program Grant	(\$613,300.00)	Restricted General	North Far North Regional Consortium	Shearer
4/8/24	6/30/26	Sacramento County Office of Education	K-12 Strong Workforce Program Grant	(\$500,000.00)	Restricted General	North Far North Regional Consortium	Shearer
4/23/24	6/30/26	Shasta View Academy, Inc.	K-12 Strong Workforce Program Grant	(\$70,995.00)	Restricted General	North Far North Regional Consortium	Shearer
4/8/24	6/30/25	Sierra Joint Community College District	Strong Workforce Program Projects In Common Marketing	(\$40,000.00)	Restricted General	North Far North Regional Consortium	Shearer
4/23/24	6/30/26	Twin Rivers Unified School District	K-12 Strong Workforce Program Grant	(\$341,176.00)	Restricted General	North Far North Regional Consortium	Shearer
4/23/24	6/30/26	Western Placer Unified School District	K-12 Strong Workforce Program Grant	(\$199,874.00)	Restricted General	North Far North Regional Consortium	Shearer
4/25/24	6/30/26	Willits Unified School District	K-12 Strong Workforce Program Grant	(\$582,775.00)	Restricted General	North Far North Regional Consortium	Shearer
4/23/24	6/30/26	Woodland Joint Unified School District	K-12 Strong Workforce Program Grant	(\$333,333.00)	Restricted General	North Far North Regional Consortium	Shearer
4/17/24	6/30/26	Yreka Union Elementary	K-12 Strong Workforce Program Grant	(\$73,353.00)	Restricted General	North Far North Regional Consortium	Shearer
4/23/24	6/30/26	Yuba City Unified School District	K-12 Strong Workforce Program Grant	(\$417,475.00)	Restricted General	North Far North Regional Consortium	Shearer
4/8/24	6/30/25	Yuba Community College District	Strong Workforce Program Regional Allocation	(\$649,783.00)	Restricted General	North Far North Regional Consortium	Shearer
4/9/24	6/30/25	Yuba Community College District	Strong Workforce Program Projects In Common Marketing	(\$40,000.00)	Restricted General	North Far North Regional Consortium	Shearer
4/23/24	4/22/29	ACI Payments, Inc.	Application Services Master Agreement and Schedule 1 Transact Services for Electronic Bill Pay Transactions	Est. (\$37,500.00)	Unrestricted General	Information Technology	Thomason
5/1/24	4/30/25	RDW Group Inc. iFactory Division	Website Redesign Services	(\$169,058.00)	Restricted General	Information Technology	Thomason
4/25/24	Upon Payment	ePlus Technology, Inc.	HPE Aruba Service and Support	(\$7,237.48)	Unrestricted General	Information Technology	Thomason
1/10/24	7/28/24	Hewlett Packard Enterprise Company	HPE Aruba License	\$0.00	Unrestricted General	Information Technology	Thomason
4/25/24	Upon Payment	ePlus Technology, Inc.	HPE Aruba Clearpass Service and Support	(\$6,425.24)	Unrestricted General	Information Technology	Thomason
Upon Download	One Year	Hewlett Packard Enterprise Company	HPE Aruba Clearpass License	\$0.00	Unrestricted General	Information Technology	Thomason
4/29/24	Upon Payment	Foundation for California Community Colleges	Esri GIS Education Solution and Proctorio Automated Proctoring Solution	(\$9,750.00)	Unrestricted General	Information Technology	Thomason
7/1/24	6/30/25	Environmental Systems Research Institute, Inc.	Geographic Information System (GIS) Solutions for Academic Use License	\$0.00	Unrestricted General	Information Technology	Thomason
7/1/24	6/30/25	Proctorio Inc.	Proctorio Automated Proctoring License	\$0.00	Unrestricted General	Information Technology	Thomason
4/26/24	4/25/25	Forsyte IT Solutions, LLC	Deployment and Configuration of Microsoft Intune	(\$20,314.00)	Restricted General	Information Technology	Thomason
4/22/24	4/22/25	RealVNC Limited	VNC Connect Enterprise Device Access License	(\$5,739.25)	Unrestricted General	Information Technology	Thomason

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

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

April 2024

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
4/25/24	Upon Payment	ePlus Technology, Inc.	HPE Aruba Central Service and Support	(\$81,971.92)	Unrestricted General	Information Technology	Thomason
Upon Download	One Year	Hewlett Packard Enterprise Company	HPE Aruba Central License	\$0.00	Unrestricted General	Information Technology	Thomason
7/1/24	6/30/25	Constant Contact, Inc.	Email Marketing Software	(\$2,881.20)	Restricted General	CCC Technology Center	Thomason
7/1/24	6/30/25	Equidox Software Company, LLC	Equidox Document Conversion Software Application	(\$80,000.00)	Restricted General	CCC Technology Center	Thomason
7/1/24	7/30/25	Jonckers Translation and Engineering U.S.A., Inc.	Translation Services for CCCApply	(\$10,000.00)	Restricted General	CCC Technology Center	Thomason
4/4/24	4/3/26	Quantiphi, Inc.	Mutual Confidentiality Agreement	\$0.00	N/A	CCC Technology Center	Thomason
4/29/24	Upon Payment	SHI International Corporation	TOBICO Jaspersoft Software	(\$52,677.84)	Restricted General	CCC Technology Center	Thomason
7/1/24	6/30/25	Tibco Software, Inc.	Jaspersoft Software License	\$0.00	Restricted General	CCC Technology Center	Thomason
4/16/24	Upon Payment	SHI International Corporation	Trend Micro Vision One Email and Collaboration Security Core Software	(\$20.82)	Restricted General	CCC Technology Center	Thomason
4/8/24	4/7/25	Trend Micro Incorporated	Trend Micro Software License	\$0.00	Restricted General	CCC Technology Center	Thomason
7/1/24	6/30/25	Sensus ApS	SensusAccess Subscription	(\$45,000.00)	Restricted General	CCC Technology Center	Thomason
4/1/24	4/30/24	Allen Electrical Contracting	Electrical Installation for Fire Alarm Panel at Allied Health/Public Service South Building	(\$23,625.00)	Measure J	Facilities, Planning, and Management	Suleski
5/1/24	5/30/24	Allen Electrical Contracting	Electrical and Data Installation for Fire Alarm Panel at Environmental Horticulture and Mechanized Agriculture Buildings	(\$24,100.00)	Scheduled Maintenance	Facilities, Planning, and Management	Thomason
5/13/24	6/30/24	Allen Electrical Contracting	Electrical and Data Installation for Fire Alarm Panel at Farm Services Building	(\$22,250.00)	Scheduled Maintenance	Facilities, Planning, and Management	Thomason
4/1/24	4/19/24	Artisans Choice Painting and More	Interior Painting of Learning Resource Center Room 120	(\$3,022.00)	Measure J	Facilities, Planning, and Management	Thomason
4/8/24	4/30/24	California Renovation Carpet One	Carpet Replacement for Learning Resource Center Rooms 253 and 257 & Media Center Rooms 147 and 149	(\$7,874.14)	Scheduled Maintenance	Facilities, Planning, and Management	Thomason
4/29/24	8/2/24	D.H. Slater & Son, Inc.	Gymnasium Men's and Women's Restrooms Remodel	(\$59,688.90)	Scheduled Maintenance	Facilities, Planning, and Management	Thomason
5/6/24	8/2/24	Egan Electric	Electrical Installation in Gymnasium Men's and Women's Restrooms	(\$9,730.00)	Scheduled Maintenance	Facilities, Planning, and Management	Thomason
5/6/24	8/2/24	Harrison Drywall	Drywall Installation in Gymnasium Men's and Women's Restrooms	(\$18,249.00)	Scheduled Maintenance	Facilities, Planning, and Management	Thomason
4/1/24	6/30/24	Howard Seal and Stripe	Restripe Parking Lot at Chico Center	(\$24,495.00)	Measure J	Facilities, Planning, and Management	Suleski
4/22/24	6/30/24	Imes Plumbing	Installation of Hot Water Heater in Campus Center	(\$12,340.00)	Restricted General	Facilities, Planning, and Management	Thomason
6/1/24	6/7/24	Joseph Corron Electric	Electrical Panel Replacement in Campus Center	(\$24,826.25)	Measure J	Facilities, Planning, and Management	Thomason
4/15/24	9/1/24	Mallinson's Tile	Deep Cleaning of Tile and Grout and Sealing of Grout in Restrooms at Main Campus, Chico Center, and Skyway Center	(\$10,000.00)	Scheduled Maintenance	Facilities, Planning, and Management	Thomason

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

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

April 2024

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
4/8/24	5/30/24	Miller Glass, Inc.	Window Replacement at Allied Health/Public Service South Building	(\$4,556.10)	Scheduled Maintenance	Facilities, Planning, and Management	Thomason
1/25/24	6/30/25	NV5	Project Design Phase Commissioning Services for Physical Science Remodel Project	(\$17,500.00)	Measure J	Facilities, Planning, and Management	Thomason
4/22/24	6/30/24	Southgate Construction Company, Inc.	Concrete Slab for Maintenance Storage Building	(\$59,361.00)	Measure J	Facilities, Planning, and Management	Thomason
5/28/24	6/30/24	Technique Communications	Smart Classroom Technology Installation in Allied Health/Public Service Building	(\$21,775.00)	Restricted General	Facilities, Planning, and Management	Thomason
5/13/24	6/1/24	Voltage Specialists	Fire Alarm Panel Replacement at Farm Services Building	(\$17,310.00)	Scheduled Maintenance	Facilities, Planning, and Management	Suleski
4/1/24	4/30/24	Voltage Specialists	Fire Alarm Panel Replacement at Allied Health/Public Service South Building	(\$58,880.00)	Scheduled Maintenance	Facilities, Planning, and Management	Suleski
5/1/24	6/1/24	Voltage Specialists	Fire Alarm Panel Replacement at Mechanized Agriculture and Environmental Horticulture Buildings	(\$58,660.00)	Scheduled Maintenance	Facilities, Planning, and Management	Suleski
			TOTAL REVENUE CONTRACTS	\$9,216.58			
			TOTAL EXPENSE CONTRACTS	(\$12,854,824.66)			

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

May 15, 2024

Subject:	Donation of District Personal Property: Miscellaneous Electronic Equipment
Category:	Finance
Submitted By:	Scott Thomason, Interim 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:
MAY 15, 2024

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS
MATERIALS BETWEEN APRIL 20, 2007 TO JUNE 10, 2019

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

Butte College Asset No. / Product Serial/Model No.	Item Description	Item Status
523648	COMPUTER TOWER	DONATE
527868	COMPUTER TOWER	DONATE
527886	COMPUTER TOWER	DONATE
527883	COMPUTER TOWER	DONATE
527875	COMPUTER TOWER	DONATE
527878	COMPUTER TOWER	DONATE
527887	COMPUTER TOWER	DONATE
527874	COMPUTER TOWER	DONATE
527872	COMPUTER TOWER	DONATE
527863	COMPUTER TOWER	DONATE
527867	COMPUTER TOWER	DONATE
527869	COMPUTER TOWER	DONATE
527888	COMPUTER TOWER	DONATE
527877	COMPUTER TOWER	DONATE
527876	COMPUTER TOWER	DONATE
527871	COMPUTER TOWER	DONATE
527865	COMPUTER TOWER	DONATE
527866	COMPUTER TOWER	DONATE
527882	COMPUTER TOWER	DONATE
527864	COMPUTER TOWER	DONATE
527885	COMPUTER TOWER	DONATE
527678	COMPUTER TOWER	DONATE
528886	COMPUTER TOWER	DONATE
528897	COMPUTER TOWER	DONATE
528909	COMPUTER TOWER	DONATE
528901	COMPUTER TOWER	DONATE
528894	COMPUTER TOWER	DONATE
528891	COMPUTER TOWER	DONATE
528910	COMPUTER TOWER	DONATE
533530	COMPUTER TOWER	DONATE
522324	COMPUTER TOWER	DONATE
523404	COMPUTER TOWER	DONATE
524987	COMPUTER TOWER	DONATE
527598	COMPUTER TOWER	DONATE
523221	COMPUTER TOWER	DONATE
527600	COMPUTER TOWER	DONATE
532897	COMPUTER TOWER	DONATE

EXHIBIT A
Board Meeting Date:
MAY 15, 2024

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS
MATERIALS BETWEEN APRIL 20, 2007 TO JUNE 10, 2019

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

Butte College Asset No. / Product Serial/Model No.	Item Description	Item Status
532896	COMPUTER TOWER	DONATE
527881	COMPUTER TOWER	DONATE
527889	COMPUTER TOWER	DONATE
523277	COMPUTER TOWER	DONATE
534552	COMPUTER TOWER	DONATE
527597	COMPUTER TOWER	DONATE
529196	COMPUTER TOWER	DONATE
527427	COMPUTER TOWER	DONATE
527428	COMPUTER TOWER	DONATE
532437	COMPUTER TOWER	DONATE
523762	COMPUTER TOWER	DONATE
532060	COMPUTER TOWER	DONATE
531790	COMPUTER TOWER	DONATE
532062	COMPUTER TOWER	DONATE
527390	NOTEBOOK COMPUTER	DONATE
527679	NOTEBOOK COMPUTER	DONATE
529346	NOTEBOOK COMPUTER	DONATE
531994	NOTEBOOK COMPUTER	DONATE
533595	NOTEBOOK COMPUTER	DONATE
526125	NOTEBOOK COMPUTER	DONATE
524396	NOTEBOOK COMPUTER	DONATE
527431	NOTEBOOK COMPUTER	DONATE
532755	NOTEBOOK COMPUTER	DONATE
532308	NOTEBOOK COMPUTER	DONATE
527593	NOTEBOOK COMPUTER	DONATE
529182	NOTEBOOK COMPUTER	DONATE
523459	NOTEBOOK COMPUTER	DONATE
534009	NOTEBOOK COMPUTER	DONATE
528752	NOTEBOOK COMPUTER	DONATE
531152	NOTEBOOK COMPUTER	DONATE
530503	NOTEBOOK COMPUTER	DONATE
531441	NOTEBOOK COMPUTER	DONATE
528588	NOTEBOOK COMPUTER	DONATE
530399	NOTEBOOK COMPUTER	DONATE
529303	NOTEBOOK COMPUTER	DONATE
531781	NOTEBOOK COMPUTER	DONATE
529928	PRINTER	DONATE

EXHIBIT A
Board Meeting Date:
MAY 15, 2024

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS
MATERIALS BETWEEN APRIL 20, 2007 TO JUNE 10, 2019

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

Butte College Asset No. / Product Serial/Model No.	Item Description	Item Status
522073	PRINTER	DONATE
527451	PRINTER	DONATE
524247	PROJECTOR	DONATE
524249	PROJECTOR	DONATE
532218	STORAGE ARRAY	DONATE
529477	TABLET COMPUTER	DONATE
530933	TABLET COMPUTER	DONATE
529628	TABLET COMPUTER	DONATE
533356	TABLET COMPUTER	DONATE
533866	TABLET COMPUTER	DONATE
530229	TABLET COMPUTER	DONATE
531624	TABLET COMPUTER	DONATE
531865	TABLET COMPUTER	DONATE
524499	WIRELESS CONFERENCE SYSTEM	DONATE

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

May 15, 2024

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.

ANTH 3 is a C-ID aligned laboratory course created to compliment the ANTH 2 Introduction to Biological Anthropology lecture course. This course may be taken concurrently with ANTH 2 or in a subsequent term.

ESL 305 is a noncredit stand-alone course designed to bridge the gap from ESL 304 to the English composition requirement at the college level.

ETHS 3 is a course designed to meet the great demand for TK-12 educators who will be trained in Ethnic Studies. This course will assist TK-12 educators and aspiring teachers with curriculum and pedagogy suitable for this state-wide requirement.

ETHS 20 is a transfer-level introductory Native American Studies course that will complete the core package of Ethnic Studies courses for the new Ethnic Studies program.

MATH 30s is a transfer-level course that is designed to support students' success in key STEM prep courses. This course offers more in-class support and instruction than its counterpart course MATH 30.

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.

ANTHROPOLOGY (ANTH)

ANTH 3 - Biological Anthropology Lab

Transfer Status: CSU/UC

Prerequisite: ANTH 2 (or concurrent enrollment)

Unit(s): 1.00

Contact Hours: 51.00 Lab

This laboratory course is offered as a supplement to Introduction to Biological Anthropology either taken concurrently or in a subsequent term. Laboratory exercises are designed to introduce students to the scientific method and explore genetics, human variation, human and non-human primate anatomy and behavior, the primate/hominin fossil record and other resources to investigate processes that affect human evolution.

ENGLISH LANGUAGE LEARNERS (ESL)

ESL 305 - ESL Academic Reading and Writing

Transfer Status: NT

Prerequisite: ESL 304 or permission of instructor

Unit(s): 0.00

Contact Hours: 68.00 Lecture

This is a developmental reading and composition course designed to prepare advanced ESL students for the English composition requirement at the college level. English language learners develop their fluency in academic English with emphasis on reading, writing, and discussion skills. Unlimited repeats. Satisfactory/Unsatisfactory.

ETHNIC STUDIES (ETHS)

ETHS 3 - Ethnic Studies for Educators

Transfer Status: CSU

Unit(s): 3.00

Contact Hours: 51.00 Lecture

This course prepares current TK-12 educators and aspiring teachers to use the concepts and methods of Ethnic Studies in curriculum design (lesson and unit planning) and pedagogical practice in secondary education. Students will understand the history, value and core concepts of the Ethnic Studies discipline and will explore past and present experiences of historically marginalized students of color in the U.S. education system (focusing on Native American, African American, Asian American and Latina and Latino American communities). The course will cover historical inequalities that are reproduced within the U.S. education system as well as strategies for using education as a site for resistance, liberation and social justice.

ETHS 20 - Introduction to Native American Studies

Transfer Status: CSU/UC

Unit(s): 3.00

Contact Hours: 51.00 Lecture

This course examines the historical and present-day conditions and experiences of American Indian/Native American communities in the United States. Students will study the constraints imposed on American Indians/Native Americans in the U.S. by political, economic, legal and social developments. This course is grounded in an understanding of indigeneity and imperialism, and of settler colonialism as the primary form of domination confronted by American Indian/Native American peoples. Topics include the diversity of Indigenous identities, Native sovereignty and nationhood, tribal governments and economies, histories of Indigenous-White settler relations, and indigenous people's artistic and philosophical contributions to U.S. culture and society. Special emphasis is on American Indian/Native American practices of cultural and political resistance, resilience, and regeneration.

MATHEMATICS (MATH)

MATH 30s - Analytic Geometry and Calculus I with Support

Transfer Status: CSU/UC

Prerequisite: MATH 20 and MATH 26 or MATH 20s and MATH 26s, MATH 28 or MATH 28s, or college-level Pre-calculus or equivalent

Unit(s): 5.00

Contact Hours: 51.00 Lecture/68.00 Activity

A first course in differential and integral calculus of a single variable: functions, limits and continuity, techniques and applications of differentiation and integration, Fundamental Theorem of Calculus.

Primarily for Science, Technology, Engineering & Math Majors. This course will contain the same curriculum as MATH 30 but will also have embedded support to review key pre-calculus concepts. This course emphasizes in-class activities and applications.

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

May 15, 2024

Subject:	Approval of Adoption of 2025-2026 Academic Calendar
Category:	Instruction
Submitted By:	Erik Shearer, Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Consent

Background

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

Status

The District has received input from BCEA, which concurs with the proposed 2025-2026 Academic Calendar. In addition, the Academic Senate, the Leadership Team, and the Deans and Directors have each reviewed and approved the proposed calendar. The start of Fall 2025 and Spring 2026 terms, and spring break align with California State University, Chico.

Enclosed for the Board's information is a copy of the proposed 2025-2026 Academic Calendar.

Recommendation

It is recommended the Board of Trustees adopt the Academic Calendar for 2025-2026 as proposed.

ACADEMIC CALENDAR 2025-2026

June	1	2	3	4	5	6	7
2025	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					

SUMMER SESSION (22 days)

FALL (81 days)

Jan					1	2	3
2026	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

July			1	2	3	4	5
2025	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

WINTER SESSION (16 days)
(Jan 5 - Jan 23)

SPRING (82 days)

Feb	1	2	3	4	5	6	7
2026	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28

Aug						1	2
2025	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

FINALS WEEK

LEGAL/LOCAL HOLIDAYS (11 days)

Mar	1	2	3	4	5	6	7
2026	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

Sept		1	2	3	4	5	6
2025	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

INSTRUCTIONAL BREAKS

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

Apr				1	2	3	4
2026	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

Oct				1	2	3	4
2025	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

NON-INSTRUCTIONAL SATURDAYS

PROFESSIONAL DEVELOPMENT "FLEX" DAYS (12 days)

May						1	2
2026	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

Nov							1
2025	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						

FACULTY INSTITUTE (2 days)

Dec		1	2	3	4	5	6
2025	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

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

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

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

May 15, 2024

Subject:	Faculty Using Accumulated Load Bank
Category:	Instruction
Submitted By:	Erik Shearer, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

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

Status

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

Recommendation

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

<u>Instructor</u>	<u>Discipline</u>	<u>Term Used</u>	<u>Load Used</u>
Sanjay Dev	Mathematics	Spring 2025	46.66
Vahan Hovsepian	Psychology	Fall 2024	10.00

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

May 15, 2024

Subject:	Approval of Fall 2024/Spring 2025 Academic Sabbatical Leave Requests
Category:	Instruction
Submitted By:	Erik Shearer, Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Consent

Background

In compliance with the Butte College Education Association (BCEA) contract, Vahan Hovsepian, Katherine MacKinnon, Shaun-Adrián Choflá, and John Soldate submitted requests for Sabbatical Leave for the 2024-2025 academic year. Summaries of their sabbatical applications are as follows:

Vahan Hovsepian – Fall 2024

Vahan’s sabbatical focuses on the development of a comprehensive Positive Psychology course tailored for community college students. There is an increasing need for curriculum that addresses not only academic and vocational skills but also the mental well-being and personal growth of our diverse student body. The course is intended to equip students with the skills to improve their mental well-being and personal resilience, foster a growth mindset, and encourage a focus on strengths, gratitude, and virtues which should result in improved student success. Vahan will incorporate the latest research, educational best practices, and input from mental health professionals to make this course relevant, engaging, and truly beneficial for our students' personal and academic lives. This course will be the first of its kind at our institution, setting a precedent for integrating mental health and personal development into our academic framework, bringing considerable benefits not only to the College and its programs but also to its students and faculty members. The project will produce a course offering that not only meets the current demand within the Butte College community for mental wellness education but also sets a foundation for a series of courses or a potential minor or certificate in Positive Psychology and will promote a campus-wide shift toward a more supportive, engaged, and well-informed academic environment.

Katherine MacKinnon – Fall 2024

Katherine’s sabbatical will include research to investigate the experiences of students with disabilities/diverse abilities at Butte College, particularly students of color, with the aim of identifying steps that areas of the college may take to improve outcomes for these students. This study is designed to complement the work of the Accessibility Maturity Capability Model Task Force, the DSPS office, and the DEIA2 office, by providing unique, in-depth insight into the students’ experiences not currently captured through other means. Katherine will develop and implement the study’s instruments and analyze the data generated. Particular attention during the project will be given to insights from students with intersectional identities: students of color who identify as having diverse abilities. Statewide and nationwide data show that negative experiences occur disproportionately for students of color in educational settings. This reality further compounds the likelihood that students with intersectional identities may be experiencing even greater

marginalization than white students with diverse abilities. These students' experiences at Butte College are a special focus in this study.

Shaun-Adrián Choflá – Spring 2025

Dr. Choflá's sabbatical will research ways for Butte College to serve student parents more effectively with children who exhibit severe behavior problems, and whose family system is at risk for mental health issues. These children and their parents struggle socially and emotionally, exhibiting a wide range of mental health issues. He will develop noncredit coursework aligned to these needs and develop faculty training opportunities in collaboration with mental health colleagues on campus. The Department of Family & Community Services, as part of guided pathways efforts, has recently begun planning noncredit coursework, at the same time Foster/Kinship is developing noncredit courses and this sabbatical will align well with such efforts. Collaboration on this project will include Maranda Brown (Safe Place Coordinator), Hannah Horowitz (Mental Health Counselor), departmental colleagues, and Stephanie Jimenez (Foster/Kinship Care Education Program Coordinator). Dr. Choflá will review literature, create a series of interrelated flex opportunities for faculty (and staff), develop training for instructional departments, plan in-class talks to classes (Education in particular), and develop non-credit courses.

John Soldate – Spring 2025

John's sabbatical will include visiting Historically Black Colleges and Universities and Native American/Tribal Universities in the United States. The project will benefit Butte College's Academic Counseling, Transfer Counseling, EOPS, The Native American Center, BLAC, Athletic Department and students taking courses in College and Life Success. The project goal is to help raise the transfer rates of our Black and Native American students. John will gather information on the structure and application of FYE programs at other institutions through meetings with admissions and compliance officers at each respective university regarding their admittance policies and procedures of community college students. This information is vital as we try to meet the needs of students and crucial to the counseling departments as more and more of our funding is based on how many students we transfer to universities. Our counseling department and faculty will also learn how to better support the needs of our out-of-state transfer students that are interested in HBCUs and Native American/Tribal Universities.

Status

The Leave, Tenure and Professional Advancement (LTPA) Committee along with the Chief Instructional Officer reviewed the requests and submitted their recommendation for consideration to the Superintendent/President.

Recommendation

It is recommended that the Sabbatical Leave Requests be approved for Vahan Hovsepian (Fall 2024), Katherine MacKinnon (Fall 2024), Shaun-Adrián Choflá (Spring 2025), and John Soldate (Spring 2025).

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

May 15, 2024

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

Background

Butte College’s current Engineering program was approved in 1970 over the years it has remained relatively unchanged. It currently consists of a list of required core courses and then students are to select one option either in Civil Engineering, Computer Engineering, Electrical/Electronic Engineering, or Mechanical Engineering. Over time as the various fields removed more from the core to make room for specialized path-specific courses as well as adding another specialization deemed Mechatronic Engineering, program faculty preferred to split the specializations out into distinct programs. This change will allow students to identify more specifically with their pathway choice and improve the maintainability of programs for faculty.

The Engineering Department wishes to do what is best for our students here at Butte College and breakout our current program into the following new programs.

- Associate of Science in Civil Engineering
- Associate of Science in Computer Engineering
- Associate of Science in Electrical Engineering
- Associate of Science in Mechanical Engineering
- Associate of Science in Mechatronic Engineering
- Certificate of Achievement in Civil Engineering
- Certificate of Achievement in Computer Engineering
- Certificate of Achievement in Electrical Engineering
- Certificate of Achievement in Engineering Fundamentals
- Certificate of Achievement in Mechanical Engineering
- Certificate of Achievement in Mechatronic Engineering

Status

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

Recommendation

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

Butte College
Associate of Science Degree
Civil Engineering

1. Statement of Program Goals and Objectives

The Civil Engineering Associate of Science degree is designed to meet the majority of lower division requirements for majors in civil engineering. Completion of the Associate of Science degree should qualify the student to transfer at the upper division level to a civil engineering program at a four-year institution. The degree has a common engineering core requirement as well as requirements specific to civil engineering. The specific field requirements do vary depending on the four-year institution to which the student will transfer. Thus, requirements for specific universities should be checked before selecting specific field courses.

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

1. Use the tools of Mathematics and Physics to solve engineering problems.
2. Use engineering judgment in the solution of engineering problems by breaking problems down, solving each part, checking each solution, and reassembling the problem for a final solution.
3. Safely use and accurately interpret the output of standard measuring devices including those used in surveying.
4. Solve problems using data gathered at building sites.
5. Write comprehensive reports to communicate the analysis of civil engineering projects.

2. Catalog Description

This degree program is designed to cover the majority of the first two years of a four-year program leading to the Bachelor's Degree in Civil Engineering at CSU, Chico. Major requirements can vary by university and catalog year. Students should consult with a counselor and utilize Assist.org to ensure this is the most efficient pathway for their academic and career goals. While the Bachelor's Degree is usually the minimum needed to practice as a junior engineer, the Associate in Science Degree in Civil Engineering will permit an individual to find work in most engineering firms as an engineering aide or assistant. The curriculum includes core math and science courses as well as required lower-division courses in Civil Engineering.

3. Program Requirements

Requirements	Dept. Name/#	Title	Units	Sequence
Required Core:	CHEM 1	General Chemistry I	5	Yr 1, Spring
	MATH 30	Analytic Geometry and Calculus I	5	Yr 1, Spring
	MATH 31	Analytic Geometry and Calculus II	4	Yr 2, Fall
	MATH 40	Differential Equations	4	Yr 2, Spring
	PHYS 41	Physics for Scientists and Engineers I	4	Yr 1, Spring
	PHYS 42	Physics for Scientists and Engineers II	4	Yr 2, Fall
	ENGR 1	Introduction to Engineering	3	Yr 1, Fall
	ENGR 2	Programming and Problem-Solving in MATLAB	3	Yr 2, Fall
	ENGR 3	Plane Surveying I	3	Yr 1, Fall

	ENGR 4	Plane Surveying II	3	Yr 1, Spring
	ENGR 8	Statics	3	Yr 2, Fall
	ENGR 45	Materials Science	4	Yr 2, Spring
	DFT 12	Beginning AutoCAD Drafting	3	Yr 2, Fall
	GEOL 32	Physical Geology with Lab	4	Yr 2, Spring
Total Major Units:			52	

Required Major Total	52
Completion of GE Pattern:	21
Double Count Units	
Transferable Electives (to reach 60 units):	0
Total Units:	73

Proposed Sequence	
Year 1, Fall	6
Year 1, Spring	17
Year 2, Fall	17
Year 2, Spring	12
Total Units:	52

4. Master Planning

This is a program that already exists within Butte College's offerings. It is being more clearly defined by specific engineering disciplines. This need is for two reasons: 1) provide a clear path for students who are pursuing a specific engineering major; 2) provide a completion goal for students prior to transferring to a four-year university.

The engineering major is high unit baccalaureate degree, thus the first two years are high unit years. This is reflected in the number of unit requirements for this associate's degree.

5. Enrollment and Completer Projections need all the program courses listed here not just your courses

CB01: Course Department Number	CB02: Course Title	2022-2023		2023-2024	
		Annual # Sections	Annual Enrollment Total	Annual # Sections	Annual Enrollment Total
ENGR 1	Introduction to Engineering	4	85	4	91
ENGR 2	Programming and Problem-Solving in MATLAB	1	24	1	24
ENGR 3	Plane Surveying I	2	28	2	34
ENGR 4	Plane Surveying II	1	15	1	21
ENGR 8	Statics	1	21	1	24
ENGR 45	Materials Science	1	24	1	24
CHEM 1	General Chemistry I	11	255	12	286
MATH 30	Analytic Geometry and Calculus I	11	276	12	329

MATH 31	Analytic Geometry and Calculus II	6	129	6	169
MATH 40	Differential Equations	2	70	2	53
PHYS 41	Physics for Scientists and Engineers I	4	86	6	127
PHYS 42	Physics for Scientists and Engineers II	4	77	4	84
DFT 12	Beginning AutoCAD Drafting	8	129	5	80
GEOG 32	Physical Geology with Lab	5	97	5	85

It is anticipated that we will have 10 completers per year.

6. Place of Program in Curriculum/Similar Programs

Program will be under the engineering department within the STEM area. This more specific engineering associate's degree will take the place of the existing engineering associate's degree which has options in each of the different disciplines.

7. Similar Programs at Other Colleges in Service Area

Yuba College used to have an engineering program, but no longer does. Shasta College has what they call an Engineering AA but it does not include all lower division courses expected at the CSU/UC level.

8. Transfer Preparation Information

Articulation agreement from Butte College to CSUC will be attached.

Butte College
Associate of Science Degree
Computer Engineering

1. Statement of Program Goals and Objectives

The Computer Engineering Associate of Science degree is designed to meet the majority of lower division requirements for majors in computer engineering. Completion of the Associate of Science degree should qualify the student to transfer at the upper division level to a computer engineering program at a four-year institution. The degree has a common engineering core requirement as well as requirements specific to computer engineering. The specific field requirements do vary depending on the four-year institution to which the student will transfer. Thus, requirements for specific universities should be checked before selecting specific field courses.

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

1. Use the tools of Mathematics and Physics to solve engineering problems.
2. Use engineering judgment in the solution of engineering problems by breaking problems down, solving each part, checking solution components, and reassembling the problem for a final solution.
3. Safely use and accurately interpret the output of standard measuring devices used in circuit design and testing.
4. Use general methods of problem solving typical in developing computer hardware and software.
5. Write and analyze computer programs.

2. Catalog Description

This degree program is designed to cover the majority of the first two years of a four-year program leading to the Bachelor's Degree in Computer Engineering at CSU, Chico. Major requirements can vary by university and catalog year. Students should consult with a counselor and utilize Assist.org to ensure this is the most efficient pathway for their academic and career goals. While the Bachelor's Degree is usually the minimum needed to practice as a junior engineer, the Associate in Science Degree in Computer Engineering will permit an individual to find work in most engineering firms as an engineering aide or assistant. The curriculum includes core math and science courses as well as required lower-division courses in Computer Engineering.

3. Program Requirements

Requirements	Dept. Name/ #	Title	Units	Sequence
Required Core:	CHEM 1	General Chemistry I	5	Yr 1, Fall
	MATH 30	Analytic Geometry and Calculus I	5	Yr 1, Fall
	MATH 31	Analytic Geometry and Calculus II	4	Yr 1, Spring
	MATH 40	Differential Equations	4	Yr 2, Fall
	PHYS 41	Physics for Scientists and Engineers I	4	Yr 1, Spring
	PHYS 42	Physics for Scientists and Engineers II	4	Yr 2, Fall
	ENGR 1	Introduction to Engineering	3	Yr 1, Fall
	ENGR 10	Digital Logic Fundamentals	3	Yr 1, Fall
	ENGR 17	Circuits	4	Yr 2, Spring
	CSCI 20	Programming and Algorithms I	3	Yr 1, Spring
	CSCI 21	Programming and Algorithms II	3	Yr 2, Fall
	CSCI 22	Discrete Structures	3	Yr 2, Spring
Total Major Units:			45	

Required Major Total	45
Completion of Local GE Pattern:	21
Double Count Units	
Transferable Electives (to reach 60 units):	0
<hr/>	
Total Units:	66

Proposed Sequence	
Year 1, Fall	16
Year 1, Spring	11
Year 2, Fall	11
Year 2, Spring	7
<hr/>	
Total Units:	45

4. Master Planning

This is a program that already exists within Butte College’s offerings. It is being more clearly defined by specific engineering disciplines. This need is for two reasons: 1) provide a clear path for students who are pursuing a specific engineering major; 2) provide a completion goal for students prior to transferring to a four-year university.

The engineering major is high unit baccalaureate degree, thus the first two years are high unit years. This is reflected in the number of unit requirements for this associate’s degree.

5. Enrollment and Completer Projections

		2022-2023		2023-2024	
CB01: Course Department Number	CB02: Course Title	Annual # Sections	Annual Enrollment Total	Annual # Sections	Annual Enrollment Total
ENGR 1	Introduction to Engineering	4	85	4	91
ENGR 10	Digital Logic Fundamentals	1	24	1	24
ENGR 17	Circuits	1	24	1	24
CHEM 1	General Chemistry I	11	255	12	286
MATH 30	Analytic Geometry and Calculus I	11	276	12	329
MATH 31	Analytic Geometry and Calculus II	6	129	6	169
MATH 40	Differential Equations	2	70	2	53
PHYS 41	Physics for Scientists and Engineers I	4	86	6	127
PHYS 42	Physics for Scientists and Engineers II	4	77	4	84
CSCI 20	Programming and Algorithms I	10	222	10	234
CSCI 21	Programming and Algorithms II	9	41	5	115
CSCI 22	Discrete Structures	2	41	2	46

It is anticipated that we will have 5 completers per year.

6. Place of Program in Curriculum/Similar Programs

Program will be under the engineering department within the STEM area. This more specific engineering associate's degree will take the place of the existing engineering associate's degree which has options in each of the different disciplines.

7. Similar Programs at Other Colleges in Service Area

Yuba College used to have an engineering program, but no longer does. Shasta College has what they call an Engineering AA but it does not include all lower division courses expected at the CSU/UC level.

8. Transfer Preparation Information

Articulation agreement from Butte College to CSUC will be attached.

Butte College
Associate of Science Degree
Electrical Engineering

1. Statement of Program Goals and Objectives

The Electrical Engineering Associate of Science degree is designed to meet the majority of lower division requirements for electrical engineering programs. Completion of the Associate in Science degree should qualify the student to transfer at the upper division level to an electrical engineering program at a four-year institution. The degree has a common engineering core requirement for many engineering paths as well as specific field requirements in electrical engineering. The specific field requirements do vary depending on the four-year institution to which the student will transfer. Thus, requirements for specific universities should be checked before selecting specific field courses.

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

1. Use the tools of Mathematics and Physics to solve engineering problems.
2. Develop engineering judgment in the solution of electrical engineering problems by breaking problems down, solving each part, checking each solution and reassembling the problem for a final solution.
3. Safely use and accurately interpret the output of standard measuring devices used in electrical engineering fields.
4. Solve problems using data gathered from circuits and circuit simulators.
5. Write comprehensive reports to communicate the analysis of various electrical systems.

2. Catalog Description

This degree program is designed to cover the majority of the first two years of a four-year program leading to the Bachelor's Degree in Electrical Engineering at CSU, Chico. Major requirements can vary by university and catalog year. Students should consult with a counselor and utilize Assist.org to ensure this is the most efficient pathway for their academic and career goals. While the Bachelor's Degree is usually the minimum needed to practice as a junior engineer, the Associate in Science Degree in Electrical Engineering will permit an individual to find work in most engineering firms as an engineering aide or assistant. The curriculum includes core math and science courses as well as required lower-division courses in Electrical Engineering.

3. Program Requirements

Requirements	Dept. Name/#	Title	Units	Sequence
Required Core:	CHEM 1	General Chemistry I	5	Yr 1, Fall
	MATH 30	Analytic Geometry and Calculus I	5	Yr 1, Fall
	MATH 31	Analytic Geometry and Calculus II	4	Yr 1, Spring
	MATH 32	Analytic Geometry and Calculus III	4	Yr 2, Spring
	MATH 40	Differential Equations	4	Yr 2, Fall
	PHYS 41	Physics for Scientists and Engineers I	4	Yr 1, Spring
	PHYS 42	Physics for Scientists and Engineers II	4	Yr 2, Fall
	ENGR 1	Introduction to Engineering	3	Yr 1, Fall

	ENGR 10	Digital Logic Fundamentals	3	Yr 1, Fall
	ENGR 17	Circuits	4	Yr 2, Spring
	CSCI 20	Programming and Algorithms I	3	Yr 1, Spring
Total Major Units:			43	

Required Major Total	43
Completion of Local GE Pattern:	21
Double Count Units	
<u>Transferable Electives (to reach 60 units):</u>	<u>0</u>
Total Units:	64

Proposed Sequence	
Year 1, Fall	16
Year 1, Spring	11
Year 2, Fall	8
Year 2, Spring	8
<u>Total Units:</u>	<u>43</u>

4. Master Planning

This is a program that already exists within Butte College's offerings. It is being more clearly defined by specific engineering disciplines. This need is for two reasons: 1) provide a clear path for students who are pursuing a specific engineering major; 2) provide a completion goal for students prior to transferring to a four-year university.

The engineering major is high unit baccalaureate degree, thus the first two years are high unit years. This is reflected in the number of unit requirements for this associate's degree.

5. Enrollment and Completer Projections

		2022-2023		2023-2024	
CB01: Course Department Number	CB02: Course Title	Annual # Sections	CB01: Course Department Number	CB02: Course Title	Annual # Sections
ENGR 1	Introduction to Engineering	4	ENGR 1	Introduction to Engineering	4
ENGR 10	Digital Logic Fundamentals	1	ENGR 10	Digital Logic Fundamentals	1
ENGR 17	Circuits	1	ENGR 17	Circuits	1
CHEM 1	General Chemistry I	11	CHEM 1	General Chemistry I	11
MATH 30	Analytic Geometry and Calculus I	11	MATH 30	Analytic Geometry and Calculus I	11
MATH 31	Analytic Geometry and Calculus II	6	MATH 31	Analytic Geometry and Calculus II	6
MATH 32	Analytic Geometry and Calculus III	2	MATH 32	Analytic Geometry and Calculus III	2
MATH 40	Differential Equations	2	MATH 40	Differential Equations	2

PHYS 41	Physics for Scientists and Engineers I	4	PHYS 41	Physics for Scientists and Engineers I	4
PHYS 42	Physics for Scientists and Engineers II	4	PHYS 42	Physics for Scientists and Engineers II	4
CSCI 20	Programming and Algorithms I	10	CSCI 20	Programming and Algorithms I	10

It is anticipated that we will have 5 completers per year.

6. Place of Program in Curriculum/Similar Programs

Program will be under the engineering department within the STEM area. This more specific engineering associate's degree will take the place of the existing engineering associate's degree which has options in each of the different disciplines.

7. Similar Programs at Other Colleges in Service Area

Yuba College used to have an engineering program, but no longer does. Shasta College has what they call an Engineering AA but it does not include all lower division courses expected at the CSU/UC level.

9. Transfer Preparation Information

Articulation agreement from Butte College to CSUC will be attached.

**Butte College
Associate of Science Degree
Mechanical Engineering**

1. Statement of Program Goals and Objectives

The Mechanical Engineering Associate of Science degree is designed to meet the majority of lower division requirements for mechanical engineering programs. Completion of the Associate of Science degree should qualify the student to transfer at the upper division level to a mechanical engineering program at a four-year institution. The degree has a common engineering core requirement as well as requirements specific to mechanical engineering. The specific field requirements do vary depending on the four-year institution to which the student will transfer. Thus, requirements for specific universities should be checked before selecting specific field courses.

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

1. Use the tools of Mathematics and Physics to solve engineering problems.
2. Use engineering judgment in the solution of mechanical engineering problems by breaking problems down, solving each part, checking each solution and reassembling the problem for a final solution.
3. Safely use and accurately interpret the output of standard measuring devices used in mechanical engineering.
4. Solve problems using data gathered in mechanical systems.
5. Write comprehensive reports to communicate the analysis of mechanical engineering problems.

2. Catalog Description

This degree program is designed to cover the majority of the first two years of a four-year program leading to the Bachelor's Degree in Mechanical Engineering at CSU, Chico. Major requirements can vary by university and catalog year. Students should consult with a counselor and utilize Assist.org to ensure this is the most efficient pathway for their academic and career goals. While the Bachelor's Degree is usually the minimum needed to practice as a junior engineer, the Associate in Science Degree in Mechanical Engineering will permit an individual to find work in most engineering firms as an engineering aide or assistant. The curriculum includes core math and science courses as well as required lower-division courses in Mechanical Engineering.

3. Program Requirements

Requirements	Dept. Name/#	Title	Units	Sequence
Required Core:	CHEM 1	General Chemistry I	5	Yr 1, Fall
	MATH 30	Analytic Geometry and Calculus I	5	Yr 1, Fall
	MATH 31	Analytic Geometry and Calculus II	4	Yr 1, Spring
	MATH 32	Analytic Geometry and Calculus III	4	Yr 2, Fall
	MATH 40	Differential Equations	4	Yr 2, Spring
	PHYS 41	Physics for Scientists and Engineers I	4	Yr 1, Spring
	PHYS 42	Physics for Scientists and Engineers II	4	Yr 2, Fall
	ENGR 1	Introduction to Engineering	3	Yr 1, Fall
	ENGR 2	Programming and Problem-Solving in MATLAB	3	Yr 1, Spring
ENGR 8	Statics	3	Yr 2, Fall	

	ENGR 45	Materials Science	4	Yr 2, Spring
	DFT 2	Engineering Graphics I	3	Yr 1, Spring
	DFT 8	Engineering Graphics II	3	Yr 2, Fall
Total Major Units:			49	

Required Major Total	49
Completion of Local GE Pattern:	21
Double Count Units	
Transferable Electives (to reach 60 units):	0
<u>Total Units:</u>	<u>70</u>

Proposed Sequence	
Year 1, Fall	13
Year 1, Spring	14
Year 2, Fall	14
Year 2, Spring	8
<u>Total</u>	<u>49</u>

4. Master Planning

This is a program that already exists within Butte College's offerings. It is being more clearly defined by specific engineering disciplines. This need is for two reasons: 1) provide a clear path for students who are pursuing a specific engineering major; 2) provide a completion goal for students prior to transferring to a four-year university. The engineering major is high unit baccalaureate degree, thus the first two years are high unit years. This is reflected in the number of unit requirements for this associate's degree.

5. Enrollment and Completer Projections

CB01: Course Department Number	CB02: Course Title	2022-2023		2023-2024	
		Annual # Sections	Annual Enrollment Total	Annual # Sections	Annual Enrollment Total
ENGR 1	Introduction to Engineering	4	85	4	91
ENGR 2	Programming and Problem-Solving in MATLAB	1	24	1	24
ENGR 8	Statics	1	24	1	24
ENGR 45	Materials Science	1	24	1	24
CHEM 1	General Chemistry I	11	255	12	286
MATH 30	Analytic Geometry and Calculus I	11	276	12	286
MATH 31	Analytic Geometry and Calculus II	6	129	6	169
MATH 32	Analytic Geometry and Calculus III	2	52	2	58
MATH 40	Differential Equations	2	70	2	53
PHYS 41	Physics for Scientists and Engineers I	4	86	6	127
PHYS 42	Physics for Scientists and Engineers II	4	77	4	84
DFT 2	Engineering Graphics I	5	109	4	95
DFT 8	Engineering Graphics II	2	36	2	27

It is anticipated that we will have 10-20 completers per year.

6. Place of Program in Curriculum/Similar Programs

Program will be under the engineering department within the STEM area. This more specific engineering associate's degree will take the place of the existing engineering associate's degree which has options in each of the different disciplines.

7. Similar Programs at Other Colleges in Service Area

Yuba College used to have an engineering program, but no longer does. Shasta College has what they call an Engineering AA but it does not include all lower division courses expected at the CSU/UC level.

8. Transfer Preparation Information

Articulation agreement from Butte College to CSUC will be attached.

Butte College
Associate of Science Degree
Mechatronic Engineering

1. Statement of Program Goals and Objectives

The Mechatronic Engineering Associate of Science degree is designed to meet the majority of lower division requirements for majors in mechatronic engineering. Completion of the Associate of Science degree should qualify the student to transfer at the upper division level to a mechatronic engineering program at a four-year institution. The degree consists of core engineering requirements common to all engineering specialties as well as specific field requirements. The specific field requirements do vary depending on the four-year institution to which the student will transfer. Thus, requirements for specific universities should be checked before selecting specific field courses.

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

1. Use the tools of Mathematics and Physics to solve engineering problems.
2. Demonstrate an ability to develop judgment in the solution of engineering problems by breaking problems down, solving each part, checking each solution and reassembling the problem for a final solution.
3. Safely use and accurately interpret the output of standard measuring devices used in the mechatronic field.
4. Demonstrate the ability to work cohesively in the team environment to solve engineering problems.
5. Communicate the analysis of various materials, systems and solutions verbally and in industry-standard written form.

2. Catalog Description

This degree program is designed to cover the majority of the first two years of a four-year program leading to the Bachelor's Degree in Mechatronic Engineering at CSU, Chico. Major requirements can vary by university and catalog year. Students should consult with a counselor and utilize Assist.org to ensure this is the most efficient pathway for their academic and career goals. While the Bachelor's Degree is usually the minimum needed to practice as a junior engineer, the Associate in Science Degree in Mechatronic Engineering will permit an individual to find work in most engineering firms as an engineering aide or assistant. The curriculum includes core math and science courses as well as required lower-division courses in Mechatronic Engineering. This degree also captures much of the requirements of both Mechanical Engineering and Electrical Engineering pathways.

3. Program Requirements

Requirements	Dept. Name/#	Title	Units	Sequence
Required Core:	CHEM 1	General Chemistry I	5	Yr 1, Fall
	MATH 30	Analytic Geometry and Calculus I	5	Yr 1, Fall
	MATH 31	Analytic Geometry and Calculus II	4	Yr 1, Spring
	MATH 32	Analytic Geometry and Calculus III	4	Yr 2, Spring
	MATH 40	Differential Equations	4	Yr 2, Fall
	PHYS 41	Physics for Scientists and Engineers I	4	Yr 1, Spring
	PHYS 42	Physics for Scientists and Engineers II	4	Yr 2, Fall
	PHYS 43	Physics for Scientists and Engineers III	4	Yr 2, Spring
	ENGR 1	Introduction to Engineering	3	Yr 1, Fall

	ENGR 8	Statics	3	Yr 2, Fall
	ENGR 10	Digital Logic Fundamentals	3	Yr 1, Fall
	ENGR 17	Circuits	4	Yr 2, Spring
	ENGR 45	Materials Science	4	Yr 2, Spring
	DFT 2	Engineering Graphics I	3	Yr 1, Spring
	DFT 8	Engineering Graphics II	3	Yr 2, Fall
	CSCI 20	Programs and Algorithms I	3	Yr 2, Spring
Total Major Units:			60	

Required Major Total	60
Completion of Local GE Pattern:	21
Double Count Units	
Transferable Electives (to reach 60 units):	0
<u>Total Units:</u>	<u>81</u>

Proposed Sequence	
Year 1, Fall	16
Year 1, Spring	11
Year 2, Fall	14
Year 2, Spring	19
<u>Total</u>	<u>60</u>

4. Master Planning

This is a program that already exists within Butte College's offerings. It is being more clearly defined by specific engineering disciplines. This need is for two reasons: 1) provide a clear path for students who are pursuing a specific engineering major; 2) provide a completion goal for students prior to transferring to a four-year university.

The engineering major is high unit baccalaureate degree, thus the first two years are high unit years. This is reflected in the number of unit requirements for this associate's degree.

5. Enrollment and Completer Projections

		2022-2023		2023-2024	
CB01: Course Department Number	CB02: Course Title	Annual # Sections	Annual Enrollment Total	Annual # Sections	Annual Enrollment Total
ENGR 1	Introduction to Engineering	4	96	4	96
ENGR 8	Statics	1	24	1	24
ENGR 10	Digital Logic Fundamentals	1	24	1	24
ENGR 17	Circuits	1	24	1	24
ENGR 45	Materials Science	1	24	1	24
CHEM 1	General Chemistry I	11	255	12	286
MATH 30	Analytic Geometry and Calculus I	11	275	12	286
MATH 31	Analytic Geometry and Calculus II	6	129	6	169
MATH 32	Analytic Geometry and Calculus III	2	52	2	58
MATH 40	Differential Equations	2	70	2	53
PHYS 41	Physics for Scientists and Engineers I	4	86	6	127

PHYS 42	Physics for Scientists and Engineers II	41	77	4	84
PHYS 43	Physics for Scientists and Engineers III	2	28	2	28
DFT 2	Engineering Graphics I	5	109	4	95
DFT 8	Engineering Graphics II	2	36	2	27
CSCI 20	Programs and Algorithms I	10	222	10	234

It is anticipated that we will have 5 completers per year. Since this is intended to capture existing behaviors there will be no need for increased capacity in supporting courses.

6. Place of Program in Curriculum/Similar Programs

Program will be under the engineering department within the STEM area. This more specific engineering associate’s degree will take the place of the existing engineering associate’s degree which has options in each of the different disciplines.

7. Similar Programs at Other Colleges in Service Area

Yuba College used to have an engineering program, but no longer does. Shasta College has what they call an Engineering AA but it does not include all lower division courses expected at the CSU/UC level.

8. Transfer Preparation Information

Articulation agreement from Butte College to CSUC will be attached.

**Butte College
Certificate of Achievement
Civil Engineering**

1. Statement of Program Goals and Objectives

The Certificate of Achievement in Civil Engineering is designed to meet the core lower division requirements for specific majors in engineering. Completion of the Certificate of Achievement includes the discipline specific courses required to transfer to a four-year university in engineering. The specific field requirements do vary depending on the four-year institution to which the student will transfer. Thus, requirements for specific universities should be checked before selecting specific field courses.

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

1. Use the tools of Mathematics and Physics to solve engineering problems.
2. Use engineering judgment in the solution of engineering problems by breaking problems down, solving each part, checking each solution, and reassembling the problem for a final solution.
3. Safely use and accurately interpret the output of standard measuring devices including those used in surveying.
4. Solve problems using data gathered at building sites.
5. Write comprehensive reports to communicate the analysis of civil engineering projects.

2. Catalog Description

This Certificate of Achievement in Civil Engineering is designed to cover the core civil engineering courses needed to transfer to a four-year program leading to the Bachelor’s Degree in Civil Engineering at most four-year colleges and universities. The curriculum includes lower division courses in Civil Engineering. Major requirements can vary by university and catalog year. Students should consult with a counselor and utilize Assist.org to ensure this is the most efficient pathway for their academic and career goals.

3. Program Requirements

Requirements	Dept. Name/#	Title	Units	Sequence
	ENGR 2	Programming and Problem-Solving in MATLAB	3	Yr 2, Fall
	ENGR 3	Plane Surveying I	3	Yr 1, Fall
	ENGR 4	Plane Surveying II	3	Yr 1, Spring
	ENGR 8	Statics	3	Yr 2, Fall
	ENGR 45	Materials Science	4	Yr 2, Spring
	DFT 12	Beginning AutoCAD Drafting	3	Yr 2 , Fall
	GEOL 32	Physical Geology with Lab	4	Yr 2, Spring
Total Major Units:			23	

Proposed Sequence

Year 1, Fall	3
Year 1, Spring	3
Year 2, Fall	9
Year 2, Spring	8
Total	23

4. Master Planning

This is a program that already exists within Butte College's offerings. It is being more clearly defined by specific engineering disciplines. This need is for two reasons: 1) provide a clear path for students who are pursuing a specific engineering major; 2) provide a completion goal for students prior to transferring to a four-year university.

5. Enrollment and Completer Projections

		2022-2023		2023-2024	
CB01: Course Department Number	CB02: Course Title	Annual # Sections	Annual Enrollment Total	Annual # Sections	Annual Enrollment Total
ENGR 2	Programming and Problem-Solving in MATLAB	1	24	1	24
ENGR 3	Plane Surveying I	2	28	2	28
ENGR 4	Plane Surveying II	1	15	1	24
ENGR 8	Statics	1	21	1	24
ENGR 45	Materials Science	1	24	1	24
GEOL 32	Physical Geology with Lab	5	97	5	85

It is anticipated that we will have 10 completers per year.

6. Place of Program in Curriculum/Similar Programs

Program will be under the engineering department within the STEM area. This certificate mirrors what will be required in the new associates in engineering degree minus the general education and common core science and math courses.

7. Similar Programs at Other Colleges in Service Area

Yuba College used to have an engineering program, but no longer does.

Butte College
Certificate of Achievement
Computer Engineering

1. Statement of Program Goals and Objectives

The Certificate of Achievement in Computer Engineering is designed to meet the core lower division requirements for Computer Engineering. Completion of the Certificate of Achievement includes the discipline specific courses required to transfer to a four-year university in engineering. The specific field requirements do vary depending on the four-year institution to which the student will transfer. Thus, requirements for specific universities should be checked before selecting specific field courses.

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

1. Use the tools of Mathematics and Physics to solve engineering problems.
2. Demonstrate an ability to develop engineering judgment in the solution of engineering problems by breaking problems down, solving each part, checking each solution, and reassembling the problem for a final solution.
3. Safely use and accurately interpret the output of standard measuring devices.
4. Demonstrate knowledge of the general methods of problem-solving using data gathered in the field.
5. Demonstrate the ability to write comprehensive reports to communicate the analysis of various materials.

2. Catalog Description

The Certificate of Achievement in Computer Engineering is designed to cover the core computer engineering courses needed to transfer to a four-year program leading to the Bachelor's Degree in Computer Engineering at most four-year colleges and universities. The curriculum includes lower division courses in Computer Engineering. Major requirements can vary by university and catalog year. Students should consult with a counselor and utilize Assist.org to ensure this is the most efficient pathway for their academic and career goals.

3. Program Requirements

Requirements	Dept. Name/#	Title	Units	Sequence
Required Core:	ENGR 10	Digital Logic Fundamentals	3	Yr 1, Fall
	ENGR 17	Circuits	4	Yr 2, Spring
	CSCI 20	Programming and Algorithms I	3	Yr 1, Spring
	CSCI 21	Programming and Algorithms II	3	Yr 2, Fall
	CSCI 22	Discrete Structures	3	Yr 2, Spring
Total Units:			16	

Proposed Sequence

Year 1, Fall	3
Year 1, Spring	3
Year 2, Fall	3
Year 2, Spring	7
<hr/> Total	<hr/> 16

4. Master Planning

This is a program that already exists within Butte College's offerings. It is being more clearly defined by specific engineering disciplines. This need is for two reasons: 1) provide a clear path for students who are pursuing a specific engineering major; 2) provide a completion goal for students prior to transferring to a four-year university.

5. Enrollment and Completer Projections

		2022-2023		2023-2024	
CB01: Course Department Number	CB02: Course Title	Annual # Sections	Annual Enrollment Total	Annual # Sections	Annual Enrollment Total
ENGR 1	Introduction to Engineering	4	85	4	91
ENGR 10	Digital Logic Fundamentals	1	24	1	24
ENGR 11	Embedded Systems Development	New Course		New Course	
ENGR 17	Circuits	1	24	1	24
CSCI 20	Programming and Algorithms I	10	222	10	234
CSCI 21	Programming and Algorithms II	9	41	5	115
CSCI 22	Discrete Structures	2	41	2	46

It is anticipated that we will have 5 completers per year.

6. Place of Program in Curriculum/Similar Programs

Program will be under the engineering department within the STEM area. This certificate mirrors what will be required in the new associates in engineering degree minus the general education and common core science and math courses.

7. Similar Programs at Other Colleges in Service Area

Yuba College used to have an engineering program, but no longer does.

**Butte College
Certificate of Achievement
Electrical Engineering**

1. Statement of Program Goals and Objectives

The Certificate in Electrical Engineering is designed to meet the core lower division requirements for specific majors in engineering. Completion of the certificate includes the discipline specific courses required to transfer to a four-year university in engineering. The specific field requirements do vary depending on the four-year institution to which the student will transfer. Thus, requirements for specific universities should be checked before selecting specific field courses.

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

1. Use the tools of Mathematics and Physics to solve engineering problems.
2. Demonstrate an ability to develop engineering judgment in the solution of engineering problems by breaking problems down, solving each part, checking each solution and reassembling the problem for a final solution.
3. Safely use and accurately interpret the output of standard measuring devices.
4. Demonstrate knowledge of the general methods of problem solving using data gathered in the field.
5. Demonstrate the ability to write comprehensive reports to communicate the analysis of various materials.

2. Catalog Description

The Certificate of Achievement in Electrical Engineering is designed to cover the core electrical engineering courses needed to transfer to a four-year program leading to the Bachelor's Degree in Electrical Engineering at most four-year colleges and universities. The curriculum includes lower division courses in Electrical Engineering. Major requirements can vary by university and catalog year. Students should consult with a counselor and utilize Assist.org to ensure this is the most efficient pathway for their academic and career goals.

3. Program Requirements

Requirements	Dept. Name/#	Title	Units	Sequence
	MATH 32	Analytic Geometry and Calculus III	4	Yr 2, Spring
	ENGR 10	Digital Logic Fundamentals	3	Yr 1, Fall
	ENGR 11	Embedded Systems Development	3	Yr 2, Fall
	ENGR 17	Circuits	4	Yr 2, Spring
	CSCI 20	Programming and Algorithms I	3	Yr 1, Spring
Total Major Units:			17	

Proposed Sequence

Year 1, Fall	3
Year 1, Spring	3
Year 2, Fall	3
Year 2, Spring	8
Total	17

4. Master Planning

This is a program that already exists within Butte College’s offerings. It is being more clearly defined by specific engineering disciplines. This need is for two reasons: 1) provide a clear path for students who are pursuing a specific engineering major; 2) provide a completion goal for students prior to transferring to a four-year university.

5. Enrollment and Completer Projections

		2022-2023		2023-2024	
CB01: Course Department Number	CB02: Course Title	Annual # Sections	Annual Enrollment Total	Annual # Sections	Annual Enrollment Total
ENGR 10	Digital Logic Fundamentals	1	24	1	24
ENGR 11	Embedded Systems Development	New Course		New Course	
ENGR 17	Circuits	1	24	1	24
MATH 32	Analytic Geometry and Calculus III	2	52	2	58
CSCI 20	Programming and Algorithms I	10	222	10	234

It is anticipated that we will have 5 completers per year.

6. Place of Program in Curriculum/Similar Programs

Program will be under the engineering department within the STEM area. This certificate mirrors what will be required in the new associates in engineering degree minus the general education and common core science and math courses.

7. Similar Programs at Other Colleges in Service Area

Yuba College used to have an engineering program, but no longer does.

Butte College
Certificate of Achievement
Engineering Fundamentals

1. Statement of Program Goals and Objectives

The Engineering Fundamentals Certificate of Achievement is designed to meet the core lower division requirements for all majors in engineering. Completion of the certificate includes engineering preparatory courses required to transfer to a four-year university in engineering. Requirements for specific universities should be checked before selecting specific field courses.

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

1. Use the tools of Mathematics and Physics to solve engineering problems.
2. Demonstrate an ability to develop engineering judgment in the solution of engineering problems by breaking problems down, solving each part, checking each solution and reassembling the problem for a final solution.
3. Safely use and accurately interpret the output of standard measuring devices.
4. Demonstrate knowledge of the general methods of problem-solving using data gathered in the field.
5. Demonstrate the ability to write comprehensive reports to communicate the analysis of various materials.

2. Catalog Description

This Certificate of Achievement is designed to cover the core engineering preparatory courses needed to transfer to a four-year program leading to any Bachelor's Degree in Engineering at most four-year colleges and universities. Major requirements can vary by university and catalog year. Students should consult with a counselor and utilize Assist.org to ensure this is the most efficient pathway for their academic and career goals.

3. Program Requirements

Requirements	Dept. Name/#	Title	Units	Sequence
Required Core:	CHEM 1	General Chemistry I	5	Yr 1, Fall
	MATH 30	Analytic Geometry and Calculus I	5	Yr 1, Fall
	MATH 31	Analytic Geometry and Calculus II	4	Yr 1, Spring
	MATH 40	Differential Equations	4	Yr 2, Fall
	PHYS 41	Physics for Scientists and Engineers I	4	Yr 1, Spring
	PHYS 42	Physics for Scientists and Engineers II	4	Yr 2, Fall
	ENGR 1	Introduction to Engineering	3	Yr 1, Fall
	ENGL 2	Reading and Composition	4	Yr 1, Fall
One Course:	CMST 2	Public Speaking	3	Yr 1, Spring
	CMST 4	Small Group Communication	3	Yr 1, Spring
Total Units:			36	

Proposed Sequence

Year 1, Fall	17
Year 1, Spring	11
Year 2, Fall	8
Year 2, Spring	
Total	36

4. Master Planning

This is part of a program that already exists within Butte College's offerings. It is being more clearly defined by specific engineering disciplines. This need is for two reasons: 1) provide a clear path for students who are pursuing a specific engineering major; 2) provide a completion goal for students prior to transferring to a four-year university.

5. Enrollment and Completer Projections

		2022-2023		2023-2024	
CB01: Course Department Number	CB02: Course Title	Annual # Sections	Annual Enrollment Total	Annual # Sections	Annual Enrollment Total
ENGR 1	Introduction to Engineering	4	85	4	91
CHEM 1	General Chemistry I	11	255	12	286
MATH 30	Analytic Geometry and Calculus I	11	276	12	329
MATH 31	Analytic Geometry and Calculus II	6	129	6	169
MATH 40	Differential Equations	2	70	2	53
PHYS 41	Physics for Scientists and Engineers I	4	86	6	127
PHYS 42	Physics for Scientists and Engineers II	4	77	4	84
ENGL 2	Reading and Composition	91	2322	101	2471
CMST 2	Public Speaking	58	1256	57	1244
CMST 4	Small Group Communication	20	507	20	551

It is anticipated that we will have 10 completers per year.

6. Place of Program in Curriculum/Similar Programs

Program will be under the engineering department within the STEM area. This certificate mirrors the core engineering preparatory courses required in the new associates in engineering degrees.

7. Similar Programs at Other Colleges in Service Area

Yuba College used to have an engineering program, but no longer does.

Butte College
Certificate of Achievement
Mechanical Engineering

1. Statement of Program Goals and Objectives

The Certificate of Achievement in Mechanical Engineering is designed to meet the core lower division requirements for specific majors in engineering. Completion of the certificate includes the discipline specific courses required to transfer to a four year university in engineering. The specific field requirements do vary depending on the four-year institution to which the student will transfer. Thus, requirements for specific universities should be checked before selecting specific field courses.

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

1. Use the tools of Mathematics and Physics to solve engineering problems.
2. Demonstrate an ability to develop engineering judgment in the solution of engineering problems by breaking problems down, solving each part, checking each solution and reassembling the problem for a final solution.
3. Safely use and accurately interpret the output of standard measuring devices.
4. Demonstrate knowledge of the general methods of problem solving using data gathered in the field.
5. Demonstrate the ability to write comprehensive reports to communicate the analysis of various materials.

2. Catalog Description

The Certificate of Achievement in Mechanical Engineering is designed to cover the core mechanical engineering courses needed to transfer to a four-year program leading to the Bachelor’s Degree in Mechanical Engineering at most four-year colleges and universities. The curriculum includes lower division courses in Mechanical Engineering. Major requirements can vary by university and catalog year. Students should consult with a counselor and utilize Assist.org to ensure this is the most efficient pathway for their academic and career goals.

3. Program Requirements

Requirements	Dept. Name/#	Title	Units	Sequence
	MATH 32	Analytic Geometry and Calculus III	4	Yr 2, Fall
	ENGR 2	Programming and Problem-Solving in MATLAB	3	Yr 1, Spring
	ENGR 8	Statics	3	Yr 2, Fall
	ENGR 45	Materials Science	4	Yr 2, Spring
	DFT 2	Engineering Graphics I	3	Yr 1, Spring
	DFT 8	Engineering Graphics II	3	Yr 2, Fall
Total Major Units:			20	

Proposed Sequence

Year 1, Fall	0
Year 1, Spring	6
Year 2, Fall	10
Year 2, Spring	4
<hr/> Total	<hr/> 20

4. Master Planning

This is a program that already exists within Butte College's offerings. It is being more clearly defined by specific engineering disciplines. This need is for two reasons: 1) provide a clear path for students who are pursuing a specific engineering major; 2) provide a completion goal for students prior to transferring to a four-year university.

5. Enrollment and Completer Projections

		2022-2023		2023-2024	
CB01: Course Department Number	CB02: Course Title	Annual # Sections	Annual Enrollment Total	Annual # Sections	Annual Enrollment Total
ENGR 2	Programming and Problem-Solving in MATLAB	1	24	1	24
ENGR 8	Statics	1	24	1	24
ENGR 45	Materials Science	1	24	1	24
MATH 32	Analytic Geometry and Calculus III	2	52	2	58
DFT 2	Engineering Graphics I	2	109	4	95
DFT 8	Engineering Graphics II	2	36	2	27

It is anticipated that we will have 10 completers per year.

6. Place of Program in Curriculum/Similar Programs

Program will be under the engineering department within the STEM area. This certificate mirrors what will be required in the new associates in engineering degree minus the general education and common core science and math courses.

7. Similar Programs at Other Colleges in Service Area

Yuba College used to have an engineering program, but no longer does.

Butte College
Certificate of Achievement
Mechatronic Engineering

1. Statement of Program Goals and Objectives

The Certificate of Achievement in Mechatronic Engineering is designed to meet the core lower division requirements for specific majors in engineering. Completion of the certificate includes the discipline specific courses required to transfer to a four-year university in engineering. The specific field requirements do vary depending on the four-year institution to which the student will transfer. Thus, requirements for specific universities should be checked before selecting specific field courses.

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

1. Use the tools of Mathematics and Physics to solve engineering problems.
2. Demonstrate an ability to develop judgment in the solution of engineering problems by breaking problems down, solving each part, checking each solution and reassembling the problem for a final solution.
3. Safely use and accurately interpret the output of standard measuring devices used in the mechatronic field.
4. Demonstrate the ability to work cohesively in the team environment to solve engineering problems.
5. Communicate the analysis of various materials, systems and solutions verbally and in industry-standard written form.

2. Catalog Description

The Certificate of Achievement in Mechatronic Engineering is designed to cover the core mechatronic engineering courses needed to transfer to a four-year program leading to the Bachelor's Degree in Mechatronic Engineering at most four-year colleges and universities. The curriculum includes lower division courses in Mechatronic Engineering. Major requirements can vary by university and catalog year. Students should consult with a counselor and utilize Assist.org to ensure this is the most efficient pathway for their academic and career goals.

3. Program Requirements

Requirements	Dept. Name/#	Title	Units	Sequence
	MATH 32	Analytic Geometry and Calculus III	4	Yr 2, Spring
	PHYS 43	Physics for Scientists and Engineers III	4	Yr 2, Spring
	ENGR 8	Statics	3	Yr 2, Fall
	ENGR 10	Digital Logic Fundamentals	3	Yr 1, Fall
	ENGR 17	Circuits	4	Yr 2, Spring
	ENGR 45	Materials Science	4	Yr 2, Spring
	DFT 2	Engineering Graphics I	3	Yr 1, Spring
	DFT 8	Engineering Graphics II	3	Yr 2, Fall
	CSCI 20	Programs and Algorithms I	3	Yr 2, Spring
Total Major Units:			34	

Proposed Sequence

Year 1, Fall	3
Year 1, Spring	3
Year 2, Fall	6

Year 2, Spring	19
Total	31

4. Master Planning

This is a program that already exists within Butte College's offerings. It is being more clearly defined by specific engineering disciplines. This need is for two reasons: 1) provide a clear path for students who are pursuing a specific engineering major; 2) provide a completion goal for students prior to transferring to a four year university.

5. Enrollment and Completer Projections

		2022-2023		2023-2024	
CB01: Course Department Number	CB02: Course Title	Annual # Sections	Annual Enrollment Total	Annual # Sections	Annual Enrollment Total
ENGR 8	Statics	1	24	1	24
ENGR 10	Digital Logic Fundamentals	1	24	1	24
ENGR 11	Embedded Systems Development	New Course		New Course	
ENGR 17	Circuits	1	24	1	24
ENGR 45	Materials Science	1	24	1	24
MATH 32	Analytic Geometry and Calculus III	2	52	2	58
PHYS 43	Physics for Scientists and Engineers III	2	29	2	28
DFT 2	Engineering Graphics I	5	109	4	95
DFT 8	Engineering Graphics II	2	36	2	27
CSCI 20	Programs and Algorithms I	10	222	10	234

It is anticipated that we will have 5 completers per year.

6. Place of Program in Curriculum/Similar Programs

Program will be under the engineering department within the STEM area. This certificate mirrors what will be required in the new associates in engineering degree minus the general education and common core science and math courses.

7. Similar Programs at Other Colleges in Service Area

Yuba College used to have an engineering program, but no longer does.

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

May 15, 2024

Subject:	Approval of Associate of Science in Health Occupations Preparation
Category:	Instruction
Submitted By:	Erik Shearer, Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Consent

Background

A collaboration between the college's Biology and Health Occupations Departments created a new program, Associate of Science in Health Occupations Preparation, as both areas wish to do what is best for our students at Butte College who seek employment in the healthcare industry. This program provides Butte College students desiring a career in Registered Nursing, Licensed Vocational Nursing, or Respiratory Care with a clear and succinct pattern of courses that includes all the prerequisites needed for each of the programs listed above.

Status

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

Recommendation

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

Butte College
Associate of Science Degree
Health Occupations Preparation

1. Statement of Program Goals and Objectives

The goal of this program is to provide students with the opportunity to prepare for entry into various health occupations programs at Butte College and to complete the prerequisites and general education of the Licensed Vocational Nursing (LVN), Registered Nursing (RN), LVN-RN, and Respiratory Therapy (RT) programs before acceptance into these programs. Students may also continue their education by transferring to CSU, Chico to complete the BS in Nursing.

Upon completion of the program the student will be able to:

1. Apply principles of anatomy and physiology to describe maintenance of homeostasis at the cellular and systemic level.
2. Critically analyze and interpret data as it relates to physiological and diagnostic applications.
3. Apply principles of anatomy, physiology, and microbiology to describe the pathophysiology of human diseases.
4. Explain pharmaceutical drug actions based on knowledge of chemical and physiological mechanisms.
5. Express knowledge of current scientific and social issues affecting health care systems.

2. Catalog Description

An Associate of Science in Health Occupations Preparation degree readies students for programs such as licensed vocational nursing, registered nursing, and respiratory therapy at Butte College. This degree also prepares students to transfer to healthcare related programs at neighboring community colleges and/or four-year institutions to continue studies in their area of interest. Students should consult with a counselor for more information on varied requirements for specific pathways.

3. Program Requirements

Course	Title	Units	Sub	Option	Sequence
Program Total		24-41			
Required Core (students must complete core courses plus one option)		21			
BIOL 20	Human Anatomy		4		Yr1/Sem 1
BIOL 21	Human Physiology		4		Yr2/Sem 1
Select one:			5		Yr1/Sem 2
CHEM 1	General Chemistry I			5	
CHEM 51	Elementary Inorganic Chemistry			5	
Select one:			4		Yr1/Sem 1
MATH 18/18s	Introduction to Statistics/with Support			4	
MATH 26/ 26s	College Algebra/ with Support			4	
Select one:			4		Yr1/Sem 1
ENGL 2	Reading and Composition			4	
ENGL 3	Reading and Composition Intensive			4	

LVN Option		3-4			
Select one:			3-4		Yr1/Sem 2
FN 2	Nutrition			3	
FN 50	Nutrition and Diet Therapy			4	
RN/LVN-RN Option		16-17			
BIOL 15	Introduction to Microbiology		4		Yr2/Sem 1
PSY 1	Principles of Psychology		3		Yr1/Sem 2
Select one:			3		Yr1/Sem 2
CMST 2/2H	Public Speaking/Honors Public Speaking			3	
CMST 4	Small Group Communication			3	
CMST 10	Interpersonal Communication			3	
Select one:			3-4		Yr1/Sem 2
FN 2	Nutrition			3	
FN 50	Nutrition and Diet Therapy			4	
Select one:			3		Yr1/Sem 2
ANTH 4/4H	Cultural Anthropology/Honors Cultural Anthropology			3	
SOC 2	Principles of Sociology			3	
SOC 4	Modern Social Problems			3	
Respiratory Therapy Option		13			
ALH 6	The Critical Six Soft Skills in the Professional Healthcare Environment		3		Yr2/Sem 1
BIOL 15	Introduction to Microbiology		4		Yr2/Sem 1
PSY 1	Principles of Psychology		3		Yr1/Sem 2
Select one:			3		Yr1/Sem 2
CMST 2/2H	Public Speaking/Honors Public Speaking			3	
CMST 4	Small Group Communication			3	

Major Total:	24 -41 Units	
Double-Counted CSU-GE/IGETC:	13-25 Units	13-19 Units
CSU-GE or IGETC:	39 Units	37 Units
Electives (CSU Transferable):	5-10	1-12
Degree Total:	60 Units	

4. Master Planning

This program is being developed to include the core prerequisite courses students need for various health occupations programs, such as nursing, respiratory therapy, physical therapy assistant, occupational therapy assistant, dental hygiene, and radiologic technologies, and to prepare students for transfer into four-year and graduate programs in health occupations. Currently, students and academic counselors need to navigate educational planning and program requirements without a specific degree pathway that aligns with student goals for health-related occupations. The program aligns with degree offerings at other colleges and will ensure that students can be enrolled in a financial aid eligible program while taking prerequisite classes to prepare for their health occupation program.

5. Enrollment and Completer Projections

Course	Title	Year 1		Year 2	
		Annual # Sections	Annual Enrollment Total	Annual # Sections	Annual Enrollment Total
ANTH 4/4H	Cultural Anthropology/Honors Cultural Anthropology	10	279	10	279
ALH 6	The Critical Six Soft Skills in the Professional Healthcare Environment	7	172	7	172
BIOL 15	Introduction to Microbiology	11	257	11	257
BIOL 20	Human Anatomy	38	891	38	891
BIOL 21	Human Physiology	12	284	12	284
CHEM 1	General Chemistry I	12	286	12	286
CHEM 51	Elementary Inorganic Chemistry	16	382	16	382
CMST 2/2H	Public Speaking/Honors Public Speaking	57	1244	57	1244
CMST 4	Small Group Communication	20	551	20	551
CMST 10	Interpersonal Communication	6	138	6	138
ENGL 2	Reading and Composition	101	2511	101	2511
ENGL 3	Reading and Composition Intensive	28	509	28	509
FN 2	Nutrition	35	1055	35	1055
FN 50	Nutrition and Diet Therapy	3	75	3	75
MATH 18/18s	Introduction to Statistics/with Support	58/8	1703/173	58/8	1703/173
MATH 2626s	College Algebra/with Support	15	354	15	354
PSY 1	Principles of Psychology	46	1314	46	1314
SOC 2	Principles of Sociology	18	516	18	516
SOC 4	Modern Social Problems	2	27	2	27

6. Place of Program in Curriculum/Similar Programs

The Health Occupations Preparation program will be under the direction of the Biology Department. It will feed into the Licensed Vocational Nursing (LVN), Registered Nursing (RN), LVN-RN, and Respiratory Therapy (RT) programs.

7. Similar Programs at Other Colleges in Service Area

American River, Sacramento City, and Woodland colleges have Pre-Health Occupations programs, but would not compete with this program.

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

May 15, 2024

Subject:	Approval and/or Ratification of Personnel Actions
Category:	Human Resources
Submitted By:	Virginia L. Guleff, Superintendent/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 Supervisor, Retention specialist (Native American Center) – Francisco Medrano
Full-time, 40 hours per week, 12 months per year
Salary: MSC – 7
Effective: May 1, 2024

Academic*

2. Employment of Full-Time, Tenure Track, Anthropology Instructor – Melody Struthers
Status: Probationary
Salary: Placement on the Academic Salary Schedule as determined by education and experience
Effective: August 1, 2024
3. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Instructional Service Agreement – ARC of Butte County) – Tyler Devoll, Sarah Silva
Effective: April 8, 2024 – June 30, 2024
4. Employment of Temporary Academic Employees (Instructors and Student Development) Part-time faculty recommended for employment effective Spring Semester 2024 – Robert Boyer, Kelli Gottlieb, Michael Keating, Brian McNamara, Jake Miille

Classified Employees*

5. Employment of Student Services Assistant (Chico Center) – Alexis Eggleston, Isabella Shulthise
Part-time, 20 hours per week, 12 months per year
Salary: CSEA – 18
Effective: June 3, 2024
6. Employee working Out-of-Class, Recruitment & Outreach Technician – Martha Ventura-Plascencia
Effective: 4/15/24 – 6/30/24

7. Employee working Out-of-Class, Technical Computing Specialist, II (ITSS) – Eric Schell, Todd Zwald
Effective: 4/15/24 – 6/30/24 – 20 hours per week

Temporary Employees*

8. **Substitutes**

Account Clerk, Senior (Business Services) – Wendy O’Neill

Salary: \$27.75 per hour 4/1/24 – 6/30/24

9. **Short Term/Seasonal**

Laboratory Technician - Photography – Brendan Flesher

Salary: \$31.25 per hour 4/16/24 – 5/31/24

Student Orientation & Events Assistant (Enrollment Services) – Kathy Vang

Salary: \$23.25 per hour 4/10/24 – 6/30/24

Administrative Secretary – Office Coordinator (Enrollment Services) – Annabel Ortiz-Cisneros

Salary: \$29.00 per hour 4/15/24 – 6/30/24

Children’s Program Specialist Assistant (Child Development Center) – Blanca Llorente

Salary: \$21.00 per hour 4/29/24 – 5/31/24

10. **Professional Expert**

Manipulative Skill/Evaluator – Grant Ferguson

Salary: \$16.00/16.75 per hour 4/18/24 – 6/30/24

11. **Volunteer**

Softball (Health, Kinesiology & Athletics) – Arthur Garcia

Athletic Trainer (Health, Kinesiology & Athletics) – Paige Thomas

12. **Retirements/Resignations**

Retirement, Bus Operator – Connie Smart

Effective – May 28, 2024

Resignation, Marketing & Advertising Specialist – Natalie Windt

Effective – April 13, 2024

Resignation, Clerk II, Student Health Clinic – Bethany Richer

Effective – April 4, 2024

Retirement, Maintenance Technician II – David Watson

Effective – April 18, 2024

Retirement, Executive Assistant, Assistant Superintendent/Vice President – Kim McCall

Effective – August 14, 2024

Resignation, Laboratory Technician, Senior – Cody Frazer

Effective – June 1, 2024

Retirement, Facilities Planning & Management - Lead – Phillip Jones

Effective – July 5, 2024

Retirement, Director, Admissions & Records – Monica Boyes

Effective – August 16, 2024

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

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

May 15, 2024

Subject:	Approval of Contracts
Category:	Contracts
Submitted By:	Scott Thomason, Interim Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Regular

Background

Pursuant to Board Policy 6340, the Board has delegated the authority to enter into contracts on behalf of the District to the Superintendent/President or designee. Contracts for work to be done, services to be performed, or for goods, equipment, or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contract Code Section 20651 require prior approval by the Board.

Pursuant to the District's Informal Bidding Procedures under the Uniform Public Construction Cost Accounting Act, the Assistant Superintendent/Vice President for Administration or Director for Facilities Planning & Management are authorized to award contracts for public projects not exceeding the Informal Bid Limit prescribed by Public Contract Code Section 22032. Contracts for public projects that exceed the Informal Bid Limit require a formal bidding process and approval by the Board.

Status

The relevant amount specified in Public Contract Code Section 20651 as adjusted annually is currently \$114,500.00 for contracts to purchase equipment, materials, supplies, services, and repair. The relevant amount specified in Public Contract Code Section 22032 is \$200,000.00 for public projects contracts.

The District proposes to enter into the contract(s) described on the attached Contracts Approval Report. All contracts are put through an approval process which includes verification of funds available in the budget.

Recommendation

It is recommended that the Board of Trustees approve the contract(s) listed on the Contracts Approval Report and authorize the Superintendent/President or designee to enter into the contract(s) in accordance with Board Policy 6340 prior to ratification by the Board at a subsequent meeting, contingent upon available funding and successful completion of negotiation of terms with the contractor(s).

Butte-Glenn Community College District

CONTRACTS APPROVAL REPORT

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source	Originated by: District Department	Approved by: District Administrator
5/16/24	8/30/24	Santa Rosa Junior College	Utility Line Clearance Arborist Training	\$186,417.00	Restricted General	Contract Education	Shearer
6/1/24	5/29/26	College of the Sequoias	California Resilient Careers in Forestry Project	(\$145,080.00)	Restricted General	Contract Education	Shearer
			TOTAL REVENUE CONTRACTS	\$186,417.00			
			TOTAL EXPENSE CONTRACTS	(\$145,080.00)			

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

May 15, 2024

Subject:	Approval of Contract to Purchase Information Technology Professional Services from Experis US LLC utilizing California Multiple Award Schedule CMAS Number 3-22-10-1028
Category:	Contracts
Submitted By:	Scott Thomason, Interim Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

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

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

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

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

Status

District staff recommends use of the awarded CMAS Number 3-22-10-1028, as a source to purchase the required information technology professional services from Experis US LLC as needed during the term July 1, 2024 through June 30, 2025, in the amount not to exceed \$9,200,000. District staff has reviewed the terms and conditions of the CMAS contract and finds that this purchase made from utilizing the CMAS contract will save administrative time and expense, deliver cost savings, and will be in the best interest of the District.

Recommendation

It is recommended that the Board of Trustees approve the purchase of the required information technology professional services from Experis US LLC utilizing CMAS Number 3-22-10-1028, per the

terms of the CMAS contract, for the term of July 1, 2024 through June 30, 2025, in the amount not to exceed \$9,200,000.

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

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

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

May 15, 2024

Subject:	Approval of Contract to Purchase Information Technology Services from InterVision Systems, LLC utilizing California Multiple Award Schedule CMAS Number 3-22-06-1030
Category:	Contracts
Submitted By:	Scott Thomason, Interim Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

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

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

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

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

Status

District staff recommends use of the awarded CMAS Number 3-22-06-1030, as a source to purchase the required information technology services from InterVision Systems, LLC, as needed during the term July 1, 2024 through June 30, 2025, in the amount not to exceed \$1,650,000. District staff has reviewed the CMAS contract terms and conditions and finds that this purchase made from utilizing the CMAS contract will save administrative time and expense, deliver cost savings, and will be in the best interest of the District.

Recommendation

It is recommended that the Board of Trustees approve the purchase of the required information technology services from InterVision Systems, LLC utilizing CMAS Number 3-22-06-1030, per the terms of the CMAS, for the term of July 1, 2024 through June 30, 2025, in the amount not to exceed \$1,660,570.

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

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

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

May 15, 2024

Subject:	Approval of Contract to Purchase Information Technology Professional Services from InterVision Systems, LLC utilizing California Multiple Award Schedule CMAS Number 3-18-70-2281J
Category:	Contracts
Submitted By:	Scott Thomason, Interim Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

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

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

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

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

Status

District staff recommends use of the awarded CMAS Number 3-18-70-2281J, as a source to purchase the required information technology professional services from InterVision Systems, LLC as needed during the term July 1, 2024 through June 30, 2025, in the amount not to exceed \$2,600,000. District staff has reviewed the terms and conditions of the CMAS contract and finds that this purchase made from utilizing the CMAS contract will save administrative time and expense, deliver cost savings, and will be in the best interest of the District.

Recommendation

It is recommended that the Board of Trustees approve the purchase of the required information technology professional services from InterVision Systems LLC utilizing CMAS Number 3-18-70-2281J, per the terms of the CMAS contract, for the term of July 1, 2024 through June 30, 2025, in the amount not to exceed \$2,600,000.

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

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

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

May 15, 2024

Subject:	Approval of Contract to Purchase Information Technology Professional Services from Pariveda Solutions, Inc. utilizing California Multiple Award Schedule CMAS Number 3-23-01-1035
Category:	Contracts
Submitted By:	Scott Thomason, Interim Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

The District’s California Community Colleges Technology Center requires information technology professional services to develop and deploy a modernized fraud identification solution to provide frontline defense against application fraud and support for the Student Success Suite.

Funding will be allocated from the Student Enrollment grant and Integrated Technology Program apportionment.

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

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

Status

District staff proposes the use of the awarded CMAS Number 3-23-01-1035, as a source to purchase the required information technology professional services from Pariveda Solutions, Inc. as needed during the term May 16, 2024 through December 31, 2024, in the amount not to exceed \$250,000. District staff has reviewed the terms and conditions and finds that this purchase made from utilizing the CMAS contract will save administrative time and expense, deliver cost savings, and will be in the best interest of the District.

Recommendation

It is recommended that the Board of Trustees approve the purchase of the required information technology professional services from Pariveda Solutions, Inc. per the terms of the CMAS contract, for the term of May 16, 2024 through June 30, 2025, in the amount not to exceed \$250,000. Board approval is contingent upon available funding and successful completion of negotiation of terms with the contractor.

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

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

May 15, 2024

Subject:	Approval of Contract to Purchase Equipment from Peterson Cat utilizing Sourcewell Contract with Caterpillar Inc. Contract Number 011723-CAT
Category:	Contracts
Submitted By:	Scott Thomason, Interim Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

The District’s Agriculture Engineering Technology Department requires new heavy equipment to replace used heavy equipment due to new emissions regulations and requirements for instruction. Funding will be allocated from Strong Workforce Program.

Public Contract Code Section 20652 authorizes the governing board of any community college district without advertising for bids, and when that board has determined it to be in the best interests of the district, to contract for the lease or purchase of data-processing equipment, materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district through contracts between any public corporation or agency and a vendor (commonly referred to as “piggy-backing” contracts).

Sourcewell is a local government unit, public corporation and public agency under the laws of the state of Minnesota. Sourcewell was established with the statutory purpose to assist public agencies in meeting specific needs which are more efficiently delivered cooperatively than by an entity individually. Sourcewell is authorized to establish competitively awarded cooperative purchasing contracts on behalf of itself and its participating agencies. Sourcewell follows the competitive contracting law process to solicit, evaluate, and award cooperative purchasing contracts for goods and services. Participating agencies include all eligible government and education agencies.

Status

District staff recommends use of the awarded Sourcewell Contract Number 011723-CAT with Caterpillar Inc. as a source to purchase two bulldozers, one wheel loader, one backhoe, two excavators, one skid steer, and one motor grader, from Peterson Cat in the amount not to exceed \$1,820,500. District staff has reviewed the terms and conditions and finds that this purchase made from utilizing the Sourcewell contract will save administrative time and expense, deliver cost savings, and will be in the best interest of the District.

Recommendation

It is recommended that the Board of Trustees approve the purchase of the required heavy equipment described above from Peterson Cat utilizing Sourcewell Contract Number 011723-CAT, per the terms of the contract, in the amount not to exceed \$1,820,500.

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

It is further recommended that the Board authorize District staff to execute the necessary contract documents related to the purchase of the required heavy equipment from Peterson Cat in accordance with Board Policy 6340 prior to ratification by the Board at a subsequent meeting.

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

May 15, 2024

Subject:	Approval of Contract to Purchase Information Technology Professional Services from Ledgent Technology & Engineering, a Roth Staffing Company, utilizing the Trustees of the California State University Master Enabling Agreement Number 150517
Category:	Contracts
Submitted By:	Scott Thomason, Interim Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

The District’s California Community Colleges Technology Center requires information technology professional services to provide a solution for targeting system-wide fraud prevention efforts.

Funding will be allocated the Student Enrollment grant and Integrated Technology Program apportionment.

Public Contract Code 20653.3 provides that the governing board of a community college district can purchase materials, equipment, supplies, or services under the same terms and conditions as are specified in a contract lawfully awarded by the University of California or the California State University.

Status

District staff proposes the use of the awarded Trustees of the California State University Master Enabling Agreement Number 150517 (CSU MEA), as a source to purchase the required information technology professional services from Ledgent Technology & Engineering, a Roth Staffing Company, as needed during the term of June 1, 2024 through June 30, 2025, in the amount not to exceed \$460,000. District staff has reviewed the terms and conditions and finds that this purchase made from utilizing the CSU MEA contract will save administrative time and expense, deliver cost savings, and will be in the best interest of the District.

Recommendation

It is recommended that the Board of Trustees approve the purchase of the required information technology professional services from Ledgent Technology & Engineering, a Roth Staffing Company, utilizing Trustees of the California State University Master Enabling Agreement Number 150517, per the terms of the contract, for the term of July 1, 2024 through June 30, 2025, in the amount not to exceed \$460,000.

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

It is further recommended that the Board authorize District staff to execute the necessary contract documents related to the purchase of information technology professional services from Ledgent Technology & Engineering in accordance with Board Policy 6340 prior to ratification by the Board at a subsequent meeting.

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

May 15, 2024

Subject:	Approval of Contract to Purchase Software Development and Maintenance Services from XAP Corporation as a Sole Source Procurement
Category:	Contracts
Submitted By:	Scott Thomason, Interim Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

The District’s California Community Colleges Technology Center (CCCTC) Department is in need of continuing development and maintenance services for eTranscript California, the custom-built software owned by XAP Corporation, that provides a statewide electronic transcript exchange that is currently operating at over a hundred of the California Community Colleges.

Funding for this project will be allocated from the Student Enrollment grant.

California Education Code Section 81645 requires the District to advertise publicly for bids or proposals for the purchase of electronic data processing systems and equipment, electronic telecommunication equipment, supporting software, and related materials, goods and services involving an expenditure that exceeds the state-mandated bid limit. However, California case law provides that where competitive proposals work an incongruity and are unavailing as affecting the final result or where they do not produce any advantage, the statute requiring competitive bidding does not apply; and that public entities need not comply with competitive bidding processes where to do so would be impractical or futile and would not serve the purposes of competitive bidding.

The CCCTC conducted an RFP in 2004 to engineer and host a system for the transmission of electronic transcripts. XAP Corporation was deemed the successful respondent with the best value. eTranscript California was designed and custom built for the California Community Colleges and released in 2007. eTranscript California has continued to be engineered and hosted by XAP Corporation at the direction of the CCCTC for the California Community Colleges Chancellor’s Office.

Status

CCCTC staff recommends a sole source procurement of the required software development and maintenance services for eTranscript California from XAP Corporation because: 1) eTranscript California is custom-built proprietary electronic transcript software with California specific data elements, CCC specific formats, work flows, interface, and messaging features; 2) There is no off the shelf software product that provides the customization necessary to meet California Community Colleges requirements and for other vendors customizing their products would be cost prohibitive; and

3) the proposed purchase of software services maintains continuity of this custom-built system for the colleges.

Based on the above factors, District staff has determined that competitive bidding would not produce any advantage to the District and that it is in the best interest of the District to enter into a contract with XAP Corporation for software development and maintenance services for eTranscript California for the term July 1, 2024 through June 30, 2025, in the amount not to exceed \$847,743 as a sole source procurement without going through a competitive bidding process.

Recommendation

It is recommended that the Board of Trustees find that it is in the District’s best interest to authorize the letting of a sole source contract to XAP Corporation and authorize the District to enter into a contract with XAP Corporation to purchase software development and maintenance services for eTranscript California on a sole source basis for the term July 1, 2024 through June 30, 2025, in the amount not to exceed \$847,743.

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

It is further recommended that the Board of Trustees authorize the District to execute necessary contract documents related to the purchase of the required software development and maintenance services from XAP Corporation in accordance with Board Policy 6340 prior to ratification by the Board at a subsequent meeting.

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

May 15, 2024

Subject:	Authorization to Submit Five-Year Construction Plan
Category:	Finance
Submitted By:	Scott Thomason, Interim Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

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

Status

This year the District will submit a Five-Year Construction Plan for the period 2026-2030. The following provides a summary of the information contained in the proposed 2026-2027 Five-Year Construction Plan.

- Re-submission of an FPP for the \$73M new Science Building.
- Submission of an IPP for the Life Science Renovation. The total funds requested \$13,382,870. The State fund is \$6,797,731 and District contribution is \$6,585,139. The scope of the project will move several student services programs including veterans, safe place, cultural center and support center out of temporary portables and consolidate the programs into the renovated Life Science building.

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

Fiscal Year	Lecture	Lab	Office	Library	AV/TV
2025-2026	273%	181%	115%	153%	5%
2026-2027	280%	201%	116%	158%	28%
2027-2028	277%	199%	114%	158%	28%
2028-2029	274%	197%	111%	158%	28%

2029-2030	271%	195%	109%	158%	28%
2030-2031	271%	194%	106%	157%	28%
2031-2032	265%	187%	106%	157%	28%

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

Recommendation

It is recommended that the Board authorize Administration to submit the 2026-2030 Five-Year Construction Plan.

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

May 15, 2024

Subject:	Approval of Employment Contract for Vice President for Administrative Services
Category:	Human Resources
Submitted By:	Virginia L. Guleff, Superintendent/President
Attachment:	Yes
Type:	Action
Agenda Section:	Regular

Background

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

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

Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken.

Status

The Superintendent/President and the Vice President for Administrative Services have reached agreement on an employment contract.

Recommendation

Following the oral statement, it is recommended that the Board of Trustees approve the employment contract for the Vice President for Administrative Services.

**BUTTE-GLENN COMMUNITY COLLEGE DISTRICT
AGREEMENT FOR ADMINISTRATIVE EMPLOYMENT**

June 1, 2024 – May 31, 2026

This Agreement for Administrative Employment ("Agreement") is made between the Butte-Glenn Community College District ("District") and Jessica Snelling ("Administrator").

RECITALS

A. District desires to hire Administrator in the position of Vice President for Administrative Services and Administrator hereby accepts such employment on the terms and conditions set forth in this Agreement.

B. Administrator represents and warrants that Administrator possesses the minimum qualifications for the position as established by state law and District policy.

C. Administrator acknowledges that this position is a management position as an Classified Administrator in accordance with Education Code section 87002. Administrator acknowledges that Administrator serves at the pleasure of the Governing Board and that Administrator does not possess a property interest in this position.

AGREEMENT

1. **Duties.** Administrator agrees to satisfactorily perform the duties of the position as described in the relevant job description, if any, and as requested by the President and/or the Governing Board.
2. **Evaluation.** Administrator shall be evaluated by the President in the manner and in accordance with the timelines established by the President. Any failure to complete these evaluation procedures, or to complete them in a timely manner, shall not extend this Agreement or have any other impact on this Agreement.
3. **Salary.** Administrator shall be compensated for services rendered in accordance with the Executive salary schedule as that schedule may change from time-to-time. **Beginning June 1, 2024** the parties acknowledge that Administrator's annual salary shall be at **Step D, currently \$236,455.94** (two hundred thirty-six thousand, four hundred and fifty-five dollars and ninety-four cents). The Administrator shall also receive a cost-of-living adjustment (COLA) to the salary equal to the percentage received by other District employees for the 2024-2025 academic year and each year thereafter. The Board reserves the right not to grant compensation increases or to award a different compensation increase if in its sole discretion the Board determines that fiscal conditions warrant that change.
4. **Fringe Benefits.** Administrator shall receive the same health and welfare benefits afforded to other management employees. These benefits shall not be considered vested and may be changed from time to time for administrators and management employees.
5. **Expense Reimbursement.** District shall reimburse Administrator for actual and necessary expenses incurred within the course and scope of Administrator's employment, including mileage expenses incurred for travel outside the District, so long as such expenses are consistent with this Agreement and District policy.
6. **Automobile Expenses**
The Vice President is required to have a vehicle available at all times to exercise the powers and to perform the duties of the position. In order to reimburse the Vice President for this vehicle requirement, the Vice President shall receive a vehicle allowance of \$7,142.04 per year payable in

twelve (12) monthly payments. This allowance will be increased each year by the same cost-of-living adjustment (COLA) percentage received by District employees. In addition, the Vice President shall be entitled to reimbursement for reasonable transportation expenses incurred for travel outside the District in accordance with the terms of this Agreement and Board policy. This allowance **will not** be considered as creditable compensation under the Vice President's respective retirement system. The Vice President shall provide the District a Certificate of Insurance annually showing the District is named as an additional insured under the Vice President's personal automobile insurance policy.

7. **Holidays / Vacation / Sick Leave.** Administrator shall be entitled to 24 days of vacation per academic year, exclusive of paid holidays designated in Education Code sections 79020 / 79021 or any other holidays as specified by the District. After Administrator has accumulated fifty (50) unused vacation days, they shall not earn any additional vacation until they have reduced the number of accrued but unused vacation days below the fifty (50) day cap. Vacation shall accrue in monthly installments. Administrator shall be allocated twelve (12) days of sick leave annually which shall accrue from year to year.
8. **Work Year.** Administrator shall provide twelve (12) full and regular months of service to the District; holidays and vacation days are taken as non-duty days. To determine Administrator's daily rate of pay, the parties agree that the Administrator's annual base salary shall be divided by 260 workdays.
9. **Term/Termination.** Administrator is hired for **two years commencing June 1, 2024**, and terminating at the earliest to occur of the following:
 - a. **Mutual Consent.** This Agreement may be terminated at any time by mutual consent of the Board or President and the Administrator.
 - b. **Non-Renewal of Agreement by District.** The Board may elect not to renew this Agreement effective June 30 of the current school year by providing 60 days notice to the Administrator in accordance with Education Code sections 72411 and 72411.5 or other applicable provisions of law.
 - c. **Termination for Cause.** The Board may terminate the Administrator for cause on any of the following grounds: (1) acts done in bad faith to the detriment of the District; (2) breach of this Agreement; (3) unsatisfactory performance; (4) refusal or failure to act in accordance with a specific provision of this Agreement or a directive or order of the Board or the Superintendent/President; (5) misconduct or dishonest behavior; (6) conviction of a crime involving dishonesty, breach of trust, physical or emotional harm to any person; or (7) for other conduct prejudicial to the District.

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

The parties have acknowledged that Administrator possesses no property interest in Administrator's employment; accordingly, Administrator's conference before the Board shall be

deemed to provide Administrator with more due process of law than is required by law. The conference with the Board shall be the Administrator's exclusive right to any conference or hearing otherwise required by law. Administrator waives any other rights that may be applicable to this termination for cause proceeding with the understanding that completion of this hearing exhausts the Administrator's administrative remedies.


- d. **Termination without Cause.** The Board may, for any reason, without cause or a hearing, terminate this Agreement at any time upon written notice to the Administrator. In consideration for the exercise of this right, the District shall pay to Administrator a sum equal to six (6) month's salary. At the discretion of the Superintendent/President, the District may pay up to six (6) months of District-paid health benefits to Administrator. Payment of such benefits, if any, shall begin the month after the Board ratifies the termination of this Agreement.

This liquidated damage payment shall be made during the month following Administrator's termination, shall be subject to applicable payroll deductions, and shall be treated as compensation for state and federal tax purposes. Payments made pursuant to this termination without cause provision shall be considered as final settlement pay; accordingly, no payments made pursuant to this early termination provision shall constitute creditable service or creditable compensation for CalSTRS or CalPERS retirement purposes and no employer or employee contributions shall be made for retirement purposes.

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

- e. **Termination for Unlawful Fiscal Practices.** Notwithstanding any other provision of this Agreement to the contrary, if the Board believes, and subsequently confirms through an independent audit, that Administrator engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the Board may immediately terminate Administrator solely upon written notice to Administrator and Administrator shall not be entitled to any compensation of any nature, whether as cash, salary payments, health benefits, or other non-cash settlement as set forth above. This provision is intended to implement the requirements of Government Code section 53260(b).
 - f. **Abuse of Office Provisions.** In accordance with Government Code section 53243 et. seq., and as a separate contractual obligation, should the Administrator receive a paid leave of absence or cash settlement if this Agreement is terminated with or without cause, such paid leave or cash settlement shall be fully reimbursed to the District by the Administrator if the Administrator is convicted of a crime involving an abuse of office or position. In addition, if the District funds the criminal defense of Administrator against charges involving abuse of office or position and the Administrator is then convicted of such charges, the Administrator shall fully reimburse the District all funds expended for Administrator's criminal defense.
 - g. **Resignation.** Administrator may resign at any time with at least sixty (60) days advance written notice to the Superintendent/President, unless the parties agree otherwise in writing to a shorter notice period.
10. **Tax/Retirement/PERS or STRS Issues.** Notwithstanding any other provision of this Agreement, the District shall not be liable for any state or federal tax consequences or any retirement consequences of any nature as a result of this Agreement.

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

By: 
 By: [Virginia Guleff \(Apr 15, 2024 09:18 PDT\)](#)
 Superintendent/President

Dated: Apr 15, 2024

ACCEPTANCE OF OFFER

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

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

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

Dated: Apr 15, 2024

Snelling
Jessica Snelling (Apr 15, 2024 08:51 PDT)

Jessica Snelling
[TYPE OR PRINT NAME]

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

May 15, 2024

Subject:	Approval of Emeritus Recommendations, 2023-2024
Category:	Administration
Submitted By:	Virginia L. Guleff, Superintendent/President
Attachment:	Yes
Type:	Action
Agenda Section:	Regular

Background

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

Status

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

- Nena Anguiano – 15 years (2007-2022), MESA Director
- Lisa Duke – 26 years (1996-2022), Mathematics Instructor
- Lori Koehnen – 6 years (2017-2023), Administration of Justice Instructor
- Bruce Racheter – 17 years (2007-2024), Project Manager, California Community College Tech Center
- Brenda Stagner – 15 years (2008-2023), Food and Nutrition Instructor
- Andy Suleski – 28 years (1996-2024), Assistant Superintendent/Vice President for Administrative Services
- Boyd Trolinger – 21 years (2001-2022), Computer Science Instructor
- Shaaron Vogel – 26 years (1996-2022), Nursing Instructor

Recommendation

It is recommended that the Board of Trustees grant emeritus status to the above listed individuals.

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

May 15, 2024

Subject:	Approval of Student Trustee Privileges
Category:	Administration
Submitted By:	Virginia L. Guleff, Superintendent/President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

Per BP 2015, Student Board Member, the Board may grant the student trustee the following privileges:

- Make and second motions;
- Attend closed session, other than closed sessions on personnel or collective bargaining matters;
- Receive compensation for meeting attendance, and/or
- Serve a term commencing on May 15.

If the Board grants the student member any of the above privileges, then on or before May 15 of each year, the Board shall review this policy to consider changes to the student member privileges.

Status

The Board current grants the student trustee the privilege of making and seconding motions. The Superintendent/President proposes to compensate the student trustee for meeting attendance starting with the 2024-25 academic year.

Recommendation

It is recommended that the Board approve the student member’s privilege of making and seconding motions and receiving compensation for attending meetings for the 2024-25 year.

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

May 15, 2024

Subject:	Approval of Resolution 822: Specifications of the Election Order
Category:	Administration
Submitted By:	Virginia L. Guleff, Superintendent/President
Attachment:	Yes
Type:	Action
Agenda Section:	Regular

Background

Action must be taken on Resolution 822 in order to meet deadlines required for the November 5, 2024, Governing Board Elections, which the Butte County Superintendent of Schools will consolidate with the Butte County general election.

Status

The terms of four trustees of the Butte-Glenn Community College District areas 1, 2, 3, and 7 will expire in November 2024.

Recommendation

It is recommended that the Board adopt Resolution 822: Specifications of the Election Order as presented.

**BUTTE-GLENN COMMUNITY COLLEGE DISTRICT
Meeting of the Board of Trustees**

May 15, 2024

RESOLUTION NO. 822

**SPECIFICATIONS OF THE ELECTION ORDER
(Education Code Sections 5000, 5304, and 5322)**

**Resolution Ordering Governing Board Member Election and Adopting
Specifications of the Election Order**

WHEREAS, the regular biennial election of governing board members is ordered by law pursuant to section 5000 of the Education Code to fill offices of members of the governing board of the Butte-Glenn Community College District, of Butte and Glenn counties;

WHEREAS, four members of the Governing Board of the Butte-Glenn Community College District are to be elected at the November 5, 2024 election;

WHEREAS, pursuant to the California Elections Code Sections 13307 – 13308, each candidate for elective office may prepare a Candidate’s Statement of Qualifications for inclusion in the voter’s pamphlet;

WHEREAS, Education Code Section 5304 provides that the Governing Board of a school district has the duty to resolve tie votes in governing board elections; and

WHEREAS, Education Code Section 5016 provides that the Governing Board may either call a runoff election or determine the winner or winners by lot;

BE IT THEREFORE RESOLVED, that the County Superintendent of Schools for Butte County call the election as ORDERED and in accordance with designations contained in the following Specifications of the Election Order made under the authority of Education Code Sections 5304 and 5322;

Specification of the Election Order

The election shall be held on Tuesday, November 5, 2024.

The purpose of the election is to elect four members of the governing board to 4-year terms to fill seats in the following trustee areas:

- Area 1 – Oroville
- Area 2 – Chico
- Area 3 – Chico
- Area 7 – Glenn County

IT IS FURTHER ORDERED, that the clerk or secretary of the district shall deliver copies of this Resolution and Order to the Butte County Superintendent of Schools and the Butte County Office of Elections not less than 123 days prior to the date set for the election;

IT IS FURTHER ORDERED, that each candidate for a position on the Governing Board shall be required to pay his or her *pro rata* share of the cost of printing, handling, translating, and mailing of the candidate’s statement filed pursuant to California

Elections Code § 13307 - 13307.5, in accordance with said section for the General Election to be held on November 5, 2024;

IT IS FURTHER ORDERED, that the limitation on the number of words that a candidate may use in his or her candidate's statement shall be 200 words;

IT IS FURTHER ORDERED, that the District agrees to reimburse the Registrar of Voters for actual election costs incurred, such costs to be calculated by the method set forth in the County's current Election Cost Allocation Procedures; and

IT IS FURTHER ORDERED, that, in the event a tie vote makes it impossible to determine which of two or more candidates has been elected to the Governing Board, the winner or winners shall be determined by lot.

The foregoing Resolution and Order was adopted by a formal vote of the governing board of the Butte-Glenn Community College District of Butte and Glenn counties, being the board authorized by law to make the designation therein contained, on May 15, 2024.

AYES:

NOES:

ABSENT OR NOT VOTING:

SO ORDERED:

Eugene Massa
President, Board of Trustees

ATTEST:

Virginia L. Guleff
Secretary, Board of Trustees

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

May 15, 2024

Subject:	Resolution No. 823 Designation of Representative to the Northern California Community Colleges Self-Insurance Authority (NCCCSIA)
Category:	Administration
Submitted By:	Virginia L. Guleff, Superintendent/President
Attachment:	Yes
Type:	Action
Agenda Section:	Regular

Background

The District is a member of the Northern California Community Colleges Self-Insurance Authority (NCCCSIA), a risk-sharing pool for property and liability and workers' compensation coverage. The NCCCSIA Bylaws provide that each member agency shall be entitled to a seat on the Board of Directors, and shall appoint one representative and one alternate to the Board of Directors who shall be designated in writing.

Status

The attached resolution is presented to the Board of Trustees to appoint Jessica Snelling, Vice President for Administrative Services, as the District's authorized representative and Kristie Nash, Manager for Business Contracts and Risk Management, as the alternate representative.

Recommendation

It is recommended that the Board of Trustees adopt Resolution No. 823 appointing a representative and an alternate to the Board of Directors for the Northern California Community Colleges Self Insurance Authority.

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT
Meeting of the Board of Trustees

May 15, 2024

RESOLUTION NO. 823

DESIGNATION OF REPRESENTATIVES
NORTHERN CALIFORNIA COMMUNITY COLLEGES SELF-INSURANCE AUTHORITY

WHEREAS, the Butte-Glenn Community College District is a member of the Northern California Community Colleges Self-Insurance Authority (NCCCSIA), a risk-sharing pool for property and liability and workers' compensation coverage;

WHEREAS, the NCCCSIA Bylaws provide that each member agency shall appoint a representative and an alternate representative to the Board of Directors;

NOW THEREFORE BE IT RESOLVED, that the Butte-Glenn Community College District Board of Trustees does hereby designate Jessica Snelling as the authorized representative and Kristie Nash as the alternate representative of the Butte-Glenn Community College District to the Northern California Community Colleges Self Insurance Authority Board of Directors.

The foregoing resolution was introduced by Board Member _____ who moved its adoption, seconded by Board Member _____, and adopted on May 15, 2024, by the following roll call vote:

AYES:

NOES:

ABSENT:

SO ORDERED:

Eugene Massa
President, Board of Trustees

ATTEST:

Virginia L Guleff, Secretary
Board of Trustees

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

May 15, 2024

Subject:	Adoption of Board Policy 7210 (Academic Employees), Board Policy 7250 (Educational Administrators), Board Policy 7280 (Telecommuting), and Board Policy 7400 (Travel)
Category:	Administration
Submitted By:	Superintendent/President Virginia L. Guleff
Attachment:	Yes
Type:	Action
Agenda Section:	Regular

Background

The Board of Trustees Board Policy Review Committee met during the Spring 2024 semester and recommended changes to Board Policy 7210 (Academic Employees), Board Policy 7250 (Educational Administrators), Board Policy 7280 (Telecommuting), and Board Policy 7400 (Travel). Per BP 2410, Policy and Administrative Procedure, proposed changes or additions shall be introduced not less than one meeting prior to the meeting at which action is recommended.

Recommendation

It is recommended that the Board of Trustees adopt Board Policies 7210, 7250, 7280, and 7400 as presented by the Board Policy Committee.



BP 7210 Academic Employees

References: Education Code Sections 87400 et seq.; 87419.1; 87600 et seq.; Title 5, Section 51025

Adopted: November 12, 2008

Last Revised: [March 2024](#)

Last Reviewed: February 14, 2018

Academic employees are all persons employed by the District in academic positions. Academic positions include every type of service, other than paraprofessional service, for which minimum qualifications have been established by the Board of Governors for the California Community Colleges.

Faculty members are those employees who are employed by the District in academic positions that are not designated as supervisory or management.

Decisions regarding tenure of faculty shall be made in accordance with the evaluation procedures established for the evaluation of probationary faculty and in accordance with the requirements of the Education Code. The Board reserves the right to determine whether a faculty member shall be granted tenure. The evaluation of academic employees, including tenure review, must include consideration of the employee's demonstrated, or progress toward, proficiency in diversity, equity, inclusion, and accessibility competencies that enable work with diverse communities.

The District may employ temporary faculty from time to time as required by the interests of the District. Temporary faculty may be employed full-time or part-time. The Board delegates authority to the Superintendent/President or designee to determine the extent of the District's needs for temporary faculty.

Notwithstanding this policy, the District shall endeavor to comply with its goals under the Education Code regarding the ratio of full-time to part-time faculty to be employed by it and for making progress toward the standard of 75 percent of total faculty work load hours taught by full-time faculty.

There are no administrative procedures for this policy.



BP 7250 Educational Administrators

References: Education Code Sections 72411 et seq., 87002(b), 87457-87460;
Government Code Section 3540.1(g) and (m)

Adopted: November 12, 2008

Last Revised: November 15, 2017; May 2022; March 2024

Last Reviewed:

An administrator is a person employed by the Board in a supervisory or management position as defined in Government Code Sections 3540, et seq.

Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District.

An educational administrator who has not previously acquired tenure as a faculty member in the District shall have the right to become a first year probationary faculty member once the administrator's assignment expires or is terminated, if the following criteria are met:

- The administrator meets the criteria established by the District for minimum qualifications for a faculty position, in accordance with procedures developed jointly by the Superintendent/President or designee and the Academic Senate and approved by the Board. The Board shall rely primarily on the advice and judgment of the Academic Senate to determine that an administrator possesses minimum qualifications for employment as a faculty member.
- The administrator has completed at least two years of satisfactory service, including any time previously served as a faculty member, in the district.
- The requirements of Education Code Section 87458(c) and (d), or any successor statute, are met with respect to prior satisfactory service and reason for termination is for any reason other than dismissal for cause.
- The District has a vacancy for which the administrator meets minimum qualifications. A vacancy means that a position available within the District and the District has appropriately allocated, budgeted, and prioritized in accordance with District practice.

Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Superintendent/President or designee. Educational Administrators shall further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Superintendent/President or designee.

Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, Board policies, and administrative procedures adopted by the Superintendent/President or designee.

Educational administrators are not eligible for inclusion in a bargaining unit represented by an exclusive bargaining agreement.

Every educational administrator shall be employed by an appointment or contract of two years for the first contract and up to three years thereafter.

The Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board determines that, the administrator is not to be reemployed when his or her appointment or contract expires, notice to an administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

The evaluation of educational administrators must include consideration of the employee's demonstrated, or progress toward, proficiency in diversity, equity, inclusion, and accessibility competencies that enable work with diverse communities.

See Administrative Procedure 7250



BP 7280 Telecommuting

References:

Adopted: February 29, 2014

Last Revised: [March 2024](#)

Last Reviewed: February 14, 2018

It is the policy of Butte College to consider the use of telecommuting where it is a viable work option with clearly defined benefits and where it does not adversely impact students or the operation of the college. The district recognizes the benefits of such work options for employees when both district and employee needs can be addressed.

See Administrative Procedure 7280



BP 7400 Travel

References: Education Code Section 87032;
 Government Code Section 11139.8

Adopted: November 12, 2008

Last Revised: February 14, 2018; March 2024

Last Reviewed: February 14, 2018

The Superintendent/President is authorized to attend conferences, meetings, and other activities that are appropriate to the functions of the District.

Members of the Board and employees are encouraged to attend educational conferences and professional meetings when such activities improve the operation of the District or the ability of a Board member or employee to perform his or her duties more effectively. Attendance at conferences will generally be limited to permanent employees and Board members. Exceptions may be granted by the appropriate Vice President.

All proposals for international travel must be submitted to the Superintendent/President in advance of the planned activity. The Superintendent/President will review each proposal and determine approval for international student recruitment activities; all other requests for international travel will be presented to the Board for approval based on the recommendation of the Superintendent/President.

The Superintendent/President or designee shall establish procedures regarding the attendance of employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

See Administrative Procedure 7400

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

May 15, 2024

Subject:	Approval of Administrative Procedure 2745 (Board Self-Evaluation)
Category:	Administration
Submitted By:	Virginia L. Guleff, Superintendent/President
Attachment:	Yes
Type:	Action
Agenda Section:	Regular

Background

The Board of Trustees is committed to assessing its performance as a Board in order to identify its strengths and areas in which it may improve its functioning. Each year, the Board will review the self-evaluation instrument and process. The instrument will incorporate criteria contained in board policy regarding board operations and board effectiveness.

Status

The Board Self-Evaluation Committee presented proposed revisions to Administrative Procedure 2745, the instrument used for Board Self-Evaluation, at the April 17, 2024, meeting.

Recommendation

It is recommended that the Board of Trustees approve AP 2745 (Board Self-Evaluation).



Butte-Glenn Community College District

ADMINISTRATIVE PROCEDURE

AP 2745 Board Self Evaluation

Last Revised: March 15, 2018, April 2021, March 2024

Last Reviewed: March 15, 2018

Board Member Name _____

Date _____

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

Standard I. The institution has a clearly defined mission that reflects its character, values, organizational structure, and unique student population. The mission outlines the institution's explicit commitment to equitable student achievement and serves as a guiding principle for institutional planning, action, evaluation, improvement and innovation.

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

- 1. I understand the role, mission, and vision of Butte College. Score _____
- 2. The Board understands and supports the mission and vision of Butte College. Score _____
- 3. The Board is aware of the equity gaps that exist among student populations. Score _____

Comments:

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Standard I: 1.2 The institution establishes meaningful and ambitious goals for institutional improvement, innovation and equitable student outcomes.

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

- 3-4. I have contributed to and understand the institutional goals. Score _____
- 5. The Board regularly sets goals that focus on institutional improvement, innovation and equitable student outcomes. Score _____
- 4-6. The Board regularly reviews student achievement data including data for underrepresented students. Score _____

Comments:

Standard I: 1.3 The institution holds itself accountable for achieving its mission and goals and regularly reviews relevant, meaningfully disaggregated data to evaluate its progress and inform plans for continued improvement and innovation (ER 3, ER 11)

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

- 5. I am familiar with relevant Butte College data and use it to inform decision-making. Score _____

78. The Board regularly reviews disaggregated college data and uses it to inform decision-making. Score _____

Comments:

Standard 4: 4.4. Acting through policy, the governing board takes responsibility for the overall quality and stability of the institution, and regularly monitors progress towards its goals and fiscal health (ER 7)

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

89. I am familiar with the Board Policies related to the role and responsibilities of the Board of Trustees Score _____

910. I support the Board Policies related to the mission, financial management, and stability of the District. Score _____

Comments:

Standard 4: 4.5 The governing board selects and evaluates the institution’s chief executive officer (CEO). The governing board gives the CEO full authority to implement board policies and ensure effective operations and fulfillment of the institutional mission.

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

11. I understand and support the Board’s policy regarding the recruitment, selection, and the evaluation of the President/Superintendent. Score _____

12. The Board’s policy regarding the selection and evaluation of the President/Superintendent fair and equitable. Score _____

13. My input concerning the President/Superintendent’s performance considered by the full Board. Score _____

14. The Board delegates responsibility and authority to the Superintendent/President to implement its policies Without interference and holds the Superintendent/President accountable for the operations of the District. Score _____

Comments:

Standard 4: 4.6. The governing board functions effectively as a collective entity to promote the institution’s values and mission and fulfill its fiduciary responsibilities. The governing board demonstrates an ability to self-govern in adherence to its bylaws and expectations for best practices in board governance. (ER7)

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

154. I accept the authority of the majority of the Board and support the decision even when I do not agree with the decision. Score _____

165. My opinions and input are respected as are the opinions and input from all other Trustees. Score _____

176. I represent the entire College district and make decisions based upon the good for all our citizens. Score _____

187. I understand how the District’s budget supports the mission of the College and student success. Score _____

Comments:

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Strategic Plan: The Board supports the strategic direction "First Contact. First Choice. Best Choice."

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

19. I have received sufficient information about the strategic ~~direction~~ plan.

Score _____

~~19-~~

~~Score _____~~

20. The Board acts as a whole to develop and support the college's strategic direction.

Score _____

Comments:

Strategic Direction: The Board supports the Strategic Initiatives of the Strategic Plan.

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

21. I have received sufficient information about the strategic initiatives.

Score _____

22. The Board acts as a whole to support the strategic initiatives through board policy and board action.

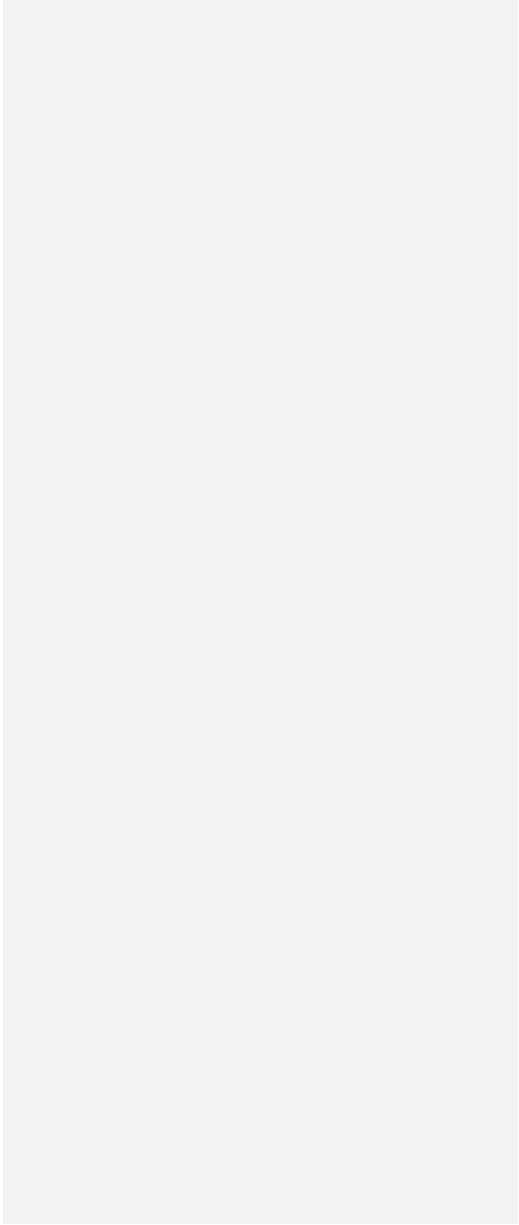
Score _____

Comments:

Listed below are the current Board Goals, adopted in 2022-2023. On a scale of 1 to 5, with 5 being best, please indicate the degree to which the goal was achieved:

Goal	Ranking	Comments
1. Develop a strategic enrollment plan that supports an optimal and realistic size for Butte College while maximizing funding and serving the entire district.		
2. Improve organizational and operational efficiency in all areas to strengthen institutional processes, using the elements of continuous quality improvement.		
3. Strengthen institutional data collection, interpretation, reporting, availability, and analysis to improve organizational understanding and processes.		
4. Increase community connections, partnerships, outreach, and the Foundation.		

5. Support leadership in developing and advancing innovation.		
6. Increase understanding of, appreciation for, emphasis in, and action on DEIA2.		
7. Solidify a mutual approach for communication with Superintendent/President and encourage Board members to contribute their strengths, insights, and support.		
8. Provide support for the new Superintendent/President in her professional development endeavors and encourage her to build a strong network with other community college presidents in the region and throughout the state.		



What practices or changes should the Board adopt to improve its performance?

What spotlight reports would you like to see in the coming year?

Suggested Board Goals for next year:

Additional comments:

