



**BOARD OF TRUSTEES**  
**Notice of Regular Meeting**

Wednesday, August 14, 2024 | 1:00 PM  
District Board Room  
Student and Administrative Service Building  
[Non-interactive Zoom Link](#)

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

**AGENDA**

**Call to Order**

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

**Pledge of Allegiance to the Flag**

Page

**1. Agenda Approval**

**2. Spotlight Presentation**

Jennifer Coleman, Executive Director, California Community Colleges Technology Center: Update on CCC Tech Center Activities and CCCApply










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

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

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

#### 4. Approval of Consent Agenda

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

|     |   |         |
|-----|---|---------|
| 4.1 | <a href="#">Approval of Minutes of Special Meeting 06/26/24</a>    | 6 - 8   |
| 4.2 | <a href="#">Approval of Minutes of Regular Meeting 06/26/24</a>    | 9 - 13  |
| 4.3 | <a href="#">Approval of Warrants</a>   | 14      |
| 4.4 | <a href="#">Ratification of Contracts</a> <br><a href="#">Contracts Ratification Report</a>   | 15 - 18 |
| 4.5 | <a href="#">Awarded Grants During the Period: January 1, 2024 - June 30, 2024</a> <br><a href="#">Grant Awards Report: January 1, 2024 - June 30, 2024</a>    | 19 - 20 |
| 4.6 | <a href="#">Appointment of Measure J Citizens' Bond Oversight Committee Members</a>    | 21      |
| 4.7 | <a href="#">Approval and/or Ratification of Personnel Actions</a> <br><b>Management</b><br><i>Employments, out of class assignments</i><br><b>Academic Employees</b><br><i>Employments, leaves, at-will employments, and temporary employments</i><br><b>Classified Employees</b><br><i>Employments and out of class assignments</i><br><b>Temporary Employees</b><br><i>Short-term/seasonal, professional experts, and volunteers</i> | 22 - 26 |

#### 5. Reports

|     |                                      |
|-----|--------------------------------------|
| 5.1 | Academic Senate President's Report   |
| 5.2 | Classified Senate President's Report |
| 5.3 | Student Trustee Comments             |

- 5.4 Vice President Report
- 5.5 Superintendent/President's Report
- 5.6 Board Comments


**6. Communications from the Public**


At this time, members of the public have the opportunity to address the Board of Trustees on any item within the subject matter jurisdiction of the Board in accordance with *BP2350 Speakers*. Members of the community and employees wishing to address the Board of Trustees are asked to complete a “Public Comment” card and submit it to the Board’s Executive Assistant **prior** to the start of open session. In accordance with *BP 2350 Speakers*, each speaker will be allowed a maximum of five (5) minutes per topic, thirty (30) minutes maximum for public speakers on any one subject, regardless of the number of speakers.

**7. Contracts**














- 7.1 [Approval of Contracts](#)  27 - 28  
[Contracts Approval Report - August 2024](#) 
- 7.2 [Approval of Contract to Purchase Information Technology Goods and Services from Kaltura Inc., utilizing the Trustees of the California State University Agreement Number “Kaltura”](#)  29 - 30
- 7.3 [Approval of Contract to Purchase Information Technology Goods and Services from Pope Tech LLC as a Sole Source Procurement](#)  31 - 32

**8. Instruction**

- 8.1 [Faculty Using Accumulated Load Bank](#)  33
- 8.2 [Public Hearing and Approval: College and Career Access Pathways \(CCAP\) Partnership Agreement and Appendices beginning 7/1/2024 and ending 6/30/2027: Butte County Office of Education \(Butte County ROP, Hearthstone, Table Mountain School\), Biggs Unified School District, CORE Butte Charter School, Chico Unified School District \(Chico & PV High\), Durham Unified School District, Glenn County Office of Education \(William Finch Charter\), Gridley Unified School District, Hamilton Unified School District, Inspire School of Arts & Sciences, Long Valley Charter, Oroville Union High](#) 34 - 35

[School District \(Las Plumas & Oroville High\), Orland Unified School District, Paradise Unified School District, Stony Creek Joint Unified School District \(Elk Creek High\), and Willows Unified School District](#) 

## 9. Administration

- 9.1 [Proposed Revision and Review of Board Policies](#)  36 - 51  
[BP 2015 Student Board Member](#)   
[BP 2310 Regular Meetings of the Board](#)   
[BP 2315 Closed Sessions](#)   
[BP 3433 Prohibition of Sex Discrimination Under Title IX](#)   
[BP 5400 Student Senate Organization](#)   
[BP 5500 Standards of Student Conduct](#)   
[BP 7120 Recruitment and Hiring](#)   
[BP 7130 Compensation](#)   
[BP 7140 Collective Bargaining](#)   
[BP 7310 Nepotism](#)   
[BP 7330 Disease Management and Prevention](#)   
[BP 7335 Health Examinations](#) 

## 10. Future Dates

|            |                 |              |           |
|------------|-----------------|--------------|-----------|
| 09/11/2024 | Regular Meeting | Glenn Center | 1:00 p.m. |
| 10/16/2024 | Regular Meeting | Main Campus  | 1:00 p.m. |
| 11/13/2024 | 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

**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

**12. Adjournment**

- 12.1 Adjourn Meeting

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For Information concerning this Agenda, please contact:  
Butte College President's Office  
3536 Butte Campus Drive, Oroville, CA 95965 (530) 895-2484

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

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



## MINUTES OF SPECIAL MEETING

June 26, 2024 | 9:00 A.M.

District Board Room  
Student and Administrative Services Building

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The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, June 26, 2024, at 9:00 A.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  
Mr. Liam Eller, Student Trustee (9:00 A.M. until 1:00 P.M.)

**Board Members Absent** None

**Staff Members Present** Ms. Virginia L. Guleff, Superintendent/President  
Ms. Jessica Snelling, Vice President  
Mr. Erik Shearer, Vice President  
Mr. Brad Zuñiga, Interim Vice President  
Ms. Melissa Cafferata-Ainsworth, Executive Assistant to the President & Board of Trustees

**Guests** None

### **Pledge of Allegiance**

Trustee Nock led the Pledge of Allegiance.

### **1. Agenda Approval**

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

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: None

### **2. Communications from the Public**

There were no public comments.

### **3. Discussion Items**

## 2024-2025 Budget

Superintendent/President Guleff provided a recap of Governor Newsom's May budget revise, reviewing the elements that will impact Butte College as well as the student-centered funding formula (SCFF) and its impact on the college's ability to recover its total computational revenue (TCR). She introduced a plan to increase enrollment at the Glenn County Center by expanding the LVN program there, which would require approximately \$2 million in one-time funding to move portables from main campus and install the appropriate infrastructure. Ongoing costs of the expansion are approximately \$1.4 million. The Board discussed the proposal and the potential for additional permanent construction at the Glenn County Center using budget reserves or a bond.

Superintendent/President Guleff introduced Vice President Snelling to present the 2024-2025 tentative budget. Vice President Snelling reviewed the budget development process and the assumptions underlying it. She reminded the Board that 2024-2025 is the last year Butte College will receive a cost-of-living adjustment (COLA) on apportionment revenue; that year's apportionment revenue will become the funding floor until the college achieves Full-Time Equivalent Students (FTES) recovery. Vice President Snelling reviewed the five-year projection for the unrestricted general fund and metrics that assess financial performance. She also reviewed projections for Butte College's TCR over the next five years.

Board President Massa called a 10-minute recess at 10:10 A.M.

Vice President Snelling reviewed the college's expenses, noting that fixed cost increases represent the largest increase to the budget. She reviewed the one-time and ongoing augmentations granted for 2024-2025. She concluded that if the tentative budget is approved, a \$41 million reserve balance is projected.

## Student Performance Indicators

Superintendent/President Guleff introduced Vice President Shearer to present Student Performance Indicator data. Vice President Shearer noted that not all of the Student Performance Indicator data has been published by the Chancellor's Office yet. The college reviews this data annually to meet accreditation standards and to ensure that the Board of Trustees has accurate data to make informed decisions. The metrics align with Vision for Success, Guided Pathways, and Student Equity and Achievement Program goals. Vice President Shearer presented seven measures of student success which track a student's journey through college: application, persistence, successful course completion, transfer level math and English completion, degrees awarded, credit certificates awarded, and transfer to baccalaureate.

## Board Training and Spotlight Presentation Cycle

Superintendent/President Guleff indicated that sexual harassment prevention, Title IX, and cyber security training will be provided to the Board of Trustees via online platforms. The Board expressed a preference for Equal Opportunity Employment (EEO) Plan and ethics training at the January retreat. Accreditation training will be provided by Vice President Shearer. The Board discussed potential topics for spotlight presentations: fraudulent applications, LVN program expansion, status updates on projects defined in planning documents, construction updates, academic programs, Rising Scholars, and student government.

## Board Policy 2310 – Regular Meetings of the Board

The Board reviewed BP 2310, Regular Meetings of the Board, in light of recent requests to hold meetings at other locations within the college's service area. Trustees discussed the costs and logistical implications of holding meetings off campus. The consensus was to maintain the college's current practice of holding board meetings on main campus and at the Glenn County Center, while doing more events in outlying areas.

Board President Massa called a 30-minute recess at 12:15 P.M.

**4. Board Self-Evaluation**

Board Self-Evaluation Committee Chair Dahlmeier led the Board and Superintendent/President Guleff in a discussion of the results of the Board self-evaluation survey, focusing on the questions related to data. The Board also discussed responsibility for achieving the goals. Overall, the evaluation results were positive.

**5. Board Annual Goals**

Superintendent/President Guleff reviewed progress on the Board's 2023-2024 goals. The Board requested a summary of progress before completing their self-evaluation next year. Superintendent/President Guleff proposed that for 2024-2025, the goals be divided into goals for the district and goals for the Board and Superintendent/President. Superintendent/President Guleff will continue to develop the goals and bring them to the Board for approval in August.

**6. Superintendent/President Annual Goals**

Superintendent/President Guleff reviewed progress on her 2023-2024 goals, focusing on developments since the last update in January. Her 2024-2025 goals will be based on the board's annual goals.

**7. Adjournment**

Board President Massa adjourned the meeting at 2:14 P.M.



## MINUTES OF REGULAR MEETING

June 26, 2024 | 3:00 P.M.

District Board Room  
Student and Administrative Services Building

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The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, June 26, 2024, at 3:00 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

**Board Members Absent** Mr. Liam Eller, Student Trustee  
**Staff Members Present** Ms. Virginia L. Guleff, Superintendent/President  
Ms. Jessica Snelling, Vice President  
Mr. Erik Shearer, Vice President  
Mr. Brad Zuñiga, Interim Vice President  
Dr. Jess Vickery, Academic Senate President  
Ms. Melissa Cafferata-Ainsworth, Executive Assistant to the President & Board of Trustees

**Guests** None

### Pledge of Allegiance

Board Clerk Blacklock led the Pledge of Allegiance.

### 1. Agenda Approval

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

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Student Trustee Eller

### 2. Measure J

Superintendent/President Guleff introduced Vice President Snelling to report on Butte College's Measure J projects. Vice President Snelling reported that all Measure J work is on time and within budget. Facilities Planning and Management Director Kim Jones explained that the majority of Measure J series B and C was designated to construction of the science building, for which there have been no major unforeseen conditions or change orders. The building is expected to open in August 2025.

Measure J Citizens Bond Oversight Committee Chair Stan Thompson presented the committee's annual report. The audit was returned with no issues and found the district to be compliant in its oversight of the bond. Mr. Thompson thanked the members of the committee for donating their time and effort.

### 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 Board Clerk Blacklock, seconded by Trustee Krepelka, to approve the consent agenda.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Student Trustee Eller

### 5. **Reports**

#### Academic Senate President's Report – Jess Vickery

Academic Senate President Vickery reported that at their final meeting of the year the Academic Senate discussed changes to test proctoring policies proposed by the Disabled Student Programs and Services Office. The new procedures center around how exams are submitted to the office, securely stored, and returned to faculty for grading. At that meeting the Senate also received reports from several of its standing subcommittees and updates from the Add Authorization Taskforce and Curriculum Committee. The Senate also discussed updates from the Professional Development Steering Committee and BCEA union. Academic Senate President Vickery concluded that in collaboration with Superintendent/President Guleff and IDEA Officer Robinson, he's working on the third in a series of workshops for college committee chairs that focuses on their role in shared governance. The upcoming workshop will be held August 23, as part of Butte College's FLEX Program.

#### Superintendent/President's Report – Virginia Guleff

Superintendent/President Guleff reported that more than 350 students participated in Commencement, which was also attended by Chico State President Steve Perez. The livestream of the ceremony received 734 views from 10 countries outside the U.S. and 19 states outside California.

Superintendent/President Guleff reported that summer enrollment is up 200 FTES, which is double last year, and noted that she's cautiously optimistic that total enrollment may be more than 8,500 FTES for 2023-2024. Fall enrollment also continues to be up, currently 20% more than last year.

Finally, Superintendent/President Guleff reported on several recent events. Board of Governors member Harry LeGrande made an informal visit to the college in June. He visited the Student Belonging and Empowerment Centers and joined Superintendent/President Guleff for lunch. Also in June, Chico State President Steve Perez hosted Butte College's Leadership Team for a joint cabinet meeting at the Chico State University Farm. After a tour of the facility the group discussed enrollment, co-marketing potentials, and honoring Butte College's Chico State transfer students at a graduation celebration next spring. In October, Butte College will host the North/Far North CEOs for the Institutional Effectiveness Partnership Initiative's (IEPI) Partner Resource Community of Practice. Finally, Superintendent/President Guleff will attend the Wheelhouse Institute at UCLA in July.

#### Board Comments

Trustee Nock reported that the Butte College Foundation's Scholarship Awards Ceremony will be held at 10am on August 17, under the solar panels on main campus. The organizing committee changed the event to a brunch to encourage more participation. He noted that he attended graduations at two

institutions this year and appreciated Butte College's faculty participation at Commencement. Trustee Boeger noted that he enjoyed Commencement as well as other graduation celebrations. He thanked everyone who helped reach the new agreement with BCEA. Trustee Dahlmeier reported that the Apache Fire is currently burning outside of Oroville and encouraged support and compassion for those impacted. Board Vice President McGinnis reported that he attended several graduations this spring and really enjoyed Butte College's Commencement. Board Clerk Blacklock thanked his fellow trustees for making board retreats valuable and a safe place for open discussion. He expressed appreciation for Vice President Snelling's budget presentation after one month on the job. Board Clerk Blacklock concluded by congratulating Superintendent/President Guleff for forging a great relationship with Chico State and its president. Board President Massa reported that he attended the Glenn County Educators Hall of Fame event and appreciated seeing educators recognized. He noted that he attended Butte College's Commencement and saw a great deal of colorful regalia. He concluded by reported that the Sites Fire is still burning, and residents have been evacuated.

## 6. **Communications from the Public**

There were no public comments.

## 7. **Contracts**

### **Approval of Contracts, Item 7.1**

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

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Student Trustee Eller

### **Approval to Award Design-Build Pre-Construction Services Contract for the Butte College Cosmetology and Barbering Building Project to DH Slater & Son**

It was moved by Trustee Boeger, seconded by Board Vice President McGinnis, to approve the contract to award design-build pre-construction services for the Butte College Cosmetology and Barbering Building Project to DH Slater & Son 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: None

Absent: Student Trustee Eller

## 8. **Finance**

### **Adoption of the 2024-25 Tentative Budget, Gann Limit Worksheet, EPA Spending Determination Report and Notice of Public Hearing on the 2024-25 Budget, Item 8.1**

It was moved by Board Clerk Blacklock, seconded by Trustee Krepelka, to approve the adoption of the 2024-25 Tentative Budget, Gann Limit Worksheet, EPA Spending Determination Report.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None  
Absent: Student Trustee Eller

Board President Massa announced that the proposed 2024-2025 Final Budget will be available for public inspection beginning September 6, 2024, at the Office of the Vice President for Administrative Services. A public hearing will be held at 1:00 P.M. at the Board meeting on September 11, 2024, to be followed by the adoption of the 2024-2025 Final Budget.

## 9. Human Resources

### **Approval of Amended Employment Contract for Superintendent/President, Item 9.1**

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

It was moved by Trustee Dahlmeier, seconded by Board Vice President McGinnis, to approve the amended employment contract for the Superintendent/President.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Student Trustee Eller

### **Approval of Equal Employment Opportunity Plan 2024-2027, Item 9.2**

It was moved by Board Vice President McGinnis, seconded by Trustee Blacklock, to approve the Equal Employment Opportunity Plan 2024-2027.

Board Clerk Blacklock asked for clarification of the process used to onboard outside subject matter experts sitting on Butte College hiring committees. Superintendent/President Guleff asked Human Resources Executive Director Chris Little to respond. Mr. Little explained that in very limited cases the college may have an outside subject matter expert participate on a hiring committee. The EEO Plan ensures such people will have the same level of training as employees who serve on the committee.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Student Trustee Eller

## 10. Labor Relations

### **Approval of the 2024-27 BCEA Collective Bargaining Agreement, Item 10.1**

It was moved by Board Clerk Blacklock, seconded by Board Vice President McGinnis, to approve the 2024-27 BCEA Collective Bargaining Agreement.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Student Trustee Eller

## 11. Closed Session

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

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

## 12. **Adjournment**

Board President Massa adjourned the meeting at 4:15 P.M.

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

**August 14, 2024**

|                        |                                  |
|------------------------|----------------------------------|
| <b>Subject:</b>        | Approval of Warrants             |
| <b>Category:</b>       | Finance                          |
| <b>Submitted By:</b>   | Jessica Snelling, Vice President |
| <b>Attachment:</b>     | No                               |
| <b>Type:</b>           | Action                           |
| <b>Agenda Section:</b> | Consent                          |

It is recommended that the Board of Trustees approve the vendor, payroll, and financial aid warrants for the period of June 10, 2024 to July 28, 2024.

| <b>Type of Warrant</b> | <b>Check/Voucher Sequence</b> | <b>Total</b>     |
|------------------------|-------------------------------|------------------|
| Vendor                 | 707375 - 708732               | \$ 20,107,548.96 |
| Payroll                | 529024 – 529164               | \$ 5,572,398.89  |
| Financial Aid          | 404282 – 404855               | \$ 800,418.56    |

Warrant registers are available for review in the Business Office.

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

**August 14, 2024**

|                        |                                  |
|------------------------|----------------------------------|
| <b>Subject:</b>        | Ratification of Contracts        |
| <b>Category:</b>       | Contracts                        |
| <b>Submitted By:</b>   | Jessica Snelling, Vice President |
| <b>Attachment:</b>     | Yes                              |
| <b>Type:</b>           | Action                           |
| <b>Agenda Section:</b> | 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 months of June and July 2024. The Superintendent/President or Vice President for Administrative Services 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 Administrative Services

**July 2024**

| <b>Contract Effective Date</b> | <b>Contract Expiration Date</b> | <b>Contractor</b>  | <b>Contract Purpose</b>   | <b>Contract Value Revenue/(Expense)</b>             | <b>Funding Source (Fund)</b> | <b>Originated by: District Department</b>  | <b>Approved by: District Administrator</b> |
|--------------------------------|---------------------------------|--|---|---|------------------------------|--|--|
| 8/1/24                         | 8/1/24                          | Manzanita Place at the Chico Elks Lodge  | Fish and Wildlife Academy Graduation Dinner Venue   | (\$17,834.19)                                       | Foundation Agency Account    | Public Safety Education & Training         | Shearer                                    |
| 10/5/24                        | 10/6/24                         | Paradise Ridge Chamber of Commerce   | Outreach and Recruitment Tabling at Johnny Appleseed Days Event                                     | \$0.00  | N/A                          | Welcome Center                             | Zuniga                                     |
| 8/1/24                         | 7/31/27                         | The Regents of the University of California, acting for an on behalf of University of California, Davis Health | Clinical Experience Agreement   | \$0.00  | N/A                          | Respiratory Therapy                        | Shearer                                    |
| 7/1/24                         | 8/25/24                         | Chico Chamber of Commerce  | Learning-Aligned Employment Program Addendum for Intern Assignment                                  | (\$5,200.00)  | Restricted General           | Career Center                              | Zuniga                                     |
| 6/24/24                        | 6/23/27                         | Valley Contractors Workforce Foundation  | Learning-Aligned Employment Program   | \$0.00  | N/A                          | Career Center                              | Zuniga                                     |
| 7/1/24                         | 6/30/25                         | California Security Services, Inc. dba Elite Universal Security  | Private Patrol Services   | (\$72,668.20)                                       | Unrestricted General         | Campus Police                              | Zuniga                                     |
| 7/30/24                        | Upon Payment                    | GHA Technologies, Inc.   | ABBYY FineReader Software Subscription  | (\$593.25)  | Restricted General           | Disabled Student Programs & Services       | Zuniga                                     |
| 7/30/24                        | 7/29/25                         | ABBYY USA Software House Inc.  | ABBYY FineReader Software Subscription License  | \$0.00  | Restricted General           | Disabled Student Programs & Services       | Zuniga                                     |
| 7/1/24                         | 6/30/25                         | NorCal Services for Deaf & Hard of Hearing   | Sign Language Interpreting Services   | Expense based on Services Provided per Fee Schedule | Restricted General           | Disabled Student Programs & Services       | Zuniga                                     |
| 7/17/24                        | 7/17/24                         | California Youth Connection  | Foster Youth Bill of Rights Training for Resource Family Participants                               | (\$900.00)  | Restricted General           | Foster Kinship Education Program           | Zuniga                                     |
| 7/30/24                        | 6/30/25                         | Stonewall Alliance of Chico  | Develop and Provide Training Modules for Resource Family Approval Participants                      | (\$1,075.00)  | Restricted General           | Foster Kinship Education Program           | Zuniga                                     |
| 7/25/24                        | Upon Payment                    | Creation Engine, Inc.  | SketchUp Pro 2022 M/W Network Lab   | (\$750.00)  | Unrestricted General         | Construction                               | Shearer                                    |
| Upon Download                  | One Year                        | Trimble, Inc.  | SketchUp Pro 2022 M/W Network Lab License   | \$0.00  | Unrestricted General         | Construction                               | Shearer                                    |
| 7/1/24                         | 6/30/25                         | Etudes, Inc.   | CourseEval HQ and Adjust-All HQ License and Support Services  | (\$5,985.00)  | Unrestricted General         | Technology Mediated Instruction            | Shearer                                    |
| Upon Payment                   | One Year                        | Flowlab Inc.   | Flowlab Education Subscription License  | (\$249.00)  | Unrestricted General         | Computer Science                           | Shearer                                    |
| 7/1/24                         | 6/30/25                         | Instructure, Inc.  | Canvas Phone Support for Students and Faculty   | (\$4,721.38)  | Restricted General           | Technology Mediated Instruction            | Shearer                                    |
| 7/21/24                        | 7/20/25                         | SoftChalk, LLC   | SoftChalk Cloud Subscription Renewal Individual License   | (\$585.00)  | Unrestricted General         | Philosophy                                 | Shearer                                    |
| 8/15/24                        | 8/15/24                         | Lioz Consulting, LLC   | "Polarization on Campus: Responding to a Growing Threat" Virtual Workshop                           | (\$1,500.00)  | Restricted General           | Inclusion, Diversity, Equity, & Antiracism | Guleff                                     |
| 9/19/24                        | 9/20/24                         | Rosa Esperanza, LLC  | "Self-Preservation for First Generation Students" Book Reading, Q&A, Book Signing, and Meet & Greet | (\$8,000.00)  | Restricted General           | Inclusion, Diversity, Equity, & Antiracism | Guleff                                     |
| 10/1/24                        | 9/30/25                         | Meltwater News US, Inc.  | Media Monitoring Services   | (\$11,500.00)                                       | Unrestricted General         | Public Relations                           | Guleff                                     |
| 7/1/24                         | 6/30/25                         | NorCal Services for Deaf & Hard of Hearing   | Sign Language Interpreting Services   | Expense based on Services Provided per Fee Schedule | Unrestricted General         | Human Resources                            | Guleff                                     |
| 7/7/24                         | 8/9/24                          | Academy Trained  | Utility Line Clearance Arborist Training  | (\$55,500.00)                                       | Restricted General           | Contract Education                         | Shearer                                    |
| 8/1/24                         | 6/30/25                         | Butte County Department of Employment and Social Services  | Employee Training   | \$22,110.00   | Restricted General           | Contract Education                         | Shearer                                    |
| 8/1/24                         | 6/30/25                         | Butte County Department of Employment and Social Services  | Employee Training   | \$28,200.00   | Restricted General           | Contract Education                         | Shearer                                    |
| 7/7/24                         | 8/9/24                          | Catalyst Arborist Services, LLC  | Utility Line Clearance Arborist Training  | (\$14,300.00)                                       | Restricted General           | Contract Education                         | Shearer                                    |

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

Contracts Signed by the Superintendent/President or Vice President for Administrative Services

**July 2024**

| <b>Contract Effective Date</b> | <b>Contract Expiration Date</b> | <b>Contractor</b>  | <b>Contract Purpose</b>  | <b>Contract Value Revenue/(Expense)</b> | <b>Funding Source (Fund)</b> | <b>Originated by: District Department</b> | <b>Approved by: District Administrator</b> |
|--------------------------------|---------------------------------|--|--|---|------------------------------|---|--|
| 7/5/24                         | 7/23/25                         | Chico Rehabilitation Hospital, LLC dba California Park Rehabilitation Hospital                 | Employer Participation Agreement Employment Training Panel (ETP) Project                               | (\$84,870.00)                           | Restricted General           | Contract Education                        | Shearer                                    |
| 6/1/24                         | 5/29/26                         | College of the Sequoias  | California Resilient Careers in Forestry Project   | (\$220,900.00)                          | Restricted General           | Contract Education                        | Shearer                                    |
| 7/25/24                        | 10/31/25                        | Department of Water Resources  | Education Services and Workforce Training Amendment Increasing Fees                                    | \$140,000.00                            | Restricted General           | Contract Education                        | Shearer                                    |
| 6/18/24                        | 6/30/25                         | Desiree Saddler, Saddler Consulting Group  | Amendment to Fees and Scope of Services for Training Delivery Services                                 | (\$1,500.00)                            | Restricted General           | Contract Education                        | Shearer                                    |
| 7/1/24                         | 6/30/25                         | DPMG Group   | Amendment to Fees and Scope of Services for Training Delivery Services                                 | (\$6,400.00)                            | Restricted General           | Contract Education                        | Shearer                                    |
| 7/1/24                         | 6/30/25                         | Emiliano Jimenez Consulting, LLC   | Training Delivery Services   | (\$78,000.00)                           | Restricted General           | Contract Education                        | Shearer                                    |
| 7/1/24                         | 6/30/25                         | Net Controls, LLC  | Training Delivery Services   | (\$12,000.00)                           | Restricted General           | Contract Education                        | Shearer                                    |
| 7/5/24                         | 7/23/25                         | M A P Associates, Inc. dba NorthStar   | Employer Participation Agreement Employment Training Panel (ETP) Project                               | \$0.00                                  | Restricted General           | Contract Education                        | Shearer                                    |
| 7/5/24                         | 3/30/27                         | Oroville Hospital  | Employer Participation Agreement Employment Training Panel (ETP) Project                               | (\$81,144.00)                           | Restricted General           | Contract Education                        | Shearer                                    |
| 7/1/24                         | 6/30/25                         | Reanette Etzler Fillmer  | Training Delivery Services   | (\$16,125.00)                           | Restricted General           | Contract Education                        | Shearer                                    |
| 7/1/24                         | 6/30/25                         | SpaceData, LLC   | TrackPoint 2.0 Trainee Management Services   | (\$22,200.00)                           | Restricted General           | Contract Education                        | Shearer                                    |
| 7/15/24                        | 6/30/25                         | Alexia's Event Logistics   | California Regions at Work and Career Compass Summit Conferences                                       | (\$13,750.00)                           | Restricted General           | North Far North Regional Consortium       | Shearer                                    |
| 6/1/24                         | 12/31/25                        | Cabrillo College Community College District on behalf of Bay Area Community College Consortium | California Community Colleges Regional Consortia Statewide Collaboration Projects                      | (\$50,000.00)                           | Restricted General           | North Far North Regional Consortium       | Shearer                                    |
| 7/1/24                         | 6/30/25                         | Codestorm  | RegionalCTE.org Website Maintenance and Services, and User Support and Training                        | (\$7,500.00)                            | Restricted General           | North Far North Regional Consortium       | Shearer                                    |
| 7/25/24                        | 6/30/25                         | Feather River Community College District   | Strong Workforce Program Allocation Projects In Common Career and Technical Education                  | (\$44,268.00)                           | Restricted General           | North Far North Regional Consortium       | Shearer                                    |
| 9/24/24                        | 9/25/24                         | Four Points by Sheraton Sacramento International Airport                                       | Regions at Work Meeting Venue  | (\$7,761.49)                            | Restricted General           | North Far North Regional Consortium       | Shearer                                    |
| 11/13/24                       | 11/15/24                        | Four Points by Sheraton Sacramento International Airport                                       | Regional Meeting   | (\$11,502.92)                           | Restricted General           | North Far North Regional Consortium       | Shearer                                    |
| 7/15/24                        | 6/30/25                         | Kevin Wu Consulting, LLC   | Regions at Work Conference and Career Compass Summits Planning, Management and Facilitation Services   | (\$30,000.00)                           | Restricted General           | North Far North Regional Consortium       | Shearer                                    |
| 7/1/24                         | 6/30/25                         | Pacific Sky  | Website Maintenance and Support  | (\$6,000.00)                            | Restricted General           | North Far North Regional Consortium       | Shearer                                    |
| 7/2/24                         | 6/30/25                         | Shasta-Tehama-Trinity Community College District   | Strong Workforce Program Allocation Projects In Common Centers of Excellence                           | (\$250,000.00)                          | Restricted General           | North Far North Regional Consortium       | Shearer                                    |
| 7/24/24                        | 6/30/25                         | Sierra Joint Community College District  | Strong Workforce Program Allocation Projects In Common Career and Technical Education Programs Support | (\$31,985.00)                           | Restricted General           | North Far North Regional Consortium       | Shearer                                    |
| 7/1/24                         | 6/30/25                         | Trent Wakenight  | Facilitation, Planning, Strategy, and Visualization Support for Meetings                               | (\$90,000.00)                           | Restricted General           | North Far North Regional Consortium       | Shearer                                    |
| 7/25/24                        | 6/30/25                         | Yuba Community College District  | Strong Workforce Program Allocation Projects In Common Career and Technical Education Programs Support | (\$38,026.00)                           | Restricted General           | North Far North Regional Consortium       | Shearer                                    |
| 7/24/24                        | Until Terminated                | Apple Inc.   | Apple Direct Customer Agreement  | Expense based on Apple Products Orders  | Various                      | Information Technology                    | Snelling                                   |
| 7/1/24                         | 6/30/25                         | Faronics Corporation   | Deep Freeze KIT NA EDU Maintenance   | (\$4,095.00)                            | Unrestricted General         | Information Technology                    | Snelling                                   |

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

Contracts Signed by the Superintendent/President or Vice President for Administrative Services

**July 2024**

| <b>Contract Effective Date</b> | <b>Contract Expiration Date</b> | <b>Contractor</b>                            | <b>Contract Purpose</b>   | <b>Contract Value Revenue/(Expense)</b> | <b>Funding Source (Fund)</b> | <b>Originated by: District Department</b> | <b>Approved by: District Administrator</b> |
|--------------------------------|---------------------------------|--|---|---|------------------------------|---|--|
| 8/1/24                         | 7/31/25                         | Maverick Networks, Inc.                      | CallXpress Licenses   | (\$25,375.00)                           | Unrestricted General         | Information Technology                    | Snelling                                   |
| 6/30/24                        | 6/29/25                         | SAS Institute, Inc.                          | Educational Analytical Suite License  | (\$3,190.00)                            | Unrestricted General         | Information Technology                    | Snelling                                   |
| 8/1/24                         | 6/30/25                         | Superior California Office Equipment         | Onsite Printer Repair and Maintenance   | (\$3,000.00)                            | Unrestricted General         | Information Technology                    | Snelling                                   |
| 7/1/24                         | 6/30/25                         | Foundation for California Community Colleges | Communications, Marketing, User Testing Project, Graphic Design, & Digital Content Creation | (\$80,000.00)                           | Restricted General           | CCC Technology Center                     | Snelling                                   |
| 7/9/24                         | 7/8/25                          | Momentive, Inc. FKA Survey Monkey, Inc.      | Survey Monkey Subscription  | (\$468.00)                              | Restricted General           | CCC Technology Center                     | Snelling                                   |
| 7/1/24                         | 12/1/25                         | Tyk Technologies Inc.                        | Tyk Launch Global and Federation Licenses and Support                                       | (\$48,166.00)                           | Restricted General           | CCC Technology Center                     | Snelling                                   |
| 7/1/24                         | 6/30/25                         | Utah State University (WebAIM)               | WebAIM Software License   | (\$75,000.00)                           | Restricted General           | CCC Technology Center                     | Snelling                                   |
| 7/1/24                         | 8/30/24                         | Aarel Striping and Engineering               | Stop Sign Installation  | (\$7,025.00)                            | Measure J                    | Facilities Planning & Management          | Snelling                                   |
| 7/1/24                         | 8/16/24                         | Aarel Striping and Engineering               | Parking Lot 1 and 3 Accessibility Striping  | (\$15,535.00)                           | Measure J                    | Facilities Planning & Management          | Snelling                                   |
| 7/1/24                         | 6/30/25                         | ACCO Engineered Systems                      | Annual Boiler Inspections   | (\$12,070.00)                           | Unrestricted General         | Facilities Planning & Management          | Snelling                                   |
| 7/1/24                         | 6/30/25                         | ACCO Engineered Systems                      | Annual Chiller Inspections  | (\$20,810.00)                           | Unrestricted General         | Facilities Planning & Management          | Snelling                                   |
| 7/10/24                        | 8/20/24                         | Artisans Choice Painting and Remodel         | Exterior Paint at Chico Center  | (\$52,768.00)                           | Capital                      | Facilities Planning & Management          | Snelling                                   |
| 7/15/24                        | 8/8/24                          | Artisans Choice Painting and Remodel         | Exterior Sealant Paint at Learning Resource Center  | (\$58,863.00)                           | Capital                      | Facilities Planning & Management          | Snelling                                   |
| 7/1/24                         | 6/30/25                         | Boberg Hardwood Floors                       | Gymnasium Floor Refinish  | (\$12,450.00)                           | Unrestricted General         | Facilities Planning & Management          | Snelling                                   |
| 6/17/24                        | 9/30/24                         | California Renovation Carpet One             | Entry Hallway Carpet Replacement at Skyway Center   | (\$24,852.45)                           | Restricted General           | Facilities Planning & Management          | Snelling                                   |
| 7/1/24                         | 1/31/25                         | California Renovation Carpet One             | Interior Stair Carpet Installation at Campus Center   | (\$24,145.17)                           | Capital                      | Facilities Planning & Management          | Snelling                                   |
| 6/26/24                        | 5/22/25                         | DH Slater and Son                            | Design Build Pre-Construction Services for Cosmetology & Barbering Building Project         | (\$1,059,450.00)                        | Capital                      | Facilities Planning & Management          | Snelling                                   |
| 7/1/24                         | 6/30/25                         | Elevator Technology, Inc.                    | Annual Elevator Inspections   | (\$32,100.00)                           | Unrestricted General         | Facilities Planning & Management          | Snelling                                   |
| 7/1/24                         | 9/30/24                         | Northstate Earth and Water, Inc.             | Drain Repair at Mechanized Agriculture Amendment to Term                                    | \$0.00                                  | Scheduled Maintenance        | Facilities Planning & Management          | Snelling                                   |
| 7/1/24                         | 9/30/24                         | Rock Creek Construction                      | Concrete Slab at Mechanized Agriculture   | (\$47,400.00)                           | Capital                      | Facilities Planning & Management          | Snelling                                   |
| 7/1/24                         | 9/30/24                         | Rock Creek Construction, Inc.                | ADA Parking Stall Improvements  | (\$52,125.00)                           | Measure J                    | Facilities Planning & Management          | Snelling                                   |
| 7/1/24                         | 8/30/24                         | Santos Excavating, Inc.                      | Parking Lot ADA Upgrade at Student Health Center  | (\$41,750.00)                           | Measure J                    | Facilities Planning & Management          | Snelling                                   |
| 7/1/24                         | 6/30/25                         | Sunset Services                              | Grade III Operator for the Wase Water Treatment Plant                                       | (\$36,000.00)                           | Unrestricted General         | Facilities Planning & Management          | Snelling                                   |
|                                |                                 |  | <b>TOTAL REVENUE CONTRACTS</b>  | <b>\$190,310.00</b>                     |                              |   |  |
|                                |                                 |  | <b>TOTAL EXPENSE CONTRACTS</b>  | <b>(\$3,041,931.05)</b>                 |                              |   |  |

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

**August 14, 2024**

|                        |   |
|------------------------|---|
| <b>Subject:</b>        | Awarded Grants during the Period: January 1, 2024 - June 30, 2024 |
| <b>Category:</b>       | Grants Research & Development                                     |
| <b>Submitted By:</b>   | Jessica Snelling, Vice President                                  |
| <b>Attachment:</b>     | Yes   |
| <b>Type:</b>           | Information   |
| <b>Agenda Section:</b> | Consent   |

**Background**

Pursuant to Board Policy 3280, the Board will be informed about all grants received by the District. The Superintendent/President has set procedures for continuing and new grants to assure timely application and processing of grant applications and funds, and that grants applied for directly support the purposes of the District.

**Status**

The attached Grant Awards Report represents grants awarded to the District during the following time period: 1/1/2024 – 6/30/2024. The Superintendent/President or Vice President for Administrative Services has executed the necessary grant agreement documents.

**Butte-Glenn Community College District  
Grant Awards Report**

| <b>Grant Performance Period Start Date</b> | <b>Grant Performance Period End Date</b> | <b>Funding Agency</b>   | <b>Grant Award Purpose</b>   | <b>Amount Awarded</b> | <b>Originated by: District Department</b> | <b>Approved by: District Administrator</b> |
|--|--|---|--|-----------------------|---|--|
| 1/1/2024                                   | 2/28/2029                                | BOG, California Community Colleges Chancellor's Office - 6870 | Grant Agreement - Division: Educational Services and Support. Project: Rising Scholars Network Juvenile Justice GAN # G0924 1/1/2024 - 2/28/2029 | <b>\$1,545,454.00</b> | Instruction                               | Shearer                                    |
| 7/1/2024                                   | 6/30/2025                                | Foundation for CA Community Colleges                          | Finish Line Scholars Program Yr 5 (2024-25) Grant Agreement # 00005432   | <b>\$150,000.00</b>   | Student Services                          | Zuniga                                     |
|  |  |   |  |                       |   |  |
|  |  |   | <b>Total Awards for Period: 1/1/2024 - 6/30/2024</b>   | <b>\$1,695,454.00</b> |   |  |

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

**August 14, 2024**

|                        |   |
|------------------------|---|
| <b>Subject:</b>        | Appointment of Measure J Citizens’ Bond Oversight Committee Members |
| <b>Category:</b>       | Finance   |
| <b>Submitted By:</b>   | Jessica Snelling, Vice President                                    |
| <b>Attachment:</b>     | No  |
| <b>Type:</b>           | Action  |
| <b>Agenda Section:</b> | Consent   |

**Background**

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

**Status**

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

**Recommendation**

It is recommended the Board of Trustees appoint the following people to serve a 2-year term on the Measure J Citizens’ Bond Oversight Committee commencing July 1, 2024 – June 30, 2026:

***Business/Community Representatives***

**Richard Price**, Butte Agricultural Foundation

***Senior Citizens’ Organization***

**Fred Sherman**, Military Officers Association of America (MOAA) – Chico Branch

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

**August 14, 2024**

|                        |   |
|------------------------|---|
| <b>Subject:</b>        | Approval and/or Ratification of Personnel Actions |
| <b>Category:</b>       | Human Resources                                   |
| <b>Submitted By:</b>   | Virginia L. Guleff, Superintendent/President      |
| <b>Attachment:</b>     | Yes   |
| <b>Type:</b>           | Action  |
| <b>Agenda Section:</b> | Consent   |

**Recommendation**

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

**Management\***

1. Employment of Executive Director, Foundation – Suzanne Watroba  
Full-time, 40 hours per week, 12 months per year  
Salary: MSC – 26  
Effective: September 3, 2024
2. Employee working Out-of-Class, Vice President for Student Services – Brad Zuniga  
Effective: July 1, 2024 – June 30, 2025
3. Employee working Out-of-Class, Dean of Students (SS) – Bobby Withrow-Clark  
Effective: July 1, 2024 – June 30, 2025
4. Employee working Out-of-Class, Director, Admissions & Records – Julie Scarpelli  
Effective: August 1, 2024 – June 30, 2025
5. Employment of Executive Assistant to the Vice President for Instruction – Amber Brousseau  
Full-time, 40 hours per week, 12 months per year  
Salary: MSC – 9  
Effective: August 1, 2024

**Academic\***

6. Employment of Full-Time, Tenure Track, EMS – Cristin Frazer  
Status: Probationary  
Salary: Placement on the Academic Salary Schedule as determined by education and experience  
Effective: August 1, 2024
7. Employment of Full-Time, Tenure Track, Agriculture Engineering Instructor – Jared Parker  
Status: Probationary  
Salary: Placement on the Academic Salary Schedule as determined by education and experience  
Effective: August 1, 2024

8. Employment of Full-Time, Tenure Track, Art history Instructor – Steven Niedbala  
 Status: Probationary  
 Salary: Placement on the Academic Salary Schedule as determined by education and experience  
 Effective: August 1, 2024
9. Employment of Full-Time, Tenure Track, Head Volleyball Coach – Edward Jackson  
 Status: Probationary  
 Salary: Placement on the Academic Salary Schedule as determined by education and experience  
 Effective: August 1, 2024
10. Employment of Full-Time, Temporary, Non-Tenure Track, Nursing Instructor – Kelley Skinner  
 Status: Temporary  
 Salary: Placement on the Academic Salary Schedule as determined by education and experience  
 Effective: August 1, 2024 – May 30, 2025
11. Employment of Full-Time, Temporary, Non-Tenure Track, Kinesiology Instructor – Sam “Anthony” Ferro  
 Status: Temporary  
 Salary: Placement on the Academic Salary Schedule as determined by education and experience  
 Effective: August 1, 2024 – May 30, 2025
12. Leave from Faculty position, Full-time Counselor – Robert Withrow-Clark  
 Effective: July 1, 2024 – December 20, 2025
13. Leave from Faculty position, Full-time Kinesiology Instructor – Randy Maday  
 Effective: August 1, 2024 – May 30, 2025
14. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Instructional Service Agreement – ARC of Butte County) – Tiffany Bartell, Nelson Corwin, Tyler Devoll, Devin Scouten, Jim Scudmore, Sarah Silva, Shelley Stephens  
 Effective: July 1, 2024 – June 30, 2025
15. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Instructional Service Agreement – California Vocations, Inc.) – Anita Wagner, Jena Reynolds  
 Effective: July 1, 2024 – June 30, 2025
16. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Instructional Service Agreement – Mains'l Services, Inc.) – Michael Duch, Sean Green, Jeannie Schroeder, Pamela Warren-Chamberlin  
 Effective: July 1, 2024 – June 30, 2025
17. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Instructional Service Agreement – Westmont Living – The Terraces) – William Bowler, Lisa Holeman  
 Effective: July 1, 2024 – June 30, 2025
18. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Instructional Service Agreement – Work Training Center) – Paul Anderson, Amy Brown, Teah Cain, Chris Colson, Christina Crabb, Shelby Craig-Habeeb, Elise Daniels, Alice Day, Pam Easter, Terrie Fry, Anita Macias, Monica Rogers, Kim Shaughnessy, Cherry Unruh, Patty Willis, Maider Xiong  
 Effective: July 1, 2024 – June 30, 2025
19. Employment of Temporary Academic Employees (Instructors and Student Development) Part-time faculty recommended for employment effective Summer Session 2024 – Eric Forsberg

## **Classified Employees\***

20. Voluntary Transfer of Position – Ceahana Dodd  
From: Administrative Secretary III – Health Occupations (CSEA-24)  
To: Financial Aid/Veteran’s Assistant II (CSEA-21)  
Effective: June 1, 2024
21. Employment of Lab Tech – Arts (Makerspace) – Raquel Desimone de Arellano  
Full-time, 40 hours per week, 10 months per year  
Salary: CSEA – 22  
Effective: August 1, 2024
22. Employment of Lab Tech – Health Occupations – Tyler Dulleck, Marylee Lish  
Full-time, 40 hours per week, 12 months per year  
Salary: CSEA – 22  
Effective: August 1, 2024
23. Employment of Administrative Secretary to the Dean (SBS, SS, ENGL, Library, CMST, ETHS, World Lang., TMI. Special Programs) – Jennifer Haney  
Full-time, 40 hours per week, 12 months per year  
Salary: CSEA – 27  
Effective: August 1, 2024
24. Employment of Student Success Specialist (Dual Enrollment) – Shontia Thomas  
Full-time, 40 hours per week, 12 months per year  
Salary: CSEA – 25  
Effective: August 1, 2024
25. Employment of Systems Administrator (Information Technology) – Daniel Neel  
Full-time, 40 hours per week, 12 months per year  
Salary: CSEA – 48  
Effective: August 1, 2024
26. Employee working Out-of-Class, Admissions & Records Technician, Senior – Cynthia Gamboa  
Effective: July 1, 2024 – June 30, 2025
27. Employee working Out-of-Class, Administrative Secretary to the Dean – Jennifer Haney  
Effective: July 1, 2024 – June 30, 2025

## **Temporary Employees\***

### **28. Substitutes**

### **29. Short Term/Seasonal**

- Bus Operator (FPM) – Michelle Dodele-Monnot  
Salary: \$28.50 per hour 6/1/24 – 6/30/24  
Salary: \$28.50 per hour 7/1/24 – 7/31/24\*\*
- Bus Operator (FPM) – Brandy Crow  
Salary: \$28.50 per hour 6/1/24 – 6/30/24  
Salary: \$28.50 per hour 7/1/24 – 7/31/24\*\*
- Bus Operator (FPM) – Christopher Schoof  
Salary: \$29.50 per hour 6/1/24 – 6/30/24  
Salary: \$29.50 per hour 7/1/24 – 7/31/24\*\*

Transportation Mechanic (FPM) – Christopher Schoof

Salary: \$30.00 per hour 6/1/24 – 6/30/24

Salary: \$30.00 per hour 7/1/24 – 7/31/24\*\*

Lab Tech (Arts) – Ty Mendoza

Salary: \$31.50 per hour 6/3/24 – 6/4/24

Bus Operator (FPM) – paid intern (FPM) – Andrea Jones

Salary: \$17.00 per hour 7/1/24 – 12/31/24

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

Salary: \$23.25 per hour 7/1/24 – 6/30/25\*\*

Clerk II (Student Health Clinic) – Nicole Brooks

Salary: \$19.00 per hour 8/1/24 – 6/30/25\*\*

Project Communication Planner - Grants/TRIO/CASA (SS) – Allan Bee

Salary: \$59.50 per hour 7/1/24 – 6/30/25

Alternate Media Support Specialist (DSPS) – Aaron French

Salary: \$25.00 per hour 7/1/24 – 6/30/25\*\*

Administrative Assistant to Associate Dean (Health, Kinesiology & Athletics) – Corinne Martine

Salary: \$28.25 per hour 7/14/24 – 6/30/25\*\*

Executive Assistant to the Vice President for Instruction – Amber Brousseau

Salary: \$45.00 per hour 7/15/24 – 7/31/24

Administrative Secretary II (Contract Education) – Kimberly Larios

Salary: \$25.00 per hour 7/1/24 – 6/30/25\*\*

Technical Computing Specialist I – Brandon Brown

Salary: \$34.50 per hour 7/1/24 – 12/20/24\*\*

IT Support Specialist – Brenna McBride

Salary: \$29.25 per hour 7/1/24 – 12/20/24

Administrative Secretary III (Cosmetology & Barbering) – Debra Baker

Salary: \$27.25 per hour 8/1/24 – 6/30/25

Lab Tech Senior (STEM) – Molly Tuttle

Salary: \$35.00 per hour 8/1/24 – 6/30/25

### **30. Professional Expert**

Trainer (FKCE) – Dallas Thomas

Salary: \$50.00 per hour 7/1/24 – 6/30/25

Trainer (FKCE) – Joyce Gonzales

Salary: \$55.00 per hour 7/1/24 – 6/30/25

Trainer (FKCE) – Meka Klungtvét-Morano

Salary: \$65.00 per hour 7/1/24 – 6/30/25

EMT – Zachary Hamilton

Salary: \$16.00 per hour 6/3/24 – 6/23/24

EMT – Braeden Taylor

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

EMT – McKenzie Gorman

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

EMT – Cody Eliason

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

EMT – Emilee Baugh, Cody Eliason, McKenzie Gorman, Zachary Hamilton, Caleigh Silva, Braeden Taylor, Tyler Dulleck

Salary: \$25.00 per hour 7/1/24 – 6/30/25

EMT – Autumn Martinelli

Salary: \$25.00 per hour 8/1/24 – 6/30/25

Manipulative Skill/Evaluator – Michael Gulla, Luke Martinez

Salary: \$16.00/16.75 per hour 7/1/24 – 6/30/25

Manipulative Skill/Evaluator – Barrett Butikofer, Garen Chobanian, Colton Daugherty, Victor De Los Santos, Riley Dunning, Grant Ferguson, Michael Healy, Jeremy Hollingshead, Jaina Johnson, Dylan Lamb, Triston Montoya, Carlos Munoz, Josh Neal, Joshua Otero, Noah Ricco, Blaine Stephens, Makalia Stritzel, Henry Whitney, Max Wiley

Salary: \$16.00/16.75 per hour 7/1/24 – 6/30/25

Manipulative Skills Assistant – Melissa Jenelle-Maxey, Marc Reed, Alexandra Smith

Salary: \$26.00 per hour 7/1/24 – 6/30/25

Crime Scene Actors – Sofia Arambula, Brenton Cantrell, Josiah Condit, Dayton DeVille, Edward Garcia, Joangy Gonzalez, America Hernandez, Sara Land, Josiah Lawrence, Ian Lerch, Dominic Locatelli, Selena Medeiros, Ana Orozco-Velazquez, Luke Roberts, Kristen Schutz, Alexandra Smith, Carson Smith, Daniel Sullivan, Kayla Von Seggern

Salary: \$16.00 per hour 7/1/24 – 6/30/25

Crime Scene Actors – Cody Jellison, Diana Orozco-Velazquez, Brenton Warr

Salary: \$16.00 per hour 7/15/24 – 6/30/25

Nursing – Brad Beecham, Victoria Bender, Darla Castaneda, Lynsey Coopridger, Twinkal Dayal, Amy Evans, Jean Hicks, Nichole Jolly, Julius Lantican, Taylor Larson, Maipangtxua Lee, Haley Maciel, Kendra Pittenger, Joshua Schultz, Roxanne Silva, Adriana Snelling, Kelly Williamson, Tanya Wortham

Salary: \$45.00 per hour 7/1/24 – 6/30/25

Nursing – Kis, Hedrick, Jennifer Roush

Salary: \$45.00 per hour 8/1/24 – 6/30/25

Children’s Program Specialist Assistant (CDC) – Stella Brodie, Laurie Dobbs

Salary: \$21.00 per hour 8/26/24 – 5/30/25\*\*

Sign Language Interpreter – Christina Walborn

Salary: \$42.00 per hour 5/24/24 – 5/24/24

### 31. **Volunteer**

Volunteer (Athletics) – Ryley Felton, Nicholas Paiva

Volunteer (Rising Scholars) – Lori Koehnen

### 32. **Retirements/Resignations**

Amended: Resignation, Administrative Secretary III (Family & Community Services) – Amy French  
Effective – August 17, 2024

Retirement, Facilities planning and Management - Lead – Phillip Jones  
Effective – July 5, 2024

Resignation, Alternate Media Support Specialist (DSPS) – Berenice Olmos  
Effective – May 24, 2024

Resignation, Instructional Assistant Reading & Writing – Travis Cowley  
Effective – July 26, 2024

Resignation, Recruitment & Outreach Technician – Mitzi Felix  
Effective – July 30, 2024

Retirement, Custodian I (FPM) – Rebecca Rudy  
Effective – August 1, 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.

\*\*Subject to change pending 2024-25 COLA

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

**August 14, 2024**

|                        |                                  |
|------------------------|----------------------------------|
| <b>Subject:</b>        | Approval of Contracts            |
| <b>Category:</b>       | Contracts                        |
| <b>Submitted By:</b>   | Jessica Snelling, Vice President |
| <b>Attachment:</b>     | Yes                              |
| <b>Type:</b>           | Action                           |
| <b>Agenda Section:</b> | 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**

| <b>Contract Effective Date</b> | <b>Contract Expiration Date</b> | <b>Contractor</b>  | <b>Contract Purpose</b>   | <b>Contract Value Revenue/(Expense)</b> | <b>Funding Source</b>             | <b>Originated by: District Department</b> | <b>Approved by: District Administrator</b> |
|--------------------------------|---------------------------------|--|---|---|-----------------------------------|---|--|
| 1/1/25                         | 12/31/25                        | Cal Poly Humboldt Sponsored Programs Foundation                            | Subaward Agreement for SBDC 2025  | \$153,075.00                            | Restricted General                | Small Business Development Center         | Shearer                                    |
| 7/1/24                         | 6/30/25                         | State of California Commission on Peace Officer Standards & Training       | Emergency Vehicle Operations Course Training for law enforcement officers                                   | \$120,000.00                            | Unrestricted General              | Public Safety Education & Training        | Shearer                                    |
| 10/1/24                        | 9/30/27                         | Chico State Enterprises  | CalFresh Outreach Program   | \$481,430.00                            | Restricted General                | Roadrunner Hub                            | Zuniga                                     |
| 8/15/24                        | 5/29/26                         | Los Rios Community College District  | Utility Line Clearance Arborist Training  | (\$145,080.00)                          | Restricted General                | Contract Education                        | Shearer                                    |
| 10/1/24                        | 9/30/25                         | Foundation for California Community and Colleges and Microsoft Corporation | Campus Agreement Enrollment for Education Solutions<br>Renewal Campus Agreement Licensing for Microsoft 365 | (\$135,939.40)                          | Unrestricted General              | Information Technology                    | Snelling                                   |
| Upon Execution                 | 5 years                         | Isom Advisors  | Bond Financial Advisory and Continuing Disclosure Services  | (\$137,500.00)                          | Measure J<br>Unrestricted General | Administrative Services                   | Snelling                                   |
|                                |                                 |  | <b>TOTAL REVENUE CONTRACTS</b>  | <b>\$754,505.00</b>                     |                                   |   |  |
|                                |                                 |  | <b>TOTAL EXPENSE CONTRACTS</b>  | <b>(\$418,519.40)</b>                   |                                   |   |  |

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

**August 14, 2024**

|                        |  |
|------------------------|--|
| <b>Subject:</b>        | Approval of Contract to Purchase Information Technology Goods and Services from Kaltura Inc., utilizing the Trustees of the California State University Agreement Number "Kaltura" |
| <b>Category:</b>       | Contracts  |
| <b>Submitted By:</b>   | Jessica Snelling, Vice President   |
| <b>Attachment:</b>     | No   |
| <b>Type:</b>           | Action   |
| <b>Agenda Section:</b> | Regular  |

**Background**

The District's Information Technology Department requires information technology goods and services to provide a modern video platform for synchronous and asynchronous learning, and livestreaming for students and staff.

Funding will be allocated from the Unrestricted General Fund.

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 (CSU) Agreement Number "Kaltura" as a source to purchase the required information technology goods and services from Kaltura, Inc., for the term of July 1, 2024 through June 30, 2029, and in the amount not to exceed \$136,474.80. District staff has reviewed the terms and conditions and finds that this purchase made from utilizing this CSU 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 goods and services from Kaltura, Inc., utilizing the Trustees of the California State University Agreement Number "Kaltura" per the terms of the contract, for the term of July 1, 2024 through June 30, 2029, and in the amount not to exceed \$136,474.80.

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 goods and services from Kaltura, 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**

**August 14, 2024**

|                        |  |
|------------------------|--|
| <b>Subject:</b>        | Approval of Contract to Purchase Information Technology Goods and Services from Pope Tech LLC as a Sole Source Procurement |
| <b>Category:</b>       | Contracts  |
| <b>Submitted By:</b>   | Jessica Snelling, Vice President   |
| <b>Attachment:</b>     | No   |
| <b>Type:</b>           | Action   |
| <b>Agenda Section:</b> | Regular  |

**Background**

The District’s California Community College Technology Center (CCCTC) Department requires an accessibility solution to provide website and course accessibility testing, reporting and training for websites and Canvas course content for the California Community Colleges districts and colleges at no cost.

Funding will be allocated from the Systemwide Infrastructure Grant.

Public Contract 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.

**Status**

District staff recommends entering into a contract with Pope Tech LLC to purchase the required information technology goods and services during the term October 15, 2024 through October 14, 2025, in the amount not to exceed \$384,000.00.

CCCTC staff has conducted a due diligence search and determined that a sole source procurement of web accessibility services from Pope Tech LLC is necessary because: 1) Pope Tech’s web accessibility solution includes two accessibility tools: Accessibility Guide and Accessibility Dashboards to help create more accessible courses and provide a class, set of classes, or instance wide view of the accessibility errors that need to be remediated across all Canvas courses; 2) No information is stored outside of Canvas allowing courses to retain their accessibility when copied or moved; and 3) Pope Tech’s web accessibility solution provides built-in accessibility documentation, inline guidance, suggestions, and ability to remediate accessibility errors.

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 authorize a contract with Pope Tech LLC for web accessibility services in the amount not-to exceed \$384,000.00, on a sole source basis 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 Pope Tech LLC and authorize the District to enter into a contract with Pope Tech LLC to purchase web accessibility services for the California Community Colleges on a sole source basis without going through a competitive bidding process for the term October 15, 2024 to October 14, 2025, in the amount not to exceed \$384,000.00.

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

It is further recommended that the Board of Trustees authorize the District to execute appropriate contract documents to the purchase of the required web accessibility services from Pope Tech 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**

**August 14, 2024**

|                        |                                     |
|------------------------|-------------------------------------|
| <b>Subject:</b>        | Faculty Using Accumulated Load Bank |
| <b>Category:</b>       | Instruction                         |
| <b>Submitted By:</b>   | Erik Shearer, Vice President        |
| <b>Attachment:</b>     | No                                  |
| <b>Type:</b>           | Action                              |
| <b>Agenda Section:</b> | 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:

|                          |                          |                         |                         |
|--------------------------|--------------------------|-------------------------|-------------------------|
| <b><u>Instructor</u></b> | <b><u>Discipline</u></b> | <b><u>Term Used</u></b> | <b><u>Load Used</u></b> |
| Shaun-Adrian Chofla      | Child Development        | Spring 2025             | 10.00                   |

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

**August 14, 2024**

|                        |   |
|------------------------|---|
| <b>Subject:</b>        | Public Hearing and Approval: College and Career Access Pathways (CCAP) Partnership Agreement and Appendices with Butte County Office of Education (Butte County ROP, Hearthstone, Table Mountain School), Biggs Unified School District, CORE Butte Charter School, Chico Unified School District (Chico & PV High), Durham Unified School District, Glenn County Office of Education (William Finch Charter), Gridley Unified School District, Hamilton Unified School District, Inspire School of Arts & Sciences, Long Valley Charter, Oroville Union High School District (Las Plumas & Oroville High), Orland Unified School District, Paradise Unified School District, Stony Creek Joint Unified School District (Elk Creek High), and Willows Unified School District beginning July 1, 2024 and ending on June 30, 2027. |
| <b>Category:</b>       | Instruction   |
| <b>Submitted By:</b>   | Erik Shearer, Vice President  |
| <b>Attachment:</b>     | Yes   |
| <b>Type:</b>           | Action  |
| <b>Agenda Section:</b> | Regular   |

**Background**

Assembly Bill 288 (AB 288) enacted on January 1, 2016, Assembly Bill 30 (AB 30) enacted on November 18, 2019, and Assembly Bill 102 (AB 102) enacted on September 30, 2022, which amended the California Education Code Section 76004.

Education Code § 76004 enables the governing board of a community college district to enter into a College and Career Access Pathways (“CCAP”) partnership with the governing board of a public school district or a county office of education that is governed by a CCAP partnership agreement approved by the governing boards of both partners. CCAP partnerships are for the purpose of offering or expanding dual enrollment opportunities for high school, community school, continuation school, continuation high school, juvenile court school, or adult education students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness.

As a condition of adopting a CCAP Partnership Agreement, the governing board of both the College and School District shall present, take comments from the public on, and approve or disapprove this College and Career Access Pathways (CCAP) Partnership Agreement and Appendix at an open public meeting of the governing board of each partner. (Ed. Code § 76004 (b))

## **Status**

Butte-Glenn Community College District has developed College and Career Access Pathways (CCAP) Partnership Agreements to provide high school students the opportunity to earn college and high school credit simultaneously while gaining a jump start on post-secondary education and achieving college and career readiness ensuring a smooth transition from high school to college.

## **Recommendation**

It is recommended that the Board take comments from the public and approve the proposed College and Career Access Pathways (CCAP) Partnership Agreement and Appendices between Butte Glenn Community College District and Butte County Office of Education (Butte County ROP, Hearthstone, Table Mountain School), Biggs Unified School District, CORE Butte Charter School, Chico Unified School District (Chico & PV High), Durham Unified School District, Glenn County Office of Education (William Finch Charter), Gridley Unified School District, Hamilton Unified School District, Inspire School of Arts & Sciences, Long Valley Charter, Oroville Union High School District (Las Plumas & Oroville High), Orland Unified School District, Paradise Unified School District, Stony Creek Joint Unified School District (Elk Creek High), and Willows Unified School District beginning July 1, 2024, and ending on June 30, 2027.

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

**August 14, 2024**

|                        |   |
|------------------------|---|
| <b>Subject:</b>        | Proposed Revisions and Review of Board Policies |
| <b>Category:</b>       | Administration                                  |
| <b>Submitted By:</b>   | Superintendent/President Virginia L. Guleff     |
| <b>Attachment:</b>     | Yes   |
| <b>Type:</b>           | Information                                     |
| <b>Agenda Section:</b> | Regular   |

**Background**

The Board of Trustees Board Policy Review Committee met during August 2024 and reviewed the board policies listed below. 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.

| <b>Board Policy</b> | <b>Title</b>                                     | <b>Action</b> |
|---------------------|--|---------------|
| BP 2015             | Student Board Member                             | Revision      |
| BP 2310             | Regular Meetings of the Board                    | Revision      |
| BP 2315             | Closed Sessions                                  | Revision      |
| BP 3433             | Prohibition of Sex Discrimination Under Title IX | Revision      |
| BP 5400             | Associated Students Organization                 | Revision      |
| BP 5500             | Standards of Student Conduct                     | Revision      |
| BP 7120             | Recruitment and Hiring                           | Revision      |
| BP 7130             | Compensation                                     | Revision      |
| BP 7140             | Collective Bargaining                            | Review        |
| BP 7310             | Nepotism   | Review        |
| BP 7330             | Disease Management and Prevention                | Revision      |
| BP 7335             | Health Examinations                              | Review        |

**Status**

The attached policies are submitted to the Board of Trustees for review. Any suggestions for change will be incorporated into the final versions which will be presented for adoption at the September 11, 2024, meeting.



**BP 2015 Student Board Member**

References: Education Code Section 72023.5

Adopted: May 28, 2008

Last Revised: August 2024

Last Reviewed: May 16, 2018

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The Board shall include one non-voting student member. The term of office shall be one year commencing June 1.

The student member shall:

- be a resident of California at the time of nomination and during the term of service;
- have completed a minimum of twelve units in the District at the time of nomination;
- have and maintain, as a minimum, a 2.0 grade-point-average during the entire term of office; and
- be enrolled in at least five units at Butte College during the entire term of office.

The student member shall be seated with the Board at the Board's first regular June Board meeting. The student trustee and shall be recognized as a full member of the Board at all open meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session).

The student member shall have the privilege-opportunity to cast an advisory vote prior to all votes of the Board. The student trustee's advisory vote, although the vote shall not be included in determining the vote required to either carry or defeat any measure before the board but may be recorded in the official minutes.

The student member shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees.

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

- make and second motions;
- attend closed sessions, other than closed sessions on personnel or collective bargaining matters;
- receive compensation as determined by the Board for meeting attendance; and/or
- serve a term of one year commencing on May 15.

See Administrative Procedure 2015



**BP 2310 Regular Meetings of the Board**

References: [Education Code Section 72000\(d\)](#);  
Government Code 54952.2, 54953 et seq., and 54961;  
~~[Education Code Section 72000\(d\)](#)~~;  
Adopted: May 28, 2008  
Last Revised: May 2022; [August 2024](#)  
Last Reviewed: October 10, 2018

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Regular meetings of the Board shall be held as identified in the annual calendar adopted at the organizational meeting of the Board. Regular meetings shall normally be held at either the Butte Community College campus, at 3536 Butte Campus Drive, Oroville, California, or at 1366 Cortina Drive, Orland, California. [The Board, upon a majority vote, may elect to amend the annual calendar and hold a regular or special meeting at an alternative site within the District that complies with applicable requirements as described below. Such an alternative site must also provide for sufficient ~~wifi~~Wi-Fi capabilities in order to provide for the electronic broadcasting of the meeting.](#)

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting. All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board either is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

**~~Meetings During Proclaimed States of Emergency~~**

~~Prior to January 1, 2024, the Board may hold a regular meeting, or special or emergency meetings as defined in BP 2320 Special and Emergency Meetings, virtually through voice or video teleconferencing services during a proclaimed state of emergency under the provisions of the Brown Act.~~

~~In order for the Board to meet virtually during a proclaimed state of emergency, the Board will make findings by majority vote, as required by the Brown Act.~~

~~If the Board elects to meet virtually during a proclaimed state of emergency, the District will comply with relevant provisions of the Brown Act regarding the posting of agendas, public access to meetings through call-in or internet-based service options, public participation, and limits on Board action in the event of a meeting disruption due to interruption of teleconferencing services.~~

~~During proclaimed states of emergency, the Board is not required to provide a physical location from which members of the public may attend or provide public comment.~~

There are no administrative procedures for this policy.



## BP 2315 Closed Sessions

|                |  |
|----------------|--|
| References:    | <a href="#">Education Code Section 72122</a><br>Government Code Sections <a href="#">54954.5</a> , 54956.8, 54956.9, 54957, 54957.1; 54957.6, 11125.4;<br><a href="#">Education Code Section 72122</a> |
| Adopted:       | May 28, 2008   |
| Last Revised:  | <a href="#">August 2024</a>  |
| Last Reviewed: | October 10, 2018   |

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Closed sessions of the Board shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code, and California Education Code. Matters discussed in closed session may include:

- the appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four (24) hours written notice of the closed session;
- advice of counsel on pending litigation, [or the initiation of litigation](#), as defined by law;
- consideration of tort liability claims as part of the District's membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees;
- consideration of gifts from a donor who wishes to remain anonymous; and
- to consider its response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law. After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

If any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the Superintendent/President. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board. The employee shall be given at least twenty-four (24) hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board.

There are no administrative procedures for this policy.



BP 3433 Prohibition of ~~Sexual Harassment~~ Discrimination under Title IX

References: Title IX of the Education Amendments Act of 1972;  
34 Code of Federal Regulations Part 106

Adopted: October 14, 2020

Last Revised: June 2023; August 2024

Last Reviewed:

The District recognizes that sex discrimination, including sexual harassment and violence, harms all students, undermines students' physical safety, impedes students' ability to learn, and can reinforce social inequality throughout a student's lifetime. The District has a responsibility to make reasonable efforts to respond effectively when sexual harassment is reported to, or observed by, District employees.

All forms of ~~sexual harassment~~ discrimination including sex-based harassment are contrary to basic standards of conduct between individuals. State and federal law and this policy prohibit ~~sexual harassment~~ discrimination and the District will not tolerate ~~sexual harassment~~ discrimination including sex-based harassment. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of ~~sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence~~ discrimination.

The District seeks to foster an environment in which all employees, students, applicants for employment, and applicants for admission, and other individuals participating or attempting to participate in the District's education program or activity feel free to report incidents of ~~sexual harassment~~ discrimination in violation of this policy and Title IX, without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation, including peer retaliation, against any person for the purpose of interfering with any right or privilege secured by Title IX, or because the person has reported possible sex discrimination, made a sex-discrimination complaint, or participated or refused to participate in any way in the District's Title IX process ~~individual for filing a complaint of sexual harassment in violation of this policy and Title IX or for participating, or refusing to participate, in a sexual harassment investigation~~. The District will investigate all allegations of Title IX retaliation pursuant to its Title IX procedures swiftly and thoroughly. If the District determines that someone has retaliated, it will take reasonable steps within its power to stop such conduct. Individuals who engage in Title IX retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any employee, student, applicant for employment, or applicant for admission and other individuals participating or attempting to participate in the District's education program or activity who believes he/she/they has been ~~harassed~~ discriminated or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP ~~3400-3434 Responding to Sex Discrimination under Title IX~~ Non-discrimination

~~and Prohibition of Harassment.~~ The District requires supervisors to report all incidents of harassment and retaliation that come to their attention.

~~This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.~~

To this end the Superintendent/President or designee shall ensure that the institution undertakes education and training activities to counter ~~sexual harassment~~ discrimination and to prevent, minimize, or eliminate any ~~hostile environment~~ sex discrimination including sex-based harassment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President or designee shall establish procedures that define ~~sexual harassment~~ discrimination and sex-based harassment on campus. The Superintendent/President ~~or designee~~ shall further establish procedures ~~for employees, students, and other members of the campus community~~ that provide for the investigation and resolution of complaints regarding ~~sexual harassment~~ discrimination in violation of this policy, and procedures to resolve complaints of ~~sexual harassment~~ discrimination in violation of this policy. State and federal law and this policy prohibit retaliation against any person for the purpose of interfering with any right or privilege secured by Title IX, or because the person has reported information, made a Complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under Title IX regulations ~~retaliatory acts against all participants by the District, its employees, students, and agents.~~

The District will publish and publicize this policy and related written procedures (including the procedure for making complaints) to administrators, faculty, staff, students, applicants for employment, and applicants for admission, particularly when they are new to the institution. The District will make this policy and related written procedures (including the procedures for making complaints) available in all administrative offices and will post them on the District's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Volunteers or unpaid interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the volunteer assignment, internship, or other unpaid work experience program.

See Administrative Procedure 343300



**BP 5400**      ~~Associated Students~~Student Senate Organization

References:      Education Code Section 76060

Adopted:      December 10, 2008

Last Revised:      August 2024

Last Reviewed:      December 10, 2008; May 2022

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The students of the District are authorized to organize a student body association. The Board hereby recognizes that association as the ~~Associated Students~~Student Senate of the District.

The ~~Associated Students~~Student Senate organization is recognized as the official voice for the students in District and college decision-making processes. It may conduct other activities as approved by the President/Superintendent. The ~~Associated Students~~Student Senate's activities shall not conflict with the authority or responsibility of the Board or its officers or employees.

The ~~Associated Students~~Student Senate shall conduct itself in accordance with state laws and regulations and administrative procedures established by the President/Superintendent.

The ~~Associated Students~~Student Senate shall be granted the use of District premises subject to such administrative procedures as may be established by the President/Superintendent. Such use shall not be construed as transferring ownership or control of the premises.

See Administrative Procedure 5400



## BP 5500 Standards of Student Conduct

References: Education Code Sections 66300, 66301, and 76120;  
ACCJC Accreditation Standard I.C.8 and 102

Adopted: December 10, 2008

Last Revised: October 16, 2019, May 2021; August 2024

Last Reviewed: December 10, 2008

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The Superintendent/President shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations. ~~The procedures shall be made widely available to students through the college catalog and other means.~~

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog and other means.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student, except for conduct that constitutes ~~sexual harassment~~ discrimination under Title IX, which shall be addressed under BP 3433 Prohibition of ~~Sexual Harassment~~ Discrimination under Title IX:

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the college president.
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to District property or to private property on campus.

- Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
- Sexual assault or sexual exploitation regardless of the victim's affiliation with the District.
- Committing sexual harassment as defined by law or by District policies and procedures.
- Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
- Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
- Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
- Dishonesty, forgery, alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District.
- Unauthorized entry upon or use of college facilities.
- Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions.
- Engaging in expression which is obscene; libelous, or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.
- Any conduct that violates Butte College policies or state or federal law as related to college activity or college attendance.

See Administrative Procedure 5500



BP 7120 Recruitment and Hiring

References: Education Code Section 70901.2, ~~70901(b)(7), (b)(1)(8), (b)(16)(c) and (b)(16)(d)~~ 70902 subdivisions (b)(47) & (d), 87100 et seq., ~~and 87458, and 87604.5~~ Title 5 Sections 51023.5 and 53000 et seq.; ~~and 51023.5;~~ ACCJC Accreditation Standard ~~III.A.13~~

Adopted: November 12, 2008
Last Revised: February 14, 2018; May 2022: ~~August~~ June February 2024
Last Reviewed: February 14, 2018

The District's recruitment and hiring procedures will demonstrate a commitment to diversity, equity, inclusion, and anti-racism, and accessibility in order to achieve the District's mission and support students in achieving their educational goals. The District's recruitment and hiring procedures will allow the District to engage in diversity hiring that increases the representation of underrepresented communities in the District's workforce. Diversity hiring includes a hiring process that mitigates unconscious bias and eliminates irrational barriers to employment to allow the District to hire the best candidate regardless of the candidate's protected classes. Underrepresented communities consist of individuals holding identities broadly underrepresented in the District's workforce in comparison to their representation in the field or job category within the state of California or nationally in higher education.

An Equal Employment Opportunity (EEO) Plan shall be implemented according to Title 5,- Board Policy 3420 entitled Equal Employment Opportunity, and Board Policy 7100 entitled Commitment to Diversity, Equity, Inclusion, Anti-racism and Accessibility. The e Superintendent/President will provide the Board with an annual report regarding the EEO plan.

The Superintendent/President or designee shall establish procedures for the recruitment and hiring of employees including, but limited to, the following criteria:

~~1. The criteria and procedures for hiring academic employees shall be established and implemented in accordance with Board policies and procedures regarding the Academic Senate's the Academic Senat' herole in local decision-making. the Academic Senate's' Academic Senate'ss~~

1. Academic employee candidates shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

~~1. The criteria and procedures for hiring academic employees shall be established and implemented in accordance with Board policies and procedures regarding the Academic Senate's role in local decision making.~~

3. The criteria and procedures for hiring classified employees shall be established after first affording the California School Employees Association (CSEA) an opportunity to participate in the decisions under the Board's policies regarding local decision making.

3.

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4. All District employees shall demonstrate the ability to work with and serve individuals within the diverse, intersectional community college campus environment.

The Board of Trustees delegates the authority for hiring to the Superintendent/President. The selection of the applicant to be recommended to the Board of Trustees for hire is ultimately the responsibility of the Superintendent/President.

See Administrative Procedure 7120



BP 7130 Compensation

References: Education Code Sections 70902(b)(4); 87801; and 88160; Government Code Section 53200; 34 Code of Federal Regulations 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)
Adopted: November 12, 2008
Last Revised: February 14, 2018; May 2022; AugustMay 2024
Last Reviewed: February 14, 2018

Salary schedules, compensation, and benefits, including health and welfare benefits, for all classes of employees and each administrator employed pursuant to a contract under Education Code Section 72411, shall be established by the Board.

Prohibition of Incentive Compensation

Except as applicable to international students residing in other countries who are not eligible to receive federal student assistance, the District shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as "covered employees" for purposes of this policy.

Compensation Study

The Superintendent/President shall provide the Board, when requested, with a pay equity report study for all classes of employees and each administrator employed pursuant to a contract. This study must disaggregate employees by race, age, gender, religion, or any other characteristic identified by the Board.

There are no administrative procedures for this policy.

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**BP 7140      Collective Bargaining**

References:      Government Code Sections 3540 et seq.

Adopted:      November 12, 2008

Last Revised:

Last Reviewed:      February 14, 2018; [August 2024](#)

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If eligible employees of the District select an employee organization as their exclusive representative, and if after recognition by the District or after a properly conducted election, an exclusive representative is certified as the representative of an appropriate unit of employees under the provisions of the Educational Employment Relations Act, Government Code Section 3540 et seq., the District will meet and negotiate in good faith on matters within the scope of bargaining as defined by law.

There are no administrative procedures for this policy.



**BP 7310      Nepotism**

References:      Government Code Section 1090 et seq. and 12940 et seq.

Adopted:      May 22, 2013

Last Revised:      April 17, 2019

Last Reviewed:      April 17, 2019, ~~August~~ June 2024

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The District does not prohibit the employment of relatives (or domestic partners as defined by Family Code Section 297 et seq.) in the same department or division, with the exception that they shall not be assigned to a regular position within the same department, division, or site that has a family member who is in a position to recommend or influence personnel decisions regarding that employee.

Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, demotion, or salary of the relative (or domestic partner as defined by Family Code Section 297 et seq.).

Immediate family means spouse, registered domestic partner, parents, grandparents, siblings, children, step-children, grandchildren, in-laws, or any other relative living in the employee's home.

The District will make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest.

Notwithstanding the above, the District retains the right where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place a family member in the same department, division, or facility. The District retains the right to reassign or transfer any person to eliminate the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.

There are no administrative procedures for this policy.



**BP 7330      Disease Management and Prevention**

References: Education Code ~~70902, 76020, 76032, 76403~~, 87408, 87408.6, ~~87732~~, 88021  
*Regents of the University of California (2021) PERB Decision No. 2783-H; U.S. Department of Justice Opinion 45 Op. O.L.C. (July 6, 2021)*

Adopted: November 12, 2008

Last Revised: October 16, 2019, May 2021; June 2022; August 2024

Last Reviewed: November 12, 2008

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The Butte-Glenn Community College District (District) is committed to protecting the health and well-being of students, faculty, staff, administrators, and the communities it serves, as well as maintaining higher education access and attainment for students. As such, the District will implement health and safety procedures which will permit the safe delivery of educational services and other activities either in-person or on-line. The District embraces a comprehensive strategy designed to reduce the likelihood of transmission of any communicable disease, including but not limited to Tuberculosis and Covid-19 and its variants.

In furtherance of this commitment to providing a safe and healthy environment, the District shall implement procedures that include but are not limited to the following criteria:

- A. All newly hired employees must demonstrate that within the past 60 days they have submitted to a tuberculosis risk assessment and, if risk factors are present, been examined to determine that they are free from active tuberculosis.
- B. All newly hired employees shall have on file a medical certificate indicating freedom from communicable diseases causing the employee to be unfit to instruct or associate with students, including tuberculosis. No academic employee shall commence service until such medical certificate has been provided to the District.
- C. Employees who access on-site district/college services in person shall comply with applicable health and safety procedures required by law or adopted by the District including procedures for testing and/or vaccination.

See Administrative Procedure 7330: Disease Management and Prevention



**BP 7335 Health Examinations**

References: Government Code Section 12940;  
42 U.S. Code Section 12112(d);  
29 Code of Federal Regulations, Part 1630

Adopted: November 12, 2008

Last Revised: October 16, 2019

Last Reviewed: November 12, 2008; [August 2024](#)

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The Superintendent/President or designee may require medical examinations of candidates for appropriate positions prior to assuming the duties of the position. Such pre-employment medical examinations may be required after a conditional job offer has been made, and shall be required of any candidate for a position for which a pre-employment medical examination has been deemed appropriate. No candidate shall be required to participate in such an examination solely on the basis of the candidate's age or disability.

The Board authorizes the Superintendent/President or designee to require any employee to undergo a physical or mental examination where such a fitness for duty exam is job related and consistent with business necessity. Such medical examinations shall be at the District's expense and shall be conducted by a physician chosen by the District.

There are no administrative procedures for this policy.