



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

Wednesday, September 11, 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**

1. [Ratification of Board of Trustees Meeting Location Change](#) 
2. **Agenda Approval**
3. **Spotlight Presentation**  
Kim Jones, Director Facilities Planning & Management: Update on LVN Expansion at Glenn County Center
4. **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.

## 5. 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.

- 5.1 [Approval of Minutes](#) 
- 5.2 [Approval of Warrants](#) 
- 5.3 [Ratification of Contracts](#)   
[Contracts Ratification Report](#) 
- 5.4 [Approval of Out-of-State Student Travel GSA - Ashland, OR](#) 
- 5.5 [Approval of Out-of-State Student Travel ENGL 25 - Ashland, OR](#) 
- 5.6 [Approval of Out-of-State Student Travel MESA - Phoenix, AZ](#) 
- 5.7 [Approval of International Travel Mistry - Guadalajara, Mexico](#) 
- 5.8 [Approval and/or Ratification of Personnel Actions](#) 
  - Academic Employees**  
*At-will employments, temporary employments, and assignment*
  - Classified Employees**  
*Employments, out of class assignment, temporary and temporary increases*
  - Temporary Employees**  
*Substitutes, short-term/seasonal, professional experts, and volunteers*

## 6. Reports

- 6.1 Academic Senate President's Report
- 6.2 Classified Senate President's Report
- 6.3 Associated Students President's Report

- 6.4 Student Trustee Comments
- 6.5 Vice President Report
- 6.6 Superintendent/President's Report
- 6.7 Board Comments

## 7. **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.

## 8. **Contracts**

- 8.1 [Approval of Contracts](#)   
[Contracts Approval Report](#) 
- 8.2 [Approval of Contract Award to Syntellis Performance Solutions, LLC, for Request for Proposals 2024-25-01 Budget and Financial Reporting Software](#) 




## 9. **Finance**

- 9.1 [Public Hearing and Adoption of 2024-2025 Final Budget](#) 

## 10. **Human Resources**

- 10.1 [Approval of Equal Employment Opportunity Annual Certification Form](#)   
[Equal Employment Opportunity Annual Certification Form](#) 

## 11. **Administration**

- 11.1 [Adoption of Board Policies](#)   
[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](#) 

11.2 [Approval of 2024-2025 Board Goals](#) 

[Butte-Glenn Community College District Board of Trustees Strategic Focus and Board Goals 2024-2025](#) 

**12. Future Dates**

10/16/2024	Regular Meeting	Main Campus	1:00 p.m.
11/13/2024	Regular Meeting	Main Campus	1:00 p.m.
12/11/2024	Regular Meeting	Main Campus	1:00 p.m.

**13. Closed Session**

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

**Pursuant to Government Code Section 54957:**

13.1 EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT

**Pursuant to Government Code Section 54957.6:**

13.2 CONFERENCE WITH LABOR NEGOTIATOR

Name of Agency Negotiator: Erik Shearer, Chris Little, Thomas Gauthier, Jason Sherman

**Pursuant to Government Code Section 54956.95:**

- 13.3 LIABILITY CLAIM – Update on claim against the District  
Claimant: Donald Finkbiner  
Agency: Butte-Glenn Community College District
- 13.4 LIABILITY CLAIM – Update on claim against the District  
Claimant: Susan Dawson  
Agency: Butte-Glenn Community College District
- 13.5 LIABILITY CLAIM – Update on claim against the District  
Claimant: Martin, et al. vs. CCC, et al.  
Agency: Butte-Glenn Community College District
- 13.6 LIABILITY CLAIM – Update on claim against the District  
Claimant: Dylan Franck  
Agency: Butte-Glenn Community College District

**14. Adjournment**

- 14.1 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.

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

**September 11, 2024**

<b>Subject:</b>	Ratification of Board of Trustees Meeting Location Change
<b>Category:</b>	Administration
<b>Submitted By:</b>	Virginia L. Guleff, Superintendent/President
<b>Attachment:</b>	No
<b>Type:</b>	Action
<b>Agenda Section:</b>	Regular

**Background**

According to the schedule set at the December 14, 2022, Butte College Board of Trustees meeting, the September 11, 2024, board meeting was scheduled to be held at Butte College Glenn County Center, 1366 Cortina Drive, Orland, CA. Due to unusual circumstances, the Board President requested that the September 11, 2024, meeting be held at Butte College Main Campus, 3536 Butte Campus Dr., Oroville, CA.

**Recommendation**

It is recommended that the Board of Trustees ratify the change of location of the September 11, 2024, meeting to Butte College Main Campus.



## MINUTES OF REGULAR MEETING

August 14, 2024 | 1:00 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, August 14, 2024, at 1:00 P.M., in the District Board Room at Butte College in Oroville, California.

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

**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  
Dr. Jess Vickery, Academic Senate President  
Mr. Chris Westbay, Classified Senate President  
Ms. Melissa Cafferata-Ainsworth, Executive Assistant to the President & Board of Trustees

**Guests** None

### Pledge of Allegiance

Trustee Krepelka led the Pledge of Allegiance.

### 1. Agenda Approval

It was moved by Board Clerk Blacklock, 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. Spotlight Presentation

Superintendent/President Guleff introduced Jennifer Coleman, Executive Director of the California Community Colleges Technology Center, to provide an update on CCC Tech Center activities and

CCCApply. Executive Director Coleman provided information about the mission of the Tech Center, its history, and its funding. The center manages more than 15 million student accounts and processed more than 3.6 million applications in the 2023-2024 year. Ms. Coleman reported on the systemwide software solutions and support the Tech Center provides, as well as on CCCApply which has undergone significant continual improvement since 2018. She concluded by reporting on the fraud mitigation measures the Tech Center has implemented to combat application fraud.

### 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 Vice President McGinnis, seconded by Trustee Dahlmeier, to approve the consent agenda.

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

### 5. **Reports**

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

Academic Senate President Vickery reported that the Academic Senate has not met since the last Board of Trustees meeting. However, it has begun its annual professional development activities including participation in the newly revised onboarding process for new faculty through the Great Teachers Seminar, upcoming Senate Faculty Assembly, New Senator Orientation, Academic Senate Summit, and the CTE Faculty Caucus. The Senate also hopes to participate in the New Faculty Orientation Program being organized by Vice President Shearer. Academic Senate Vickery concluded by noting that in collaboration with IDEA Officer Tray Robinson and under the guidance of President Guleff, the Senate will hold a third in a series of workshops for committee chairs with a focus on their roles in shared governance, as outlined by the college's Institutional Effectiveness Manual.

#### Classified Senate President's Report – Chris Westbay

Classified Senate President Westbay reported that the Senate recently held elections; he was re-elected president. Summer events included several employees attending the Classified Leadership Institute and a Caring Campus event. Classified Senate also recently held a retreat for new senators. Classified Senate President Westbay noted that the Senate will review their charter and bylaws this semester. The Senate will also support Ask Me booths the first week of school, as well as presenting two scholarships at this year's Scholarship Awards Ceremony. Classified Senate President Westbay concluded that the Classified Senate continues to look at fundraising opportunities.

#### Student Trustee Comments – Liam Eller

Student Trustee Eller reported that he recently attended the Community College League of California's (CCLC) Student Trustee Workshop where he learned about the role of the student trustee and the state budget.

#### Vice President's Report – Erik Shearer

Vice President Shearer provided an update on enrollment. In July, Butte College reported 8,562 full-time equivalent students (FTES) on its annual report to the Chancellor's Office, which far exceeded the goal for last year and reflects a 10% increase over the previous year. Fall 2024 FTES are currently up 15% compared to last fall and headcount shows a 13% increase. He noted that sections are being added to accommodate the increase, but the college is reaching limitations on faculty and space,

particularly for high demand courses in STEM, heavy equipment operation, welding, nursing and ethnic studies. Vice President Shearer reported that enrollment at the Glenn County Center is doing well with many classes full. Additionally, there are approximately 200 sections of dual enrollment offered at 19 schools this year. He concluded that enrollment projections indicate more than 9,000 FTES for the year.

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

Superintendent/President Guleff thanked the teams from Instruction and Student Services that are putting the Strategic Enrollment Management (SEM) Plan into action leading to enrollment increases. She welcomed the new student trustee and noted that she looks forward to working with him this year. She also noted that the new executive director of the Foundation, Suzanne Watroba, was approved on the consent agenda; Ms. Watroba comes to Butte College with more than 20 years of experience in philanthropy.

Superintendent/President Guleff reported that she attended the Wheelhouse Institute, a program through UC Davis, at UCLA in July, along with 19 other CEOs and chancellors from the California Community College system. She noted the program's excellent instructors and said she learned a great deal.

Superintendent/President Guleff also reported on several recent Butte College successes. The Butte College SoftDocs team received the Excellence in Integration Award from SoftDocs in recognition of the team's work on efficiencies and improvements to Support Program Progress Reports. Butte College's REACH Team was highlighted by the Foundation for California Community Colleges (FCCC) for its work on designing inclusive pathways for adult learners. Additionally, the National Science Foundation awarded Butte College a \$350,000 grant to develop an engineering certificate program to meet local industry needs. Finally, Superintendent/President Guleff reported that Butte College was featured in the Chancellor's Office announcement of a new initiative to increase the number of nurses in California.

#### Board Comments

Board Clerk Blacklock reported that he recently attended the Fish & Wildlife Academy graduation celebration for the academy's largest class yet, and noted that Butte College is the only community college in California that offers the Fish & Wildlife Academy. He concluded by reflecting on the Park Fire and the number of programs at Butte College whose graduates deal with disasters and their aftermath. Board Vice President McGinnis reported that four Butte College trustees have filed for re-election without any challengers. He added that he's been appointed to an Accrediting Commission for Community and Junior Colleges (ACCJC) work group as well as the CCLC's Advisory Committee on Legislation. He concluded by encouraging trustee comments related to the board's goals at future meetings. Trustee Dahlmeier expressed concern for people in our community battling smoke damage and stress related to recent fires. Trustee Boeger reported that he recently read about the increase in transfer students accepted by the University of California system. Trustee Nock reported that the Butte College Foundation Spring Gala is March 8, 2025, and sponsorship packets are available in the Foundation office. He indicated that the annual Scholarship Awards Ceremony is scheduled for August 17. He concluded by thanking the college for giving the Foundation Executive Board the opportunity to meet with the finalists for the executive director position and thanking Linda Zorn for her leadership of the Foundation. Board President Massa reported that he's seen several pieces of heavy equipment tending to the Park Fire with Butte College stickers; he spoke to one of the operators who graduated from Butte's heavy equipment program.

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

There were no public comments.

#### **7. Contracts**

**Approval of Contracts, Item 7.1**

It was moved by Trustee Dahlmeier, seconded by Trustee Boeger, 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 Eller (advisory vote), Massa, McGinnis, Blacklock, Boeger, Dahlmeier, Krepelka, and Nock

Nos: None

Abstentions: None

Absent: None

**Approval of Contract to Purchase Information Technology Goods and Services from Kaltura, Inc., utilizing the Trustees of the California State University Agreement Number "Kaltura," Item 7.2**

It was moved by Board Clerk Blacklock, seconded by Trustee Krepelka, to approve the contract to purchase information technology goods and services from Kaltura, Inc., utilizing the Trustees of the California State University Agreement Number "Kaltura" in accordance with Board Policy 6340.

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

**Approval of Contract to Purchase Information Technology Goods and Services from Pope Tech LLC as a Sole Source Procurement, Item 7.3**

It was moved by Trustee Krepelka, seconded by Board Vice President McGinnis, to approve the contract to purchase information technology goods and services from Pope Tech LLC as a sole source procurement in accordance with Board Policy 6340.

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

**8. Instruction**

**Approval of Faculty Using Accumulated Load Bank, Item 8.1**

It was moved by Board Vice President McGinnis, seconded by Board Clerk Blacklock, to approve faculty use of accumulated load bank as requested.

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

**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, Item 8.2**

Board President Massa opened the public hearing on College and Career Access Pathways (CCAP) partnership agreements 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. Hearing no public comment, Board President Massa closed the public hearing.

It was moved by Board Vice President McGinnis, seconded by Trustee Dahlmeier, to approve the College and Career Access Pathways (CCAP) Partnership agreements 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.

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

## **9. Administration**

### **Proposed Revision and Review of Board Policies Item 9.1**

Board Vice President McGinnis reported that the Board Policy Review Committee met to review the board policies presented on the board agenda and made recommendations for revision; these policies are presented to the Board for review before adoption at the September 2024 meeting.

## **10. Closed Session**

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

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

## **11. Adjournment**

Board President Massa adjourned the meeting at 3:19 P.M.

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

**September 11, 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 July 29, 2024, to August 25, 2024.

<b>Type of Warrant</b>	<b>Total</b>
Vendor	\$ 6,214,362.12
Payroll	\$ 4,150,404.81
Financial Aid	\$ 2,780,388.23

Warrant registers are available for review in the Business Office.

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

**September 11, 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 month of August 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

**August 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>
10/11/24	10/12/24	Holiday Inn Express Hotel	Transfer Motivational Conference for Puente Students	(\$3,295.80)	Restricted General	Student Belonging & Empowerment	Zuniga
10/18/24	10/20/24	Sutter County Superintendent of Schools	Students of Color Retreat Venue	(\$6,477.00)	Restricted General	Student Belonging & Empowerment	Zuniga
8/2/24	8/9/24	Ampla Health	Outreach and Recruitment Tabling at National Health Center Week 2024	\$0.00	N/A	Welcome Center	Zuniga
6/11/24	6/10/25	Chico Unified School District	Introduction to Education Program	\$0.00	N/A	Family and Community Services	Shearer
8/1/24	Until Terminated	Acorns to Oaks Preschool and Daycare	ButteWORKs Work-Study Program	\$0.00	N/A	Career Center	Zuniga
7/15/24	6/30/25	Acorns to Oaks Preschool and Daycare	ButteWORKs Work-Study Program Addendum for Intern Assignment	(\$10,540.00)	Restricted General	Career Center	Zuniga
8/13/24	8/12/27	City of Oroville Museums	Work Experience Education Program	\$0.00	N/A	Career Center	Zuniga
7/15/24	8/25/24	Dropcopter	Learning-Aligned Employment Program Addendum for Intern Assignment	(\$6,000.00)	Restricted General	Career Center	Zuniga
8/28/24	Until Terminated	Habitat for Humanity	ButteWORKs Work-Study Program	\$0.00	N/A	Career Center	Zuniga
7/15/24	8/25/24	Quality Craft Molds	Learning-Aligned Employment Program Addendum for Intern Assignment	(\$5,000.00)	Restricted General	Career Center	Zuniga
9/4/24	9/4/24	Adrianna Ophelia Wiley	Food Vendor for Find Your Community Event	(\$581.00)	Restricted General	Student Belonging & Empowerment	Zuniga
8/1/24	8/1/24	Alexia Velazquez	Singer for Law Enforcement Fish and Wildlife Academy Graduation	(\$150.00)	Unrestricted General	Public Safety Education & Training	Shearer
9/4/24	9/4/24	Antonio Arrequin Bermudez	Food Vender for Find Your Community Event	(\$340.00)	Restricted General	Student Belonging & Empowerment	Zuniga
8/22/24	8/22/24	Blush Photo Booth	Photo Booth for Roadrunner Rush Event	(\$1,250.00)	Restricted General	Welcome Center	Zuniga
8/8/24	8/8/24	Brian Bedford	Keynote Speaker for Student Services Institute Day	(\$4,500.00)	Restricted General	Enrollment Services	Zuniga
8/22/24	8/22/24	Churros Daisy	Food Vendor for Roadrunner Rush Event	(\$750.00)	Restricted General	Welcome Center	Zuniga
10/16/24	10/17/24	Damon Brooks & Associates, LLC	Keynote Speaker for Disability Awareness Event	(\$14,215.00)	Unrestricted General	Disabled Student Programs & Services	Zuniga
9/4/24	9/4/24	Dee Thao	Photography for Staff and Find Your Community Event	(\$600.00)	Restricted General	Student Belonging & Empowerment	Zuniga
8/26/24	12/20/24	Dion Marquez Coleman	Football Videographer	(\$1,500.00)	Unrestricted General	Athletics	Shearer
8/22/24	8/22/24	Eclectic Sounds DJs	DJ Services for Roadrunner Rush Event	(\$500.00)	Restricted General	Welcome Center	Zuniga
9/10/24	9/10/24	Hector Enriquez	Photo Booth for Proud to Be First Gen Welcome Reception	(\$350.00)	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
8/22/24	8/22/24	Kona Ice of Chico	Food Vendor for Roadrunner Rush Event	(\$1,500.00)	Restricted General	Welcome Center	Zuniga
8/22/24	8/22/24	Moshe Mike Israel Hasson	Henna Tattoo Artist Services for Roadrunner Rush Event	(\$670.00)	Restricted General	Welcome Center	Zuniga
9/4/24	9/4/24	NikNek Lemonade	Food Vendor for Find Your Community Event	(\$1,350.00)	Restricted General	Student Belonging & Empowerment	Zuniga
8/22/24	8/22/24	North State Party Rentals, LLC DBA Chico Party Rentals	Tents and Fans for Roadrunner Rush Event	(\$658.02)	Restricted General	Welcome Center	Zuniga
8/1/24	8/1/24	Thomas Parker	Bagpiping for Law Enforcement Fish and Wildlife Academy Graduation	(\$150.00)	Unrestricted General	Public Safety Education & Training	Shearer
8/22/24	8/22/24	Yony's Roasted Corn	Food Vendor at Belonging at Roadrunner Rush Event	(\$1,900.00)	Restricted General	Welcome Center	Zuniga
9/1/24	6/30/25	Creative Imaging	Photography Services	(\$10,000.00)	Unrestricted General	Public Relations	Guleff
9/1/24	11/30/24	Deer Creek Broadcasting	Radio Broadcast of Football Games	(\$2,000.00)	Unrestricted General	Marketing	Zuniga
7/1/24	6/30/25	Marie McSpadden	Consulting Services	(\$100,000.00)	Restricted General	Office of Instruction	Shearer

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

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

**August 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>
8/15/24	6/30/25	Miranda Johnson	Curriculum Development and Training for Resource Family Applicants	(\$6,300.00)	Restricted General	Foster Kinship Care Education Program	Shearer
7/1/24	11/30/24	SDR Consultants, LLC	Leadership Development Training	(\$26,000.00)	Multiple	Inclusion Diversity Equity & Anti-Racism	Guleff
3/15/24	3/14/29	Follett Higher Education Group, LLC	Bookstore Operating Agreement	Commission Based Revenue	Enterprise	Auxiliary Services	Snelling
8/28/24	8/27/29	Isom Advisors, a Division of Urban Futures, Inc.	Consulting Services	(\$137,500.00)	Unrestricted General	Administrative Services	Snelling
7/1/24	6/30/25	School Services of California, Inc.	Community College Update and Management Information Services	(\$4,200.00)	Unrestricted General	Administrative Services	Snelling
7/1/24	9/6/26	Governmentjobs.com, Inc. DBA NEOGOV	SaaS Applications Subscription	(\$101,956.31)	Unrestricted General	Human Resources	Guleff
7/1/24	6/30/25	Liebert Cassidy Whitmore	Education Resources Consortium Training & Consulting Services	(\$3,300.00)	Unrestricted General	Human Resources	Guleff
Upon Download	Until Terminated	Hypertherm, Inc.	ProNest Software	\$0.00	N/A	Manufacturing	Shearer
Upon Download	Until Terminated	iWorx Systems, Inc.	LabScribe Software	\$0.00	N/A	Biology	Shearer
8/21/24	Upon Payment	MJB Welding Supply	Flashcut Software Upgrade for Plasma Cutter	(\$4,826.25)	Restricted General	Manufacturing	Shearer
Upon Download	Until Terminated	Worth-Pfaff Innovations, Inc.	Flashcut Software	\$0.00	Restricted General	Manufacturing	Shearer
Upon Download	Until Terminated	Microsoft Corporation	Microsoft Visual Studio Software	\$0.00	N/A	Computer Science	Shearer
Upon Download	1 year	Penji, Inc.	Tutor Scheduling Software	(\$13,200.00)	Restricted General	Student Success	Zuniga
Upon Download	One year	Slido	Presentation Software	(\$144.00)	Unrestricted General	President's Office	Guleff
7/1/24	7/31/24	Turnitin, LLC	Data Export Services Technical Support	(\$1,000.00)	Unrestricted General	Technology Mediated Instruction	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	Capital	Public Safety Education & Training	Shearer
7/1/24	6/30/25	Virtual VRI	Virtual Remote Sign Language and Real Time Captioning Services	(\$50,000.00)	Unrestricted General	Disabled Student Programs & Services	Zuniga
7/1/24	6/30/25	Lassen Community College District	Dual Enrollment Courses in LCCD's Boundaries	\$0.00	N/A	Dual Enrollment	Shearer
8/5/24	12/31/24	Arbor Global, LLC	Utility Line Clearance Pre-Inspector Training and Development	(\$101,000.00)	Restricted General	Contract Education	Shearer
9/5/24	9/5/24	Butte County Public Health	Employee Training	\$1,400.00	Restricted General	Contract Education	Shearer
7/15/24	8/9/24	Catalyst Arborist Services, LLC	Utility Line Clearance Arborist Training Amendment to Scope of Work and Fees	(\$3,700.00)	Restricted General	Contract Education	Shearer
8/15/24	12/31/24	Catalyst Arborist Services, LLC	Utility Line Clearance Pre-Inspector and Arborist Program	(\$48,000.00)	Restricted General	Contract Education	Shearer
8/7/24	7/23/25	Chico Terrace Healthcare & Wellness Centre, LP aka Windsor Chico Care	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$12,364.80)	Restricted General	Contract Education	Shearer
8/2/24	7/23/25	Colusa Medical Center, LLC	Employer Participation Agreement Employment Training Panel (ETP) Project	\$0.00	Restricted General	Contract Education	Shearer
8/14/24	6/30/25	Community Housing Improvement Program	Amendment to Scope of Work, Term, and Fees	\$4,200.00	Restricted General	Contract Education	Shearer
8/1/24	6/30/26	Durham Recreation & Park District	Use of Facilities to conduct Utility Line Clearance Training	\$0.00	N/A	Contract Education	Shearer
7/1/24	12/31/24	Emiliano Jimenez Consulting, LLC	Training Development and Delivery Services	(\$36,488.00)	Restricted General	Contract Education	Shearer

Page 15 of 77

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

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

**August 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>
8/14/24	6/30/25	Emiliano Jimenez Consulting, LLC	Amendment to Licenses/Certifications	\$0.00	Restricted General	Contract Education	Shearer
8/6/24	8/7/24	Enloe Medical Center	Employee Training	\$5,100.00	Restricted General	Contract Education	Shearer
9/11/24	9/12/24	Feather Falls Casino & Lodge	Employee Training	\$5,500.00	Restricted General	Contract Education	Shearer
7/1/24	6/30/25	Feather Falls Casino & Lodge	Employee Training	\$5,000.00	Restricted General	Contract Education	Shearer
8/2/24	7/23/25	Glenn Medical Center, Inc.	Employer Participation Agreement Employment Training Panel (ETP) Project	\$0.00	Restricted General	Contract Education	Shearer
8/14/24	8/14/24	Housing Authority of Butte County	Employee Training	\$1,900.00	Restricted General	Contract Education	Shearer
8/12/24	6/30/25	Leadership & Training Concierge	Amendment to Licenses/Certifications	\$0.00	Restricted General	Contract Education	Shearer
8/6/24	8/8/24	Los Rios Community College District	Use of Facilities for UVM Pre-Inspector Training (PG&E Onboarding Training)	(\$1,500.00)	Restricted General	Contract Education	Shearer
8/12/24	6/30/25	Margaret Schmidt	Amendment to Licenses/Certifications and Fees	(\$2,400.00)	Restricted General	Contract Education	Shearer
8/21/24	6/30/25	North Valley Indian Health, Inc.	Employee Training	\$6,900.00	Restricted General	Contract Education	Shearer
7/1/24	6/30/25	Ria Collaboratories	Leadership and Manager Training	(\$13,125.00)	Restricted General	Contract Education	Shearer
8/21/24	9/30/24	Cal Poly Humboldt Sponsored Programs Foundation	Technical Assistance Program 2023-24 Amendment to Budget	\$15,000.00	Restricted General	Small Business Development Center	Shearer
7/1/24	12/31/25	Brian Teal	Business Consulting, Training, Outreach and Marketing Amendment to Term and Fees	(\$9,000.00)	Restricted General	Small Business Development Center	Shearer
7/1/24	6/30/25	City of Chico	Community Development Block Grant Funds Economic Development Activity	(\$50,000.00)	Restricted General	Small Business Development Center	Shearer
7/1/24	12/31/25	Molly O'Kane, Okane Consulting	Business Consulting and Training Amendment to Term, Services, and Fees	(\$19,000.00)	Restricted General	Small Business Development Center	Shearer
7/1/24	12/31/25	Paradise Ridge Chamber of Commerce	Business Consulting, Training, Outreach, and Marketing Amendment to Term and Fees	(\$6,000.00)	Restricted General	Small Business Development Center	Shearer
7/1/24	12/31/25	Paul V. Scholl/Messenger Publishing Group	Marketing, Promotion, and Facility Rental Amendment to Term and Fees	(\$4,000.00)	Restricted General	Small Business Development Center	Shearer
8/26/24	12/31/24	Redding Direct, LLC	Business Consulting, Training, and Outreach	(\$5,000.00)	Restricted General	Small Business Development Center	Shearer
7/1/24	12/31/25	Ronn Van Dusen	Business Consulting and Training Amendment to Term, Services, and Fees	(\$82,000.00)	Restricted General	Small Business Development Center	Shearer
7/1/24	12/31/25	Stephen P. Kay	Business Consulting and Training Amendment to Term, Services, and Fees	(\$21,000.00)	Restricted General	Small Business Development Center	Shearer
8/15/24	6/30/25	College of the Siskiyous	Strong Workforce Program Allocation Projects In Common CTE Programs Support	(\$38,898.00)	Restricted General	North Far North Regional Consortium	Shearer
9/10/24	9/11/24	Sheraton Redding Hotel at the Sundial Bridge	North Far North Regional Consortium Meeting	(\$17,500.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/24	6/30/25	WestEd	Career Portal Project Management Services	(\$53,325.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/24	7/20/25	Bio-key International, Inc.	PortalGuard Software License	(\$5,000.00)	Unrestricted General	Information Technology	Snelling
8/7/24	Upon Payment	SHI International Corporation	Citrix Virtual Apps and Desktop Software	(\$39,242.82)	Unrestricted General	Information Technology	Snelling
7/2/24	7/1/25	Citrix Systems, Inc.	Citrix Virtual Apps and Desktop Software License	\$0.00	Unrestricted General	Information Technology	Snelling
8/28/24	Upon Payment	ComputerLand of Silicon Valley	VMware Carbon Black Subscription	(\$16,251.20)	Unrestricted General	Information Technology	Snelling
7/1/24	6/30/25	Vmware, Inc.	Carbon Black License	\$0.00	Unrestricted General	Information Technology	Snelling
9/2/24	9/1/25	Dais, Inc., dba Regroup	Mass Notification Subscription	(\$12,021.00)	Unrestricted General	Information Technology	Snelling

Page 16 of 77

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

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

**August 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>
10/1/24	9/30/25	Foundation for California Community Colleges and Microsoft Corporation	Campus Agreement Enrollment for Education Solutions Renewal Campus Agreement Licensing for Microsoft 365	(\$135,939.40)	Unrestricted General	Information Technology	Snelling
7/1/24	6/30/25	ITC Systems	GoPrint Support and License	(\$3,850.00)	Unrestricted General	Information Technology	Snelling
7/1/24	6/30/25	Jamf Software, LLC	Jamf Pro, Connect, and Protect Software License	(\$11,395.00)	Unrestricted General	Information Technology	Snelling
9/1/24	8/31/25	Modern Campus USA Inc.	Omni CMS SaaS, Emergency Alerts, CMS Search, and Integrated Calendar Software Subscription and Support	(\$60,142.25)	Unrestricted General	Information Technology	Snelling
7/1/24	12/11/27	Softdocs SC, LLC	EdCloud and Document Retention Software	(\$30,510.14)	Unrestricted General	Information Technology	Snelling
Upon Account ID	Until Terminated	Worldpay, LLC	Merchant Services for Sub-Merchants	\$0.00	N/A	Information Technology	Snelling
8/15/24	Upon Payment	SHI International Corporation	Atlassian Software	(\$21,772.19)	Restricted General	CCC Technology Center	Snelling
8/22/24	10/26/25	Atlassian Pty Ltd	Jira, Confluence, and Bitbucket License	\$0.00	Restricted General	CCC Technology Center	Snelling
9/1/24	8/31/25	L-Soft International, Inc.	ListPlex License	(\$6,729.80)	Restricted General	CCC Technology Center	Snelling
8/20/24	8/19/25	Passage Technology, LLC	Milestones PM+ and Lookup Helper Subscription	(\$3,360.00)	Restricted General	CCC Technology Center	Snelling
10/15/24	10/14/25	Pope Tech, LLC	Dashboard LTI Integration and Accessibility Guide License	(\$384,000.00)	Restricted General	CCC Technology Center	Snelling
8/6/24	Upon Payment	SHI International Corporation	Qualtrics Software	(\$3,564.47)	Restricted General	CCC Technology Center	Snelling
7/1/24	6/30/25	Qualtrics, LLC	CoreXM Use-Case Academic Research Design XM - Academic Research User License	\$0.00	Restricted General	CCC Technology Center	Snelling
8/16/24	8/15/25	RFPIO, Inc. d/b/a Responsive	RFP Software License	(\$3,434.70)	Restricted General	CCC Technology Center	Snelling
8/22/24	5/18/25	Sign Language Interpreting Services Agency, Inc. DBA Wilder Interpreting Services	American Sign Language (ASL) Interpreters for Zoom Meetings	(\$2,700.00)	Restricted General	CCC Technology Center	Snelling
8/1/24	6/30/25	Strategic Data Command, Inc.	Information Security Services	(\$114,000.00)	Restricted General	CCC Technology Center	Snelling
8/29/24	8/28/25	Zendesk, Inc.	ZenDesk Suite Professional Subscription	(\$48,300.00)	Restricted General	CCC Technology Center	Snelling
7/1/24	8/31/24	Allen Electrical Contracting	Exterior Lighting Installation at Sidewalk of Parking Lot 4	(\$21,557.28)	Measure J	Facilities Planning and Management	Snelling
7/1/24	9/30/24	Allen Electrical Contracting	Solar Panel Repair at Welding	(\$13,000.00)	Capital	Facilities Planning and Management	Snelling
9/1/24	12/1/24	Allen Electrical Contracting	Electrical Disconnect and Relocation in LVN Modular	(\$23,200.00)	Capital	Facilities Planning and Management	Snelling
7/15/24	1/31/25	California Renovation Carpet One	Walk Off Mats Installation at Campus Center and Wired Café Entryways	(\$10,266.82)	Capital	Facilities Planning and Management	Snelling
7/2/24	6/30/25	Higgins Pest and Weed	District Turf Weed Control Program	(\$9,235.00)	Unrestricted General	Facilities Planning and Management	Snelling
7/2/24	6/30/25	Higgins Pest and Weed	District Pest Control Program	(\$10,800.00)	Unrestricted General	Facilities Planning and Management	Snelling
7/1/24	6/30/25	Higgins Pest and Weed	District Regulatory Weed Control Program	(\$49,517.00)	Unrestricted General	Facilities Planning and Management	Snelling

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

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

**August 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>
7/15/24	10/15/24	Joseph Corron Electric	Main Switchboard Replacement in Campus Center	(\$17,510.66)	Measure J	Facilities Planning and Management	Snelling
8/14/24	8/14/24	Mark Alstad	Bus Driving Inservice Training	(\$1,200.00)	Restricted General	Facilities Planning and Management	Snelling
Upon Download	Until Terminated	Opening Technologies, Inc.	Key Cutting, Engraving, and Duplication Machine Software	(\$19,418.30)	Capital	Facilities Planning and Management	Snelling
9/1/24	12/1/24	Technique Communications	Intermediate Distribution Frame (IDF) Disconnect and Relocation in Modulars	(\$10,998.98)	Capital	Facilities Planning and Management	Snelling
			<b>TOTAL REVENUE CONTRACTS</b>	<b>\$165,000.00</b>			
			<b>TOTAL EXPENSE CONTRACTS</b>	<b>(\$2,135,921.19)</b>			

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

**September 11, 2024**

<b>Subject:</b>	Approval of Out-of-State Student Travel to Ashland, OR
<b>Category:</b>	Student Services
<b>Submitted By:</b>	Brad Zuniga, Interim Vice President
<b>Attachment:</b>	No
<b>Type:</b>	Action
<b>Agenda Section:</b>	Consent

**Background**

The Butte College GSA advisor Cristina Dahl will take 14 students to Ashland, OR, to participate in the Oregon Shakespeare Festival (OSF) theater experience. Students and chaperone will attend live theater performances as well as tour Ashland. This optional travel will provide an excellent opportunity for team building and experiential learning.

**Status**

Butte College GSA students will accompany faculty member Cristina Dahl to Ashland, OR, to attend live theater performances on September 20-21, 2024. The event is open to all Butte College GSA students. All students who attend will be in good standing with Butte College and the Butte College GSA club. Travel expenses will be paid through identity-based club Student Equity & Achievement funding. Students and faculty will be responsible for lodging expenses as per club decision.

**Recommendation**

It is recommended the Board approve out-of-state travel to Ashland, OR, from September 20-21, 2024, for faculty chaperone Cristina Dahl and 14 students to attend the Oregon Shakespeare Festival.

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

**September 11, 2024**

<b>Subject:</b>	Approval of Out of State Student Travel – Ashland, Oregon
<b>Category:</b>	Instruction
<b>Submitted By:</b>	Erik Shearer, Vice President
<b>Attachment:</b>	No
<b>Type:</b>	Action
<b>Agenda Section:</b>	Consent

**Background**

The English 25 (Introduction to Shakespeare) class has planned a trip to Ashland, Oregon, to see the plays *Macbeth*, *Much Ado About Nothing*, and *Born with Teeth* at the Oregon Shakespeare Festival. Faculty Member Molly Emmons will chaperone the trip, along with at least one other faculty member, Tim Hayes.

The goal of this trip for Shakespeare and literature students is to see the profound difference between a Shakespeare play as it is read on the page and the play as it is acted on the stage, and to learn more about Shakespeare’s early life as a playwright.

**Status**

Butte College Shakespeare students are being given an opportunity to attend a live theatrical experience at the Oregon Shakespeare Festival in Ashland, Oregon, widely regarded as the best Shakespeare company in the United States. The trip will take place over three days, driving up on Friday, September 20, 2024, and returning on the afternoon of September 22, 2024. Students will be accompanied by Introduction to Shakespeare instructor, Molly Emmons. Additional faculty who will be attending include English Department faculty Tim Hayes and others.

Butte College employees are requesting funding from Professional Development, and English students will pay their own way.

**Recommendation**

It is recommended the Board authorize out-of-state travel for students to Ashland, Oregon, from September 20 through September 22, 2024, to see the Shakespearean plays *MacBeth*, *Much Ado About Nothing*, and *Born with Teeth* at the Oregon Shakespeare Festival accompanied by Molly Emmons and Tim Hayes.

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

**September 11, 2024**

<b>Subject:</b>	Approval of Out-of-State Student Travel – Phoenix, AZ
<b>Category:</b>	Instruction
<b>Submitted By:</b>	Erik Shearer, Vice President
<b>Attachment:</b>	No
<b>Type:</b>	Action
<b>Agenda Section:</b>	Consent

**Background**

The MESA Program has the opportunity to attend the Society for Advancement of Chicanos/Hispanics & Native Americans in Science (SACNAS) Conference in Phoenix, AZ, from October 31 – November 2, 2024. This is the largest multidisciplinary and multicultural STEM diversity conference in the country, which serves to equip, empower, and energize participants for their academic and professional paths in STEM. The MESA Program will use its grant to fund the travel costs.

**Status**

The purpose of this travel is for students gain exposure to the latest scientific research, trends, developments, and career examples in their fields, which enhances their knowledge and understanding beyond the classroom setting. Additionally, such conferences often offer workshops, mentoring sessions, and networking opportunities that are invaluable for building professional skills, such as communication, leadership, and collaboration. This exposure helps students see where they need to be academically and become more competitive for future educational and career opportunities.

In addition to attending the conference, MESA students will establish a SACNAS chapter at Butte College to fully take advantage of the professional development opportunities that SACNAS provides. By forming a student chapter and participating in the conference, students will be empowered to proactively seek networking, internship, and research opportunities that are essential for their professional growth. These efforts combined, will empower students to engage in professional development, cultivating a proactive mindset crucial for their advancement and success in STEM careers.

**Recommendation**

It is recommended the Board authorize out-of-state travel to Phoenix, AZ, for selected MESA students and Luis Gonzalez-Ruiz from October 31 – November 2, 2024.

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

**September 11, 2024**

<b>Subject:</b>	Approval of International Travel – Shahroukh Mistry to Guadalajara, Mexico
<b>Category:</b>	Instruction
<b>Submitted By:</b>	Erik Shearer, Vice President
<b>Attachment:</b>	No
<b>Type:</b>	Action
<b>Agenda Section:</b>	Consent

**Background**

Faculty member Shahroukh Mistry has the opportunity to travel to Guadalajara, Mexico, for his annual trip to the North American Society for Bat Research (NASBR) Symposium, October 23-27, 2024. Shahroukh has applied for Professional Development funds for this travel and will cover any costs not supported by ProDev.

**Status**

The purpose of this travel is for Shahroukh to maintain currency, form collaborations, and learn of scientific studies in his field of interest that he can use in his classes as examples of current biology research. Registration fees will be covered by the symposium organizers as Shahroukh has a Lifetime Membership from NASBR.

This conference is the annual event in his research discipline, and it influences what he teaches in his classes. He often uses the abstracts from the conference as starting points for students to explore various biological topics while explaining the importance of conferences in the scientific process. His students who are part of a long-term research project on campus monitoring bats benefit from learning from these presentations as well. Shahroukh also uses this conference to make contacts, collaborate and learn about new and fascinating topics and techniques that are shared with colleagues.

**Recommendation**

It is recommended the Board authorize international travel to Guadalajara, Mexico, for Shahroukh Mistry to attend the North American Society for Bat Research Symposium.

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

**September 11, 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\***

**Academic\***

1. Employment of Full-Time, Temporary, Non-Tenure Track, Automotive Technology Instructor – Joshua Durham  
 Status: Temporary  
 Salary: Placement on the Academic Salary Schedule as determined by education and experience  
 Effective: August 1, 2024 – May 30, 2025
  
2. Employment of Full-Time, Temporary, Non-Tenure Track, Drafting Instructor – Bruce Darrah Thomas  
 Status: Temporary  
 Salary: Placement on the Academic Salary Schedule as determined by education and experience  
 Effective: August 1, 2024 – May 30, 2025
  
3. Employment of Full-Time, Temporary, Non-Tenure Track, English Instructor – Elizabeth Armstrong  
 Status: Temporary  
 Salary: Placement on the Academic Salary Schedule as determined by education and experience  
 Effective: August 1, 2024 – December 20, 2024
  
4. Employment of Full-Time, Temporary, Non-Tenure Track, Chemistry Instructor – Sisarie Sherry  
 Status: Temporary  
 Salary: Placement on the Academic Salary Schedule as determined by education and experience  
 Effective: August 1, 2024 – May 30, 2025
  
5. Employment of Full-Time, Temporary, Non-Tenure Track, Psychology Instructor – Debra Friedrichsen  
 Status: Temporary  
 Salary: Placement on the Academic Salary Schedule as determined by education and experience  
 Effective: August 1, 2024 – May 30, 2025

6. Employment of Full-Time, Temporary, Non-Tenure Track Grant Funded, Welding Instructor – Jacob Ward  
 Status: Temporary  
 Salary: Placement on the Academic Salary Schedule as determined by education and experience  
 Effective: August 1, 2025 – May 30, 2025
7. Employment of Full-Time, Temporary, Non-Tenure Track Grant Funded, Drafting, MFG & ITEC Instructor – Phillip Manning  
 Status: Temporary  
 Salary: Placement on the Academic Salary Schedule as determined by education and experience  
 Effective: August 1, 2025 – May 30, 2025
8. Employment of Full-Time, Temporary, Non-Tenure Track Grant Funded, Drafting, MFG & ITEC Instructor – Logan Ziegenmeyer  
 Status: Temporary  
 Salary: Placement on the Academic Salary Schedule as determined by education and experience  
 Effective: August 1, 2025 – May 30, 2025
9. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Instructional Service Agreement – California Vocations, Inc.) – KC Easter  
 Effective: August 20, 2024 – June 30, 2025
10. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Instructional Service Agreement – Westmont Living – The Terraces) – Pamela Sachs  
 Effective: August 21, 2024 – June 30, 2025
11. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Instructional Service Agreement – Work Training Center) – Theresa Hughes  
 Effective: August 20, 2024 – June 30, 2025
12. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Instructional Service Agreement – Work Training Center) – Scott Hostetter, Rosanne Whyte  
 Effective: August 21, 2024 – June 30, 2025
13. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Career and College Access Pathways Instructor Agreement – Inspire School of Arts and Sciences) – Malina Olson  
 Effective: July 1, 2024 - June 30, 2025
14. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Career and College Access Pathways Instructor Agreement – Oroville Union High School District) – Laura LaFayette  
 Effective: July 1, 2024 - June 30, 2025
15. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Career and College Access Pathways Instructor Agreement – CORE Butte Charter School) – Nathan Collins  
 Effective: July 1, 2024 - June 30, 2025
16. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Career and College Access Pathways Instructor Agreement – Gridley Unified School District) – Nicholas Dreesmann  
 Effective: July 1, 2024 - June 30, 2025

17. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Career and College Access Pathways Instructor Agreement – Stony Creek Unified School District) – Dallan Tucker  
Effective: July 1, 2024 - June 30, 2025
18. Employment of Temporary Academic Employees (Instructors and Student Development) Part-time faculty recommended for employment effective Fall Semester 2024 – See Attachment "A"

**Classified Employees\***

19. Employment of Technical Computing Specialist II (IT) – Stefan Spirk  
Full-time, 40 hours per week, 12 months per year  
Salary: CSEA – 39  
Effective: September 3, 2024
20. Employment of Children’s Program Specialist Assistant I (CDC) – Blaze Sutfin-Osby  
Full-time, 40 hours per week, 9 months per year  
Salary: CSEA – 14  
Effective: August 19, 2024
21. Employment of Bus Operator (FPM) – Dulce Jarrard  
Full-time, 40 hours per week, 10 months per year  
Salary: CSEA – 18  
Effective: September 3, 2024
22. Employment of Technical Computing Specialist (IT) – Eric Schell, Todd Zwald  
Full-time, 40 hours per week, 12 months per year  
Salary: CSEA – 34  
Effective: September 1, 2024
23. Employment of Administrative Secretary Non-Instructional (MESA) – Susana Duenas  
Full-time, 40 hours per week, 12 months per year  
Salary: CSEA – 24  
Effective: October 1, 2024
24. Temporary Increase from 10 months to 11 months Student Success Specialist (ESL) – Alicia Hernandez  
Effective: June 1, 2024 – June 30, 2024
25. Temporary Increase from 10 months to 11 months Student Success Specialist (ESL) – Alicia Hernandez  
Effective: July 1, 2024 – July 31, 2024
26. Employee working Out-of-Class, Student Success Specialist – Christopher Carrero  
Effective: September 1, 2024 – May 31, 2025

**Temporary Employees\***

27. **Substitutes**  
Support Center Representative – Robin McKinley-Hall  
Salary: \$23.50 per hour 9/3/24 – 5/31/25
28. **Short Term/Seasonal**  
Food Services Assistant II – Jerry Moua

Salary: \$20.50 per hour 7/1/24 – 8/16/24  
Food Services Assistant II – Kristy Wan  
Salary: \$18.50 per hour 7/1/24 – 8/16/24  
Student Success Specialist (Student Belonging & Empowerment) – Liliana Vargas  
Salary: \$28.00 per hour 7/1/24 – 6/30/25  
Administrative Secretary III (Health Occupations) – Hannah Peters-Edwards  
Salary: \$27.25 per hour 8/1/24 – 6/30/25  
Administrative Secretary III (SBS, Sociocultural Studies) – Elizabeth Cortez  
Salary: \$27.25 per hour 8/14/24 – 6/30/25  
Instructional Aide – Reading & Writing (CAS) – Aaron George  
Salary: \$23.00 per hour 8/19/24 – 12/20/24  
Lab Tech (BCIS) – Stephanie Zinna  
Salary: \$35.00 per hour 8/26/24 – 5/30/25

**29. Professional Expert**

EMT – Taryn McKinney  
Salary: \$25.00 per hour 7/1/24 – 6/30/25  
EMT – Tyler Likiins  
Salary: \$25.00 per hour 8/1/24 – 6/30/25  
EMT – John Huttman  
Salary: \$25.00 per hour 8/21/24 – 6/30/25  
Manipulative Skill/Evaluator – Cody McCallum  
Salary: \$16.00/16.75 per hour 8/1/24 – 6/30/25  
Manipulative Skill/Evaluator – Dominick Perez  
Salary: \$16.00/16.75 per hour 8/1/24 – 6/30/25  
Nursing – Noel Meyer  
Salary: \$45.00 per hour 7/1/24 – 6/30/25  
Nursing – Devin Guiliano, Krystal Molina, Barinder Singh  
Salary: \$45.00 per hour 8/1/24 – 6/30/25  
Nursing – Sandra Gagliasso  
Salary: \$45.00 per hour 8/21/24 – 6/30/25

**30. Volunteer**

Volunteer (Career Center) – Christine Sanford  
Volunteer (Athletics) – Kelly Chandler  
Volunteer (DSPS) – Katherine Geyer, David Lemire  
Volunteer (CAS) – Anell Serrano Rabago

**31. Retirements/Resignations**

Retirement, Automotive Technology Instructor – Robert Holt  
Effective – May 31, 2025  
Resignation, Children’s Program Specialist (CDC) – Keri Hankins  
Effective – August 20, 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.

## Attachment "A"

Abele, Claire
Alexander, Jesse
Alexis, Jared
Allen, Ian
Alling, Jeremy
Ament, Derek
Anderson, Heidi
Anderson, Tiffani
Appel, Rolfe
Araiza, Billie
Asbury, Timothy
Ashba, Tammy
Austin, Vera
Azevedo, Daniel
Bailey, Leonard
Balken, Eric
Basurto, Nathan
Battles, Cheryl
Bedene, Miranda
Bell, James
Beller, James
Beltran, Peggy
Berg, Christopher
Berman, Lisa
Berry, Joannie
Bertagna, Steven
Bianchini, Elizabeth
Bliss, Megan
Boek-Dominguez, Stacey
Boian, Jeffrey
Bokavich, Casey
Bonis, Andrea
Booth, Lillian
Bootman, Scott
Booy, Arjen
Bordin, Steven
Bordoli, Guy
Boyd, Steve
Boyer, Robert
Bromley, Kyleen
Brown, Robert

Buchanan, Mary
Buckner, Jennifer
Buckstead, Christine
Butler, Brett
Buzan, Melinda
Byard, Gregory
Calip, Vincent
Calkins, Matthew
Camodeca, Michael
Campbell, Donald
Cantrell, Heidi
Cantwell, Gary
Cardinet, Matthew
Carlile, Amanda
Carlisle, Andrei
Cavaness, Linda
Chamness, Justin
Chavez, Mark
Chin, Fiona
Claiborne, Shannon
Clain, Kimberly
Cleary, Francis
Collins, Susan
Conlan, Lance
Connolly, Brian
Consiglio, Michael
Cooke, Bradley
Cooper, Andrew
Cooper, Jeffrey
Corona Alcazar, Jasmine
Correa, Steven
Correa-Wilson, Joshua
Cowell, Aman
Cowell, Jean
Craig, Christine
Crosby, Nandi
Curry, Michael
Daly, Jennifer
Davenport, Bascal
Davidson, Ryan
Davila, Christian

Davis, Adria
Davis, Regina
Davison, Bryce
Demaggio, Julie
Denton, Robert
Deromedi, Lia
Devine, Shannon
Dewey, Sean
Diamond, Nicole
Dorghalli, Carin
Downs, Jordan
Draper, Aaron
Drysdale, Jodi
Du, Kseniya
Duch, Andrew
Duggins, Michael
Duitsman, Stan
Dunning, Melissa
Duran-Roach, Australia
Durfield, Timothy
Eagan, Travis
Edsill, Julia
Edson, Jeffrey
Efthymiou, Sarah
Ensslin, Teresa
Ernest, Jessee
Evaro, Heidi
Fay, Casey
Fedrizzi, Victor
Feingold, Rick
Felipe, Donald
Fellers, Ryan
Ferreira, Anthony
Figaratto, Daniel
Filter, Sara
Fisher, Amber
Flores, Sheena
Forsberg, Eric
Frawley, Susan
Frazer, Cody
Frederici, Paul

Fry, Brandon
Funk, Ember
Galindo, Roseanna
Garner, David
Gates, Andrew
Gee, Travis
Gerrard, Jeremy
Giusti, Ashley
Givens, Teresa
Gonzalez, Eduardo
Gordon, Scott
Gottlieb, Kelli
Goyen, Mary
Gray, Santy
Griffin, Michael
Grimes, Ruth
Grothe, Kerstin
Gsell, Ryan
Gurlides, Despina
Gust, Karen
Haasl, David
Hall, Steven
Hames, John
Hannah, Michael
Haraughty, Gema
Harr, Becky
Harrington, Jeffrey
Hart, Daniel
Hart, Diane
Harth, Adelaide
Hartley, Laurel
Hatter, Amber
Hawkins, Zackary
Hayes, Billy
Hayes, Timothy
Hays, Jonathan
Henrick, Meredith
Herrera, Eric
Hight, Susan
Hindman, Darrell
Hinkley, Maitlin
Hofer, Mark
Holtkamp, Marguerite

Howard, Sue
Huff, Steven
Huffman, Robin
Hughes, Gary
Hull, Patrick
Hutcheson, Donald
Jackson, Lisa
Jackson, Melinda
Jenkins, Deborah
Johnson, Amanda
Jones, Barbara
Jones, Gregory
Jones, Todd
Juarez-Whittaker, Maritsa
Kaur, Rajdeep
Keating, Michael
Keen, Phillip
Kelemen, Izolda
Kelleher, John
Kelly, Cameron
Kelso, John
Kidd, Carey
Kieselbach, Tanya
King, Daniel
Kinnear, Guy
Kious, Randi
Klein, John
Knight, Jerry
Knowlton, Sarah
Kraemer, Finn
Kraut, Annabella
Krepelka, James
Krug, Susan
Krulder, Joseph
Kruse, Brian
Kutil, Devin
Laczko, Kaitlyn
Laney-Clark, Zachary
Langston, Derek
Larson, Tiffany
Latham-Fairchild, Caroline
Lefkowitz, Todd
Leitner, Stacy

Lephart, Chris
Liebenberg, Ibe
Light, Pauline
Lowe, Deanna
Lucanic, James
Lucot Smith, Katherine
Lunel, Ezra
Lydon, Dean
Main, David
Maletic, Stephen
Mandel, Kristi
Maready, Aaron
Marshall, Bryan
Marshall, Sheri
Marshall, Vincent
Martin, Jack
Martin, John
Mateson, Elizabeth
Mattos, Dustin
Maxey, Justin
McFadden, Greg
McJunkin, Shawn
McKenzie, Wendy
McKinnon, Lacey
McLeod-Kerr, Courtney
McMillin, Stella
McNamara, Brian
Mellum, Erik
Meneley, Chris
Metroka, Wesley
Meyer, Nancy
Miille, Jake
Milburn, Shane
Miller, Jami
Mitchell, Ryon
Montgomery, Lynette
Moore, Jeffery
Moore, Ty
Morales, Lisa
Morris, Jason
Muelrath, Lani
Mulford, Aja
Muntiferung, Samantha

Murphy, Mark
Murphy, Michael
Murphy, Tamara
Muster, Kevin
Nagai, Sanae
Nakamura, Ayako
Nako, Adam
Nall, Sara
Navarro, Nicole
Nelms, Kimberly
Nicodemus, Christopher
Nicolay, Luke
Nilsson, Sharon
Noxon, Justin
O'Hern, Casey
O'Meara, Christopher
O'Quin, Sharon
Oelrichs, Amy
Openshaw, Mollie
Ortiz, Antoinette
Ozanne, Nick
Park, Michael
Parrott, James
Parsons, Keith
Parsons, Michelle
Patience, Hosanna
Paulson, Nicholas
Pedeva-Fazlic, Desislava
Peeler, Sean
Peloso, Dominick
Person, Johnny
Peter, Eric
Peters, Mari
Peterson, Andrew
Peterson, Sue
Pettersen, Cameron
Philbrook, Cody
Phipps, Matthew
Piazza, Jason
Pierce, Robert
Pilakowski, Michael
Pipkin, Bonnie
Pittman, David

Pollard, Jeremy
Portillo, Matthew
Rafalski, Jessica
Rathbun, Chris
Ray, Erika
Raymond, Kathleen
Reese, Norman
Reinhardt, Dennis
Reizgeviците, Agne
Richardson, Robert
Riley, Lorianne
Roady, Caroline
Robinson, Joanne
Robson, Devin
Rodriguez, Jesus
Roeder, Miriam
Rogers, Robert
Rohrer, Judith
Ross, Stephen
Rubinoff, Ryan
Ruiz, David
Sanchez, Gloria
Sandberg, Ross
Sandro, Kierstan
Sanfilippo, Dominic
Scheblein, Andrew
Schildhauer, Cynthia
Schleiger, Rachel
Schmid, Joel
Schmidt, Rebecca
Schnitzius, James
Scholar, Gary
Scholl, Anna
Schwyzer, Cedric
Sederquist, Janessa
Seghieri, Richard
Shippen, Christopher
Shippen, Holly
Shoro, Natasha
Singleton, Valerie
Slater, Andrea
Smith, Brian
Smith, Eva

Smith, Jake
Smith, Kenneth
Smith, Olav
Smith-Peters, Bruce
Solano, Stephen
Spencer, Errin
Stanley, Ryan
Steffen, Nathan
Stevens, Belinda
Stevens, Jennifer
Stevens, Robert
Stone, Kathy
Strahan, Lori
Sylvia, Kathryn
Szczepanski, Catherine
Tan, Huiyuan
Tange, Mark
Tate, Travanti
Teagarden, Katherine
Teixeira, Katharina
Thomas, Phillip
Thomas, William
Thompson, Daniel
Till, Jennifer
Tochterman, Alan
Torres, Melina
Townsley, Wesley
Traulsen, Andrew
Trider, Alicia
Valdes, Jarrod
Van Der Linde, Juanne
Vancil, Christian
Vasquez, Crystal
Vela, Shanna
Velasquez, Alana
Vincent, Zu
Wade, Erin
Walker, Chadwick
Wall, Timothy
Wasche, Katherine
Watson, Ryan
Weaver, Ashlyn
Welton, David

Wenger, Christopher
Westwood, Lisa
White, Durl
White, Erin
White, Jennifer
Wicks, Michael
Williams, Dacia
Williams, Lisa

Willmann, Hans
Wilson, Lauren
Wilson, Nickolas
Winchell, Quinn
Wines, Jason
Winzenz, Thaddaeus
Wong, Forest
Wright, Aaron

Wright, Joshua
Wright, Kathline
Wymore, Gretel
Xiong, Moua
York, Kevin
Young, Patrick
Zuniga, Yvette

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

**September 11, 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 Vice President for Administrative Services 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 Vice President for Administrative Services 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>
7/1/24	6/30/26	Shasta-Tehama-Trinity Community College District	Director of Employment Engagement Positions for Regional Collaboration and Coordination Grant	(\$2,794,634.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/24	6/30/26	Los Rios Community College District	Director of Employment Engagement Positions for Regional Collaboration and Coordination Grant	(\$1,600,802.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/24	6/30/25	Butte County Office of Education	Strong Workforce Program K12 Pathway Coordinator	(\$130,000.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/24	6/30/25	Feather River Community College District	Strong Workforce Program K14 Technical Assistance Provider	(\$225,000.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/24	6/30/25	Foundation for California Community and Colleges and Microsoft Corporation	Strong Workforce Program K12 Pathway Coordinator	(\$130,000.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/24	6/30/25	Long Valley Charter	Strong Workforce Program K12 Pathway Coordinator	(\$130,000.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/24	6/30/25	Mendocino County Office of Education	Strong Workforce Program K12 Pathway Coordinator	(\$130,000.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/24	6/30/25	Placer Union High School District	Strong Workforce Program K12 Pathway Coordinator	(\$130,000.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/24	6/30/25	Plumas Charter School	Strong Workforce Program K12 Pathway Coordinator	(\$130,000.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/24	6/30/25	Sacramento County Office of Education	Strong Workforce Program K12 Pathway Coordinator 1	(\$130,000.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/24	6/30/25	Sacramento County Office of Education	Strong Workforce Program K12 Pathway Coordinator 2	(\$130,000.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/24	6/30/25	Scott Valley Unified School District	Strong Workforce Program K12 Pathway Coordinator	(\$130,000.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/24	6/30/25	Shasta County Office of Education	Strong Workforce Program K12 Pathway Coordinator	(\$130,000.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/24	6/30/25	Yolo County Office of Education	Strong Workforce Program K12 Pathway Coordinator	(\$130,000.00)	Restricted General	North Far North Regional Consortium	Shearer
Upon Execution	6/30/26	Rancho Santiago Community College District	Implementation of Common Course Numbering Task Force Recommendations in the Chancellor's Office Curriculum Inventory (COCI) Platform	\$3,249,799.00	Restricted General	CCC Technology Center	Snelling
			<b>TOTAL REVENUE CONTRACTS</b>	<b>\$3,249,799.00</b>			
			<b>TOTAL EXPENSE CONTRACTS</b>	<b>(\$6,050,436.00)</b>			

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

**September 11, 2024**

<b>Subject:</b>	Approval of Contract Award to Syntellis Performance Solutions, LLC for Request for Proposals 2024-25-01 Budget and Financial Reporting Software
<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**

On August 20, 2024, the District released Request for Proposals (RFP) 2024-25-01 Budget and Financial Reporting Software. The purpose of the RFP was to seek proposals from firms to procure an enterprise budgeting and financial reporting software.

Under Education Code 81645, the governing board of any community college district may contract with a party who has submitted one of the three lowest responsible competitive proposals or competitive bids for the acquisition, procurement, or maintenance of electronic data processing systems and equipment, electronic telecommunications equipment, supporting software, and related materials, goods, and services, in accordance with procedures and criteria established by the governing board.

**Status**

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

<u>FIRM NAME</u>	<u>PROPOSAL VALUE</u>
Syntellis Performance Solutions, LLC	\$277,436
EUNA Solutions	\$311,750
IGM Technology	\$320,000

A proposal evaluation team considered the qualifications, experience, technical approach, and cost in the evaluation of the responsive proposals.

Upon completion of the due diligence review, staff determined that Syntellis Performance Solutions, LLC is the best qualified to provide the software solution and an award of contract is in the best interest of the District.

**Recommendation**

It is recommended that the Board of Trustees approve the award of the contract for the Request for Proposals 2024-25-01 Budget and Financial Reporting Software to Syntellis Performance Solutions, LLC in the amount not to exceed \$278,000 and for a five-year contract term.

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 District staff to execute necessary contract documents related to the award of the contract for the Request for Proposals Budget and Financial Reporting Software to Syntellis Performance Solutions, LLC prior to ratification by the Board at a subsequent meeting in accordance with Board Policy 6340.

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

**September 11, 2024**

<b>Subject:</b>	Public Hearing and Adoption of 2024-2025 Final Budget
<b>Category:</b>	Finance
<b>Submitted By:</b>	Jessica Snelling, Vice President
<b>Attachment:</b>	Yes
<b>Type:</b>	Action
<b>Agenda Section:</b>	Regular

**Status**

Attached for the Board’s review is a copy of the proposed 2024-2025 Final Budget for the Butte-Glenn Community College District. The document outlines the status of the State’s and District’s budgets.

**Recommendation**

It is recommended that the Board of Trustees open a public hearing for the purpose of taking comments from the public regarding the proposed 2024-2025 Final Budget.

It is also recommended that the Board of Trustees adopt the attached 2024-2025 Final Budget for the Butte-Glenn Community College District following the public hearing.

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

**September 11, 2024**

<b>Subject:</b>	Approval of Equal Employment Opportunity Annual Certification Form
<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>	Regular

**Background**

The Butte-Glenn Community College District is required by the California Community Colleges Chancellor's office to certify the Equal Employment Opportunity Annual Certification Form for fiscal year 2022-2023.

**Status**

The Equal Employment Opportunity Annual Certification Form for fiscal year 2022-2023 is hereby presented to the Board of Trustees at the September 11, 2024, meeting.

**Recommendation**

It is recommended that the Board of Trustees approve the Equal Employment Opportunity Annual Certification Form for fiscal year 2022-2023.



Name of District:	Butte-Glenn Community College District
Submission Date:	

In July of 2021, the Board of Governors of the California Community Colleges adopted new Equal Employment Opportunity (EEO) regulations to provide the necessary framework for more robust and accountable EEO programs. As a part of the framework, districts are tasked with engaging in annual reporting of EEO-related activities in order to receive EEO funds appropriated by the Legislature.<sup>1</sup>

California Code of Regulations, title 5, Section 53024.2 sets forth the categories of information that must be reported as part of this annual certification:

(a) Districts shall certify annually to the Chancellor that they have timely complied with all of the following:

- (1) recorded, reviewed, and reported the data required regarding qualified applicant pools and longitudinal data;
- (2) reviewed and updated, as needed, the Strategies Component of the district's EEO Plan;
- (3) investigated and appropriately responded to formal harassment or discrimination complaints filed pursuant to subchapter 5 (commencing with section 59300) of chapter 10 of this division;
- (4) expended Equal Employment Opportunity funds in accordance with the purposes set forth in subdivision (c) of section 53030.

This form combines the reporting of all items listed in Section 53024.2 into a single document, expressly subsuming and replacing the EEO Fund District Expenditure Report and the Multiple Method Allocation Certification Forms used in past years.

**Instructions:**

- 1. Complete Sections B through E.
- 2. Compile and format data in an Excel workbook related to Section B.
- 3. After Sections B through E are finished, ensure the checklist in Section A is complete and fill out the signature page in Section F.
- 4. Submit this Annual Certification Form and Section B data (as an Excel workbook file) in one email to [eeosubmissions@CCCCO.edu](mailto:eeosubmissions@CCCCO.edu) by **September 30, 2024**.

<sup>1</sup>Section 87102 of the Education Code provides in relevant part:

(a) As a condition for the receipt of funds pursuant to Section 87107, the governing board of the community college district that opts to participate under the article shall periodically submit to the board of governors an affirmation of compliance with this article, and, to promote faculty diversity, commencing with the 2023–24 academic year, shall implement strategies from the Multiple Methods identified by the office of the Chancellor of the California Community Colleges. Each participating community college district's equal employment opportunity program shall ensure participation in, and commitment to, the program by community college district personnel. Each participating community college district's equal employment opportunity plan shall include steps that the community college district will take to eliminate improper discrimination or preferences in its hiring and employment practices. Each plan shall address how the community college district will make progress in achieving the ratio of full-time to part-time faculty hiring, as indicated in Section 87482.6, while still ensuring equal employment opportunity.

## Contents

Section A: Certification Components Checklist .....	3
Section B: Collection and Analysis of Recruitment, Retention, and Longitudinal Data....	4
Section B, Part 1: Summarizing Actions, Strategies, Measurements, and Outcomes .	4
Section B, Part 2: Longitudinal Data Reporting .....	7
Section C: EEO Strategies Updates (EEO Plan Component 13 and other EEO Plan Components).....	8
Section C, Part 1: EEO Plan Component 13 .....	8
Section C, Part 2: Additional EEO Plan Components (if applicable).....	14
Section C, Part 3: Supports for Strategy Implementation .....	15
Section D: Response to Harassment and Discrimination Complaints .....	16
Section E: Use of EEO Funds .....	19
Section F: Signatures – Affirmation of Accuracy and Completeness .....	21

## Section A: Certification Components Checklist

Pursuant to California Code of Regulations, title 5, section 53024.2(a), districts are required to certify annually to the Chancellor's Office that they have complied with the items listed below.

Before submitting this form to the Chancellor's Office, please ensure that this section (Section A) and the signature page (Section F) are complete.

### Collection and Analysis of Recruitment, Retention, and Longitudinal Data

- (1) The district has **recorded and reviewed** the required data regarding qualified applicant pools and employees. (Sections 53004 & 53006)  
 Yes  
 No
- (2) The district has **reported** the required data regarding qualified applicant pools and employees. (Sections 53004 & 53006)  
 Yes  
 No

### EEO Strategies Updates

- (3) The district has reviewed and updated, as needed, the Strategies Component of the district's EEO Plan. (Sections 53003(c)(1), 53024.1)  
 Yes  
 No

### Response to Harassment and Discrimination Complaints

- (4) The district has investigated and appropriately responded to formal harassment or discrimination complaints filed pursuant to subchapter 5 (commencing with Section 59300) of chapter 10 of division 6 of title 5. (Sections 53003(c)(4), 53026)  
 Yes  
 No

### Use of EEO Funds

- (5) The district has expended EEO funds in accordance with the purposes set forth in subdivision (c) of Section 53030.  
 Yes  
 No

## Section B: Collection and Analysis of Recruitment, Retention, and Longitudinal Data

### Section B, Part 1: Summarizing Actions, Strategies, Measurements, and Outcomes

Referring to your district’s EEO Plan Components 10-12, report upon your district’s strategies for recording and reviewing data related to the recruitment and retention of monitored groups.

For reference:

- Component 10: A Process for Gathering Information and Periodic Longitudinal Analysis of the District’s Employees and Applicants
- Component 11: A Process for Utilizing Data to Determine Whether Monitored Groups Are Underrepresented Within District Job Categories
- Component 12: Methods for Addressing Underrepresentation

<b>EEO Plans: Summary of Anticipated Actions</b>		
Referring to your district’s EEO Plan, briefly summarize your district’s plan to do the following:	<b>collect</b> applicant and employee data	Through the District's applicant tracking system the District will run EEO reports that will pull applicant and employee/new hire data.
	<b>review</b> applicant and employee data <b>for adverse impact</b>	At various stages of the recruitment process the recruiters and Assistant Director of HR will review the applicant pool for adverse impact. The review for adverse impact will happen at the before committee screening stage, and after committee screening stage.
	<b>review</b> applicant and employee data <b>for underrepresentation</b>	The District will periodically pull EEO reports from the applicant tracking system to review the demographic data of our applicants and our new hires to determine the areas of underrepresentation and do more targeted solicitation to market our jobs to the underrepresented.

<b>Actions Taken (including actions in progress prior to EEO Plan submission)</b>		
<p>Since submitting your EEO Plan, summarize actual actions taken and the methods used <b>to review</b> your district's applicant and employee data for:</p>	adverse impact	<p>The District developed an EEO report in their applicant tracking system. The District also developed an additional report and step in our screening process that allows recruiters to pull the report prior to the committee screening step to review for adverse impact. They also developed a report on their committee results screening document that allows for the review of adverse impact.</p>
	underrepresentation	<p>The district will pull quarterly reports from the applicant tracking system based on recruitment and demographics to determine which demographic and area is underrepresented and do targeted recruitment efforts in those areas.</p> <p>Employee data will be pulled from our District HRIS system and will help with our recruitment efforts and job marketing efforts in targeting underrepresented groups.</p>
<p>Summarize actual actions taken and the methods used <b>to address</b> any findings of:</p>	adverse impact	<p>The District uses the 4/5th's rule. We screen for adverse impact after minimum qualification screening before the applications are sent to the committee for screening. If the applicant pool is not diverse we extend the posting to allow for more diverse applicants. After screening, we apply adverse impact again and if the pool that is being sent to interviews is not diverse we extend the pool to apply the 4/5ths rule or 80%.</p>
	underrepresentation	<p>The applicant tracking system that the District uses tracks the diversity of the applicant pool per job posting which allows the recruiter to know if they need to do more targeted recruitment efforts to an underrepresented group. One example is IT recruitments have a predominantly male applicant pool so the recruiter will recommend to the hiring manager to purchase a posting in Women in IT.</p>

Methods Used to Measure Outcomes		
Describe the methods your district has used/is using to <b>measure the outcomes</b> of efforts to address the following:	adverse impact	
	underrepresentation	

Observed Outcomes	
As a result of the actions taken by your district to address <b>adverse impact</b> , what specific outcomes have you observed?	
As a result of the actions taken by your district to address <b>underrepresentation</b> , what specific outcomes have you observed?	

**Innovative Strategies Reporting**

Please highlight the use and impact (if applicable) of any innovative strategies, resources, or tools your district has employed.

**Additional Comments**

**(use this space to report or provide any additional information not covered in the questions above)**

## Section B, Part 2: Longitudinal Data Reporting

### Instructions:

- Compile demographic data for a) applicants and b) employees. Demographic data includes but is not limited to the following. *Note: Data must be broken down to subcategories as required by the CCCCCO's Management Information Systems (MIS) reporting obligations,*
  - Employee/job classification
  - Gender
  - Race/Ethnicity
  - Disability status
- To make reporting as uniform as possible, format data into tables displaying numbers and percentages. Applicant and employee data should be presented separately. The following is an example format for a table of applicant data displaying job classification by gender:

Example Table. 20XX-20XX Applicant Job Category by Gender.

	Female		Male		Non-binary		Unknown/ Blank		Total	
	#	%	#	%	#	%	#	%	#	%
Executive, Admin., Managerial										
Academic, Tenured/ Tenure-Track										
Academic, Temporary										
Professional (Non-Faculty)										
Clerical/ Secretarial										
Technical/ Paraprofessional										
Skilled Crafts										
Service/ Maintenance										

- Place tables into an Excel workbook with each tab containing a different, and clearly labeled table. Tab name examples:
  - AppJobGender (i.e., applicant pool, job category, gender)
  - EmpJobRace (i.e., employees, job classification, race/ethnicity)
- Name your workbook using the following format:
  - year\_district\_EEOAnnualCert (ex.: 2024\_LRCCD\_EEOAnnualCert)
- Submit your Excel workbook using the same email in which you submit this Certification Form ([eeosubmissions@CCCCO.edu](mailto:eeosubmissions@CCCCO.edu)). The EEO Certification Form submission process is not complete without the submission of your district's Excel workbook.

**Section C: EEO Strategies Updates (EEO Plan Component 13 and other EEO Plan Components)**

In this section, provide updates on district pre-hiring, hiring, and post-hiring strategies expressed in the EEO Plan.

**Section C, Part 1: EEO Plan Component 13**

**Instructions:**

- Use your district’s EEO Plan Component 13 submission to guide completion of this form. If your district did not use the Component 13 template in its EEO Plan, you will need to transfer your EEO Plan Component 13 submission into the template before completing this section.
- Remove any rows (i.e., implementation strategies) that do not apply to your district’s Component 13 submission.
- Add lines for additional/alternative strategies, as necessary.
- Because strategies and metrics were reported by year in the Component 13 matrix (i.e., Year 1, Year 2, Year 3), please include only the strategies and metrics that are relevant to the point in time at which you complete this annual form.

<b>Example:</b>			
<b>Implementation</b>	<b>What/When</b>	<b>Effectiveness Metrics and Review</b>	<b>Observed Outcomes: What successes have you observed? What challenges have you encountered?</b>
<b>PRE-HIRING</b>			
<b>Addressing diversity issues in a transparent and collaborative fashion. (53024.1(o))</b>	Year 1: Implement new applicant tracking software in which applicant pool data can be disaggregated by EEO categories, and prospective division/department.	Year 1: Review applicant pool data for all full-time faculty and part-time faculty for 2023-2024 academic year.	90% of applicants were tracked using the new software, 10% of applicants completed their applications prior to the full transition to the new software. Analysis of Adverse Impact and Underrepresentation is underway utilizing data collected. Preliminary findings indicate Black (2%) and Latinx (9%) applicants continue to be underrepresented in faculty application submissions.  Year 2: District intends to complete and analyze Year 1 data and develop strategies to address identified Adverse Impact and Underrepresented groups.

[Form begins on the next page →]

Implementation	What/When	Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?
<b>PRE-HIRING</b>			
<b>Provide training to employees, students &amp; trustees.</b> (53024.1(d))	Ongoing-training is provided to students and employees.	Training provided is typically followed with a survey to gauge effectiveness. Feedback is considered and updates made as appropriate.	Some training, such as EEO training, can be challenging to offer as it is provided often with only internal resources. Development of a systemwide training that Districts could leverage would be helpful.
<b>Convey in publications and website the district's commitment to diversity &amp; EEO.</b> (53024.1(j))	Ongoing-The District posts its commitment to diversity and EEO.	The District webpage and all job announcements contain language pertaining to EEO and commitment to diversity.	The District's commitment to EEO and diversity can be found online here: <a href="https://www.butte.edu/departments/hr/job-opportunities-eeo/equal-employment-opportunity.php">https://www.butte.edu/departments/hr/job-opportunities-eeo/equal-employment-opportunity.php</a>
<b>Review and update District EEO/DEI policy statement.</b> (53024.1(k))	2023-2024: the District reviewed an updated its EEO Plan.	The updated EEO plan was approved by the Chancellor's Office and then the Board of Trustees in June 2024.	The EEO plan can be found online here: <a href="https://www.butte.edu/departments/hr/documents/EEO%20Plan%2024%20-%202027%20-%20Final.pdf">https://www.butte.edu/departments/hr/documents/EEO%20Plan%2024%20-%202027%20-%20Final.pdf</a>
<b>Providing EEO/diversity enhancement resources and assistance to other districts.</b> (53024.1(m))	2023-2024: The District has participated in hiring committees for other districts.	Participants in external hiring committees have opportunity to review best practices at other districts for possible incorporation at Butte.	Challenges encountered include identifying District employees who are available to assist other districts in hiring committees. Development of relationships with other districts expands our network of resources for committee participants should we have a need.
<b>Addressing diversity issues in a transparent and collaborative fashion.</b> (53024.1(o))	Ongoing through our IDEA Office and other sources.	The IDEA Officer interfaces with all constituent groups to address diversity issues in a transparent and collaborative fashion.	Several action items have occurred in this area, which have resulted in open communication on diversity related topics. One example is recent training on Leading with an Equity Lens. The IDEA Officer worked with Human Resources to enhance diversity related language to District performance evaluation forms.
<b>Recurring activities related to improving student access and student success—with a nexus to EEO hiring.</b>	Ongoing-this is accomplished in the recruitment process with an increased emphasis given to applicant responses to diversity related questions.	<small>All applicants are required to provide a diversity statement as part of the application process, and that statement is scored prior to being offered an interview. Applicants without a demonstrated commitment to diversity may not be invited to participate further in the selection process.</small>	One challenge encountered is that some applicants do not provide full or thorough responses in their application materials. The District is considering options to increase applicant awareness of the importance providing full and adequate responses in this area.
<b>Inclusion of (lawful) EEO deliverables in CEO and other administrator performance goals.</b>	Ongoing-performance evaluation instruments have been updated to reflect these goals.	Administrators are evaluated on their demonstrated commitment to diversity and inclusion as part of their regular evaluation process.	Modification of the performance evaluation instrument requires assessment of the employee being evaluated, and also drives a conversation between that employee and whomever is conducting the performance evaluation.

Implementation	What/When	Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?
ADD ADDITIONAL/ ALTERNATIVE STRATEGIES IN ADDITIONAL ROWS HERE.			
<b>HIRING</b>			
<b>Consistent and ongoing training for hiring committees.</b> (53024.1(c)) *Cross reference Plan Component 8.	Ongoing-training and/or information is provided for hiring committees and committee chairs.	Human Resources staff participate in all hiring committees and are able to train and educate members of the hiring committee.	Successes have been early intervention in situations that could have evolved into something problematic being addressed early in the process. A challenge is the time commitment required of a limited number of Human Resources employees to provide this service.
<b>Maintain updated job descriptions and job announcements.</b> (53024.1(f))	Job announcements are reviewed for currency by hiring committees and hiring managers on an ongoing basis.	Hiring departments review job descriptions before posting a recruitment, and job announcements are reviewed as part of the normal recruitment process.	A challenge associated with this level of review is that it adds time into the recruitment process as announcements and job descriptions are reviewed.
<b>Board of trustees receives training on elimination of bias in hiring and employment at least once every election cycle.</b> (53024.1(g))			
<b>Assess "sensitivity to diversity" of all applicants.</b> (53024.1(l))	Ongoing-assessment of applicant sensitivity to diversity is accomplished through the recruitment and selection process.	All applicants are required to provide a statement pertaining to their sensitivity to diversity as part of their application packet. Interview questions are also posed to applicants as part of the interview process.	Applicants who do not respond to the diversity question of the job application have their applications rejected as incomplete. Applicants with poor scores to this question may also be denied an interview, or may not pass an interview.
<b>Maintaining updated curricula, texts, and/or course descriptions.</b> (53024.1(n))			

Implementation	What/When	Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?
<b>Dedication of specified staff to EEO.</b>	Ongoing-multiple staff members have a dedicated role to EEO.	The EEO Plan names standing participants to the EEO Advisory Committee. Their membership is required and does not lapse.	An observed outcome has been increased continuity by maintaining a group of positions that are permanently involved with and in support of EEO.
<b>Incentives for hard-to-hire areas/disciplines.</b>	Ongoing-relocation incentive and increased information in job announcements.	<small>The District continues to leverage relocation incentives to attract out of the area applicants to relocate here. Also, additional information specific to each position can be added into our job announcement format to give applicants a more accurate view of the position.</small>	Relocation incentive continues to be effective with multiple offerings per year. Increased information specific to the posted position has also been identified by some applicants as a helpful feature.
<b>Focused outreach and publications.</b>	Ongoing-The District works with multiple vendors to provide outreach for District positions.	Applicant pools are monitored and targeted outreach is deployed when warranted.	Observed outcome is that the recruitment team regular monitors the status of open recruitments and adjusts outreach when necessary. Hiring managers are also asked to provide their insight into targeted outreach that could be conducted to increase the applicant pool as part of the recruitment request process.
<b>Procedures for addressing diversity throughout hiring steps and levels</b>	Ongoing. Several actions are undertaken to address diversity throughout hiring steps and levels.	Human Resources monitors the composition of applicant pools during the recruitment period. Pools that are not diverse are addressed a variety of ways. Adverse impact is also evaluated throughout the recruitment process.	Observed outcomes have been that when needed, recruitment periods are extended and additional outreach deployed often result in larger applicant pools for selection. Evaluation of adverse impact at multiple steps allows the District to take action to eliminate or minimize adverse impact when it is found to exist in a recruitment
<b>Recruitment efforts and strategies such as:</b> <ul style="list-style-type: none"> <li>• Use of demographic data</li> <li>• Job Fairs</li> <li>• CCC Registry</li> <li>• Relationships with external organizations &amp; colleges</li> </ul>	Ongoing. The District regularly uses recruitment efforts and strategies.	District staff regularly participate in local job fairs, as well as CCC faculty job fairs in northern and southern California.	Observed outcomes have been increased applicant interest in Butte College as an employer after interacting with District staff at a job fair or other event. A challenge is the time out of the office required to participate in such a job fair.
<b>ADD ADDITIONAL/ ALTERNATIVE STRATEGIES IN ADDITIONAL ROWS HERE.</b>			

Implementation	What/When	Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?
<b>POST-HIRING</b>			
<b>Conduct campus climate surveys &amp; use this information. (53024.1(a))</b>			
<b>Conduct exit interviews &amp; use this information. (53024.1(b))</b>	Ongoing-the District regularly ends exit interview questionnaires to exiting employees.	Results of exit interviews are reviewed, and noteworthy findings are shared as appropriate.	A challenge with exit interviews is that many employees do not respond. This has lead Human Resources to develop an electronic (as opposed to prior paper) survey instrument. Since the advent of the electronic instrument the response rate of employees has improved.
<b>Professional development, mentoring, support and leadership opportunities for new employees. (53024.1(e))</b>	Ongoing-professional development is provided to new employees.	All new employees have several required trainings that they are required to complete through Keenan Safe Colleges as part of their onboarding process.	The onboarding process is currently being evaluated by the District, and changes will be made to improve the new employee experience.
<b>Timely and thoroughly investigate all harassment &amp; discrimination complaints &amp; take appropriate corrective action in all instances where a violation is found. (53024.1(h))</b>	Ongoing-The District timely investigates harassment and discrimination complaints and takes appropriate corrective action where violations are found.	All complaints and taken seriously and investigated as coordinated by Human Resources in accordance will applicable Board Policies and Administrative Procedures.	Observable outcomes include the administration of appropriate corrective measures when violations are found to have occurred. Additional observable outcomes are working with administrators to ensure violations are not repeated.

Implementation	What/When	Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?
<b>Survey applicants who decline offers &amp; use the information. (53024.1(p))</b>	Ongoing-the District does survey applicants who decline offers of interview or employment.	The District requests information from applicants who decline job interviews or offers, and utilizes that information when appropriate.	A challenge encountered is many times applicants reject job interviews or offers for reasons over which the District has not control, such as relocating here from distance and associated family considerations.
<b>Describe strategies developed to address any adverse impact identified in the process of carrying out the requirements of Component 10 of the EEO Plan.</b>	Ongoing-the District evaluates all recruitments for adverse impact and takes steps to mitigate or eliminate when practicable.	The District will engage in several possible actions to address adverse impact, such as adjusting passpoints or modifying the size of an interview pool to increase diversity.	Observed outcome is that when adverse impact is found to exist it can generally be eliminated or mitigated. This results in a larger, more diverse pool of applicants advancing through the recruitment and selection process.
<b>Describe strategies developed to address any underrepresentation identified in the process of carrying out the requirements of Components 11 &amp; 12 of the EEO Plan.</b>	Ongoing-The District works with hiring managers and vendors to identify outreach sources to yield diverse applicant pools. Applicant pools are then assessed for adverse impact as described above.	Employee demographic data is reviewed periodically to determine if areas of underrepresentation are being addressed.	A challenge to addressing underrepresentation is number and frequency of certain types of positions can making addressing underrepresentation a challenge as there are few hires in specific areas. An observable outcome is that when engaging with hiring managers and external vendors, recruitments can be expanded to yield effective and diverse applicant pools.
<b>ADD ADDITIONAL/ ALTERNATIVE STRATEGIES IN ADDITIONAL ROWS HERE.</b>			

**Section C, Part 2: Additional EEO Plan Components (if applicable)**

Some districts submitted pre-hiring, hiring, and post-hiring strategies beyond the Component 13 form. Section B outlined a detailed update on strategies used to address elements of Components 10, 11, and 12. If applicable, use the following form to report on strategies stated in the EEO Plan that fall outside of Components 10-13.

**Instructions:**

- Use your district’s EEO Plan submission to guide completion of this section.
- For reviewers’ reference, list the number of the relevant EEO Plan Component in the “Component Number” column.
- Add lines as necessary.
- Please include only the strategies and metrics that are relevant to the point in time at which you complete this annual form.

Component Number	Actions Taken	Actions Taken Toward Establishing Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?

**Section C, Part 3: Supports for Strategy Implementation**

**If applicable, what kinds of supports would benefit your district's efforts to implement EEO strategies?**

- Development of centralized EEO training by Chancellor's Office available on demand for Districts to utilize
- Streamlined review from Chancellor's Office of EEO plan submittals by District
- Offer training on development of EEO plans

## Section D: Response to Harassment and Discrimination Complaints

*In addition to the requirement that community college districts investigate and appropriately respond to formal harassment or discrimination complaints filed pursuant to section 59300 et seq. of title 5 of the California Code of Regulations, section 59340(b) requires districts to provide an annual report detailing the number and disposition of complaints alleging unlawful discrimination.*

<b>District Officer or Designee</b>	
<b>Name, title, and email of District Officer or Designee responsible for receiving complaints:</b>	Chris Little, Executive Director-Human Resources, littlech@butte.edu
<b>Notes</b> (please indicate changes to District Officer or Designee appointment over the previous fiscal year here):	

<b>Complaints Received</b>		
<b>Employment</b>	Number of <b>discrimination complaints received</b> in the previous academic year:	2
	Number of <b>informal charges received</b> in the previous academic year:	2
<b>Non-Employment</b>	Number of <b>discrimination complaints received</b> in the previous academic year:	0
	Number of <b>informal charges received</b> in the previous academic year:	0
	<b>Total number</b> of discrimination complaints and informal charges received:	4

<b>Complaints Resolved</b>		
<b>Employment</b>	Number of <b>discrimination complaints resolved</b> in the previous academic year:	2
	Number of <b>informal charges resolved</b> in the previous academic year:	1
<b>Non-Employment</b>	Number of <b>discrimination complaints resolved</b> in the previous academic year:	0
	Number of <b>informal charges resolved</b> in the previous academic year:	0
	<b>Total number</b> of discrimination complaints and informal charges resolved:	3

<b>Types of Complaints and Resolution (Employment)</b>					
Considering the <b>total number</b> of discrimination complaints and informal charges received in the previous academic year (as reported in the Complaints Received table), please provide the following information:					
<b>How many complaints are based on the following protected categories:</b>		<b>How many of the complaints are:</b>			
	<b>[Total]</b>	Sustained in Whole	Sustained in Part	Not Sustained	Currently Unresolved
Race/Ethnicity	1	1			
Gender	0				
Sexual harassment	1				1
Disability/Medical Condition	1			1	
Other	1			1	
<b>In the box below, list specific "Other" protected categories and report total number for each and describe status:</b> (ex.: Religion (4 total; 1 Sustained in Whole; 2 Not Sustained; 1 Currently Unresolved))					
Other: 1: Age/Medical Condition: Not sustained.					

<b>Types of Complaints and Resolution (Non-Employment)</b>					
Considering the <b>total number</b> of discrimination complaints and informal charges received in the previous academic year (as reported in the Complaints Received table), please provide the following information:					
<b>How many complaints are based on the following protected categories:</b>		<b>How many of the complaints are:</b>			
	<b>[Total]</b>	Sustained in Whole	Sustained in Part	Not Sustained	Currently Unresolved
Race/Ethnicity	0				
Gender	0				
Sexual harassment	0				
Disability/Medical Condition	0				
Other	0				

**In the box below, list specific “Other” protected categories and report total number for each and describe status: (ex.: Religion (4 total))**

Not applicable.

**Unresolved Complaints from Previous Academic Years**

If applicable, how many complaints from previous academic years (i.e., complaints that arose before the 2023-24 academic year) remain unresolved?

**Employment:**0

**Non-Employment:**0

For each unresolved complaint, please briefly explain the factors that keep the complaint from being resolved:

**Section E: Use of EEO Funds<sup>2</sup>**

<b>Report</b>	<b>EEO/Diversity Allocation Fund (Ed. Code § 87108)</b>
(a) Total Unexpended Allocation from Previous Year (Carry Over)	\$ 103,969.41
(b) 2022-2023 Allocation	\$ 138,888.00
(c) 2022-2023 Expenditures (Same total listed below in column 1)	\$ 38,833.64
Unexpended Allocations (a + b - c) ** Below, please describe anticipated use of funds and projected date.	\$ 204,023.77

<b>Controlling Account</b>	<b>EEO/Diversity Allocation Fund (Ed. Code § 87108)</b>	<b>Other Funds</b>	<b>Total</b>
1000 Academic Salaries			
2000 Classified Salaries			
3000 Employee Benefits			
4000 Supplies & Materials	600.20		
5000 Other Oper. Exp. & Svcs.	38,233.44		
6000 Capital Outlay			
7000 Other Outgo			
<b>Totals</b>			

<b>Unexpended Allocations (if applicable)</b>	
<b>Explain why funds are unexpended.</b>	Our EEO expenditures during COVID were significantly reduced since we were not reimbursing for applicant travel. Since COVID our District has increased remote interview utilization which has been decreasing candidate reimbursement costs. On top of this we received one-time EEO Best Practices funds which we have been using over other EEO funds. All of these factors combined has increased our carryover amount.
<b>Describe any actions or strategies that will be taken to utilize the funds and outline anticipated dates.</b>	<ul style="list-style-type: none"> <li>- work with DEIA office to fund training opportunities on DEIA topics within District</li> <li>- continuing to reimburse applicant travel</li> <li>- offer EEO training for employees</li> <li>- fund recruitment and outreach activities through specific vendors to increase applicant pools for all position types</li> <li>- Utilize funds for accommodations for applicants and employees, as needed</li> <li>- These items will be ongoing items funded using EEO funds</li> </ul>

<sup>2</sup> "EEO Funds" does not include EEO One-Time Funding or funding from Innovative Best Practices Grants.

<b>(1) Performance Indicators</b>	<b>(2A) EEO Diversity Fund Expenditures (Ed. Code § 87108)</b>	<b>(2B) Other Fund Expenditures (identify amount and source)</b>	<b>(3) Description of Activities<sup>3</sup></b>
1. Activities designed to encourage students to become qualified for, and seek, employment as community college faculty or administrators.	\$	\$	
2. Outreach and recruitment.	\$ 34,454.56	\$	Applicant recruiting/tracking, applicant travel reimbursement, job fairs
3. Professional development on equal employment opportunity.	\$ <b>1,879.08</b>	\$	EEO training for employees and HR staff
4. Professional development on DEIA.	<b>2,500</b>		Implicit Bias Training
5. Accommodations for applicants and employees with disabilities pursuant to title 5, section 53025.	\$	\$	
6. Other reasonable and justifiable activities to promote equal employment opportunities. Please list activities in Description of Activities column.	\$	\$	

<sup>3</sup> Where appropriate, please explain how the funded activities support the District's efforts as specified in the Strategies Component of the District's EEO Plan.

**Section F: Signatures – Affirmation of Accuracy and Completeness**

*I CERTIFY THAT THIS REPORT IS ACCURATE AND COMPLETE.*

**Chair, Equal Employment Opportunity Advisory Committee**

<b>Name:</b>	<b>Title:</b>
<b>Signature:</b>	<b>Date:</b>

**Chief Human Resources Officer**

<b>Name:</b> Chris Little	<b>Title:</b> Executive Director - Human Resources
<b>Signature:</b>	<b>Date:</b>

**Chief Executive Officer (Chancellor or President/Superintendent)**

<b>Name:</b> Virginia Guleff	<b>Title:</b> President/Superintendent
<b>Signature:</b>	<b>Date:</b>

**President/Chair, District Board of Trustees**

<b>Date of governing board's approval/certification:</b>	
<b>Name:</b>	<b>Title:</b>
<b>Signature:</b>	<b>Date:</b>

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

**September 11, 2024**

<b>Subject:</b>	Adoption of Board Policies
<b>Category:</b>	Administration
<b>Submitted By:</b>	Virginia L. Guleff, Superintendent/President
<b>Attachment:</b>	Yes
<b>Type:</b>	Action
<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.

<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	Student Senate 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**

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. The board policies listed above were presented to the Board of Trustees at the August 14, 2024, meeting.

**Recommendation**

It is recommended that the Board of Trustees adopt the board policies listed above as presented.



**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: [Education Code Section 72122](#)  
Government Code Sections [54954.5](#), 54956.8, 54956.9, 54957, 54957.1; 54957.6, 11125.4;  
~~[Education Code Section 72122](#)~~  
Adopted: May 28, 2008  
Last Revised: [August 2024](#)  
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.

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

**September 11, 2024**

<b>Subject:</b>	Approval of 2024-2025 Board Goals
<b>Category:</b>	Administration
<b>Submitted By:</b>	Virginia L. Guleff, Superintendent/President
<b>Attachment:</b>	Yes
<b>Type:</b>	Action
<b>Agenda Section:</b>	Regular

**Background**

At the June 26, 2024, special meeting of the Board of Trustees, the board discussed their goals for the 2024-2025 academic year.

**Status**

The goals were compiled and further refined by Superintendent/President Guleff in consultation with Board Clerk Blacklock, Trustee Dahlmeier, and Trustee Krepelka to present to the Board for final approval.

**Recommendation**

It is recommended that the Board of Trustees approve the attached 2024-2025 board goals.

# **Butte-Glenn Community College District Board of Trustees**

## ***Strategic Focus and Board Goals***

**2024-2025**

### **Strategic Focus**

1. Prioritize Strategic Plan objectives.
2. Manage the Strategic Enrollment Management Plan.
3. Develop a plan for operational improvement and institutional efficiency.
4. Strengthen institutional data collection, interpretation, reporting, availability and analysis to improve organizational understanding and processes.
5. Facilitate collaboration with the Foundation in the achievement of its Strategic Plan.
6. Advance innovation.
7. Increase understanding of, appreciation for, emphasis in and action in DEIA2.

### **Board Goals**

#### *Group Goals*

1. Engage in two DEIA2 training sessions annually.
2. Increase the Trustee Scholarship to \$750.00 per year.

#### *Individual Goals*

1. Emphasize DEIA2 in Board Policy revisions.
2. Attend one community event with the Superintendent/President or designee.
3. Attend one state-wide community college event (in-person or virtual).
4. Meet with the Superintendent/President once per semester.