



BOARD OF TRUSTEES
Notice of Regular Meeting

Wednesday, October 16, 2024 | 1:00 PM
District Board Room
Student and Administrative Service Building
[Non-interactive Zoom Link](#)

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

AGENDA

Call to Order

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

Pledge of Allegiance to the Flag

Page

- 1. Agenda Approval**
- 2. Introduction of New Faculty**
- 3. Communications from the Public - Consent Agenda**

This time is set aside for comments on the Consent Agenda. The Board may undertake discussion only to provide clarification to the public or schedule a matter for a future meeting. In accordance with BP 2350 Speakers, each speaker will be allowed a maximum of five (5) minutes per topic, thirty (30) minutes maximum for

public speakers on any one subject, regardless of the number of speakers.

4. Approval of Consent Agenda

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

4.1	Approval of Minutes 	6 - 11
4.2	Approval of Warrants 	12
4.3	Ratification of Contracts  Contracts Ratification Report 	13 - 17
4.4	Approval of New Programs 	18 - 26
4.5	Approval of International Travel Cox - Ontario, Canada 	27
4.6	Approval and/or Ratification of Personnel Actions  Management <i>Reclassification</i> Academic Employees <i>At-will employments, temporary employments, assignment, and unpaid leave</i> Classified Employees <i>Employments, out of class assignment, temporary and permanent increases</i> Temporary Employees <i>Substitutes, short-term/seasonal, professional experts, and volunteers</i>	28 - 32

5. Reports

5.1	Academic Senate President's Report
5.2	Classified Senate President's Report
5.3	Student Senate President's Report
5.4	Student Trustee Comments
5.5	Vice President Report
5.6	Superintendent/President's Report
5.7	Board Comments






6. Communications from the Public

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



7. Contracts

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|-----|---|---------|
| 7.1 | Approval of Contracts 
Contracts Approval Report  | 33 - 34 |
| 7.2 | Approval of Resolution No. 824 for Approval of Contract with the California Department of Education for California State Preschool Program 2025-26 
Resolution #824  | 35 - 36 |
| 7.3 | Approval of Contract to Purchase Information Technology Goods and Services from ePlus Technology Inc., utilizing California Participating Addendum Number 7-20-70-47-04  | 37 - 38 |
| 7.4 | Approval of Contract Amendment #1 to Pariveda Solutions, Inc. for Information Technology Professional Services utilizing California Multiple Award Schedule CMAS Number 3-23-01-1035  | 39 - 40 |
| 7.5 | Approval of Contract to Purchase Information Technology Goods and Services from Rainforest QA, Inc., utilizing California Multiple Award Schedule CMAS Number 3-18-70-3509A  | 41 - 42 |
| 7.6 | Approval of Contract to Purchase Equipment from Peterson Cat Utilizing Sourcewell Contract with Caterpillar Inc. Number 011723-CAT  | 43 - 44 |
| 7.7 | Approval of Contract to Purchase Tenable.sc from SHI International Corporation utilizing Foundation for California Community Colleges Contract Number 00006779  | 45 - 46 |

8. Finance

8.1	<u>Appointment of Measure J Citizens' Bond Oversight Committee Members</u> 	47
8.2	<u>Approval of Destruction of Disposable Records</u>  <u>Disposable Records, Destroy After July 1, 2024</u> 	48 - 50
8.3	<u>Approval to Donate Surplus Electronic Equipment</u>  <u>Disposal of District Property: Electronic Equipment Purchased Between April 23, 2007, to October 16, 2020</u> 	51 - 54

9. Human Resources

9.1	<u>Approval of Employment Contract for Vice President for Student Services</u>  <u>Employment Contract for Vice President for Student Services</u> 	55 - 60
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10. Future Dates

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

11. Closed Session

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

Pursuant to Government Code Section 54957:

- 11.1 EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT

Pursuant to Government Code Section 54957.6:

- 11.2 CONFERENCE WITH LABOR NEGOTIATOR
Name of Agency Negotiator: Erik Shearer, Chris Little
Name of Organization Representing Employees: PFA

Pursuant to Government Code Section 54956.95:

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

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

12. Adjournment

- 12.1 Adjourn Meeting

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

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

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



MINUTES OF REGULAR MEETING

September 11, 2024 | 1:00 P.M.

District Board Room
Student and Administrative Services Building

The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, September 11, 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. Rick Krepelka
Mr. John Nock
Mr. Liam Eller, Student Trustee

Board Members Absent Mr. John Dahlmeier

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 Blacklock led the Pledge of Allegiance.

1. Ratification of Board of Trustees Meeting Location Change

Board President Massa stated that the President's Office consulted with legal counsel about the ability to relocate this meeting due to space constraints at the Glenn County Center and technical capabilities required for closed session. Legal counsel advised that Ed Code 72000 (d) and the Brown Act allow a change in location up to 72 hours ahead of time. Further, Board Policy 2305 and 2410 allow for amendment of policies, which would include acting to modify the Board of Trustees meeting schedule adopted in December 2022.

It was moved by Trustee Krepelka, seconded by Board Clerk Blacklock, to modify the board meeting schedule to hold the September 11, 2024, meeting at main campus.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None
Absent: Trustee Dahlmeier

2. **Agenda Approval**

It was moved by Trustee Boeger, seconded by Board President Massa, to approve the agenda as presented.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Trustee Dahlmeier

3. **Spotlight Presentation**

Superintendent/President Guleff introduced Director of Facilities Planning and Management Kim Jones to give a presentation about the LVN expansion to Glenn County Center. Director Jones explained that Butte College Glenn County Center opened in 2022, after the college initiated the property purchase in 2019. The first building was placed on the property in a way to allow future growth. Butte College purchased portable classrooms as part of the process of building the Math Building; three of them will be moved to Glenn County Center for the LVN program. Two will serve as classrooms while one will provide office space and a conference room. A lab and prep/storage area for the program will be provided inside the Glenn County Center building. Director Jones concluded by reviewing the project schedule, which has a goal of being able to start classes in August 2025.

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

There were no public comments.

5. **Approval of Consent Agenda, Items 5.1-5.8**

It was moved by Board Clerk Blacklock, seconded by Trustee Krepelka, to approve the consent agenda.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Trustee Dahlmeier

6. **Reports**

Academic Senate President's Report – Jess Vickery

Academic Senate President Vickery reported that the Academic Senate held its first meeting of the academic year last week and appointed members to several standing subcommittees, including the Curriculum, Academic Technology, Student Learning Outcomes, and Program Research and Recommendations Committees. The Senate also received updates from the Curriculum and Distance Education Committees and approved updates to the Senate bylaws. Academic Senate President Vickery concluded by noting that Senate considered drafts to administrative procedures including those involving distance education, travel, and dining services. The Senate also formed a taskforce to draft revisions to AP 4235, which outlines Credit for Prior Learning policies.

Classified Senate President's Report – Chris Westbay

Classified Senate President Westbay reported that the Classified Senate welcomed new Student and Academic Senates representatives to Classified Senate. The Senate is reviewing several administrative procedures to provide feedback to College Council. He reported that Caring Campus led the Ask Me Booth program during the first week of school after hosting an Ask Me Booth Flex workshop to teach

interested staff how to welcome students at the booths. Classified Senate President Westbay reported that approximately 230 students were helped at the booths. He concluded that the Senate Engagement Committee is preparing for campus events, the first of which will be Harvest Fest; the Senate also continues to work on fundraising.

Student Senate President's Report – Mercedes Cortez-Nava

Superintendent/President Guleff welcomed Student Senate President Mercedes Cortez-Nava to give her first presentation to the Board of Trustees. Student Senate President Cortez-Nava reported that Student Senate participated in Welcome Weeks events. The Senate is working on updating their constitution and bylaws, including a name change from Associated Students to Student Senate. The Senate also reestablished a mural taskforce to consider a mural for the Roadrunner Nest. She concluded by noting that Student Senate will participate in the Belonging at Butte Event on September 25.

Student Trustee Comments – Liam Eller

Student Trustee Eller reported that he attended Welcome Weeks, where there was a great turnout to showcase how students can connect on campus. He added that it was a great way to help students feel involved. He reported that he also enjoyed the Peak Performance Wellness Fair, which provided a lot of good information to students as well as showing how much Butte College cares for students.

Vice President's Report – Jessica Snelling

Vice President Snelling indicated that the 2024-2025 final budget on today's agenda has no major changes from the tentative budget presented in June. It includes a 1.07% COLA applied to wages and apportionment revenue. Vice President Snelling indicated that she expects to see some budget variances; she will monitor and report on the budget throughout the year. She added that she's very excited to bring a request for proposals for financial software to the Board of Trustees for approval because the software will help the college continue the good work on the budget while providing better visibility and reporting tools.

Superintendent/President's Report – Virginia Guleff

Superintendent/President Guleff introduced Suzanne Watroba, new Executive Director of the Butte College Foundation, and thanked Linda Zorn and Tristan Bosch for all the work they've done on the Foundation in the last year.

Superintendent/President Guleff reported that she, along with Vice President Shearer, Dean Bob White and Director of Equitable Pathways & Achievement Amanda Montgomery, will present at the Community College League of California's Annual Convention in November. The presentation is about Guided Pathways, focusing on how it's a shift in thinking rather than an implementation.

Superintendent/President Guleff also reported that she's working with Interim Vice President of Student Services Brad Zuniga to reimagine the Butte County Promise program after having a kick-off meeting with Chico State President Steve Perez and Butte County Office of Education Superintendent Mary Sakuma. Superintendent/President Guleff noted that she'd eventually like to include Glenn County Office of Education Ryan Bentz in the project, which Butte College will take the lead on.

Superintendent/President Guleff reported that because she had to cancel Convocation due to Covid, she instead sent a short video announcing the college's Building Butte theme for this year. She expressed appreciation for Caring Campus's work on the Ask Me Booths, noting that many events are scheduled to make students feel welcome. Superintendent/President Guleff concluded that even without the traditional kick-off provided by Convocation, the semester is off to a great start.

Board Comments

Trustee Nock welcomed Butte College Foundation Executive Director Watroba and praised Linda Zorn

and Tristan Bosch for their leadership of the Foundation during the interim period and their tremendous effort to continue building the Foundation. Trustee Nock reported that the Scholarship Awards Ceremony was held on August 17, and approximately \$200,000 in scholarships was awarded. Trustee Boeger reported that all seven Trustees attended the Scholarship Awards Ceremony. He noted that he also attended a retirement party for Christie Boggs, adding that it's important to ensure we recognize all of the people who built Butte College over the years and maintain the history of the college. Board Vice President McGinnis suggested listing Butte College sports events in District Announcements. He added that he's proud of the college's ability to rebuild enrollment and looks forward to the expansion of the healthcare education program. Board Clerk Blacklock reported that he enjoyed all of the videos included in Superintendent/President Guleff's email last week; he expressed appreciation for all of the people who make the education system work. Trustee Krepelka reported that he also enjoyed the videos and expressed his appreciation for Linda Zorn's work on the Foundation. Board President Massa thanked Chris Westbay for his work on the welcome video and expressed appreciation for the work of everyone on campus.

7. **Communications from the Public**

There were no public comments.

8. **Contracts**

Approval of Contracts, Item 8.1

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

Trustee Boeger asked about the \$3 million contract for the Chancellor's Office curriculum inventory. California Community College Tech Center Project Manager Monica Matousek explained that the contract awards funds to the Tech Center; the funds will be used for consultants to work on the curriculum inventory project. Board Vice President McGinnis asked about the contact with the Shasta-Tehama-Trinity Community College District. Vice President Shearer responded that these funds pay for North Far North Regional Consortium employment engagement personnel employed by Shasta College, although they work across the region.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Trustee Dahlmeier

Approval of Contract Award to Syntellis Performance Solutions, LLC., for Request for Proposals 2024-25-01 Budget and Financial Reporting Software, Item 8.2

It was moved by Board Clerk Blacklock, seconded by Trustee Krepelka, to approve the contract award to Syntellis Performance Solutions, LLC, for request for proposals 2024-25-01 budget and financial reporting software in accordance with Board Policy 6340.

Trustee Krepelka asked if Vice President Snelling has used this software before. Vice President Snelling confirmed that she has.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Trustee Dahlmeier

9. Finance

Public Hearing and Adoption of 2024-2025 Final Budget Item 9.1

Board President Massa opened the public hearing for the 2024-2025 Final Budget; hearing no comment, Board President Massa closed the public hearing.

It was moved by Trustee Nock, seconded by Board Vice President McGinnis, to adopt the 2024-2025 Final Budget.

Trustee Boeger asked about OPEB. Vice President Snelling responded that she'll be able to provide that information soon.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Trustee Dahlmeier

10. Human Resources

Approval of Equal Employment Opportunity Annual Certification Form, Item 10.1

Human Resources Executive Director Chris Little explained that the Equal Employment Opportunity Annual Certification Form is required by the Chancellor's Office and is the mechanism by which Butte College reports how its equal employment opportunity funds are expended.

It was moved by Trustee Krepelka, seconded by Board President Massa, to approve the Equal Employment Opportunity Annual Certification form.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Trustee Dahlmeier

11. Administration

Adoption of Board Policies, Item 11.1

Board Vice President McGinnis reported that the Board Policy Review Committee met with Superintendent/President Guleff and staff to review proposed changes to these policies recommended by the Community College League of California and the committee. These policies were presented for review at the last meeting; the committee now requests adoption of them.

It was moved by Board Vice President McGinnis, seconded by Board Clerk Blacklock, to adopt the board policies as presented.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Trustee Dahlmeier

Approval of 2024-2025 Board Goals, Item 11.2

Board Clerk Blacklock reported that he, along with Trustees Dahlmeier and Krepelka, met with Superintendent/President Guleff to refine the board goals discussed at the June retreat.

It was moved by Trustee Krepelka, seconded by Board Clerk Blacklock, to approve the 2024-2025 Board Goals as presented.

Board Vice President McGinnis asked about the second goal to increase the Trustee Scholarship to \$750 per year. Trustee Krepelka explained that in an effort to create measurable goals, the goal is to increase the \$500 Trustee Endowment Scholarship to \$750. Board Vice President McGinnis commended the committee for their commitment to DEI. Trustee Nock expressed appreciation for the support of the Foundation. Superintendent/President Guleff noted that the strategic focus items determined by the committee will help the college set goals at every level.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Trustee Dahlmeier

12. 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.

13. Adjournment

Board President Massa adjourned the meeting at 3:44 P.M.

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

October 16, 2024

Subject:	Approval of Warrants
Category:	Finance
Submitted By:	Jessica Snelling, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Consent

It is recommended that the Board of Trustees approve the vendor, payroll, and financial aid warrants for the period of August 26, 2024, to September 30, 2024.

Type of Warrant	Quantity of Checks	Total
Vendor	1,243	\$21,407,874
Payroll	115	\$7,903,812
Financial Aid	4,189	\$6,086,818

Warrant registers are available for review in the Business Office.

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

October 16, 2024

Subject:	Ratification of Contracts
Category:	Contracts
Submitted By:	Jessica Snelling, Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Consent

Background

Pursuant to Board Policy 6340, the Board of Trustees has delegated the authority to enter into contracts on behalf of the District to the Superintendent/President or designee. Contracts made pursuant to such delegation are not enforceable obligations until the Board ratifies them.

Status

The attached Contracts Ratification Report represents contracts entered into on behalf of the District during the month of September 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

September 2024

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
10/7/24	10/7/24	Conner Wenzel	Safe Zone Ally Training	(\$500.00)	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
10/8/24	10/8/24	Dr. Marcela Cuellar	Keynote Speaker at HSI Conference	(\$4,605.00)	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
10/8/24	10/8/24	Chico Unified School District - Chico High ASB	Ballet Folklorico Troupe Performance for HSI Conference	(\$500.00)	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
10/8/24	10/8/24	La Perla de Occidente, Inc.	Food Vendor at HSI Conference Luncheon	(\$1,188.00)	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
8/29/24	9/30/24	Paula Busch	The Endangered Species Series Art Exhibit	\$0.00	N/A	Arts	Shearer
8/29/24	8/29/24	Oroville Union High School District	Facilities Use Agreement for Football Scrimmage	\$0.00	N/A	Athletics	Shearer
9/14/24	12/16/24	Enloe Medical Center	Standby Ambulance Services for Football Games	(\$3,000.00)	Unrestricted General	Athletics	Shearer
Upon Download	Until Terminated	Wildfire Sports, LLC	VolleyWrite Volleyball Software License	\$0.00	N/A	Athletics	Shearer
8/18/24	6/30/25	Academy Trained	Utility Line Clearance Pre-Inspector and Arborist Program	(\$113,400.00)	Restricted General	Contract Education	Shearer
9/16/24	6/16/25	Allan Hancock Joint Community College District	California Community Colleges - California Conservation Corps Partnership Project	(\$8,500.00)	Restricted General	Contract Education	Shearer
9/17/24	6/30/25	Butte County Behavioral Health	Employee Training	\$6,000.00	Restricted General	Contract Education	Shearer
9/30/24	5/16/26	Catalyst Arborist Services, LLC	California Resilient Careers in Forestry Project	(\$102,400.00)	Restricted General	Contract Education	Shearer
9/16/24	6/16/25	CCC Foundation	California Community Colleges - California Conservation Corps Partnership Project	(\$8,554.00)	Restricted General	Contract Education	Shearer
9/27/24	6/16/25	College of the Redwoods	California Community Colleges - California Conservation Corps Partnership Project	(\$17,000.00)	Restricted General	Contract Education	Shearer
9/5/24	7/23/25	FAFCO, Inc.	Employer Participation Agreement Employment Training Panel (ETP) Project	\$0.00	Restricted General	Contract Education	Shearer
9/16/24	6/16/25	Gloria Merck	California Community Colleges - California Conservation Corps Partnership Project	(\$17,000.00)	Restricted General	Contract Education	Shearer
8/11/24	12/31/24	Lakeside Environmental Consultants, LLC	Utility Line Clearance Pre-Inspector Training and Development	(\$96,720.00)	Restricted General	Contract Education	Shearer
8/15/24	5/29/26	Los Rios Community College District	California Resilient Careers in Forestry Project	(\$145,080.00)	Restricted General	Contract Education	Shearer
9/26/24	6/16/25	Los Rios Community College District	California Community Colleges - California Conservation Corps Partnership Project	(\$19,500.00)	Restricted General	Contract Education	Shearer
8/19/24	6/30/25	Mountain F. Enterprises, Inc.	Utility Line Clearance Pre-Inspector and Arborist Program	(\$105,360.00)	Restricted General	Contract Education	Shearer
10/17/24	6/30/25	MWS Properties	Employee Training	\$1,050.00	Restricted General	Contract Education	Shearer
8/19/24	6/30/25	Ria Collaboratories	Training Delivery Services Amendment to Licenses/Certifications	\$0.00	Restricted General	Contract Education	Shearer
9/9/24	6/16/25	Tanya Hanrihan	California Community Colleges - California Conservation Corps Partnership Project	(\$110,000.00)	Restricted General	Contract Education	Shearer
9/17/24	6/30/25	Thrive Synergy Solutions	Training Delivery Services	(\$10,620.00)	Restricted General	Contract Education	Shearer
9/18/24	9/18/24	Trindel Insurance Fund	Employee Training	\$2,125.00	Restricted General	Contract Education	Shearer
7/1/24	6/30/27	Biggs Unified School District	College & Career Access Pathways Partnership	\$0.00	Unrestricted General	Dual Enrollment	Shearer
8/26/24	5/23/25	Biggs Unified School District	College & Career Access Pathways Partnership Appendix	(\$7,800.00)	Unrestricted General	Dual Enrollment	Shearer
7/1/24	6/30/27	Butte County Office of Education	College & Career Access Pathways Partnership	\$0.00	Unrestricted General	Dual Enrollment	Shearer
8/26/24	5/23/25	Butte County Office of Education	College & Career Access Pathways Partnership Appendix	(\$2,100.00)	Unrestricted General	Dual Enrollment	Shearer
8/26/24	5/23/25	Butte County Office of Education	College & Career Access Pathways Partnership Appendix	(\$600.00)	Unrestricted General	Dual Enrollment	Shearer
8/26/24	5/23/25	Butte County Office of Education	College & Career Access Pathways Partnership Appendix	\$0.00	Unrestricted General	Dual Enrollment	Shearer

**Board of Trustees Meeting
October 16, 2024**

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

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

September 2024

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
7/1/24	6/30/27	Chico Unified School District	College & Career Access Pathways Partnership	\$0.00	Unrestricted General	Dual Enrollment	Shearer
8/26/24	5/23/25	Chico Unified School District	College & Career Access Pathways Partnership Appendix	(\$6,000.00)	Unrestricted General	Dual Enrollment	Shearer
8/26/24	5/23/25	Chico Unified School District	College & Career Access Pathways Partnership Appendix	(\$13,100.00)	Unrestricted General	Dual Enrollment	Shearer
7/1/24	6/30/27	CORE Butte Charter School	College & Career Access Pathways Partnership	\$0.00	Unrestricted General	Dual Enrollment	Shearer
8/26/24	5/23/25	CORE Butte Charter School	College & Career Access Pathways Partnership Appendix	(\$3,900.00)	Unrestricted General	Dual Enrollment	Shearer
7/1/24	6/30/27	Durham Unified School District	College & Career Access Pathways Partnership	\$0.00	Unrestricted General	Dual Enrollment	Shearer
8/26/24	5/23/25	Durham Unified School District	College & Career Access Pathways Partnership Appendix	(\$3,800.00)	Unrestricted General	Dual Enrollment	Shearer
7/1/24	6/30/27	Glenn County Office of Education	College & Career Access Pathways Partnership	\$0.00	Unrestricted General	Dual Enrollment	Shearer
8/26/24	5/23/25	Glenn County Office of Education	College & Career Access Pathways Partnership Appendix	(\$600.00)	Unrestricted General	Dual Enrollment	Shearer
7/1/24	6/30/27	Gridley Unified School District	College & Career Access Pathways Partnership	\$0.00	Unrestricted General	Dual Enrollment	Shearer
8/26/24	5/23/25	Gridley Unified School District	College & Career Access Pathways Partnership Appendix	(\$10,600.00)	Unrestricted General	Dual Enrollment	Shearer
7/1/24	6/30/27	Hamilton Unified School District	College & Career Access Pathways Partnership	\$0.00	Unrestricted General	Dual Enrollment	Shearer
8/26/24	5/23/25	Hamilton Unified School District	College & Career Access Pathways Partnership Appendix	(\$3,300.00)	Unrestricted General	Dual Enrollment	Shearer
7/1/24	6/30/27	Inspire School of Arts and Sciences	College & Career Access Pathways Partnership	\$0.00	Unrestricted General	Dual Enrollment	Shearer
8/26/24	5/23/25	Inspire School of Arts and Sciences	College & Career Access Pathways Partnership Appendix	(\$5,500.00)	Unrestricted General	Dual Enrollment	Shearer
7/1/24	6/30/27	Long Valley Charter School	College & Career Access Pathways Partnership	\$0.00	Unrestricted General	Dual Enrollment	Shearer
8/26/24	5/23/25	Long Valley Charter School	College & Career Access Pathways Partnership Appendix	(\$600.00)	Unrestricted General	Dual Enrollment	Shearer
7/1/24	6/30/27	Orland Unified School District	College & Career Access Pathways Partnership	\$0.00	Unrestricted General	Dual Enrollment	Shearer
8/26/24	5/23/25	Orland Unified School District	College & Career Access Pathways Partnership Appendix	(\$1,800.00)	Unrestricted General	Dual Enrollment	Shearer
7/1/24	6/30/27	Oroville Union High School District	College & Career Access Pathways Partnership	\$0.00	Unrestricted General	Dual Enrollment	Shearer
8/26/24	5/23/25	Oroville Union High School District	College & Career Access Pathways Partnership Appendix	(\$7,700.00)	Unrestricted General	Dual Enrollment	Shearer
8/26/24	5/23/25	Oroville Union High School District	College & Career Access Pathways Partnership Appendix	(\$6,100.00)	Unrestricted General	Dual Enrollment	Shearer
7/1/24	6/30/27	Paradise Unified School District	College & Career Access Pathways Partnership	\$0.00	Unrestricted General	Dual Enrollment	Shearer
8/26/24	5/23/25	Paradise Unified School District	College & Career Access Pathways Partnership Appendix	(\$1,700.00)	Unrestricted General	Dual Enrollment	Shearer
7/1/24	6/30/27	Stony Creek Joint Unified School District	College & Career Access Pathways Partnership	\$0.00	Unrestricted General	Dual Enrollment	Shearer
8/26/24	5/23/25	Stony Creek Joint Unified School District	College & Career Access Pathways Partnership Appendix	(\$600.00)	Unrestricted General	Dual Enrollment	Shearer
7/1/24	6/30/27	Willows Unified School District	College & Career Access Pathways Partnership	\$0.00	Unrestricted General	Dual Enrollment	Shearer
8/26/24	5/23/25	Willows Unified School District	College & Career Access Pathways Partnership Appendix	(\$8,000.00)	Unrestricted General	Dual Enrollment	Shearer
8/29/24	9/15/24	Chico State Enterprises	High Road Transition Collaborative Initiative	\$20,000.00	Restricted General	Economic Workforce Development	Shearer
7/1/24	6/30/25	Chabot-Las Positas Community College District	California Early Childhood Mentor Program	\$28,265.00	Restricted General	Education, Child & Family Studies	Shearer
10/1/24	5/1/25	Dr. Nancy Acevedo-Gil	Student Workshops	(\$5,000.00)	Restricted General	Ethnic Studies	Shearer
7/1/24	6/30/25	Wim McSpadden	Consulting Services for MIS Reporting and Degree Planner Software	(\$100,000.00)	Restricted General	Institutional Research	Shearer
9/13/24	Until Terminated	National Student Clearinghouse	Enrollment and Education Financial Industry Reporting Statement of Work Amendment to include additional compliance reporting services	(\$543.60)	Unrestricted General	Institutional Research	Shearer
8/8/24	8/7/27	QC Molds, Inc.	Field Experience	\$0.00	N/A	Manufacturing	Shearer
9/5/24	9/4/27	Selken Enterprises, Inc. dba Sel-Tech	Field Experience	\$0.00	N/A	Manufacturing	Shearer
9/5/24	9/4/27	Slag Factory	Field Experience	\$0.00	N/A	Manufacturing	Shearer
9/16/24	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
2/2/25	2/4/25	Hilton Sacramento Arden West	Career Compass Summit-North Venue	(\$13,000.00)	Restricted General	North Far North Regional Consortium	Shearer
9/16/24	6/30/25	Long Valley Charter School	Strong Workforce Program K12 Pathway Coordinator	(\$130,000.00)	Restricted General	North Far North Regional Consortium	Shearer
9/16/24	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

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

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

September 2024

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
9/16/24	6/30/25	Sacramento County Office of Education	Strong Workforce Program K12 Pathway Coordinator	(\$130,000.00)	Restricted General	North Far North Regional Consortium	Shearer
9/16/24	6/30/25	Sacramento County Office of Education	Strong Workforce Program K12 Pathway Coordinator	(\$130,000.00)	Restricted General	North Far North Regional Consortium	Shearer
9/15/24	12/15/24	Sheena Tran, CPA	Compliance Review	(\$12,600.00)	Restricted General	North Far North Regional Consortium	Shearer
2/4/25	2/6/25	Sheraton Redding Hotel at the Sundial Bridge	Career Compass Summit-Far North Venue	(\$14,000.00)	Restricted General	North Far North Regional Consortium	Shearer
9/5/24	6/30/25	Woodland Community College	Strong Workforce Program Projects In Common CTE Programs Support	(\$44,268.00)	Restricted General	North Far North Regional Consortium	Shearer
9/16/24	6/30/26	Yuba County Office of Education	K-12 Strong Workforce Program	(\$189,708.00)	Restricted General	North Far North Regional Consortium	Shearer
8/1/24	6/30/26	Orthopedic Associates Surgical and Aftercare Center	Clinical Experience	\$0.00	N/A	Nursing	Shearer
9/9/24	6/30/25	ARC of Butte County	Community Partners in Education Courses	(\$85,000.00)	Unrestricted General	Special Programs	Shearer
9/5/24	6/30/25	Mains'l Services, Inc.	Community Partners in Education Courses	(\$70,480.00)	Unrestricted General	Special Programs	Shearer
7/22/24	7/26/25	SG Hosting Inc.	SiteGround Web Hosting Domain Name and GrowBig Hosting	(\$381.87)	Unrestricted General	Technology Mediated Instruction	Shearer
9/16/24	9/15/27	TechSmith Corporation	Camtasia and Snagit License	(\$12,135.00)	Unrestricted General	Technology Mediated Instruction	Shearer
8/21/24	Until Terminated	Moss Adams, LLP	Consulting Services Internal Controls Review and Financial Policy and Procedure Gap Analysis	(\$70,000.00)	Unrestricted General	Administrative Services	Snelling
8/31/24	8/31/25	Figma, Inc.	Organization Figma Design Seats and Organization FigJam Seats License	(\$2,700.00)	Restricted General	CCC Technology Center	Snelling
9/1/24	8/31/25	Salesforce, Inc.	Sales Cloud Enterprise Edition	(\$15,068.16)	Restricted General	CCC Technology Center	Snelling
7/1/24	6/30/25	Best Window Cleaning Service	Window Cleaning Services at Main Campus	(\$23,025.00)	Unrestricted General	Facilities Planning and Management	Snelling
9/6/24	10/31/24	Buttes Electric	Electrical Installation in Glenn County Center Science Stockroom	(\$6,685.00)	Restricted General	Facilities Planning and Management	Snelling
10/1/24	12/31/24	Dawson & Son, Inc. dba Dawson Landscaping	Irrigation Line Connection and Sod Preparation at Throwing Field behind Baseball Field	(\$46,800.00)	Scheduled Maintenance	Facilities Planning and Management	Snelling
9/13/24	9/30/24	McHale Sign Company, Inc.	Fabrication and Installation of Wall Plaque at Skyway Center	(\$1,627.85)	Self Insurance	Facilities Planning and Management	Snelling
12/1/24	1/31/25	North Valley Tree Service	Tree Removal at Parking Lot 3	(\$7,400.00)	Measure J	Facilities Planning and Management	Snelling
8/21/24	12/31/24	Orland Cabinet Shop, Inc.	Casework and Custom Shelves in Glenn County Center Science Stockroom	(\$7,167.48)	Restricted General	Facilities Planning and Management	Snelling
10/1/24	11/30/24	Voltage Specialists	PA Speakers Installation in new Science Building	(\$6,375.00)	Measure J	Facilities Planning and Management	Snelling
7/1/24	6/30/25	Voltage Specialists	Quarterly and Annual Fire Sprinkler Inspections and Testing	(\$47,970.00)	Unrestricted General	Facilities Planning and Management	Snelling
9/21/24	Until Terminated	Ellucian Company LLC.	PayPal to ACI eCommerce License Exchange	\$0.00	N/A	Information Technology	Snelling
9/5/24	Upon Payment	ePlus Technology, Inc.	Hewlett Packard Enterprise Hardware Tech Support, Remote Tech Support, Nimble Software Updates	(\$3,607.74)	Unrestricted General	Information Technology	Snelling
7/16/24	7/15/25	Hewlett Packard Enterprise Company	Nimble License	\$0.00	Unrestricted General	Information Technology	Snelling

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

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

September 2024

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
9/25/24	9/24/25	Firestorm Global, LLC	Cyber Risk Assessment	\$0.00	N/A	Information Technology	Snelling
Upon Download	One Year	GitHub, Inc.	GitHub Team Subscription	(\$240.00)	Unrestricted General	Information Technology	Snelling
8/15/24	8/14/29	Kaltura, Inc.	Modern Video Platform for Synchronous and Asynchronous Learning, and Livestreaming	(\$136,474.80)	Unrestricted General	Information Technology	Snelling
7/1/24	6/30/25	Strata Information Group, Inc.	Colleague Student Consulting Services and Support	(\$26,410.00)	Restricted General	Admissions and Records	Zuniga
9/16/24	Until Terminated	Oroville Chamber of Commerce	ButteWORKs Work-Study Program	\$0.00	N/A	Career Center	Zuniga
8/26/24	6/30/25	Oroville Chamber of Commerce	ButteWORKs Work-Study Program Addendum for Intern Assignment	(\$10,880.00)	Restricted General	Career Center	Zuniga
10/20/24	10/19/24	Kurzweil Education, Inc.	Text to Speech Accessibility Software Site Subscription	(\$3,300.00)	Restricted General	Disabled Student Programs & Services	Zuniga
10/20/24	10/19/24	Cambium Learning, Inc.	Cambium Learning Website	\$0.00	Restricted General	Disabled Student Programs & Services	Zuniga
8/26/24	10/25/24	Ramirez Creative Company	Recruitment View Book and Adobe ID Template	(\$4,300.00)	Unrestricted General	Enrollment Services	Zuniga
9/25/24	9/25/24	Eclectic Sounds DJs	DJ Services for EOPS Outreach Event	(\$400.00)	Restricted General	EOPS	Zuniga
7/1/24	6/30/25	Strata Information Group, Inc.	Colleague Financial Aid Consulting Services and Support	(\$25,080.00)	Restricted General	Financial Aid	Zuniga
9/1/24	6/30/25	Creative Imaging	Photography Services	(\$2,000.00)	Unrestricted General	Marketing	Zuniga
9/12/24	9/12/24	Hector Enriquez	DJ Services for Bienvenida Event	(\$550.00)	Restricted General	Student Belonging & Empowerment	Zuniga
9/12/24	9/12/24	Daisy Churros	Food Vendor for Bienvenida Event	(\$625.00)	Restricted General	Student Belonging & Empowerment	Zuniga
9/23/24	9/23/24	La Familia Restaurant	Catering Services for UndocuCenter Welcome Luncheon	(\$700.92)	Restricted General	Student Belonging & Empowerment	Zuniga
9/18/24	9/18/24	La Familia Restaurant	Catering Services for League of Stars Event	(\$969.38)	Restricted General	Student Belonging & Empowerment	Zuniga
9/12/24	9/12/24	La Familia Restaurant	Catering Services for Bienvenida Event	(\$1,786.13)	Restricted General	Student Belonging & Empowerment	Zuniga
9/10/24	9/10/24	Kenneth Howell	Classical Guitarist Performance for Peak Performance Fair	(\$200.00)	Unrestricted General	Student Health Clinic	Zuniga
9/10/24	9/10/24	Tina Cardin	Animal Experience for Peak Performance Fair	(\$300.00)	Unrestricted General	Student Health Clinic	Zuniga
9/25/24	9/25/24	Inflatable Adventures	Activities Equipment for Belonging at Butte Event	(\$3,665.00)	Fiduciary	Student Life	Zuniga
9/28/24	9/28/24	Oroville Economic Alliance	Outreach and Recruitment at Oroville Salmon Festival	\$0.00	N/A	Welcome Center	Zuniga
			TOTAL REVENUE CONTRACTS	\$57,440.00			
			TOTAL EXPENSE CONTRACTS	(\$2,501,150.93)			

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

October 16, 2024

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

Background

Butte College's current Music AA-T program was approved in 2014. Over the past several years Butte has been researching how to grow and improve our Music Department. Butte now has two full-time Music faculty which gives us an opportunity to grow.

We wish to do what is best for our students here at Butte College add the following new programs:

- Associate of Arts in Music
- Certificate of Achievement in Music
- Certificate of Achievement in Music Theory and Composition

Status

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

Recommendation

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

Butte College
Associate of Arts Degree
Music

1. Statement of Program Goals and Objectives

The Associate of Arts Degree in Music is designed to be a desirable and forward-thinking program that prepares students for transfer to a baccalaureate music program and to be competitive and active participants in the modern music industry. This degree builds on the courses in the Associate of Arts for Transfer (AA-T) in Music degree by requiring courses in music industry, piano, and technology and electives in composition, jazz, theory, and music education. In addition to satisfying lower division requirements for transfer majors in music, students would leave Butte with a degree that not only teaches them how to be quality musicians but how to be quality participants in the music industry.

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

1. Demonstrate technical fluency, artistic growth, and personal enrichment in musical performance on a given instrument and/or voice in both solo and ensemble contexts.
2. Analyze and interpret common elements and underlying structures of music and use these components to understand, compose, perform, and notate music.
3. Distinguish a range of music cultures through recognition of the scope, variety, structure, and form of musical works from these cultures, awareness of historical and social contexts of these cultures, and ability to respond critically to musical works in these cultures by articulating an informed personal reaction.
4. Demonstrate introductory proficiencies in keyboard performance and music technology.

2. Catalog Description

The Associate of Arts Degree in Music provides technical and artistic foundations to students interested in pursuing careers in music and music-related fields. The Associate of Arts Degree in Music is a forward-thinking degree that instructs students in performance, theory and composition, culture, technology, and business to prepare students for work in the modern music industry. In addition to courses in reading and writing music, students gain performance skills through instruction on an instrument or voice as well as through ensemble performance. Studies in the aesthetic and historical traditions of various musical cultures provide students with knowledge of the roles and functions of music in society. Students are introduced to the music industry and develop a working knowledge of music technology. This degree can also serve as preparation for additional musical studies or degrees for students wishing to transfer to a baccalaureate degree program as a music major.

3. Program Requirements

Requirements	Dept. Name/ #	Title	Units	Sub	Sequence
Required Core	MUS 80	Theory and Musicianship I	4		Yr 1, Spring
	MUS 82	Theory and Musicianship II	4		Yr 2, Fall
	MUS 84	Theory and Musicianship III	4		Yr 2, Spring
	MUS 88	Applied Music	2		One course, 0.5 units each semester, 2 units total
	MUS 51	Digital Music Production I	3		Yr 1, Fall

	MUS 90	Introduction to the Music Industry	2		Yr 2, Fall
	MUS 40	Piano I	1		Yr 1, Fall
	MUS 41	Piano II	1		Yr 1, Spring
	MUS 42	Piano III	1		Yr 2, Fall
Select 4 units			4		One course each semester, four units total
	MUS 60	Orchestra		1	
	MUS 61	Pop Ensemble		1	
	MUS 63	Symphonic Band		1	
	MUS 64	Jazz Ensemble		1	
	MUS 65	Jazz Combo		1	
	MUS 68	Guitar Ensemble		1	
	MUS 69	Chamber Music		1	
	MUS 70	Choir		1	
Select two courses			4-6		Varies
	MUS 4	Song Writing		2	
	MUS 86	Theory and Musicianship IV		4	
	MUS 87	Music Composition		3	
	MUS 89	Jazz Composition and Arranging		3	
	MUS 92	Introduction to Music Education		2	

TOTAL UNITS: 30-32

	Local GE	CalGETC
Required Major Total:	30-32	30-32
GE Pattern	21	34
Double Count	0	0
Transferable electives (as needed to reach 60 units)	9-7	0
Total Units	60	64-66

4. Master Planning

The AA-T degree is an excellent choice for some students, but other students would benefit from a Music Associate of Arts (AA) Degree. We already offer the vast majority of courses needed, but the AA would simply require more of them. It is widely accepted by music educators that the AA-T, while great in spirit, is lacking in student preparation due to unit requirements. This limits the transfer options for students, particularly student who are interested in transfer to a Bachelor of Music program (as opposed to a Bachelor of Arts in Music). This AA would help alleviate that problem. Students would have the option of earning either or both the AA and the AA-T. Students would be very prepared for transfer with many options available for them.

5. Enrollment and Completer Projections

Course	Title	Year 1		Year 2	
		Sections	Enrollment	Sections	Enrollment
MUS 4	Song Writing	1	15	1	15
MUS 40	Piano I	4	51	4	51
MUS 41	Piano II	3	15	3	15
MUS 42	Piano III	1	4	1	4
MUS 51	Digital Music Production I	3	38	3	38
MUS 60	Orchestra	1	20	1	20
MUS 61	Pop Ensemble	5	40	5	40
MUS 63	Symphonic Band	2	70	2	70
MUS 64	Jazz Ensemble	2	40	2	40
MUS 65	Jazz Combo	New Course, hasn't been offered yet			
MUS 68	Guitar Ensemble	1	6	1	6
MUS 69	Chamber Music	New Course, hasn't been offered yet			
MUS 70	Choir	2	40	2	40
MUS 80	Theory and Musicianship I	3	43	3	43
MUS 82	Theory and Musicianship II	1	15	1	15
MUS 84	Theory and Musicianship III	1	9	1	9
MUS 86	Theory and Musicianship IV	1	10	1	10
MUS 87	Music Composition	New Course, hasn't been offered yet			
MUS 88	Applied Music	2	50	2	50
MUS 89	Jazz Composition and Arranging	New Course, hasn't been offered yet			
MUS 90	Introduction to the Music Industry	New Course, hasn't been offered yet			
MUS 92	Introduction to Music Education	New Course, hasn't been offered yet			

Based on the number of students completing the Music Theory and Musicianship Sequence for the past two years, 9 and 10 respectively, and dropping that number to account for students who are perhaps not on track and/or haven't finished other GE requirements, we project 5 completers.

6. Place of Program in Curriculum/Similar Programs

The AA-T degree already exists at Butte College. Most California Community Colleges that have an AA-T in Music also have an AA in Music as well. The AA utilizes many of the same courses as the AA-T, but simply requires more courses for completion. As a result, students are highly qualified for transfer. Additionally, the included courses would better prepare students to transfer at higher level musical institutions and would better prepare students to navigate the ever-changing music industry.

7. Similar Programs at Other Colleges in Service Area

American River, Consumnes River, Mendocino, Sacramento City, Sierra, College of the Siskiyous, and Yuba all have AA in Music programs.

**Butte College
Certificate of Achievement
Music**

1. Statement of Program Goals and Objectives

Create an award for students who would like to complete the core music courses without complete GE requirements. We have an existing AA-T in Music. However, we have found that some students choose to not complete GE requirements. This Certificate would allow them to complete the core courses of the Music AA-T and receive an award without completing GE requirements. No new courses would need to be taught or created to create this award.

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

1. Play their chosen instrument or sing at an advanced level.
2. Demonstrate the ability to either play or sing new music at sight.
3. Analyze a given piece of music in terms of chords and chord structure, modulation, cadences, and form.
4. Articulate the principles of playing in an ensemble.
5. Describe effective practice techniques.
6. Listen to a piece of music and identify its genre.

2. Catalog Description

The Certificate of Achievement in Music provides students with a broad foundation in music that will enable them to pursue a variety of musical paths including performance, composition, and music education. Students will develop performance skills through applied lessons and participation in ensembles, combined with a sequence of music theory and aural skills. Students who complete the curriculum can seek entry-level employment as music educators, performers, music assistants, or other aspects of the music industry. Prior to beginning the coursework in this program, students should have at least some experience in reading printed music and playing an instrument/voice.

3. Program Requirements

Requirements	Dept. Name/#	Title	Units	Sub	Sequence
Required Core	MUS 80	Theory and Musicianship I	4		Yr 1, Spring
	MUS 82	Theory and Musicianship II	4		Yr 2, Fall
	MUS 84	Theory and Musicianship III	4		Yr 2, Spring
	MUS 88	Applied Music	2		One course, 0.5 units each semester, 2 units total
Select 4 Units			4		One course each semester, 4 units total
	MUS 60	Orchestra		1	
	MUS 61	Pop Ensemble		1	
	MUS 63	Symphonic Band		1	
	MUS 64	Jazz Ensemble		1	
	MUS 65	Jazz Combo		1	
	MUS 68	Guitar Ensemble		1	
	MUS 69	Chamber Music		1	

	MUS 70	Choir		1	
Select 3-4 units			3-4		Varies
	MUS 1	Music Appreciation		3	
	MUS 40	Piano I		1	
	MUS 41	Piano II		1	
	MUS 42	Piano III		1	
	MUS 86	Theory and Musicianship IV		4	

TOTAL UNITS: 21-22

4. Master Planning

This Certificate is a needed option for students at Butte College. We have several students who are only interested in completing the music sequence of courses but who are not interested in GE courses or who are transferring to a school with that doesn't accept Butte's GE courses easily. This Certificate would allow students to complete the core music courses and receive an award. We also have students who have already completed a Bachelor's degree and are looking to return to school to study music and, as before, have no need or interest in GE courses. This Certificate would allow them to earn an award. As Butte and the State of California look to increase completions, this would provide more opportunities for students to complete and earn an award.

Butte College already offers all these courses, so the creation of a Certificate of Achievement in Music which mirrors the AA-T but does not require general education courses is a logical addition to our program.

5. Enrollment and Completer Projections

Course	Title	Year 1		Year 2	
		Sections	Enrollment	Sections	Enrollment
MUS 1	Music Appreciation	21	564	21	564
MUS 40	Piano I	4	51	4	51
MUS 41	Piano II	3	15	3	15
MUS 42	Piano III	1	4	1	4
MUS 60	Orchestra	1	20	1	20
MUS 61	Pop Ensemble	5	40	5	40
MUS 63	Symphonic Band	2	70	2	70
MUS 64	Jazz Ensemble	2	40	2	40
MUS 65	Jazz Combo	New Course, hasn't been offered yet			
MUS 68	Guitar Ensemble	1	6	1	6
MUS 69	Chamber Music	New Course, hasn't been offered yet			
MUS 70	Choir	2	40	2	40
MUS 80	Theory and Musicianship I	3	43	3	43
MUS 82	Theory and Musicianship II	1	15	1	15
MUS 84	Theory and Musicianship III	1	9	1	9
MUS 86	Theory and Musicianship IV	1	10	1	10
MUS 88	Applied Music	2	50	2	50

6. Place of Program in Curriculum/Similar Programs

This degree follows a similar program pattern to other degrees at our college. That is, offering a corresponding certificate to the existing AA-T Degree. In the Music Department, there is a Recording Arts AS and a Certificate of Achievement in Recording Arts. We need a similar degree for the Music Degree.

7. Similar Programs at Other Colleges in Service Area

There is no similar program at other colleges in our service area.

Butte College
Certificate of Achievement
Music Theory and Composition

1. Statement of Program Goals and Objectives

We have several students interested in learning music theory and composition, with a keen desire to compose original works for ensembles, bands, video games, film, or contribute to sound design in multimedia projects. Merely attending a single composition course is insufficient for students to grasp the intricacies of composition. They need to develop a deeper understanding of music theory and culture to succeed as composers in any genre. This Certificate of Achievement provides all the necessary knowledge needed to compose original music across various genres. It also creates an award for students who would like to complete the core music theory and composition courses without completing GE requirements.

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

1. Compose and arrange for solo and ensembles of various sizes, including jazz big band, and computer music.
2. Identify historically important musical eras and their stylistic components.
3. Distinguish between various musical forms used in classical music composition, jazz, and commercial music.
4. Demonstrate ability to compose fully notated music for Western instruments.
5. Demonstrate understanding of jazz theory and lead sheet notation.
6. Demonstrate ability to transcribe music using staff notation.
7. Demonstrate understanding of Tonal Harmony.

2. Catalog Description

The Certificate of Achievement in Music Theory and Composition prepares students for composing music in various genres and/or transferring into a Bachelor of Arts in Music degree with a focus on Music Composition. Throughout the program, students will cultivate their music composition portfolios and enhance their resumes. The certificate encompasses intermediate skills in music theory, musicianship, jazz idioms, as well as foundational skills in arrangement, composition, and music in multimedia.

3. Program Requirements

Requirements	Dept. Name / #	Title	Units	Sequence
Required Core	MUS 80	Theory and Musicianship I	4	Yr 1, Spring
	MUS 82	Theory and Musicianship II	4	Yr 1, Fall
	MUS 84	Theory and Musicianship III	4	Yr 2, Spring
	MUS 87	Music Composition	3	Yr 1, Fall
	MUS 89	Jazz Composition and Arranging	3	Yr 2, Spring

TOTAL UNITS: 18

4. Master Planning

We have several students interested in learning music theory and composition, with a keen desire to compose original works for ensembles, bands, video games, film, or contribute to sound design in multimedia projects. Merely attending a single composition course is insufficient for students to grasp the intricacies of composition. They need to develop a deeper understanding of music theory and culture to succeed as composers in any genre. This Certificate of Achievement provides all the necessary knowledge needed to compose original music across various genres. By emphasizing music theory, ear training, arrangement, composition, and computer music in a range of styles of music, this program ensures graduates are well-prepared for composer, arranger, or sound design roles within the music industry.

5. Enrollment and Completer Projections

Course	Title	Year 1		Year 2	
		Sections	Enrollment	Sections	Enrollment
MUS 80	Theory and Musicianship I	3	43	3	43
MUS 82	Theory and Musicianship II	1	15	1	15
MUS 84	Theory and Musicianship III	1	9	1	9
MUS 87	Music Composition	New Course, hasn't been offered yet			
MUS 89	Jazz Composition and Arranging	New Course, hasn't been offered yet			

Based on the number of students completing the Music Theory and Musicianship Sequence for the past two years, 9 and 10 respectively, and dropping that number to account for students who are perhaps not on track and/or haven't finished other GE requirements, we project 5 completers.

6. Place of Program in Curriculum/Similar Programs

Butte College currently has an AA-T in Music, an AS in Recording Arts, and a proposed AA in Music, CA in Music, and CA in Commercial Music. However, some students would like to only study what they need to know to start creating music and earning money, and this certificate would help them with that. Our other degrees are broader in scope, and this degree is focused and narrow.

This certificate is intended for students who would like to gain the necessary skills to start a career in music composition. As a highly focused certificate, it is intended to provide students with a pathway to learn the skills necessary to compose for ensembles, bands, videogame, film, and arrange music for various setups. This aligns with the College's mission of providing career pathways, work training through a student first degree.

7. Similar Programs at Other Colleges in Service Area

There is no similar program at other colleges in our service area.

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

October 16, 2024

Subject:	Approval of International Travel – Thomas Cox to Ontario, Canada
Category:	Instruction
Submitted By:	Erik Shearer, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Consent

Background

As the Faculty Coordinator for the Butte College Instructional Skills Workshop (ISW), Thomas Cox has the opportunity to attend a Facilitator Development Workshop (FDW) for in-depth training on how to facilitate an ISW session. The training is at the University of Waterloo in Ontario, Canada, December 15-21, 2024. Professional Development has approved funding for this travel.

Status

The Butte College ISW is part of a larger international ISW Network that originated in Canada. The purpose of this travel is to bring back to Butte College’s ISW Program new strategies and techniques for facilitating group development (a key aspect of ISW sessions). Butte College's ISW Program currently has two faculty members qualified to train new ISW Facilitators. Attending an FDW run by the ISW governing body is the first step for Cox to become qualified to train new ISW Facilitators. His participation in this FDW will also allow Butte College's ISW Program to remain up to date with current facilitation processes, as well as maintain Butte College's ISW program’s international recognition (an FDW completion certificate will be issued upon completion).

Recommendation

It is recommended the Board authorize international travel to Ontario, Canada, for Thomas Cox to attend the FDW training.

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

October 16, 2024

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

Recommendation

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

Management*

1. Reclassification of Position (Dual Enrollment) – Tanna Neilsen
From: Program Administrator (MSC 5)
To: Program Manager (MSC 9)
Effective: October 1, 2024

Academic*

2. Assignment as Academic Senate President (60%) – Jess Vickery
Effective: Academic Year 2024-2025
3. Assignment as Academic Senate Vice President (40%) – Irma Gonzalez Cuadros
Effective: Academic Year 2024-2025
4. Assignment as Academic Senate Treasurer (20%) – Kim Kirkwood
Effective: Academic Year 2024-2025
5. Assignment as Academic Senate Secretary (20%) – Deborah McCabe
Effective: Academic Year 2024-2025
6. Assignment as Coordinator, Student Learning Outcomes (50%) – Suzanne Wakim
Effective: Academic Year 2024-2025
7. Assignment as Coordinator, Distance Education (50%) – Suzanne Wakim
Effective: Academic Year 2024-2025
8. Assignment as Co-Principal Investigator - National Science Foundation-ATE (10%) – Jennifer Bryant, John Dahlgren
Effective: Academic Year 2024-2025

9. Assignment as Director of Clinical Education Respiratory Therapy (20%) – Gina Maclean
Effective: Academic Year 2024-2025
10. Assignment as EMS Program Director (10%) – Robin Sinclear
Effective: Academic Year 2024-2025
11. Employment of Full-Time, Temporary, Non-Tenure Track Grant Funded, Agriculture Science/Agriculture Business Instructor – Geoffrey Koch
Status: Temporary
Salary: Placement on the Academic Salary Schedule as determined by education and experience
Effective: August 1, 2024 – May 30, 2025
12. Unpaid Leave without Pay or Benefits – Employee ID ending 6639
Effective: October 21, 2024 – to October 20, 2025
13. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Career and College Access Pathways Instructor Agreement – Gridley Unified School District) – Maria Romo
Effective: October 1, 2024 - June 30, 2025
14. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Career and College Access Pathways Instructor Agreement – Orland Unified School District) – Kathleen Jones
Effective: September 5, 2024 - June 30, 2025
15. Employment of Temporary Academic Employees (Instructors and Student Development) Part-time faculty recommended for employment effective Fall Semester 2024 – See Attachment "A"

Classified Employees*

16. Employment of Administrative Secretary to the Assistant/Associate Dean (Athletics) – Lauren LeDuc
Full-time, 40 hours per week, 12 months per year
Salary: CSEA – 26
Effective: October 1, 2024
17. Employment of Facilities, Planning and Management-Lead (FPM) – Vapor (Johnny) Yang
Full-time, 40 hours per week, 12 months per year
Salary: CSEA – 30
Effective: October 1, 2024
18. Permanent Increase from 20 hours per week to 40 hours per week Instructional Aide (Cosmetology) – Kimberlynn Deter
Effective: October 1, 2024
19. Temporary Increase from 20 hours per week to 24 hours per week Instructional Aide (CAS) – Sobia Khan, Robert Metzger
Effective: September 16, 2024 – December 20, 2024
20. Temporary Increase from 20 hours per week to 22 hours per week Instructional Aide – Reading & Writing (CAS) – Emily Novikov
Effective: September 16, 2024 – December 20, 2024

21. Temporary Increase from 20 hours per week to 24 hours per week Instructional Aide – Reading & Writing (CAS) – Jennifer Bradley, Astrid Johnson-Krause
Effective: September 16, 2024 – December 20, 2024
22. Employee working Out-of-Class, Administrative Secretary III (SBS, SCS, CMST, TMI, LIB) – Krista Collett
Effective: October 1, 2024 – November 29, 2024

Temporary Employees*

23. Substitutes

24. Short Term/Seasonal

- Lab Tech (BCIS) – Stephanie Zinna
Amended: Salary: \$26.00 per hour 8/26/24 – 5/30/25
- Lab Tech (Welding) – Tria Lor
Salary: \$31.75 per hour 9/9/24 – 6/30/25
- Administrative Secretary – Non-Instruction (MESA)– Susana Duenas
Salary: \$28.75 per hour 9/9/24 – 9/30/24
- Administrative Secretary II (Athletics) – Ryley Felton
Salary: \$25.25 per hour 8/1/24 – 6/30/25
- Administrative Secretary II (Dual Enrollment) – Kimberly Ibanez
Salary: \$25.25 per hour 9/16/24 – 6/30/25
- Recruitment and Outreach Technician (Welcome Center) – Kathy Vang
Salary: \$28.00 per hour 10/1/24 – 6/30/25
- Administrative Secretary Non-Instructional (Student Life) – Annabel Ortiz-Cisneros
Salary: \$27.25 per hour 9/16/24 – 6/30/25
- Student Success Specialist (Dual Enrollment) – Bailey Henry
Salary: \$28.00 per hour 9/16/24 – 6/30/25

25. Professional Expert

- EMT – Isabella Mercado
Salary: \$25.00 per hour 8/29/24 – 6/30/25
- EMT – Andrew Quist
Salary: \$25.00 per hour 9/1/24 – 6/30/25
- EMT – Vincent Jansen
Salary: \$25.00 per hour 9/25/24 – 6/30/25
- Manipulative Skill/Evaluator – Marcus Larson, Noah Poblano
Salary: \$16.00/16.75 per hour 9/5/24 – 6/30/25
- Manipulative Skill/Evaluator – Sean Stalie
Salary: \$16.00/16.75 per hour 9/26/24 – 6/30/25
- Manipulative Skills Assistant – Mary Barker
Salary: \$26.00 per hour 9/26/24 – 6/30/25
- Nursing – Noel Meyer
Salary: \$45.00 per hour 7/21/24 – 6/30/25
- Nursing – Katrina Campbell
Salary: \$45.00 per hour 8/1/24 – 6/30/25
- Nursing – Cynthia Rothenwander
Salary: \$45.00 per hour 9/17/24 – 6/30/25

26. Volunteer

- Volunteer (Undocu Center) – Fernanda Martinez
- Volunteer (Athletics) – Emily Kielb, Martin Soria, Eric Robles, Sadie Weber, Allison Witter
- Volunteer (EMT) – Margaret Chinchay

27. Retirements/Resignations

Retirement, Respiratory Care Instructor – Donna Davis

Effective – July 1, 2025

Retirement, Respiratory Care Instructor – Gina MacLean

Effective – July 1, 2025

Retirement, Bus Operator (FPM) – Sharlene Kelley

Effective – December 31, 2024

Resignation, Lab Tech – Welding – Chris Lenny

Effective – September 10, 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"

Arteaga, Rachel
Brown, Alexandria
Candelaria, Kelly
Caryl, Beth Ann
Doty, Kelly
Drake, Evan
Ellis, Amanda
Funk, Herbert
Garcia, Roy
Hayano-Lavin, Sandra
Hood, Robert
Imsdahl, Mark
Kaialau, Andrea
Langer, Matthew
Merrill, Trevor
Minton, Douglas
O'Donnell, Daniel Kimberly
Perez, Jenna
Peterson, Katie
Phillips, Jonathon
Ping, Jean
Quilici, Channing
Roush, Jennifer
Syphengpheth, Kamphoune
Tello, Bernadette
Thomas, Marti
Utnehmer, Kaitlin
Villalba, Margarita

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

October 16, 2024

Subject:	Approval of Contracts
Category:	Contracts
Submitted By:	Jessica Snelling, Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Regular

Background

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

Pursuant to the District's Informal Bidding Procedures under the Uniform Public Construction Cost Accounting Act, the 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

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/ (Expense)	Funding Source	Originated by: District Department	Approved by: District Administrator
1/1/25	12/31/25	California Community Colleges Chancellor's Office	Letter of Agreement to establish fiduciary responsibility for InCommon Federation Annual Participation Fee and InCommon Certificate Service Subscription Fee <i>Pursuant to CCCCCO Grants Work Plans & Budgets</i>	(\$451,000.00)	Restricted General	CCC Technology Center	Snelling
			TOTAL REVENUE CONTRACTS	\$0.00			
			TOTAL EXPENSE CONTRACTS	(\$451,000.00)			

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

October 16, 2024

Subject:	Approval of Resolution No. 824 for Approval of Contract with the California Department of Education for California State Preschool Program 2025-26
Category:	Contracts
Submitted By:	Jessica Snelling, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

The district’s Child Development Center operates a California State Preschool Program to provide childcare and development services. The state-funded program provides both part-day and full-day services that provides a core class curriculum that is developmentally, culturally, and linguistically appropriate for the children served. The program also provides meals and snacks to children, parent education, referrals to health and social services for families, and staff development opportunities to employees. The program is administered through local educational agencies, colleges, community-action agencies, and private nonprofit agencies.

Status

The Child Development Center intends to submit a 2025-26 Continued Funding Application to the California Department of Education to continue providing services under the California State Preschool Program in the amount of \$361,240 for the term July 1, 2025 through June 30, 2026. The application indicates that the district wishes to renew its California State Preschool Program contract for 2025-26 and accepts all of the terms and conditions of such contract.

A Board resolution is required to establish authority to contract with the CDE.

Recommendation

It is recommended that the Board of Trustees adopt Resolution No. 824 authorizing the district submit the Continued Funding Application Fiscal Year 2025-26 in the amount of \$361,240 for the term July 1, 2025 through June 30, 2026, authorizing a contract be made with California Department of Education, and delegating District staff to execute the required contract documents and any future contract amendments to the contract prior to ratification by the Board at a subsequent meeting.

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

October 16,2024

RESOLUTION NO. 824

**APPROVAL OF CONTINUED FUNDING APPLICATION AND CONTRACT
WITH THE CALIFORNIA DEPARTMENT OF EDUCATION**

WHEREAS, the Butte-Glenn Community College District wishes to provide childcare and development services under the California State Preschool Program (CSPP).

WHEREAS, the Butte-Glenn Community College District will submit a Continued Funding Application for Fiscal Year (FY) 2025-26 to the California Department of Education (CDE), in the amount of \$361,240.00 for the term July 1, 2025 through June 30,2026, to be considered for continued funding for FY 2025.26.

WHEREAS, the Butte-Glenn Community College District will be required to renew its CSPP contract with the CDE and accept all of the terms and conditions of such contract upon approval of continued funding for FY 2025-26.

WHEREAS, the Board of Trustees of the Butte-Glenn Community College District is permitted by California Education Code Section 81655 to delegate its power to contract.

NOW THEREFORE BE IT RESOLVED, that the Butte-Glenn Community College District Board of Trustees authorizes the District to submit a Continued Funding Application for Fiscal Year 2025-26 and authorizes the District to renew its California State Preschool Program contract with the California Department of Education for Fiscal Year 2025-26; and

BE IT FURTHER RESOLVED, that the Butte-Glenn Community College District Board of Trustees hereby designates Virginia Guleff and/or Jessica Snelling as its representatives to execute any necessary application and contract documents, including any future amendments to the contract, prior to ratification by the Board at a subsequent meeting.

The foregoing resolution was introduced by Board Member _____ who moved its adoption, seconded by Board Member _____, and adopted on October 16, 2024, by the following roll call vote:

AYES:

NOES:

ABSENT:

SO ORDERED:

Eugene Massa
President, Board of Trustees

ATTEST:

Virginia L. Guleff
Secretary, Board of Trustees

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

October 16, 2024

Subject:	Approval of Contract to Purchase Information Technology Goods and Services from ePlus Technology Inc., utilizing California Participating Addendum Number 7-20-70-47-04
Category:	Contracts
Submitted By:	Jessica Snelling, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

The District’s Information Technologies Department requires wireless application protocol (WAP) network switch infrastructure to provide local area network connectivity for the newly constructed science building. Funding will be allocated from Measure J bond funds.

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

The California Department of General Services, Procurement Division participates in multi-state cooperative agreements for information technology and non-information technology goods and services. Cooperative agreements are available for use by state and local governmental agencies through California Participating Addenda. NASPO ValuePoint is a cooperative purchasing program facilitating public procurement solicitations and agreements using a lead-state model to deliver the highest valued, reliable and competitively sourced contracts.

Status

District staff recommends use of the awarded California Participating Addendum Number 7-20-70-47-04 under the NASPO ValuePoint Master Agreement Number AR3228 with Hewlett Packard Enterprise Company, as a source to purchase the required information technology goods and services from ePlus Technology Inc., as needed during the term October 17, 2024 through December 31, 2024, in the amount not to exceed \$173,910. District staff has reviewed the terms and conditions and finds that this purchase made from utilizing the California Participating Addendum contract will save administrative time and expense, deliver cost savings, and will be in the best interest of the District.

Recommendation

It is recommended that the Board of Trustees approve a contract to purchase the required information technology goods and services from ePlus Technology Inc., utilizing California Participating Addendum Number 7-20-70-47-04, per the terms of the contract, for the term of October 17, 2024 through December 31, 2024, in the amount not to exceed \$173,910.

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

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

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

October 16, 2024

Subject:	Approval of Contract Amendment #1 to Pariveda Solutions, Inc. for Information Technology Professional Services utilizing California Multiple Award Schedule CMAS Number 3-23-01-1035
Category:	Contracts
Submitted By:	Jessica Snelling, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

The District’s California Community College Technology Center requires information technology professional services to develop and deploy a modernized fraud identification solution to provide frontline defense against application fraud and support for the Student Success Suite. Funding will be allocated from the Student Enrollment grant and the Integrated Technology Program apportionment.

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

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

On May 15, 2024, the Board approved a contract to purchase the required information technology professional services from Pariveda Solutions, Inc. and on June 11, 2024, the District entered into a contract with Pariveda Solutions, Inc. in the amount not to exceed \$250,000, for the term of June 10, 2024 through December 31, 2024.

Status

District staff recommends Amendment #1 to the original contract with Pariveda Solutions, Inc. to increase the contract amount by \$315,000 and extend the term of the contract by one month to continue purchasing the required information technology professional services. The Amendment #1 provides for a total fee sum not to exceed \$565,000 and a contract term through January 31, 2025.

District staff recommends use of the awarded CMAS Number 3-23-01-1035, as a source to purchase the required information technology professional services from Parivda Solutions, Inc. District staff has reviewed the terms and conditions and finds that this purchase made from utilizing the CMAS contract will save administrative time and expense, deliver cost savings, and will be in the best interest of the District.

Recommendation

It is recommended that the Board of Trustees approve the Contract Amendment #1 to Pariveda Solutions, Inc. to purchase the required information technology professional services, utilizing CMAS Number 3-23-01-1035, per the terms of the contract, for the extended term of June 10, 2024 through January 31, 2025, in the total fee amount not to exceed \$565,000.

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

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

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

October 16, 2024

Subject:	Approval of Contract to Purchase Information Technology Goods and Services from Rainforest QA, Inc., utilizing California Multiple Award Schedule CMAS Number 3-18-70-3509A
Category:	Contracts
Submitted By:	Jessica Snelling, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

The District’s California Community College Technology Center requires information technology goods and services to provide software quality assurance services for development of new software systems and features for a variety of projects. Funding will be allocated from the Student Enrollment, Data Management, and Systemwide Infrastructure Program grants, and the Integrated Technology Program Apportionment.

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

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

Status

District staff recommends use of the awarded CMAS Number 3-18-70-3509A, as a source to purchase the required information technology goods and services from Rainforest QA, Inc., as needed during the term November 3, 2025 through November 2, 2025, in the amount not to exceed \$250,000. District staff has reviewed the terms and conditions and finds that this purchase made from utilizing the CMAS contract will save administrative time and expense, deliver cost savings, and will be in the best interest of the District.

Recommendation

It is recommended that the Board of Trustees approve a contract to purchase the required information technology goods and services from Rainforest QA, Inc., utilizing CMAS Number 3-18-70-3509A, per the terms of the CMAS contract, for the term of November 3, 2025 through November 2, 2025, in the amount not to exceed \$250,000.

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

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

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

October 16, 2024

Subject:	Approval of Contract to Purchase Equipment from Peterson Cat Utilizing Sourcewell Contract with Caterpillar Inc. Number 011723-CAT
Category:	Finance
Submitted By:	Jessica Snelling, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

The district’s Agriculture Engineering Technology Department requires new heavy equipment to replace used heavy equipment due to new emissions regulations and requirements for instruction. Funding will be allocated from Perkins grant funds and district unrestricted general funds.

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

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

Status

District staff recommends use of the awarded Sourcewell Contract Number 011723-CAT with Caterpillar Inc., as a source to purchase one excavator, from Peterson Cat in the amount not to exceed \$172,000. District staff has reviewed the terms and conditions and finds that this purchase made from utilizing the Sourcewell contract will save administrative time and expense, deliver cost savings, and will be in the best interest of the District.

Recommendation

It is recommended that the Board of Trustees approve the purchase the required heavy equipment described above from Peterson Cat utilizing Sourcewell Contract Number 011723-CAT, per the terms of the contract, in the amount not to exceed \$172,000.

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

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

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

October 16, 2024

Subject:	Approval of Contract to Purchase Tenable.sc from SHI International Corporation utilizing Foundation for California Community Colleges Contract Number 00006779
Category:	Contracts
Submitted By:	Jessica Snelling, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

The District’s California Community Colleges Technology Center requires Tenable.sc to provide a vulnerability management solution for the California Community College Information Security Center. Funding will be allocated from the Systemwide Infrastructure Program grant.

Public Contract Code Section 20661 authorizes the Chancellor of the California Community Colleges to enter into contract on behalf of one or more community college districts and authorizes districts to participate in any such contract. The Foundation for California Community Colleges (FCCC), a nonprofit organization, serves as the official foundation supporting the Board of Governors, Chancellor’s Office, and the entire California Community College system. FCCC operates CollegeBuys, a cooperative purchasing program designed to leverage the buying power of the 72 community college districts. CollegeBuys secures the most advantageous pricing from enterprise level vendors using system-wide agreements.

Status

District staff recommends use of the awarded Foundation for California Community Colleges Contract Number 00006779, as a source to purchase the required Tenable.sc from SHI International Corporation, for the term December 21, 2024, through December 20, 2025, in the amount not to exceed \$325,045. District staff has reviewed the terms and conditions and finds that this purchase made from utilizing the FCCC contract will save administrative time and expense, deliver cost savings, and will be in the best interest of the District.

Recommendation

It is recommended that the Board of Trustees approve the purchase of the required Tenable.sc from SHI International Corporation, utilizing Foundation for California Community Colleges Contract Number 00006779, per the terms of the FCCC contract, for the term of December 21, 2024 through December 20, 2025, in the amount not to exceed \$325,045.

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

It is further recommended that the Board authorize District staff to execute the necessary contract documents related to the purchase of Tenable.sc from SHI International Corporation in accordance with Board Policy 6340 prior to ratification by the Board at a subsequent meeting.

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

October 16, 2024

Subject:	Appointment of Measure J Citizens’ Bond Oversight Committee Members
Category:	Administrative Services
Submitted By:	Jessica Snelling, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

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

Status

The District released a request for applications for interested individuals to serve on the Measure J Citizens’ Bond Oversight Committee. Two applications were received from the following individuals: Stan Thompson of the Butte Community College Foundation and Sarah Houston of the Howard Jarvis Taxpayers Association.

The recommendation for appointment of committee members by the Board of Trustees is made by the Vice President for Administrative Services and includes the following individuals for the specified committee positions:

- 1) Stan Thompson Butte-Glenn Community College District Support Organization
- 2) Sarah Houston Bona Fide Taxpayer’s Organization

Commencing upon the date of appointment by the Board of Trustees, each member shall serve an initial term of two (2) years.

Recommendation

It is recommended the Board of Trustees approve the above recommended members to the Butte-Glenn Community College District Measure J Citizens’ Bond Oversight Committee.

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

October 16, 2024

Subject:	Approval of Destruction of Disposable Records
Category:	Administrative Services
Submitted By:	Jessica Snelling, Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Regular

Background

District Administrative Procedure 3310 provides for disposition of District records, including classification, retention and destruction in accordance with Title 5, Sections 59020 et seq. of the California Code of Regulations.

Status

District staff has reviewed the classification of documents and has identified those documents listed on the attached Exhibit A as those which may now be destroyed in compliance with Title 5. It is hereby certified that all records included in the list are not in conflict with the record retention and destruction requirements of Title 5.

Recommendation

It is recommended that the Board of Trustees approve the destruction of documents listed on the attached Exhibit A.

**DISPOSABLE RECORDS
DESTROY AFTER JULY 1, 2024**

Box #	Fiscal Yr	Dept.	Description
1	2018-2019	Business Services	AP C - Chan
2	2018-2019	Business Services	AP Te - United Labs
3	2018-2019	Business Services	AP M - Mem
4	2018-2019	Business Services	AP Men - Mz
5	2018-2019	Business Services	AP N - O
6	2018-2019	Business Services	AP Sl - Ta
7	2018-2019	Business Services	AP Des - Eh
8	2018-2019	Business Services	AP Office Depot
9	2018-2019	Business Services	AR Deposits - Checks
10	2018-2019	Business Services	ATR Deposits - Receipts & JEs 2018/19, Sales Tax Returns 2015/16 - 2018/19
11	2018-2019	Business Services	AR Invoices Jan 2018 - Dec 2019
12	2018-2019	Business Services	AP Vf - X
13	2018-2019	Business Services	BC Foundation 25314 - 25666
14	2018-2019	Business Services	AP Sar - Sk
15	2018-2019	Business Services	US Bank Cal Card June - Jul 2018 + Misc
16	2018-2019	Business Services	US Bank Cal Card Aug - Oct 2018
17	2018-2019	Business Services	AP Butte
18	2018-2019	Business Services	AP A - Al
19	2018-2019	Business Services	AP Ups - Ve
20	2018-2019	Business Services	AP Y-2, Team Travel, Travel A - Q
21	2018-2019	Business Services	AP Kp - L
22	2018-2019	Business Services	US Bank Cal Card Nov 2018 - Feb 2019
23	2018-2019	Business Services	US Bank Cal Card March - May 2019
24	2018-2019	Business Services	AP Cons - Der
25	2018-2019	Business Services	AP Chana - Conr
26	2018-2019	Business Services	AP J - Ko
27	2018-2019	Business Services	Golden Rods
28	2018-2019	Business Services	AP Am - Bas
29	2018-2019	Business Services	AP Bat - Bz
30	2018-2019	Business Services	8/19 Student Refunds FA18 (S-Z), IW19, SP19 & Prior Year Refunds
31	2018-2019	Business Services	BC Foundation 20000 - 24083
32	2018-2019	Business Services	AP P - PG&E
33	2018-2019	Business Services	AP Ph - Re
34	2018-2019	Business Services	AP Rf - San
35	2018-2019	Business Services	AP Travel R-Z
36	2018-2019	Business Services	AP Ei - Fec
37	2018-2019	Business Services	Foundation: Deposit Batches
38	2018-2019	Business Services	AP Fed - Goo
39	2018-2019	Business Services	AP Gop - Hoa
40	2018-2019	Business Services	AP Hob - I
41	2018-2019	Business Services	18/19 Student Refunds SU18 - FA18 (P - R)
42	2018-2019	Business Services	COTOP A - L
43	2018-2019	Business Services	COTOP M - Z
44	2013-2014	Business Services	A - H Grants
45	2018-2019	Business Services	T - Z INDIRECT GRANTS
46	2018-2019	Business Services	Vendor Check Runs and Bank Mobile (3/19-6/19)
47	2013-2014	Business Services	I - S Grants
48	2018-2019	Business Services	Fds 51 & 52 JEs, Pos, BofA Reciepts
49	2018-2019	Business Services	Vendor Check Runs and Bank Mobile (5/18-9/18)
50	2018-2019	Business Services	Vendor Check Runs and Bank Mobile (10/18-3/19)
51	2018-2019	Business Services	Golden Rods
52	2018-2019	Business Services	BC Foundation 26102 - 26794

53	2017-2018	Business Services	Vendor Check Runs and Bank Mobile (6/17-11/17)
24-1	2019-2021	Admissions & Records	Class 3 mixed scanned documents
24-2	2020-2021	Admissions & Records	Class 3 mixed scanned documents
24-3	2020-2021	Admissions & Records	Class 3 mixed scanned documents
24-4	2017-2019	Admissions & Records	Business/Budget/Payroll
24-5	2019	Admissions & Records	Add/Drop Enrollment Card
24-6	2019	Admissions & Records	Add/Drop Enrollment Card
24-7	2019	Admissions & Records	Add/Drop Enrollment Card
24-8	2019	Admissions & Records	Add/Drop Enrollment Card
24-9	2019	Admissions & Records	Add/Drop Enrollment Card
24-10	2019	Admissions & Records	Add/Drop Enrollment Card
24-11	2019	Admissions & Records	Add/Drop Enrollment Card
24-12	2020	Admissions & Records	Add/Drop Enrollment Card
24-13	2020	Admissions & Records	Add/Drop Enrollment Card
24-14	2020	Admissions & Records	Add/Drop Enrollment Card
24-15	2020	Admissions & Records	Add/Drop Enrollment Card
24-16	2021	Admissions & Records	Add/Drop Enrollment Card
N/A	Cases Settled or Decided Prior to Fiscal Year 2014-15	Business Contracts & Risk Management	Liability Claims
N/A	Cases Settled or Decided Prior to Fiscal Year 2014-15	Business Contracts & Risk Management	Litigation Claims

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

October 16, 2024

Subject:	Approval to Donate Surplus Electronic Equipment
Category:	Facilities
Submitted By:	Jessica Snelling, Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Regular

Background

Board Policy 6550 Disposal of Property permits the Superintendent/President or designee to declare District property as surplus if the property is no longer useful for district purposes.

Pursuant to Education Code Section 81452 (c), if the Board, by a unanimous vote of those members present, finds that the property is of insufficient value to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the board, or it may be disposed of in the local public dump on order of any employee of the district empowered for that purpose by the board.

Status

The electronic equipment items described in the attached Exhibit A have been determined to be surplus and of insufficient value to defray the costs of arranging a sale. District staff recommends that the surplus electronic equipment items be donated to Computers for Classrooms.

Recommendation

It is recommended that the Board of Trustees approve by unanimous vote: (1) find that the property listed in Exhibit A is of insufficient value to defray the costs of arranging a sale; and (2) authorize the property to be donated to Computers for Classrooms.

EXHIBIT A

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT
PURCHASED BETWEEN APRIL 23, 2007 TO OCTOBER 16, 2020

Butte College Asset No. / Product Serial/Model No.	Item Description	Item Status
527109	6 INPUT HDCP SCALING SWITCH	DONATE
527107	6 INPUT HDCP SCALING SWITCH	DONATE
527097	6 INPUT HDCP SCALING SWITCH	DONATE
526926	AV SWITCHER	DONATE
524887	COMPUTER TOWER	DONATE
529313	COMPUTER TOWER	DONATE
529328	COMPUTER TOWER	DONATE
529314	COMPUTER TOWER	DONATE
529323	COMPUTER TOWER	DONATE
529333	COMPUTER TOWER	DONATE
529308	COMPUTER TOWER	DONATE
529312	COMPUTER TOWER	DONATE
529311	COMPUTER TOWER	DONATE
529329	COMPUTER TOWER	DONATE
529315	COMPUTER TOWER	DONATE
529310	COMPUTER TOWER	DONATE
529306	COMPUTER TOWER	DONATE
529320	COMPUTER TOWER	DONATE
529324	COMPUTER TOWER	DONATE
529305	COMPUTER TOWER	DONATE
529319	COMPUTER TOWER	DONATE
529317	COMPUTER TOWER	DONATE
529309	COMPUTER TOWER	DONATE
529325	COMPUTER TOWER	DONATE
529334	COMPUTER TOWER	DONATE
529318	COMPUTER TOWER	DONATE
529321	COMPUTER TOWER	DONATE
530400	COMPUTER TOWER	DONATE
534557	COMPUTER TOWER	DONATE
522928	COMPUTER TOWER	DONATE
527452	COMPUTER TOWER	DONATE
527698	COMPUTER TOWER	DONATE
534564	COMPUTER TOWER	DONATE
534543	COMPUTER TOWER	DONATE
534537	COMPUTER TOWER	DONATE
534549	COMPUTER TOWER	DONATE
534527	COMPUTER TOWER	DONATE
534542	COMPUTER TOWER	DONATE
534559	COMPUTER TOWER	DONATE
534560	COMPUTER TOWER	DONATE
534544	COMPUTER TOWER	DONATE
534530	COMPUTER TOWER	DONATE
534547	COMPUTER TOWER	DONATE

EXHIBIT A

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT
PURCHASED BETWEEN APRIL 23, 2007 TO OCTOBER 16, 2020

Butte College Asset No. / Product Serial/Model No.	Item Description	Item Status
534546	COMPUTER TOWER	DONATE
534528	COMPUTER TOWER	DONATE
534536	COMPUTER TOWER	DONATE
534540	COMPUTER TOWER	DONATE
534554	COMPUTER TOWER	DONATE
534550	COMPUTER TOWER	DONATE
531331	COMPUTER TOWER	DONATE
531330	COMPUTER TOWER	DONATE
534563	COMPUTER TOWER	DONATE
534545	COMPUTER TOWER	DONATE
530400	COMPUTER TOWER	DONATE
530400	COMPUTER TOWER	DONATE
528941	DOCUMENT CAMERA	DONATE
528942	DOCUMENT CAMERA	DONATE
526250	INTERACTIVE PEN DISPLAY	DONATE
529974	NOTEBOOK COMPUTER	DONATE
531972	NOTEBOOK COMPUTER	DONATE
531973	NOTEBOOK COMPUTER	DONATE
531969	NOTEBOOK COMPUTER	DONATE
529975	NOTEBOOK COMPUTER	DONATE
529973	NOTEBOOK COMPUTER	DONATE
534598	NOTEBOOK COMPUTER	DONATE
534412	NOTEBOOK COMPUTER	DONATE
531092	NOTEBOOK COMPUTER	DONATE
524154	NOTEBOOK COMPUTER	DONATE
528756	NOTEBOOK COMPUTER	DONATE
523127	PRINTER	DONATE
524937	PRINTER	DONATE
522736	PRINTER	DONATE
523135	PRINTER	DONATE
524603	PROJECTOR	DONATE
524611	PROJECTOR	DONATE
529056	PROJECTOR	DONATE
528877	PROJECTOR	DONATE
528876	PROJECTOR	DONATE
530930	SCALING SWITCHER	DONATE
528270	SWITCH	DONATE
524351	SWITCHER WITH AUDIO AMP	DONATE
530421	TABLET COMPUTER	DONATE
530423	TABLET COMPUTER	DONATE
532281	TABLET COMPUTER	DONATE
530270	TABLET COMPUTER	DONATE
533048	TABLET COMPUTER	DONATE

EXHIBIT A

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT
PURCHASED BETWEEN APRIL 23, 2007 TO OCTOBER 16, 2020

Butte College Asset No. / Product Serial/Model No.	Item Description	Item Status
535919	TABLET COMPUTER	DONATE
530141	TABLET COMPUTER	DONATE
533013	TABLET COMPUTER	DONATE
535910	TABLET COMPUTER	DONATE
528607	TELEVISION	DONATE
528608	TELEVISION	DONATE
527152	TOUCH PANEL SCREEN	DONATE
527156	TOUCH PANEL SCREEN	DONATE
527146	TOUCH PANEL SCREEN	DONATE
527151	TOUCH PANEL SCREEN	DONATE
527147	TOUCH PANEL SCREEN	DONATE
527149	TOUCH PANEL SCREEN	DONATE
527142	TOUCH PANEL SCREEN	DONATE
528930	WIRELESS MICROPHONE SYSTEM	DONATE
528915	WIRELESS MICROPHONE SYSTEM	DONATE
528922	WIRELESS MICROPHONE SYSTEM	DONATE
528920	WIRELESS MICROPHONE SYSTEM	DONATE
528927	WIRELESS MICROPHONE SYSTEM	DONATE
528919	WIRELESS MICROPHONE SYSTEM	DONATE

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

October 16, 2024

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

Background

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

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

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

Status

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

Recommendation

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

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

November 1, 2024 – October 31, 2026

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

RECITALS

- A. District desires to hire Administrator in the position of Vice President and Administrator hereby accepts such employment on the terms and conditions set forth in this Agreement.
- B. Administrator represents and warrants that Administrator possesses the minimum qualifications for the position as established by state law and District policy.
- C. Administrator acknowledges that this position is a management position as an Educational Administrator in accordance with Education Code sections 72411 and 87002. Administrator acknowledges that Administrator serves at the pleasure of the Governing Board and that Administrator does not possess a property interest in this position.
- D. In accordance with Education Code section 87458 A person employed in an administrative position that is not part of the classified service, who has not previously acquired tenured status as a faculty member in the same district and who is not under contract in a program or project to perform services conducted under contract with public or private agencies, or in other categorically funded projects of indeterminate duration, shall have the right to become a first-year probationary faculty member once their administrative assignment expires or is terminated if all of the following apply:
 - i. The process by which the governing board reaches the determination shall be developed and agreed upon jointly by representatives of the governing board and the academic senate and approved by the governing board. The agreed upon process shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the academic senate to determine that the administrator possesses the minimum qualifications for employment as a faculty member. The process shall further require that the governing board provide the academic senate with an opportunity to present its views to the governing board before the board makes a determination and that the written record of the decision, including the views of the academic senate, shall be available for review pursuant to Section 87358.
 - ii. Until a joint agreement is reached pursuant to subdivision (a), the district process in existence on January 1, 1989, shall remain in effect.
 - iii. The administrator has completed at least two years of satisfactory service, including any time previously served as a faculty member, in the district.
 - iv. The termination of the administrative assignment is for any reason other than dismissal for cause.
 - v. This section shall apply to every educational administrator whose first day of paid service in the district as a faculty member or an administrator is on or after July 1, 1990.

AGREEMENT

1. **Duties.** Administrator agrees to satisfactorily perform the duties of the position as described in the relevant job description, if any, and as requested by the Superintendent/President and/or the Governing Board.

2. **Evaluation.** Administrator shall be evaluated by the Superintendent/President in the manner and in accordance with the timelines established by the Superintendent/President. Any failure to complete these evaluation procedures, or to complete them in a timely manner, shall not extend this Agreement or have any other impact on this Agreement.
3. **Salary.** Administrator shall be compensated for services rendered in accordance with the Executive salary schedule as that schedule may change from time-to-time. **Beginning November 1, 2024** the parties acknowledge that Administrator's annual salary shall be at **Step D, currently \$238,986.02** (two hundred thirty-eight thousand, nine hundred eighty-six dollars and two cents). The Administrator shall also receive a cost-of-living adjustment (COLA) to the salary equal to the percentage received by other District employees for the 2025-2026 academic year and each year thereafter. The Board reserves the right not to grant compensation increases or to award a different compensation increase if in its sole discretion the Board determines that fiscal conditions warrant that change.
4. **Fringe Benefits.** Administrator shall receive the same health and welfare, benefits afforded to other management employees. These benefits shall not be considered vested and may be changed from time to time for administrators and management employees.
5. **Expense Reimbursement.** District shall reimburse Administrator for actual and necessary expenses incurred within the course and scope of Administrator's employment, including mileage expenses, so long as such expenses are consistent with this Agreement and District policy.
6. **Automobile Expenses**

The Vice President is required to have a vehicle available at all times to exercise the powers and to perform the duties of the position. In order to reimburse the Vice President for this vehicle requirement, the Vice President shall receive a vehicle allowance of \$7,218.36 per year payable in twelve (12) monthly payments. This allowance will be increased each year by the same cost-of-living adjustment (COLA) percentage received by District employees. In addition, the Vice President shall be entitled to reimbursement for reasonable transportation expenses incurred for travel outside the District in accordance with the terms of this Agreement and Board policy. This allowance **will not** be considered as creditable compensation under the Vice President's respective retirement system.
7. **Holidays / Vacation / Sick Leave.** Administrator shall be entitled to 24 days of vacation per academic year, exclusive of paid holidays designated in Education Code sections 79020 / 79021 or any other holidays as specified by the District. After Administrator has accumulated fifty (50) unused vacation days, he/she shall not earn any additional vacation until he/she has reduced the number of accrued but unused vacation days below the fifty (50) day cap. Vacation shall accrue in monthly installments. Administrator shall be allocated twelve (12) days of sick leave annually which shall accrue from year to year.
8. **Work Year.** Administrator shall provide twelve (12) full and regular months of service to the District; holidays and vacation days are taken as non-duty days. To determine Administrator's daily rate of pay, the parties agree that the Administrator's annual base salary shall be divided by 260 workdays.
9. **Term/Termination.** Administrator is hired for **two years commencing November 1, 2024** and terminating at the earliest to occur of the following:
 - a. **Mutual Consent.** This Agreement may be terminated at any time by mutual consent of the Board or Superintendent/President and the Administrator.
 - b. **Non-Renewal of Agreement by District.** The Board may elect not to renew this Agreement effective June 30 of the current school year by providing 60 days notice to the Administrator in accordance with Education Code sections 72411 and 72411.5 or other applicable provisions of law.

- c. **Termination for Cause.** The Board may terminate the Administrator for cause on any of the following grounds: (1) acts done in bad faith to the detriment of the District; (2) breach of this Agreement; (3) unsatisfactory performance; (4) refusal or failure to act in accordance with a specific provision of this Agreement or a directive or order of the Board or the Superintendent/President; (5) misconduct or dishonest behavior; (6) conviction of a crime involving dishonesty, breach of trust, physical or emotional harm to any person; or (7) for other conduct prejudicial to the District.

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

The parties have acknowledged that Administrator possesses no property interest in Administrator's employment; accordingly, Administrator's conference before the Board shall be deemed to provide Administrator with more due process of law than is required by law. The conference with the Board shall be the Administrator's exclusive right to any conference or hearing otherwise required by law. Administrator waives any other rights that may be applicable to this termination for cause proceeding with the understanding that completion of this hearing exhausts the Administrator's administrative remedies.

- d. **Termination without Cause.** The Board may, for any reason, without cause or a hearing, terminate this Agreement at any time upon written notice to the Administrator. In consideration for the exercise of this right, the District shall pay to Administrator, if Administrator does not possess "retreat rights" to a faculty position, a sum equal to six (6) month's salary. At the discretion of the Superintendent/President, the District may pay up to six (6) months of District-paid health benefits to Administrator, if Administrator does not possess "retreat rights" to a faculty position. Payment of such benefits, if any, shall begin the month after the Board ratifies the termination of this Agreement. If Administrator possesses "retreat rights" to a faculty position, Administrator shall be entitled to a sum equal to one (1) month's salary.

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

The parties agree that any damages to Administrator that may result from the Board's early termination of this Agreement without cause cannot be readily ascertained. Accordingly, the parties agree that the payments made pursuant to this termination without cause provision, along with the District's agreement to provide health benefits, and possibly "retreat rights" to a faculty position, constitutes reasonable liquidated damages for the Administrator, fully compensates the Administrator for all tort, contract and other damages of any nature whatsoever, whether in law or equity, and does not result in a penalty. The parties agree that the District's completion of its obligations under this provision constitutes the Administrator's sole

remedy to the fullest extent provided by law. Finally, the parties agree that this provision meets the requirements governing maximum cash settlements as set forth in Government Code section 53260 et seq.

- e. **Termination for Unlawful Fiscal Practices.** Notwithstanding any other provision of this Agreement to the contrary, if the Board believes, and subsequently confirms through an independent audit, that Administrator engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the Board may immediately terminate Administrator solely upon written notice to Administrator and Administrator shall not be entitled to any compensation of any nature, whether as cash, salary payments, health benefits, or other non-cash settlement as set forth above. This provision is intended to implement the requirements of Government Code section 53260(b).
 - f. **Abuse of Office Provisions.** In accordance with Government Code section 53243 et. seq., and as a separate contractual obligation, should the Administrator receive a paid leave of absence or cash settlement if this Agreement is terminated with or without cause, such paid leave or cash settlement shall be fully reimbursed to the District by the Administrator if the Administrator is convicted of a crime involving an abuse of office or position. In addition, if the District funds the criminal defense of Administrator against charges involving abuse of office or position and the Administrator is then convicted of such charges, the Administrator shall fully reimburse the District all funds expended for Administrator's criminal defense.
 - g. **Resignation.** If Administrator does not possess any "retreat rights" to a faculty position, Administrator may resign at any time with at least sixty (60) days advance written notice to the Superintendent/President, unless the parties agree otherwise in writing to a shorter notice period. If Administrator possesses "retreat rights" and intends to exercise those rights by resigning from this administrative position and returning to a faculty position, Administrator may resign from this administrative position by providing at least ninety (90) days advance written notice to the Superintendent/President, given at least ninety (90) days prior to March 15th of the current academic year, unless the parties agree to a shorter notice period. If the Board in its discretion voluntarily allows retreat rights upon resignation pursuant to this paragraph, Administrator understands and acknowledges that his / her retreat rights may not conflict with or supersede the rights of other employees relative to layoff and / or retreat. If Administrator possesses "retreat rights" but does not intend to exercise those rights and intends to resign from District employment as an administrator and faculty member, Administrator may resign from District employment at any time with at least sixty (60) days advance written notice to the Superintendent/President, unless the parties agree otherwise in writing to a shorter notice period.
10. **Tax/Retirement/PERS or STRS Issues.** Notwithstanding any other provision of this Agreement, the District shall not be liable for any state or federal tax consequences or any retirement consequences of any nature as a result of this Agreement.
 11. **Board Approval.** The effectiveness of this Agreement shall be contingent upon approval by the District's governing board as required by law.
 12. **District Rules and Regulations.** This Agreement is intended by the parties to be the sole instrument governing the employment relationship between the parties unless a provision of law is specifically applicable to this Agreement or to the employment relationship. The District's policies, rules, and practices shall not be applicable to the Administrator or affect the employment relationship unless specifically referenced in this Agreement or District policy.
 13. **No Assignment / Management Hours.** This is an agreement for personal services. The Administrator may not assign or transfer any rights granted or obligations assumed under this Agreement. The demands of the position of Administrator require more than eight (8) hours a day and/or forty (40) hours per work week. Administrator is not entitled to overtime compensation for hours worked in excess of eight (8) hours per day or forty (40) hours per week.

14. **Integration / Modification.** This Agreement contains the entire agreement of the parties and supersedes all prior negotiations, understandings or agreements. Neither of the parties has relied upon any oral or written representation or written information given to the party by any representative of the other party not contained in this Agreement. This Agreement cannot be changed or supplemented orally. It may be modified or superseded only in a writing signed by both parties and authorized by Board action.
15. **Waiver.** No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a party shall give the other party any contractual rights by custom, estoppel, or otherwise.
16. **Severability.** If one or more of the provisions of this Agreement are declared invalid or unenforceable by judicial, legislative or administrative authority of competent jurisdiction, then the parties agree that the invalidity or unenforceability of any of the provisions shall not in any way affect the validity or enforceability of any other provisions of this Agreement.

By: _____
 Superintendent/President

Dated: _____


ACCEPTANCE OF OFFER

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

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

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

Dated: Oct 8, 2024



 Imelda Simos-Valdez

 [TYPE OR PRINT NAME]