



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

Wednesday, November 13, 2024 | 1:00 PM  
District Board Room  
Student and Administrative Service Building  
[Non-interactive Zoom Link](#)

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

**AGENDA**

**Call to Order**

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

**Pledge of Allegiance to the Flag**

Page

**1. Agenda Approval**

**2. Spotlight Presentation**

Dr. Teresa Ward, Director of Special Programs: Rising Scholars Program

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

This time is set aside for comments on the Consent Agenda. The Board may undertake discussion only to provide clarification to the public or schedule a matter for a future meeting. In accordance with BP 2350 Speakers, each speaker will be

allowed a maximum of five (5) minutes per topic, thirty (30) minutes maximum for public speakers on any one subject, regardless of the number of speakers.

#### 4. Approval of Consent Agenda

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

4.1	<a href="#">Approval of Minutes</a> 	6 - 16
4.2	<a href="#">Approval of Warrants</a> 	17
4.3	<a href="#">Ratification of Contracts</a>  <a href="#">Contracts Ratification Report</a> 	18 - 23
4.4	<a href="#">Approval of Course Modifications</a> 	24 - 26
4.5	<a href="#">Approval of Use of Alcohol for Athletic Event</a> 	27
4.6	<a href="#">Approval and/or Ratification of Personnel Actions</a>  <b>Management</b> <i>Employments</i> <b>Academic Employees</b> <i>At-will employments, temporary employments, and assignment</i> <b>Classified Employees</b> <i>Employments</i> <b>Temporary Employees</b> <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

- |     |  |         |
|-----|--|---------|
| 7.1 | <a href="#">Approval of Contracts</a> <br><a href="#">Contracts Approval Report</a>    | 33 - 34 |
| 7.2 | <a href="#">Approval of Resolution No. 825 for Approval of Contract with the California Department of Social Services for General Child Care and Development Program Fiscal Year 2025-26</a> <br><a href="#">Resolution 825</a>  | 35 - 36 |
| 7.3 | <a href="#">Approval to Purchase Furniture from Krueger International, Inc. utilizing the Foundation for California Community Colleges Contract Number 00007792</a>   | 37 - 38 |
| 7.4 | <a href="#">Approval of Contract to Purchase Splunk Enterprise from SHI International Corporation utilizing Foundation for California Community Colleges Agreement No. 00006779</a>   | 39 - 40 |

## 8. Finance

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| 8.1 | <a href="#">Board Criteria for 2025-2026 Budget Development</a> <br><a href="#">2025-2026 Budget Criteria</a>  | 41 - 44 |
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## 9. Administration

- |     |  |         |
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| 9.1 | <a href="#">Review of the Board Meeting Schedule for 2025 and 2026</a>  | 45 - 46 |
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## 10. Future Dates

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

**12. Adjournment**

- 12.1 Adjourn Meeting

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

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

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



## MINUTES OF REGULAR MEETING

October 16, 2024 | 1:00 P.M.

District Board Room  
Student and Administrative Services Building

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The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, October 16, 2024, at 1:00 P.M., in the District Board Room at Butte College in Oroville, California.

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

**Board Members Absent** None

**Staff Members Present** Ms. Virginia L. Guleff, Superintendent/President  
Mr. Erik Shearer, 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

Board Vice President McGinnis led the Pledge of Allegiance.

### 1. Agenda Approval

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

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: None

### 2. Introduction of New Faculty

Superintendent/President Guleff introduced Vice President Shearer to introduce the full-time tenure track faculty hired in spring 2024. Vice President Shearer introduced Bonnie Baxter (Agriculture and Natural Sciences), Teresa Carrasco (Ethnic Studies), Cris Frazer (Emergency Medical Services), Ed

Jackson (Health, Kinesiology, and Athletics), Jessica Jackson (Articulation Officer), Steven Niedbala (Art), Amber Noel-Camacho (Ethnic Studies), Jared Parker (Agriculture Engineering and Technology), Mark Scholl (ESL), Melody Struthers (Anthropology), Carlos Vasquez (Chemistry), and Emilie Wilson (Respiratory Care).

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

There were no public comments.

### 4. **Approval of Consent Agenda, Items 5.1-5.8**

It was moved by Trustee Boeger, seconded by Trustee Dahlmeier, to approve the consent agenda.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: None

### 5. **Reports**

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

Academic Senate President Vickery reported that the Academic Senate has nominated several faculty to committees including the Statewide Common Course Numbering taskforce. Additionally, Sara Smallhouse has been selected to represent Butte College on the Art History work group. Academic Senate's Academic Calendar Workgroup proposed an alternative calendar for the 2026-2027 year that will be presented to the campus community at the Fall Academic Senate Forum on Wednesday, October 30. Academic Senate President Vickery noted that proposed changes include an increase in two instruction days to the fall term with a concomitant reduction in Flex obligation and no instruction scheduled the week of Thanksgiving. Academic Senate President Vickery concluded that a new Curriculum Committee Chair will be elected at today's Academic Senate meeting; their term will begin in fall 2025. He expressed appreciation to Donna Davis for fulfilling that role for the last three years.

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

Classified Senate President Westbay welcomed Renan Young to the Classified Senate. He also thanked everyone who donated to the Senate's bake sale at the Bountiful Butte Harvest Festival. Classified Senate President Westbay reported that Classified Senate is collecting feedback on AP 5500 Standards of Student Conduct and AP 4105 Distance Education. He reported that Senate is collaborating with HR for a presentation on the new evaluation software at the November Senate meeting. Finally, the Senate's Engagement Committee is working on a number of events including the Butte Strong Remembrance and Friendsgiving.

#### Student Senate President's Report – Mercedes Cortez-Nava

Student Senate President Cortez-Nava reported that Student Senate has reviewed and approved two grant requests this semester – one for a Battle Bots project and one for the Adventure Club's Mt. Shasta camping trip. She reported that there's been an increase in the number of active student clubs. Student Senate President Cortez-Nava concluded that Student Senate co-hosted a series of election-related events and plans to hold a voter registration drive.

#### Student Trustee Comments – Liam Eller

Student Trustee Eller reported that he attended Student Senate's election series events and found them productive and informative. He reported that work is being done to develop a survey to collect student feedback on bus routes and schedules. Student Trustee Eller reported on several events he attended, including the Pronoun Fair and HSI Conference at Butte College, as well as the Student Senate for California Community Colleges Conference where he interacted with student trustees and

college representatives from across the state.

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

Superintendent/President Guleff started her report by introducing her Association of California Community Colleges Administrators (ACCCA) mentee Amy Schulz, Dean of Workforce and Strategic Initiatives at Sierra College.

Superintendent/President Guleff reported that the contract for Butte College's new Vice President for Student Services, Imelda Simos-Valdez, is in today's board packet. Ms. Valdez will be fully on campus in January. Superintendent/President Guleff stated that she's excited to welcome Ms. Valdez to the team. She also expressed her appreciation to Brad Zuñiga for acting as interim VPSS for two years during a difficult time of transition, adding that his work was very helpful to the college.

Superintendent/President Guleff reported on the events she attended since the last Board of Trustees meeting, including meeting with Student Senate to discuss how they can contribute to the Butte College Strategic Plan. She also attended the Reg2Go counselor breakfasts, the Bountiful Butte Harvest Festival, the HSI Conference, and the Demystifying Ethnic Studies Conference. She thanked everyone who worked hard to put on excellent events. Superintendent/President Guleff also reported on the community events she attended, including a Durham Exchange Club meeting, the NAACP gala, the Farm to Fork Dinner, and the Hmong New Year Celebration.

Superintendent/President Guleff reported on two initiatives that support student success. First, the Butte College Foundation supported 13 fire-impacted students with direct aid based on outreach done by the Roadrunner Hub and thanks for a grant from the Foundation for California Community Colleges. Second, Butte College is partnering with UC Davis on a \$200,000 USDA grant that will offer summer research and mentorship programs to women, underrepresented, and first-generation students in agriculture.

Superintendent/President Guleff concluded her report by announcing the North Far North Regional Convening and Collaboration with the Chancellor's Office in November. The goal of the two-day workshop is for colleges to align their plans with the Vision 2030, activity that also aligns with the Board of Trustees' Strategic Focus number one to prioritize strategic plan objectives.

#### Board Comments

Trustee Krepelka presented a recap of the Trustees' Foundation endowment [attached at the end of the minutes]. It contains \$15,000, which will allow the Board to grant a \$750 scholarship. Trustee Krepelka noted that he'd like to increase the scholarship to \$1,000, which would require a \$5,000 increase in the endowment. Board Clerk Blacklock thanked Mr. Zuñiga for doing a great job as interim VPSS, adding that it was a pleasure getting to know him and share thinking with him. Board President Massa reported that the Board of Trustees Food Drive to benefit the Roadrunner Hub will be held next month. He encouraged the campus community to fill the board room with donations. Board Vice President McGinnis attended the Community College League of California's legislative update, which included a presentation from tribal colleges as well as discussion about dual enrollment. He reported that AB 359 which would have allowed asynchronous dual enrollment classes was vetoed by the governor but may return during the next legislative session. Trustee Dahlmeier commented that it's always exciting to see the quality of Butte College faculty and employees and praised the college's support of travel to foster learning opportunities outside the classroom. Trustee Boeger reported that he enjoyed reading Trustee Blacklock's editorial in the newspaper. He also reported that he reviewed the statewide high school test results and saw a variation in scores, which made him wonder how Butte College can support the schools with lower scores. Trustee Nock thanked Mr. Zuñiga for his leadership, adding that he really appreciates his efforts in filling the interim role for such a long time. Trustee Nock concluded that he also appreciated Superintendent/President Guleff's attendance at the Durham Exchange Club Meeting.

6. **Communications from the Public**

There were no public comments.

7. **Contracts**

**Approval of Contracts, Item 7.1**

It was moved by Trustee Dahlmeier, seconded by 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.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Trustee McGinnis

**Approval of Resolution No. 824 for Approval of Contract with the California Department of Education for California State Preschool Program 2025-2026, Item 7.2**

It was moved by Board Clerk Blacklock, seconded by Trustee Nock, to approve Resolution No. 824 for approval of contract with the California Department of Education for California State Preschool Program 2025-2026, in accordance with Board Policy 6340.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Trustee McGinnis

**Approval of Contract to Purchase Information Technology Goods and Services from ePlus Technology Inc., utilizing California Participating Addendum Number 7-20-70-47-04, Item 7.3**

It was moved by Trustee Krepelka, seconded by Trustee Dahlmeier, to approve the contract to purchase information technology goods and services from ePlus Technology Inc., utilizing California Participating Addendum Number 7-20-70-47-04 in accordance with Board Policy 6340.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Trustee McGinnis

**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, Item 7.4**

It was moved by Trustee Krepelka, seconded by Board Clerk Blacklock, to approve contract amendment #1 to Pariveda Solutions, Inc. for information technology professional services utilizing California Multiple Award Schedule CMAS Number 3-23-01-1035 in accordance with Board Policy 6340.

Motion carried by the following roll call vote:

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

Nos: None  
Abstentions: None  
Absent: None

**Approval of Contract to Purchase Information Technology Goods and Services from Rainforest QA, Inc., utilizing California Multiple Award Schedule CMAS Number 3-18-70-3509A, Item 7.5**

It was moved by Board Vice President McGinnis, seconded by Board Clerk Blacklock, to approve the contract to purchase information technology goods and services from Rainforest QA, Inc. utilizing California Multiple Award Schedule CMAS Number 3-18-70-3509A in accordance with Board Policy 6340.

Motion carried by the following roll call vote:

Ayes: Trustees Eller (advisory vote), Massa, McGinnis, Blacklock, Boeger, Dahlmeier, Krepelka, and Nock  
Nos: None

Abstentions: None

Absent: None

**Approval of Contract to Purchase Equipment from Peterson Cat Utilizing Sourcewell Contract with Caterpillar Inc. Number 011723-CAT, Item 7.6**

It was moved by Board Clerk Blacklock, seconded by Trustee Nock, to approve the contract to purchase equipment from Peterson Cat utilizing Sourcewell Contract with Caterpillar Inc. Number 011723-CAT in accordance with Board Policy 6340.

Motion carried by the following roll call vote:

Ayes: Trustees Eller (advisory vote), Massa, McGinnis, Blacklock, Boeger, Dahlmeier, Krepelka, and Nock  
Nos: None

Abstentions: None

Absent: None

**Approval of Contract to Purchase Tenable.sc from SHI International Corporation utilizing Foundation for California Community Colleges Contract Number 00006779, Item 7.7**

It was moved by Trustee Krepelka, seconded by Board Vice President McGinnis, to approve the contract to purchase Tenable.sc from SHI International Corporation utilizing Foundation for Community Colleges Contract Number 00006779 in accordance with Board Policy 6340.

Motion carried by the following roll call vote:

Ayes: Trustees Eller (advisory vote), Massa, McGinnis, Blacklock, Boeger, Dahlmeier, Krepelka, and Nock  
Nos: None

Abstentions: None

Absent: None

**8. Finance**

**Appointment of Measure J Citizens' Bond Oversight Committee Members, Item 8.1**

It was moved by Trustee Dahlmeier, seconded by Board Clerk Blacklock, to appoint Stan Thompson and Sarah Houston to the Butte-Glenn Community College District Measure J Citizens' Bond Oversight Committee

Motion carried by the following roll call vote:

Ayes: Trustees Eller (advisory vote), Massa, McGinnis, Blacklock, Boeger, Dahlmeier, Krepelka, and Nock  
Nos: None

Abstentions: None

Absent: None

**Approval of Destruction of Disposable Records, Item 8.2**

It was moved by Board Vice President McGinnis, seconded by Trustee Krepelka, to approve destruction of disposable records in accordance with Administrative Procedure 3310.

Motion carried by the following roll call vote:

Ayes: Trustees Eller (advisory vote), Massa, McGinnis, Blacklock, Boeger, Dahlmeier, Krepelka, and Nock  
Nos: None

Abstentions: None

Absent: None

**Approval to Donate Surplus Electronic Equipment, Item 8.3**

It was moved by Board President Massa, seconded by Board Clerk Blacklock, to approve the donation of surplus electronic equipment to in accordance with Board Policy 6550.

Motion carried by the following roll call vote:

Ayes: Trustees Eller (advisory vote), Massa, McGinnis, Blacklock, Boeger, Dahlmeier, Krepelka, and Nock  
Nos: None

Abstentions: None

Absent: None

**9. Human Resources**

**Approval of Employment Contract for Vice President for Student Services, Item 9.1**

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

It was moved by Board Clerk Blacklock, seconded by Board Vice President McGinnis, to approve the employment contract for the Vice President for Student Services.

Motion carried by the following roll call vote:

Ayes: Trustees Eller (advisory vote), Massa, McGinnis, Blacklock, Boeger, Dahlmeier, Krepelka, and Nock  
Nos: None

Abstentions: None

Absent: None

**10. Closed Session**

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

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

**11. Adjournment**

Board President Massa adjourned the meeting at 2:57 P.M.



**BUTTE COLLEGE  
FOUNDATION**

October 16, 2024

Dear Butte-Glenn Community College Board of Trustees,

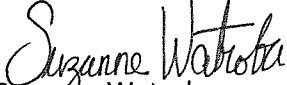
Thank you for your inquiry about the Butte-Glenn Trustees Endowment and your interest in increasing the annual scholarship distribution.

The Butte-Glenn Trustees Endowment was established in 1999. Currently, the endowment has a corpus of \$15,062, which can support an annual scholarship distribution of \$750, provided that the earnings remain at or above 7%. This includes a 5% distribution rate and a 2% administration service fee.

To increase the annual scholarship distribution to \$1,000 in the future, the endowment would need to be increased to at least \$20,000. A higher amount may be advisable to better mitigate market fluctuations.

We are grateful for all the ways you work to increase access and success for our students. Thank you for your continued support of this important fund.

Sincerely,

  
Suzanne Watroba  
Executive Director,  
Butte College Foundation



**BUTTE COLLEGE**  
FOUNDATION

# 2023-2024 Endowment Recap Report



## Endowment Recap Report

Butte-Glenn Trustees Scholarship Endowment  
July 1, 2023 to June 30, 2024

Endowment Information	
Account #	24035
Fiscal Year Established	1999/2000
Initial Contribution	\$4,100.00
Net Endowment Balance	\$18,905.30

Corpus – Permanently Restricted	
Beginning Balance of June 30, 2023	\$15,062.36
Endowment Contributions	\$0.00
Endowment Transfers	\$0.00
<b>Corpus Total as of June 30, 2024</b>	<b>\$15,062.36</b>

Non - Corpus – Temporarily Restricted	
Beginning Balance as of June 30, 2024	\$1,919.29
Investment Earnings (14.80%)	\$2,513.28
Administrative Fees	\$-339.63
Distributions	\$-250.00
Miscellaneous Adjustments	\$0.00
Distribution Reconciliation	\$0.00
<b>Balance as of June 30, 2024</b>	<b>\$3,842.94</b>

\*Recap information is through June 30, 2024 and does not reflect activity beyond this date.



*Students receiving scholarship awards at Scholarship Awards Brunch in August 2024.*



## *About Butte College Foundation Endowments*

For investment purposes, all contributions to the Fund will be pooled and become part of the general endowment funds and investment assets of the Butte College Foundation. The Foundation shall invest the Fund's assets in accordance with the Foundation's investment policy. Although all contributions to the Fund will be pooled, the Foundation shall keep records of the Fund's balances, investments, gains, and losses. The endowment corpus amount may at times be less than the original corpus amount due to realized and unrealized losses on investments.

## *Glossary*

### **Corpus – Permanently Restricted**

**Beginning Balance** - The corpus total at the beginning of the fiscal year, July 1st.

**Endowment Contributions** - The sum of all gifts received into the fund during the fiscal year (July 1 - June 30). Timing differences may impact the amount shown, depending on when the charitable contributions are recorded by the Foundation and when they are actually credited to the specific fund.

**Endowment Transfers** - This may include any transfers of gifts from one fund to another, additional payouts, or the return of unspent funds to the endowment.

**Corpus Total** - Total amount of restricted funds to be held. The corpus beginning balance plus endowment contributions less endowment transfers during the fiscal year.

### **Non - Corpus – Temporarily Restricted**

**Balance** - Starting balance of earnings accumulation at the beginning of the fiscal year.

**Investment Earnings (Gains/Losses)** - The difference between the beginning and ending fund values. The change in value reflects performance during the fiscal year based on a three-year fund asset average.

**Endowment Administrative Fee** - An administrative service fee, as established by the Foundation's Board of Directors, will be assessed to the Fund annually to cover administration activities of the Fund. The Foundation will calculate and charge against the Fund assets an administrative service fee of two percent (2%) based on the two-year average Fund value on the last day of June of each year.

**Distributions** - The amount of distributions in accordance with the endowment agreement signed by the donor or in accordance with Foundation's Endowed Account Guidelines for Establishing an Endowment.

**Miscellaneous Adjustments** - Used to identify other adjustments to the non-corpus temporarily restricted funds such as third-party fees or donor-initiated adjustments.

**Distribution Reconciliation** - If distribution cross fiscal years, adjustments will be noted here. This typically occurs when distributions are not deposited in a timely manner by students or when awards go unclaimed.

**Total** - Beginning balance of earnings accumulation, plus investment gains/losses, less administrative fees, distributed, miscellaneous adjustments and distribution reconciliation.

**Net Endowment Balance** - Total of corpus and earnings accumulation for the fiscal year.

July 29, 2024

Dear Scholarship Donor,

I am sincerely honored to have been selected as the recipient of the Butte Glenn Trustee Scholarship. I am looking forward to completing my third and final year at Butte College. Then continuing my education at Chico State and obtaining my academic goal of a bachelor's degree in Mechanical Engineering. Thank you for your generosity, this will help me to financially meet the requirements of my academic plan.

Thank you again for your thoughtful and generous gift.

Sincerely,

XXXXXXXXXX  
XXXXXXXXXXXXX  
XXXXXXXXXXXXX

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

**November 13, 2024**

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

It is recommended that the Board of Trustees approve the vendor, payroll, and financial aid warrants for the period of October 1, 2024 to October 31, 2024.

<b>Type of Warrant</b>	<b>Quantity of Checks</b>	<b>Total</b>
Vendor	1,224	\$12,849,569
Payroll	125	\$5,003,851
Financial Aid	5,053	\$6,988,647

Warrant registers are available for review in the Business Office.

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

**November 13, 2024**

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

**Background**

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

**Status**

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

**October 2024**

<b>Contract Effective Date</b>	<b>Contract Expiration Date</b>	<b>Contractor</b>	<b>Contract Purpose</b>	<b>Contract Value Revenue/(Expense)</b>	<b>Funding Source (Fund)</b>	<b>Originated by: District Department</b>	<b>Approved by: District Administrator</b>
10/8/24	10/8/24	Churros Daisy	Food Vendor for HSI Conference	(\$375.00)	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
10/8/24	10/8/24	Odalys Karime Ramos Martinez	Performance for HSI Conference	(\$1,350.00)	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
10/5/24	10/5/24	Mason Nowak Media	Football Photography	(\$650.00)	Unrestricted General	Public Relations	Guleff
10/1/24	9/30/29	TVEyes, Inc.	Media Monitoring Suite Subscription	(\$2,400.00)	Unrestricted General	Public Relations	Guleff
Upon Download	Until Terminated	Blender Foundation	3D Creation Software	\$0.00	N/A	Arts	Shearer
Upon Download	Until Terminated	CELSYS, Inc.	Digital Content Creator Software License	\$0.00	N/A	Arts	Shearer
9/9/24	9/11/24	Indiana Francesca Benjamina Christov Moore	Indigenous Practice for Making Paints and Dying Fabrice Workshop	(\$1,350.00)	Unrestricted General	Arts	Shearer
10/4/24	11/8/24	Sabrina Chavez	Collection of Fragments Art Exhibit	\$0.00	N/A	Arts	Shearer
10/11/24	10/11/24	Advanced Timing	Official Timer for Cross Country	(\$750.00)	Unrestricted General	Athletics	Shearer
9/30/24	9/30/24	Canyon Oaks Country Club	Baseball Golf Tournament Venue	(\$9,749.29)	Foundation Agency Account	Athletics	Shearer
9/25/24	12/13/24	David Silverstein	Statistician for Football	(\$1,500.00)	Unrestricted General	Athletics	Shearer
8/26/24	5/31/25	David Silverstein	Website Design and Management	(\$5,000.00)	Unrestricted General	Athletics	Shearer
9/28/24	12/14/24	David V. Robbins	Physician Assistant Standby for Home Football Games	(\$1,500.00)	Foundation Agency Account	Athletics	Shearer
8/26/24	12/20/24	Kelvin Jeffrey	Videographer for Football	(\$1,500.00)	Unrestricted General	Athletics	Shearer
8/31/24	8/31/24	Kona Ice of Chico	Food Vendor for Football Practice	(\$612.00)	Foundation Agency Account	Athletics	Shearer
7/26/24	7/25/25	Revvity Signals Software, Inc.	ChemDraw Professional Software Subscription and Maintenance License	(\$1,323.00)	Unrestricted General	Chemistry	Shearer
8/15/24	12/31/24	Abernathy VM-Services	Utility Line Clearance Pre-Inspector Training and Development	(\$25,000.00)	Restricted General	Contract Education	Shearer
10/30/24	7/23/25	ALERTWest, Inc.	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$12,600.00)	Restricted General	Contract Education	Shearer
10/9/24	6/16/25	Cerritos Community College	California Community Colleges - California Conservation Corps Partnership	(\$32,000.00)	Restricted General	Contract Education	Shearer
10/19/24	7/23/25	Chico Heights Rehabilitation & Wellness Centre, LP aka Chico Creek	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$18,547.20)	Restricted General	Contract Education	Shearer
10/19/24	7/23/25	Chico Terrace Healthcare & Wellness Centre, LP aka Windsor Chico Care	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$9,273.60)	Restricted General	Contract Education	Shearer
10/14/24	11/15/24	Davey Tree Surgery Company	Utility Line Clearance Arborist Training	(\$44,600.00)	Restricted General	Contract Education	Shearer
10/8/24	7/23/25	DigitalPath, Inc.	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$60,300.00)	Restricted General	Contract Education	Shearer
9/3/24	6/30/25	Emiliano Jimenez Consulting, LLC	Employee Trainings Amendment to Fees and Scope of Services	(\$32,700.00)	Restricted General	Contract Education	Shearer
9/1/24	12/31/24	Eocene Environmental Group of the West, Inc.	Utility Line Clearance Pre-Inspector Training and Development	(\$68,320.00)	Restricted General	Contract Education	Shearer
10/1/24	6/30/25	Good Well Consulting, Inc.	Training Delivery Services	(\$21,370.00)	Restricted General	Contract Education	Shearer
10/1/24	6/16/25	Hartnell Community College	California Community Colleges - California Conservation Corps Partnership	(\$11,000.00)	Restricted General	Contract Education	Shearer
10/1/24	6/16/25	Lake Tahoe Community College District	California Community Colleges - California Conservation Corps Partnership	(\$32,000.00)	Restricted General	Contract Education	Shearer
10/1/24	5/16/26	Lion Tree Service	California Resilient Careers in Forestry Project	(\$102,400.00)	Restricted General	Contract Education	Shearer

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

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

**October 2024**

<b>Contract Effective Date</b>	<b>Contract Expiration Date</b>	<b>Contractor</b>	<b>Contract Purpose</b>	<b>Contract Value Revenue/(Expense)</b>	<b>Funding Source (Fund)</b>	<b>Originated by: District Department</b>	<b>Approved by: District Administrator</b>
10/1/24	6/16/25	Mendocino-Lake Community College District	California Community Colleges - California Conservation Corps Partnership	(\$17,000.00)	Restricted General	Contract Education	Shearer
10/17/24	3/30/27	Oroville Hospital	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$81,144.00)	Restricted General	Contract Education	Shearer
9/19/24	6/30/25	Ria Collaboratories	Leadership and Manager Training Amendment to Fees and Scope of Services	(\$2,460.00)	Restricted General	Contract Education	Shearer
10/1/24	6/16/25	San Bernardino Community College District - Crafton Hills College	California Community Colleges - California Conservation Corps Partnership Project	(\$17,000.00)	Restricted General	Contract Education	Shearer
10/8/24	6/16/25	San Diego College of Continuing Education Foundation	California Community Colleges - California Conservation Corps Partnership	(\$22,000.00)	Restricted General	Contract Education	Shearer
10/14/24	11/15/24	San Diego College of Continuing Education Foundation	Utility Line Clearance Arborist Training	\$58,380.00	Restricted General	Contract Education	Shearer
10/28/24	6/16/25	San Joaquin Delta College	California Community Colleges - California Conservation Corps Partnership	(\$17,000.00)	Restricted General	Contract Education	Shearer
10/8/24	6/16/26	San Luis Obispo County Community College District	California Community Colleges - California Conservation Corps Partnership	(\$34,214.00)	Restricted General	Contract Education	Shearer
10/9/24	6/16/25	Shasta-Tehama-Trinity Community College District	California Community Colleges - California Conservation Corps Partnership	(\$17,000.00)	Restricted General	Contract Education	Shearer
9/6/24	6/30/25	SpaceData, LLC	TrackPoint 2.0 Trainee Management Services Amendment to Scope of Services	\$0.00	Restricted General	Contract Education	Shearer
Upon Download	Until Terminated	Cisco Systems, Inc.	Cisco Packet Tracer License	\$0.00	N/A	Computer Science	Shearer
9/30/24	6/30/25	Marin Hambley	Curriculum Development and Trainings for Resource Family Applicants	(\$2,200.00)	Restricted General	Foster Kinship Care Education Program	Shearer
10/1/24	9/30/27	Talbot Bielefeldt	Evaluation Services for "SwifTECH" National Science Foundation Award	(\$32,975.00)	Restricted General	Industrial Technology Programs	Shearer
Upon Payment	One Year	Educational Broadband Service Agency, LLC dba Mobile Beacon	Mobile Hotspots Wireless Service Subscription	(\$5,625.00)	Restricted General	Library	Shearer
10/29/24	12/14/24	Michael Johnson	Stage Lighting for Fall 2024 Concert Series	(\$1,600.00)	Unrestricted General	Music	Shearer
10/14/24	10/27/24	Michael Johnson	Stage Lighting for Drama Fall 2024 Production "All in the Timing"	(\$2,250.00)	Foundation Agency Account	Drama	Shearer
10/16/24	6/30/25	Feather River Community College District	Strong Workforce Program K14 Technical Assistance Provider	(\$225,000.00)	Restricted General	North Far North Regional Consortium	Shearer
10/28/24	6/30/26	Lake Tahoe Community College District	Strong Workforce Program Projects In Common CTE Programs Support	(\$54,856.00)	Restricted General	North Far North Regional Consortium	Shearer
10/19/24	6/30/26	Lassen Community College District	Strong Workforce Program Projects In Common CTE Programs Support	(\$59,858.00)	Restricted General	North Far North Regional Consortium	Shearer
10/16/24	6/30/25	Los Rios Community College District	Strong Workforce Program Projects In Common CTE Programs Support	(\$117,870.43)	Restricted General	North Far North Regional Consortium	Shearer
10/17/24	6/30/25	Los Rios Community College District	Strong Workforce Program Projects In Common NetLabs Maintenance	(\$58,145.00)	Restricted General	North Far North Regional Consortium	Shearer
9/15/24	6/30/25	LRT Graphics	Marketing and Branding Awareness Services	(\$50,000.00)	Restricted General	North Far North Regional Consortium	Shearer
10/24	6/30/26	Mendocino-Lake Community College District	Strong Workforce Program Projects In Common CTE Programs Support	(\$59,858.00)	Restricted General	North Far North Regional Consortium	Shearer
10/24	6/30/25	Pacific Sky	Graphic Design, Photography, Web Development and Social Media Marketing Services	(\$60,000.00)	Restricted General	North Far North Regional Consortium	Shearer

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

Contracts Signed by the Superintendent/President or Vice President for Administrative Services  
**October 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
10/1/24	6/30/25	Plumas Charter School	Strong Workforce Program K12 Pathway Coordinator	(\$130,000.00)	Restricted General	North Far North Regional Consortium	Shearer
10/8/24	6/30/25	Scott Valley Unified School District	Strong Workforce Program K12 Pathway Coordinator	(\$130,000.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/24	6/30/26	Shasta-Tehama-Trinity Community College District	Director of Employment Engagement Positions for Regional Collaboration and Coordination Grant	(\$2,794,634.00)	Restricted General	North Far North Regional Consortium	Shearer
10/19/24	6/30/26	Shasta-Tehama-Trinity Community College District	Strong Workforce Program Projects In Common CTE Programs Support	(\$62,948.00)	Restricted General	North Far North Regional Consortium	Shearer
10/30/24	6/30/25	Yolo County Office of Education	Strong Workforce Program K12 Pathway Coordinator	(\$130,000.00)	Restricted General	North Far North Regional Consortium	Shearer
Upon Download	Until Terminated	Ludus, LLC	Online Event Ticket Sales Software	\$0.00	N/A	Performing Arts	Shearer
10/1/24	6/30/25	Andrew LaManque	Fraud Data Analysis	(\$45,000.00)	Restricted General	CCC Technology Center	Snelling
10/1/24	10/1/25	Docker, Inc.	Docker Team License	(\$300.00)	Restricted General	CCC Technology Center	Snelling
9/9/24	11/2/24	Rainforest QA, Inc.	Rainforest Platform to provide Software Quality Assurance Services Amendment to Fees	(\$25,000.00)	Restricted General	CCC Technology Center	Snelling
11/3/24	11/2/25	Rainforest QA, Inc.	Rainforest Platform to provide Software Quality Assurance Services	(\$250,000.00)	Restricted General	CCC Technology Center	Snelling
10/7/24	Upon Payment	SHI International Corporation	Adobe Acrobat Sign Solutions for Enterprise	(\$4,620.00)	Restricted General	CCC Technology Center	Snelling
10/19/24	10/18/25	Adobe, Inc.	Adobe Acrobat Sign License	\$0.00	Restricted General	CCC Technology Center	Snelling
10/7/24	Upon Payment	SHI International Corporation	TechSmith Snagit/Camtasia Bundle Maintenance	(\$154.47)	Restricted General	CCC Technology Center	Snelling
10/5/24	10/5/25	TechSmith Corporation	Camtasia and Snagit License	\$0.00	Restricted General	CCC Technology Center	Snelling
10/1/24	9/30/25	Spico Solutions	Splunk Administration and Implementation Services	(\$91,200.00)	Restricted General	CCC Technology Center	Snelling
10/1/24	10/11/24	Artisans Choice Painting and Remodel	Paint exterior wall at Allied Health Public Service South Building	(\$9,220.00)	Capital	Facilities Planning & Management	Snelling
7/1/24	6/30/25	Best Window Cleaning Service	Window Cleaning Services at Chico Center, Skyway Center, and Glenn County Center	(\$4,625.00)	Unrestricted General	Facilities Planning & Management	Snelling
9/23/24	10/31/24	Buttes Electric	Electrical Installation to New Mast at the Solar Lower Well	(\$16,403.00)	Capital	Facilities Planning & Management	Snelling
10/1/24	1/31/25	California Renovation Carpet One	Replace flooring in Chico Center Room 120	(\$7,633.68)	Capital	Facilities Planning & Management	Snelling
9/1/24	3/30/25	California Renovation Carpet One	Replace carpet in Glenn County Center Room 125	(\$7,300.96)	Restricted General	Facilities Planning & Management	Snelling
12/23/24	1/31/25	California Renovation Carpet One	Replace flooring in Glenn County Center Rooms 115, 115A, and 121	(\$12,834.02)	Capital	Facilities Planning & Management	Snelling
11/1/24	6/30/25	Dawson Landscaping	Monument Installation at Student and Administrative Services Building	(\$49,400.00)	Capital	Facilities Planning & Management	Snelling
10/24	2/1/25	Joseph Corron Electric	Main Switchboard Replacement in Campus Center Amendment to Term	\$0.00	Measure J	Facilities Planning & Management	Snelling
10/24	10/15/24	McHale Sign Company, Inc.	Fabricate and install exterior signs for Information Technology Services Building and remove old signs	(\$16,650.23)	Capital	Facilities Planning & Management	Snelling

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

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

**October 2024**

<b>Contract Effective Date</b>	<b>Contract Expiration Date</b>	<b>Contractor</b>	<b>Contract Purpose</b>	<b>Contract Value Revenue/(Expense)</b>	<b>Funding Source (Fund)</b>	<b>Originated by: District Department</b>	<b>Approved by: District Administrator</b>
11/1/24	6/30/25	McHale Sign Company, Inc.	Provide and install monument sign at Student and Administrative Services Building	(\$15,810.48)	Capital	Facilities Planning & Management	Snelling
10/1/24	9/30/29	Public Agency Law Group	Legal Services	(\$5,000.00)	Unrestricted General	Facilities Planning & Management	Snelling
11/1/24	6/30/25	Rock Creek Construction	Provide Structural and Site Concrete for Monument Sign at Student and Administrative Services Building	(\$15,460.00)	Capital	Facilities Planning & Management	Snelling
11/1/24	2/1/25	The Engineering Enterprise	Engineer Services for Generator Installation at Chico Center	(\$20,500.00)	Capital	Facilities Planning & Management	Snelling
10/1/24	11/30/24	United Building Contractors, Inc.	Add gutter and downspout at Allied Health Public Service Center North Building	(\$39,356.96)	Measure J	Facilities Planning & Management	Snelling
7/1/24	6/30/25	Voltage Specialists	Annual Fire Alarm Inspection and Testing of District Buildings	(\$56,970.00)	Unrestricted General	Facilities Planning & Management	Snelling
9/2/24	12/1/24	Voltage Specialists	Disconnect and reconnect fire alarm devices in modular buildings	(\$17,535.00)	Capital	Facilities Planning & Management	Snelling
10/1/24	12/31/24	Zamora Sod Farm dba Park Avenue Turf, Inc.	Sod Installation at Track Discus and Hammer Throw Area	(\$24,975.00)	Capital	Facilities Planning & Management	Snelling
9/6/24	9/5/25	CommOne, LLC	Comm One Call Accounting Software Technical Support	(\$495.00)	Unrestricted General	Information Technology	Snelling
10/15/24	10/14/29	Computers for Classrooms, Inc.	Electronic Items Surplus	\$0.00	N/A	Information Technology	Snelling
10/1/24	Upon Payment	ePlus Technology, Inc.	HPE Aruba Service and Support	(\$8,658.47)	Unrestricted General	Information Technology	Snelling
8/8/24	8/7/25	Hewlett Packard Enterprise Company	HPE Aruba License	\$0.00	Unrestricted General	Information Technology	Snelling
10/1/24	Upon Payment	ePlus Technology, Inc.	NVIDIA RTX VWS Subscription	(\$4,224.80)	Unrestricted General	Information Technology	Snelling
8/30/24	8/29/25	NVIDIA Corporation	vGPU Software License	\$0.00	Unrestricted General	Information Technology	Snelling
10/7/24	10/6/25	ManageEngine a division of Zoho Corporation	Manage Engine ADAudit Plus Software License	(\$2,586.00)	Unrestricted General	Information Technology	Snelling
10/8/24	Until Terminated	Boys and Girls Club of the North Valley	ButteWORKS Work-Study Program	\$0.00	N/A	Career Center	Zuniga
10/15/24	Until Terminated	Oroville Southside Community Improvement Association	Federal Work Study Program	Expense based on pay rate and hours	Restricted General	Career Center	Zuniga
10/8/24	Until Terminated	Thermalito Union Elementary School District	ButteWORKS Work-Study Program	\$0.00	N/A	Career Center	Zuniga
10/1/24	6/30/25	Thermalito Union Elementary School District	ButteWORKS Work-Study Program Addendum for Intern Assignment	(\$9,000.00)	Restricted General	Career Center	Zuniga
10/8/24	Upon Payment	Access Ingenuity	Higher Education Fusion (JAWS & ZoomText Magnifier/Reader) Professional Version Software	(\$15,000.00)	Restricted General	Disabled Student Programs & Services	Zuniga
10/8/24	10/7/27	Freedom Scientific, Inc.	JAWS and ZoomText Academic License	\$0.00	Restricted General	Disabled Student Programs & Services	Zuniga
Upon Paid	One Year	Riverside Assessments, LLC dba Riverside Insights	Woodcock-Johnson V Academic Assessment Tool	(\$200.00)	Restricted General	Disabled Student Programs & Services	Zuniga
10/24/24	9/30/25	Strata Information Group, Inc.	Colleague Slate CRM Consulting Support	(\$35,950.00)	Restricted General	Enrollment Services	Zuniga
10/24/24	9/14/25	Unibuddy Limited	Chat Pro Student Recruitment/Retention Platform	(\$8,400.00)	Various	International Student Recruitment & Services	Zuniga

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

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

**October 2024**

<b>Contract Effective Date</b>	<b>Contract Expiration Date</b>	<b>Contractor</b>	<b>Contract Purpose</b>	<b>Contract Value Revenue/(Expense)</b>	<b>Funding Source (Fund)</b>	<b>Originated by: District Department</b>	<b>Approved by: District Administrator</b>
9/1/24	1/30/25	Watershed Media, LLC	Video Production for Super Bowl Advertisement	(\$6,000.00)	Unrestricted General	Marketing	Zuniga
11/14/24	11/14/24	Shane Noel	Presentation of acorns as a staple food for Maidu and meal preparation	(\$200.00)	Restricted General	Native American Center	Zuniga
11/8/24	11/10/24	Avalon Transportation, LLC	Puente Students Trip Transportation	(\$8,000.00)	Restricted General	Student Belonging & Empowerment	Zuniga
10/10/24	10/10/24	Chico Unified School District	Black Family Night Event Venue	\$0.00	N/A	Student Belonging & Empowerment	Zuniga
10/10/24	10/10/24	Dee Thao	Photography Services for Black Family Night Event	(\$300.00)	Restricted General	Student Belonging & Empowerment	Zuniga
10/10/24	10/10/24	Epic Entertainment Company	Photo Booth for Black Family Night Event	(\$750.00)	Restricted General	Student Belonging & Empowerment	Zuniga
10/30/24	11/2/24	Interstate Hotels, LLC, AS AGENT for Today's IV, Inc., DBA The Westin Bonaventure Hotel and Suites, Los Angeles	UMOJA Conference Lodging for Participants	(\$12,693.00)	Restricted General	Student Belonging & Empowerment	Zuniga
10/14/24	10/14/24	Manuel Nicholas Luna	Two Spirit Identity Presentation for Queer Resource Center and Native American Students	(\$600.00)	Restricted General	Student Belonging & Empowerment	Zuniga
10/3/24	10/3/24	Nydia Bryd-Blactina Media, LLC	Black Family Night Event Keynote Speaker	(\$3,000.00)	Restricted General	Student Belonging & Empowerment	Zuniga
3/7/25	3/9/25	Sierra Nevada Journeys	Student of Color Retreat Venue	(\$15,000.00)	Restricted General	Student Belonging & Empowerment	Zuniga
11/8/24	11/10/24	The Westin St. Francis San Francisco on Union Square	Puente Students Trip Lodging	(\$6,473.23)	Restricted General	Student Belonging & Empowerment	Zuniga
9/25/24	9/25/24	Blush Photo Booth	Photo Booth for Belonging at Butte Event	(\$1,000.00)	Fiduciary	Student Life	Zuniga
9/25/24	9/25/24	Boba TeaLicious	Food Vendor at Belonging at Butte Event	(\$1,500.00)	Fiduciary	Student Life	Zuniga
9/25/24	9/25/24	Corning Sweets	Food Vendor at Belonging at Butte Event	(\$825.00)	Fiduciary	Student Life	Zuniga
9/25/24	9/25/24	Hector Enriquez	DJ Services for Belonging at Butte Event	(\$550.00)	Fiduciary	Student Life	Zuniga
9/25/24	9/25/24	La Flor de Michoacan	Food Vendor at Belonging at Butte Event	(\$865.00)	Fiduciary	Student Life	Zuniga
9/25/24	9/25/24	Yony's Roasted Corn	Food Vendor at Belonging at Butte Event	(\$1,900.00)	Fiduciary	Student Life	Zuniga
			<b>TOTAL REVENUE CONTRACTS</b>	<b>\$58,380.00</b>			
			<b>TOTAL EXPENSE CONTRACTS</b>	<b>(\$5,563,926.82)</b>			

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

**November 13, 2024**

<b>Subject:</b>	Approval of Course Modifications
<b>Category:</b>	Instruction
<b>Submitted By:</b>	Erik Shearer, Vice President
<b>Attachment:</b>	Yes
<b>Type:</b>	Action
<b>Agenda Section:</b>	Consent

**Background**

The Common Course Number Project AB 1111 requires implementation of a student-facing common course numbering (CCN) system across the California Community Colleges. The CCN system will assign the same course number to comparable courses across all California community colleges in order to “streamline transfer from two- to four-year postsecondary educational institutions and reduce excess credit accumulation.” The CCN system will establish a structure that maximizes credit mobility for all students, strengthening equitable transfer and student success. More specifically, it will support students in areas such as building cohesive academic plans, understanding how required courses transfer and apply to completion, and making informed course selections that support degree completion. These are the first 8 courses to be converted to Common Course Numbering, with another 50 expected next year. In some cases, it was necessary to create new or revised subjects to accommodate the mandate. The following CCN courses will be implemented in Fall 2025:

- COMM C1000 - Introduction to Public Speaking
- ENGL C1000 - Academic Reading and Writing
- ENGL C1000E - Academic Reading and Writing
- ENGL C1001 - Critical Thinking and Writing
- POLS C1000 - American Government and Politics
- PSYC C1000 - Introduction to Psychology
- STAT C1000 - Introduction to Statistics
- STAT C1000E - Introduction to Statistics

**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 courses modifications as described in the attached.

## **COMMUNICATION STUDIES (COMM)**

### **COMM C1000 - Introduction to Public Speaking** (formerly CMST 2)

Transfer Status: CSU/UC

Unit(s): 3.00

Contact Hours: 51.00 Lecture

In this course, students learn and apply foundational rhetorical theories and techniques of public speaking in a multicultural democratic society. Students discover, develop, and critically analyze ideas in public discourse through research, reasoning, organization, composition, delivery to a live audience and evaluation of various types of speeches, including informative and persuasive speeches. (C-ID COMM 110).

## **ENGLISH (ENGL)**

### **ENGL C1000 - Academic Reading and Writing** (formerly ENGL 2)

Transfer Status: CSU/UC

Prerequisite: Placement as determined by the college's multiple measures assessment process

Unit(s): 4.00

Contact Hours: 68.00 Lecture

In this course, students receive instruction in academic reading and writing, including writing processes, effective use of language, analytical thinking, and the foundations of academic research. This course focuses on close reading; expository, argumentative, and fictional texts; and develops expository, persuasive and argumentative academic writing. Essays will demonstrate analysis, critique, and synthesis. Graded only. (C-ID ENGL 100).

### **ENGL C1000E - Academic Reading and Writing** (formerly ENGL 3)

Transfer Status: CSU/UC

Prerequisite: Placement as determined by the college's multiple measures assessment process

Unit(s): 4.00

Contact Hours: 51.00 Lecture/34.00 Activity

In this course, students receive instruction in academic reading and writing, including writing processes, effective use of language, analytical thinking, and the foundations of academic research. This course includes embedded support. This course builds on literacy practices by developing expository and argumentative writing, awareness of audience, purpose and research strategies including documentation. Primarily expository and argumentative texts will be used, responding to a variety of rhetorical situations. Graded only. (C-ID ENGL 100).

### **ENGL C1001 - Critical Thinking and Writing** (formerly ENGL 11)

Transfer Status: CSU/UC

Prerequisite: College-level composition (ENGL C1000/ ENGL C1000H/ ENGL C1000E/ C-ID ENGL 100) or equivalent

Unit(s): 3.00

Contact Hours: 51.00 Lecture

In this course, students receive instruction in critical thinking for purposes of constructing, evaluating, and composing arguments in a variety of rhetorical forms, using primarily non-fiction texts, refining writing skills and research strategies developed in ENGL C1000 Academic Reading and Writing (or C-ID ENGL 100) or similar first-year college writing course. This course offers instruction in information literacy, and proper documentation. Students are required to write essays with progressive revisions and multiple drafts (minimum 5,000 words). (C-ID ENGL 105).

## **POLITICAL SCIENCE (POLS)**

### **POLS C1000 - American Government and Politics** (formerly POS 2)

Transfer Status: CSU/UC

Unit(s): 3.00

Contact Hours: 51.00 Lecture

This course is an introduction to government and politics in the United States and California. Students examine the constitutions, structure, and operation of governing institutions, civil liberties and civil rights, political behaviors, political issues, and public policy using political science theory and methodology. (C-ID POLS 110).

## **PSYCHOLOGY (PSYC)**

### **PSYC C1000 - Introduction to Psychology** (formerly PSY 1)

Transfer Status: CSU/UC

Unit(s): 3.00

Contact Hours: 51.00 Lecture

This course is an introduction to psychology, which is the study of the mind and behavior. Students focus on theories and concepts of biological, cognitive, developmental, environmental, social, and cultural influences; their applications; and their research foundations. Topics also include the science of psychology, ethics, perception, learning and memory, motivation and emotion, sexuality and gender, stress and health, personality, psychological disorders and therapies, and applied psychology. (C-ID PSY 110).

## **STATISTICS (STAT)**

### **STAT C1000 - Introduction to Statistics** (formerly MATH 18)

Transfer Status: CSU/UC

Prerequisite: Placement as determined by the college's multiple measures assessment process or completion of a course taught at or above the level of intermediate algebra

Unit(s): 4.00

Contact Hours: 68.00 Lecture

This course is an introduction to statistical thinking and processes, including methods and concepts for discovery and decision-making using data. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-squared, and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Students apply methods and processes to applications using data from a broad range of disciplines. (C-ID MATH 110).

### **STAT C1000E - Introduction to Statistics** (formerly MATH 18s)

Transfer Status: CSU/UC

Prerequisite: Placement as determined by the college's multiple measures assessment process or completion of a course taught at or above the level of intermediate algebra

Unit(s): 4.00

Contact Hours: 34.00 Lecture/68.00 Activity

This course is an introduction to statistical thinking and processes, including methods and concepts for discovery and decision-making using data. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-squared, and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Students apply methods and processes to applications using data from a broad range of disciplines. This course has embedded support. (C-ID MATH 110).

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

**November 13, 2024**

<b>Subject:</b>	Approval of Use of Alcohol for Athletic Event
<b>Category:</b>	Instruction
<b>Submitted By:</b>	Erik Shearer, Vice President
<b>Attachment:</b>	No
<b>Type:</b>	Action
<b>Agenda Section:</b>	Consent

**Background**

Board Policy 3560 provides that "The Superintendent/President or designee is authorized to enact procedure as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fundraising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with District procedures." Administrative Procedure 3560 provides that "only under certain circumstances is the possession, consumption, sale or use of alcohol permitted on campus."

**Status**

The Butte College Athletics Department will hold the annual Crab Feed Fundraiser on January 18, 2025, to raise money to support the Athletic Department.

**Recommendation**

It is recommended that the Board of Trustees give approval for the Butte College Athletics Department to include alcohol as part of the Crab Feed Fundraiser.

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

**November 13, 2024**

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

**Recommendation**

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

**Management\***

1. Employment of Director, Admissions and Records – Rosalind Toliver  
Full-time, 40 hours per week, 12 months per year  
Salary: MSC – 19  
Effective: November 8, 2024
2. Employment of Executive Assistant to the Vice President for Administration – Angela Gresham  
Full-time, 40 hours per week, 12 months per year  
Salary: MSC – 9  
Effective: November 1, 2024
3. Employment of Program Coordinator, Domestic Student Recruitment Outreach & Orientation – Maximilian Cordeiro  
Full-time, 40 hours per week, 12 months per year  
Salary: MSC – 7  
Effective: November 1, 2024
4. Employment of Retention Specialist (Native American Center) – Liliana Vargas  
Full-time, 40 hours per week, 12 months per year  
Salary: MSC – 4  
Effective: November 1, 2024
5. Employment of Program Coordinator, Grants (North Far North) – Nicole Pumphrey  
Full-time, 40 hours per week, 12 months per year  
Salary: MSC – 7  
Effective: November 5, 2024

## Academic\*

6. Amended: Employment of Full-Time, Temporary, Non-Tenure Track, Psychology Instructor – Debra Friedrichsen  
Status: Temporary  
Salary: Placement on the Academic Salary Schedule as determined by education and experience  
Effective: August 1, 2024 – December 20, 2024
7. Assignment as Registered Nursing Program Director (100%) – Laurie Meyer  
Effective: Academic Year 2024-2025
8. Assignment as Licensed Vocation Nurse Program Director (25%) – Amelia Taylor  
Effective: Academic Year 2024-2025
9. Assignment as Registered Nurse Assistant Program Director (25%) – Jennifer Juhl-Darlington  
Effective: Academic Year 2024-2025
10. Assignment as Rising Scholar Coordinator (20%) – Danielle Gray  
Effective: Academic Year 2024-2025
11. Assignment as Rising Scholar Coordinator (Chancellor’s Office grant) (30%) – Danielle Gray  
Effective: Academic Year 2024-2025
12. Assignment as Makerspace Faculty Lead (50%) – Daniel Donnelly  
Effective: Academic Year 2024-2025
13. Assignment as Chair I, English & Journalism (50%) – Molly Emmons  
Effective: Academic Year 2024-2025
14. Assignment as Chair I, Health, Kinesiology & Athletics (50%) – Jeff Jordan  
Effective: Academic Year 2024-2025
15. Assignment as Chair I, Mathematics (50%) – Brooke Kennedy  
Effective: Academic Year 2024-2025
16. Assignment as Chair I, Nursing (50%) – Laurie Bowles  
Effective: Academic Year 2024-2025
17. Assignment as Chair I, Business Education (50%) – Kenneth Bearden  
Effective: Academic Year 2024-2025
18. Assignment as Chair II, Physical Sciences (40%) – Jess Vickery  
Effective: Academic Year 2024-2025
19. Assignment as Chair II, Welding (40%) – Russell Pitter  
Effective: Academic Year 2024-2025
20. Assignment as Chair II, Biology (40%) – Kelly Wood  
Effective: Academic Year 2024-2025
21. Assignment as Chair II, Industrial Technologies (40%) – Thomas Williams  
Effective: Academic Year 2024-2025

22. Assignment as Chair II, Computer science & Engineering (40%) – Luke Sathrum  
Effective: Academic Year 2024-2025
23. Assignment as Chair II, Agriculture, EH & Natural Resources (40%) – Ricky Wittsell  
Effective: Academic Year 2024-2025
24. Assignment as Chair III, Respiratory Therapy (30%) – Donna Davis  
Effective: Academic Year 2024-2025
25. Assignment as Chair III, Counseling (30%) – Kelsey Harrington  
Effective: Academic Year 2024-2025
26. Assignment as Chair III, Automotive Technology (30%) – Craig Kielb  
Effective: Academic Year 2024-2025
27. Assignment as Chair III, Performing Arts (30%) – Ryan Heimlich  
Effective: Academic Year 2024-2025
28. Assignment as Chair IV, CAS (20%) – Tina Day  
Effective: Academic Year 2024-2025
29. Assignment as Chair IV, Cosmetology (20%) – Felicia Flores  
Effective: Academic Year 2024-2025
30. Assignment as Head Football Coach (10%) – Robby Snelling  
Effective: Academic Year 2024-2025
31. Assignment as Honda PACT Coordinator (20%) – Doug Conrad  
Effective: Academic Year 2024-2025
32. Assignment as BCEA President (20%) – Kenneth Bearden  
Effective: Academic Year 2024-2025
33. Assignment as BCEA Grievance Officer (20%) – Kenneth Bearden  
Effective: Academic Year 2024-2025
34. Assignment as BCEA Vice President (10%) – Jason Trento  
Effective: Academic Year 2024-2025
35. Assignment as BCEA Lead Negotiator (30%) – Jason Trento  
Effective: Academic Year 2024-2025
36. Assignment as BCEA Grievance Officer (10%) – Kelly Fredericks  
Effective: Academic Year 2024-2025
37. Assignment as Curriculum Committee Chair (50%) – Donna Davis  
Effective: Academic Year 2024-2025
38. Assignment as ASCCC-Academic Senate for California Community Colleges (80%) – Carrie Roberson  
Effective: Academic Year 2024-2025
39. Assignment as Puente Program Faculty Coordinator (25%) – Cristina Dahl  
Effective: Academic Year 2024-2025

## **Classified Employees\***

40. Employment of Maintenance Technician II – Kyle Nestman  
Full-time, 40 hours per week, 12 months per year  
Salary: CSEA – 21  
Effective: November 1, 2024
41. Employment of Lab Tech Senior – Sciences (Glenn Center) – Molly Tuttle  
Full-time, 40 hours per week, 10 months per year  
Salary: CSEA – 34  
Effective: November 1, 2024
42. Employment of Public Relations & Marketing Specialist – Liam Radecke  
Full-time, 40 hours per week, 12 months per year  
Salary: CSEA – 25  
Effective: December 2, 2024

## **Temporary Employees\***

### **43. Substitutes**

### **44. Short Term/Seasonal**

- Administrative Secretary III (DSPS) – Andrea Blaylock  
Salary: \$27.25 per hour 10/14/24 – 6/30/25  
Program Manage (CCCTC) – Catherine McKenzie  
Salary: \$51.75 per hour 10/28/24 – 6/30/25  
Deputy Director North Far North – Kevin Wu  
Salary: \$51.75 per hour 11/1/24 – 6/30/25

### **45. Professional Expert**

- Crime Scene Actors – Dayanna Negrete  
Salary: \$16.00 per hour 10/3/24 – 6/30/25  
EMT – Gemma Chadderdon  
Salary: \$25.00 per hour 9/6/24 – 6/30/25  
Manipulative Skill/Evaluator – Scott Stevenson  
Salary: \$16.00/16.75 per hour 10/17/24 – 6/30/25  
Manipulative Skills Assistant – Douglas Brownfield, Emily Erwin, Stephen Francois  
Salary: \$26.00 per hour 10/17/24 – 6/30/25  
Manipulative Skills Assistant – Seven McMullen  
Salary: \$26.00 per hour 10/23/24 – 6/30/25  
Manipulative Skills Assistant – William Olive  
Salary: \$26.00 per hour 10/24/24 – 6/30/25  
Manipulative Skills Assistant – Nicolo Distefano  
Salary: \$26.00 per hour 10/29/24 – 6/30/25

### **46. Volunteer**

- Volunteer (Office of Instruction) – Christie Boggs  
Volunteer (DSPS) – Teri Tapia  
Volunteer (Veterans Services) – Zachary Scherer  
Volunteer (Athletics) – Devin Flesher, Kenneth Flores, Kelvin Jeffrey, Ernie Rodriguez, Jacob Vazquez

### **47. Retirements/Resignations**

- Resignation, Project Manager – Angela Clark  
Effective – October 16, 2024

Resignation, Webmaster – Harry Saito

Effective – October 19, 2024

Resignation, Student Success Specialist – Alicia Mendizaval Hernandez

Effective – January 31, 2025

Retirement, Mathematics Instructor – Mark Wilpolt

Effective – May 31, 2025

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

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

**November 13, 2024**

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

**Background**

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

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

**Status**

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

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

**Recommendation**

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

**Butte-Glenn Community College District**

**CONTRACTS APPROVAL REPORT**

<b>Contract Effective Date</b>	<b>Contract Expiration Date</b>	<b>Contractor</b>	<b>Contract Purpose</b>	<b>Contract Value Revenue/(Expense)</b>	<b>Funding Source</b>	<b>Originated by: District Department</b>	<b>Approved by: District Administrator</b>
7/1/24	6/30/25	Butte County Office of Education	California Adult Education Program Allocation	(\$226,377.00)	Restricted General	Career & Technical Education	Shearer
7/1/24	6/30/25	Glenn County Office of Education	California Adult Education Program Allocation	(\$597,973.00)	Restricted General	Career & Technical Education	Shearer
7/1/24	6/30/25	Hamilton Unified School District	California Adult Education Program Allocation	(\$253,792.00)	Restricted General	Career & Technical Education	Shearer
7/1/24	6/30/25	Oroville Union High School District	California Adult Education Program Allocation	(\$1,408,750.00)	Restricted General	Career & Technical Education	Shearer
7/1/24	6/30/25	Paradise Unified School District	California Adult Education Program Allocation	(\$135,175.00)	Restricted General	Career & Technical Education	Shearer
10/1/24	9/30/25	California Manufacturing Technology Consulting (CMTC)	Subrecipient Agreement for Hollings Manufacturing Extension Partnership to provide services and support for emerging and existing manufacturing establishments in California Manufacturing Region 1 District's Cost Share	\$400,000.00  (\$1,600,000.00)	Restricted General	Contract Education	Shearer
Upon Fully Executed	12/31/28	Pacific Gas and Electric Company	Utility Line Clearance Arborist Training (ULCAT) and Utility Vegetation Management Pre-Inspector Training (UVMPI) Curriculum Design and Trainee Stipends	\$1,740,000.00	Restricted General	Contract Education	Shearer
			<b>TOTAL REVENUE CONTRACTS</b>	<b>\$2,140,000.00</b>			
			<b>TOTAL EXPENSE CONTRACTS</b>	<b>(\$4,222,067.00)</b>			

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

**November 13, 2024**

<b>Subject:</b>	Approval of Resolution No. 825 for Approval of Contract with the California Department of Social Services for General Child Care and Development Program Fiscal Year 2025-26
<b>Category:</b>	Contracts
<b>Submitted By:</b>	Jessica Snelling, Vice President
<b>Attachment:</b>	Yes
<b>Type:</b>	Action
<b>Agenda Section:</b>	Regular

**Background**

The Child Development Center operates a General Child Care and Development Program through a contract with the California Department of Social Services. The state-funded program provides funding for full-day/full-year services for eligible children. 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.

**Status**

The Child Development Center intends to submit a Continued Funding Application Fiscal Year (FY) 2025-26 to the California Department of Social Services (CDSS) to continue providing services under the General Child Care and Development Program in the amount of \$339,861 for the term July 1, 2025 through June 30, 2026. The application indicates that the district wishes to renew its contract with the CDSS for FY 2025-26 and accepts all the terms and conditions of such contract.

A Board resolution is required to establish authority to contract with the CDSS for FY 2025-26.

**Recommendation**

It is recommended that the Board of Trustees adopt Resolution No. 825 authorizing the district submit the Continued Funding Application Fiscal Year 2025-26 in the amount of \$339,861 for the term July 1, 2025 through June 30, 2026, authorizing a contract be made with California Department of Social Services for Fiscal Year 2025-26, 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**

**November 13, 2024**

**RESOLUTION NO. 825**

**APPROVAL OF CONTRACT  
WITH THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES**

**WHEREAS**, the Butte-Glenn Community College District provides child care and development services under the California Department of Social Services (CDSS) General Child Care and Development Program.

**WHEREAS**, the Butte-Glenn Community College District will submit a Continued Funding Application Fiscal Year (FY) 2025-26 to the CDSS, in the amount of \$339,861 for the term July 1, 2025 through June 30, 2026, in order to continue services into the FY 2025-26.

**WHEREAS**, the Butte-Glenn Community College District will be required to renew its contract with the CDSS 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 district staff to submit a Continued Funding Application Fiscal Year 2025-26 and to renew its contract with the California Department of Social Services for General Child Care and Development Program 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 DATE, 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**

**November 13, 2024**

<b>Subject:</b>	Approval to Purchase Furniture from Krueger International, Inc. utilizing the Foundation for California Community Colleges Contract Number 00007792
<b>Category:</b>	Facilities
<b>Submitted By:</b>	Jessica Snelling, Vice President
<b>Attachment:</b>	Yes
<b>Type:</b>	Action
<b>Agenda Section:</b>	Regular

**Background**

The Facilities Planning and Management requires furniture for the New Science Building Project. Funding will be allocated from Measure J bond funds.

Public Contract Code Section 20661 authorizes the Chancellor of the California Community Colleges to enter into contracts on behalf of one or more community college districts. The Foundation for California Community Colleges (FCCC), a non-profit organization, serves as the official auxiliary to the California Community Colleges' Board of Governors and the Chancellor's Office. FCCC operates CollegeBuys, a group purchasing program focused exclusively on the needs of California Community Colleges designed to leverage the buying power of community college districts to secure the most advantageous pricing from enterprise level vendors using system-wide agreements.

**Status**

District staff recommends use of the awarded CSU/FCCC Consortium Master Agreement No. 00007792, as a source to purchase the required furniture from Krueger International, Inc., during the term of November 14, 2024 through May 31, 2025, in the amount not to exceed \$1,300,000. 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 furniture from Krueger International, Inc. utilizing the CSU/FCCC Consortium Master Agreement No. 00007792, per the terms of the contract, during the term of November 14, 2024 through May 31, 2025, in the amount not to exceed \$1,300,000.

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 furniture from Krueger International 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**

**November 13, 2024**

<b>Subject:</b>	Approval of Contract to Purchase Splunk Enterprise from SHI International Corporation utilizing Foundation for California Community Colleges Agreement No. 00006779
<b>Category:</b>	Contracts
<b>Submitted By:</b>	Jessica Snelling, Vice President
<b>Attachment:</b>	No
<b>Type:</b>	Action
<b>Agenda Section:</b>	Regular

**Background**

The California Community Colleges Technology Center requires a security and observability platform, Splunk Enterprise, for the California Community Colleges 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 73 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 Agreement No. 00006779, as a source to purchase a Term License for Splunk Enterprise from SHI International Corporation, for the term December 27, 2024, through December 26, 2025, in the amount not to exceed \$373,527. 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 Terms License for Splunk Enterprise from SHI International Corporation, utilizing Foundation for California Community Colleges Agreement No. 00006779, per the terms of the contract, for the term of December 27, 2024 through December 26, 2025, in the amount not to exceed \$373,527.

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 Splunk Enterprise from SHI International Corporation and Splunk 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**

**November 13, 2024**

<b>Subject:</b>	Board Criteria for 2025-26 Budget Development
<b>Category:</b>	Finance
<b>Submitted By:</b>	Jessica Snelling, Vice President
<b>Attachment:</b>	Yes
<b>Type:</b>	Information
<b>Agenda Section:</b>	Regular

**Background**

Each year the Board of Trustees adopts criteria to be used in the development of the District’s annual budget and planning process. The criteria establish the guidelines that will shape the budget process.

**Status**

Establishing budget criteria is the initial step in the annual budget development process to determine the Board’s budget criteria. The 2025-26 budget criteria define the process and assumptions used in developing budget proposals. In addition, the criteria establish expectations that the budget development process is equitable and incorporates all legal and financial standards. The document was reviewed by the Planning & Budget Committee and by the President’s Leadership Team. The draft Budget Criteria is submitted to the Board for review and discussion.

The criteria with any recommended changes from the Trustees will return to the Board of Trustees for approval at the December 11, 2024, regular meeting.

# 2025-26 BUDGET CRITERIA *(Proposed)*

Butte-Glenn Community College District (BGCCD) will establish budget criteria to be closely aligned with the colleges' strategic plan, the broader Vision 2030 goals as set forth by the Chancellors office and the Governor's Roadmap for the Future. This alignment ensures that financial resources are effectively utilized to support long-term objectives and immediate operational needs. The operating budget and planning development process will be multifaceted, to include several critical functions defined in the sections below.

## Accountability, Transparency and Resource Allocation

The financial projection will reflect the priorities outlined in the District's strategic plan, ensuring that funding supports key initiatives such as maximizing learning resources, student success, and continuous improvement. The budget supports strategic initiatives by allocating funds to priority areas that drive the college's mission and long-term goals, related to instruction, research, infrastructure development, optimization of technology and student services. The budget will also support the Vision 2030 framework, which focuses on increasing access to higher education, improving student outcomes, and fostering innovation and sustainability within the community college system.

The annual planning and budget process will ensure that financial resources are distributed effectively across various departments and programs, aligning with the institution's strategic goals and priorities, such as technology upgrades, faculty development, and infrastructure improvements. A well-structured budget is essential for enhancing operational efficiency. By outlining expected income and expenditures, the budget will provide a basis for monitoring and controlling expenditures, helping to prevent overspending and ensuring funds are used efficiently and optimally to support academic and administrative functions.

For one-time and ongoing augmentation requests, department leaders participate by submitting requests through the unit planning process for annual department needs. The requests are then reviewed and ranked by the Dean of the department, prioritized by the appropriate Vice President and forwarded to Leadership Team for review and approval. Requests are funded based on priority rankings and alignment with the strategic plan.

Coordination and communication promote accountability and transparency across the district. The college documents how funds are allocated and spent and shares the final disposition for each item through the appropriate Vice President. This is crucial for internal governance and external stakeholders, including students, parents, the community and funding bodies.

# Budget Development and Financial Planning

The budget provides a framework for financial planning, which will incorporate valid assumptions for the district's enrollment, revenues and expenses. Each cost category will be developed mechanically and will consider enrollment volumes and pricing (inflation and contractual). Establishing a detailed line-item budget for the current planning year provides a strong financial plan on which the District can base the five-year plan assumptions. The budget will be flexible to respond to changing circumstances and emerging needs, allowing the district to adapt and thrive in a dynamic educational landscape.

The annual District budget shall be prepared in conformance with the California Community College Budget and Accounting Manual (BAM) and provisions of the California Education Code. The following guidelines will be used in the development of the annual operating budget:

## Budget Standards

### Revenue Standards

*Revenue.* State-funded growth revenue will be actively pursued by the district.

The District will pursue categorical and grant revenues provided by state and local agencies that are consistent with the objectives of the strategic plan as well as the Strategic Enrollment Management (SEM). Plan

Funding from the Foundation will also be sought to assist in providing funding for specific strategic plan projects.

The District will limit non-trust transfer-in allocations to the unrestricted general fund of 2% per year of the total unrestricted expenditure budget from non-general fund sources.

### *Operating Expense Standards*

*Total Salaries and Benefits.* Total salary and benefit costs should not exceed 90% of total expenditures. The budget will provide a mechanical approach to project step, column and longevity salary increases, medical rate increases and STRS and PERS pension rate increases.

The District's financial plan will meet the **Fifty Percent (50%) Law**, specifically, at least 50% of the current expense of education is allocated to instructional salaries and benefits.

The District will maintain a robust number of full-time faculty, with a goal to provide more consistent and high-quality education to students. The **Full-Time Faculty Obligation Number (FON)** is a regulatory requirement, specifying the minimum number of full-time faculty that the District must employ.

*Other Expense items.* The operating budget will include inflationary and pricing increases which will be documented and itemized in the Budget Projection assumptions.

## Reserve Standards

General Fund Reserve. The reserve is to be used for unanticipated changes in expenditures or revenues as well as to provide capital to pursue opportunities. Reserve funds are crucial to address unpredictable expense. For example, if the costs of maintaining the District's existing services exceed monthly revenue projections, the reserves become the safety net in uncertain times.

As per Administrative Procedure 6305, the minimum reserve requirement will equal 15% of the Unrestricted General fund with a target to achieve 25%.

The District will maintain a minimum of two (2.0) months of reserves per Total General Fund Expenditures (Unrestricted + Restricted) with a target to achieve three (3.0) months due to the significant liability of Grant funded programs.

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

**November 13, 2024**

<b>Subject:</b>	Review of the Board Meeting Schedule for 2025 and 2026
<b>Category:</b>	Administration
<b>Submitted By:</b>	Virginia L. Guleff, Superintendent/President
<b>Attachment:</b>	No
<b>Type:</b>	Information
<b>Agenda Section:</b>	Regular

**Status**

Every two years, it is the obligation of the Board of Trustees to designate the meeting schedule for the upcoming two years. This item will be brought back to the Board for approval at the Annual Organizational Meeting on December 11, 2024.

<b>2025</b>		
<b>Date</b>	<b>Location</b>	<b>Time</b>
January 29, 2025	3536 Butte Campus Dr., Oroville, CA 95965	3:00 pm (Retreat at 9:00 am)
February 12, 2025	3536 Butte Campus Dr., Oroville, CA 95965	1:00 pm
March 12, 2025	3536 Butte Campus Dr., Oroville, CA 95965	1:00 pm
April 9, 2025	3536 Butte Campus Dr., Oroville, CA 95965	1:00 pm
May 21, 2025	3536 Butte Campus Dr., Oroville, CA 95965	1:00 pm
June 25, 2025	3536 Butte Campus Dr., Oroville, CA 95965	3:00 pm (Retreat at 9:00 am)
August 13, 2025	3536 Butte Campus Dr., Oroville, CA 95965	1:00 pm
September 10, 2025	3536 Butte Campus Dr., Oroville, CA 95965	1:00 pm
October 8, 2025	3536 Butte Campus Dr., Oroville, CA 95965	1:00 pm
November 12, 2025	3536 Butte Campus Dr., Oroville, CA 95965	1:00 pm
December 10, 2025	3536 Butte Campus Dr., Oroville, CA 95965	1:00 pm
<b>2026</b>		
<b>Date</b>	<b>Location</b>	<b>Time</b>
January 28, 2026	3536 Butte Campus Dr., Oroville, CA 95965	3:00 pm (Retreat at 9:00 am)
February 11, 2026	3536 Butte Campus Dr., Oroville, CA 95965	1:00 pm
March 11, 2026	3536 Butte Campus Dr., Oroville, CA 95965	1:00 pm
April 15, 2026	3536 Butte Campus Dr., Oroville, CA 95965	1:00 pm
May 20, 2026	3536 Butte Campus Dr., Oroville, CA 95965	1:00 pm
June 24, 2026	3536 Butte Campus Dr., Oroville, CA 95965	3:00 pm (Retreat at 9:00 am)
August 12, 2026	3536 Butte Campus Dr., Oroville, CA 95965	1:00 pm
September 9, 2026	3536 Butte Campus Dr., Oroville, CA 95965	1:00 pm

October 14, 2026	3536 Butte Campus Dr., Oroville, CA 95965	1:00 pm
November 18, 2026	3536 Butte Campus Dr., Oroville, CA 95965	1:00 pm
December 9, 2026	3536 Butte Campus Dr., Oroville, CA 95965	1:00 pm