



**BOARD OF TRUSTEES
Notice of Regular Meeting**

Wednesday, December 11, 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. Sabbatical Leave Report to the Board of Trustees - Simone Senat**
- 3. Appointment and Oath of Office of Nominees in Lieu of Election, November 5, 2024, Election**

The Board will take action to appoint John Dahlmeier, Trustee Area 1; William McGinnis, Trustee Area 2; Rick Krepelka, Trustee Area 3; and Eugene Massa, Trustee Area 7, to Governing Board terms of office effective at noon on December 6, 2024.

Superintendent/President Virginia L. Guleff will administer the oaths of office.

4. Annual Reorganization of Governing Board

- 4.1 Election of President
- 4.2 Election of Vice President
- 4.3 Election of Clerk
- 4.4 Appointment of Trustee to Foundation Board

5. Board Committee Appointments



- 5.1 Board Self-Evaluation Committee
- 5.2 Evaluation of the Superintendent/President Committee
- 5.3 Board Policy Review Committee
- 5.4 Finance Committee




6. 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.

7. 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.

- 7.1 [Approval of Minutes](#)  6 - 9
- 7.2 [Approval of Warrants](#)  10
- 7.3 [Ratification of Contracts](#)  11 - 14
[Contracts Ratification Report](#) 
- 7.4 [Quarterly Financial Status Report for the Quarter Ended: September 30, 2024](#) 
[Quarter 1 2025 Financial Status Report](#) 

7.5	Approval of New Courses 	17 - 18
7.6	Approval of Out-of-State Student Travel to Norfolk, VA 	19
7.7	Approval and/or Ratification of Personnel Actions 	20 - 21
	Academic Employees	
	<i>Temporary employments, leaves, and assignments</i>	
	Classified Employees	
	<i>Employments</i>	
	Temporary Employees	
	<i>Substitutes, short-term/seasonal, professional experts, and volunteers</i>	

8. Reports

8.1	Academic Senate President's Report
8.2	Classified Senate President's Report
8.3	Student Senate President's Report
8.4	Student Trustee Comments
8.5	Vice President Report
8.6	Superintendent/President's Report
8.7	Board Comments






9. 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.

10. Contracts

10.1	Approval of Contracts  Contracts Approval Report 	22 - 23
10.2	Approval of Contract to Purchase Content Management	24 - 25

11. Finance

- | | | |
|------|---|---------|
| 11.1 | <u>Approval to Donate Surplus Electronic Equipment</u> 
<u>Disposal of District Property - Electronic Equipment and
Miscellaneous Materials Purchased Between June 9, 2008, to May 18,
2020</u>  | 26 - 28 |
| 11.2 | <u>Acceptance of 2023-2024 Independent Audit Report and
Measure J Financial and Performance Audit Reports</u>  | 29 - 30 |
| 11.3 | <u>Adoption of Board Budget Criteria 2025-2026</u> 
<u>2025-2026 Board Budget Criteria</u>  | 31 - 34 |

12. Administration

- | | | |
|------|---|---------|
| 12.1 | <u>Approval of Board Meeting Schedule for 2025 and 2026</u>  | 35 - 36 |
|------|---|---------|

13. Future Dates

14. 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:

- | | |
|------|---|
| 14.1 | EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT |
|------|---|

Pursuant to Government Code Section 54957.6:

- | | |
|------|---|
| 14.2 | 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:

- | | |
|------|--|
| 14.3 | LIABILITY CLAIM – Update on claim against the District
Claimant: Donald Finkbiner
Agency: Butte-Glenn Community College District |
|------|--|

- 14.4 LIABILITY CLAIM – Update on claim against the District
Claimant: Susan Dawson
Agency: Butte-Glenn Community College District
- 14.5 LIABILITY CLAIM – Update on claim against the District
Claimant: Martin, et al. vs. CCC, et al.
Agency: Butte-Glenn Community College District
- 14.6 LIABILITY CLAIM – Update on claim against the District
Claimant: Shawn Smith
Agency: Butte-Glenn Community College District

15. Adjournment

- 15.1 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

November 13, 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, November 13, 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

Board Members Absent Mr. Liam Eller, Student Trustee
Staff Members Present Ms. Virginia L. Guleff, Superintendent/President
Mr. Erik Shearer, Vice President
Ms. Imelda Simos-Valdez, Vice President
Ms. Jessica Snelling, 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 Nock led the Pledge of Allegiance.

1. Agenda Approval

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

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Trustee Eller (advisory vote)

2. Spotlight Presentation

Superintendent/President Guleff introduced Dr. Teresa Ward, Director of Special Programs, to talk about the Rising Scholars and Youth Justice Program. Dr. Ward reported that Butte College is part

of the Rising Scholars network along with more than 80 other colleges that serve incarcerated, formerly incarcerated, and system-impacted students. The grant-funded program provides advising, connection to resources, social support, and a student club for participating students. Dr. Ward noted that Butte College's close connections within the community support the Rising Scholars Program's success.

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

There were no public comments.

4. **Approval of Consent Agenda, Items 4.1-4.6**

It was moved by Board Clerk Blacklock, seconded by Board Vice President McGinnis, to approve the consent agenda. Motion carried unanimously.

5. **Reports**

Academic Senate President's Report – Jess Vickery

Academic Senate President Vickery reported that the Academic Senate approved a 2026-2027 academic calendar, which includes increased instructional days, starting instruction one week earlier in the fall semester and no instruction the week of Thanksgiving. The calendar has been forwarded to the President's Leadership Team and the BCEA union for consideration and will hopefully come to the Board of Trustees for approval in the spring. Academic Senate also approved the Program Research and Recommendation (PRR) Committee Charter and Bylaws, as well as proposing revisions to the Curriculum Committee Bylaws. Academic Senate President Vickery also reported that the Senate Executive Committee attended the Fall 2024 ASCCC Plenary last weekend where they voted on numerous statewide resolutions. Academic Senate President Vickery concluded that the Senate has approved a number of new and revised administrative procedures.

Classified Senate President's Report – Chris Westbay

Classified Senate President Westbay reported that the Classified Senate has been reviewing and approving administrative procedures. He reported that Senate did their first snack distribution last week with another scheduled for this week; the goal is to foster connection between senators and employees. The Friendsgiving potluck is scheduled for November 21, and will include a donation drive for the Senate's coffee and Scantron giveaway which will be held four days during finals week. Classified Senate President Westbay concluded that Classified Senate will support an athletics fundraiser next week.

Vice President's Report – Erik Shearer

Vice President Shearer reported that the college submitted its 2023-2024 recalculation with 8,556 full-time equivalent students (FTES), which represents a 16.5% increase since 2021-2022. The Strategic Enrollment Management (SEM) Plan's goal is a 6% increase per year to reach 10,500 FTES in 2027-2028. He noted that the college has the potential to reach 9,400 FTES this year. Vice President Shearer also reported on the new attendance accounting method, which Butte College will adopt in fall 2025. It awards the same FTES regardless of how a class is scheduled, which will allow for more creative scheduling to meet students' needs.

Vice President Shearer also reported on the status of the common course numbering project. The first six classes are on today's consent agenda. The goal is to convert all courses in the coming years, so the Board will see a lot of curriculum revisions on the Board agenda every month. Common course numbering will make it easier for students to transfer credit among colleges. Vice President Shearer concluded by reporting that there have been changes to Butte College's

associate degree standards and general education philosophy, which may prompt updates to relevant Board Policies.

Superintendent/President's Report – Virginia Guleff

Superintendent/President Guleff reported on several events that she attended since the last Board meeting including a Wheelhouse convening at UC Davis, the Northern California Partnership Resource Community of Practice hosted at Butte College, a Chico Chamber of Commerce board meeting, a tour of the Table Mountain School provided by the Rising Scholars Program, Butte College's Veterans Day event, and the Glenn County Farm Bureau meeting. She also reported on events held on campus including the Day of the Dead Remembrance hosted by several groups on campus.

Superintendent/President Guleff reported that Butte College's Cross Country Teams earned first place in the Golden Valley Conference Championship. The men's team went on to win first place in the Northern California Championship while the women went on to place ninth. The men's team will move on to the 3C2A State Championship on November 23.

Superintendent/President Guleff concluded her report by noting that a team from Butte College will attend the North Far North Regional Convening and Collaboration with the Chancellor's Office in Sacramento later this week to work on aligning college and state plans. The work aligns with the Trustee's strategic focus to prioritize Strategic Plan objectives.

Board Comments

Trustee Boeger expressed concern about the state budget and future prospects for federal funding. He also expressed interest in the construction timeline for the new cosmetology building. Board Vice President McGinnis commended the Butte College Foundation on their new endowment reports. Board Clerk Blacklock reported that he obtained toothpaste and toothbrushes from his dentist for today's food and supply drive for the Roadrunner Hub. Trustee Nock reported that the Foundation board and gala committee are working on the Butte College Foundation Gala, scheduled for March 8. He commended Margaret Hughes and Stan Thompson for all of the work they do for the Foundation. Board President Massa thanked Superintendent/President Guleff for attending the Glenn County Farm Bureau dinner. He noted that he received the music department's schedule of performances and encouraged people to attend.

6. Communications from the Public

There were no public comments.

7. Contracts

Approval of Contracts, Item 7.1

It was moved by Board Vice President McGinnis, seconded by Trustee Nock, 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 unanimously.

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 2025-2026, Item 7.2

It was moved by Board Clerk Blacklock, seconded by Trustee Krepelka, to approve Resolution No. 825, to approve the contract with the California Department of Social Services for General Child

Care and Development Program Fiscal Year 2025-2026, in accordance with Board Policy 6340. Motion carried unanimously.

Approval of Purchase Furniture from Krueger International, Inc., utilizing the Foundation for California Community Colleges Contract Number 00007792, Item 7.3

It was moved by Board Vice President McGinnis, seconded by Board President Massa, to approve the purchase of furniture from Krueger International, Inc., utilizing the Foundation for California Community Colleges Contract Number 00007792, in accordance with Board Policy 6340. Motion carried unanimously.

Approval of Contract to Purchase Splunk Enterprise from SHI International Corporation utilizing Foundation for California Community Colleges Agreement No. 00006779, Item 7.4

It was moved by Trustee Krepelka, seconded by Board Clerk Blacklock, to approve the contract to purchase Splunk Enterprise from SHI International Corporation utilizing Foundation for California Community Colleges Agreement No. 00006779, in accordance with Board Policy 6340. Motion carried unanimously.

8. Finance

Board Criteria for 2025-2026 Budget Development Item 8.1

Board President Massa introduced the Board Criteria for 2025-2026 Budget Development. The Trustees expressed concern about raising the limit for salaries and benefits to 90% from the current level of 87%, and about the document's format. They requested that the criteria be presented in a way that shows changes from year to year. Superintendent/President Guleff noted that this document has been approved by the Planning & Budget Committee and asked Vice President Snelling to address the Board's input. Vice President Snelling explained that the 90% came from general guidelines but can be returned to 87%. The change in document was meant to provide consistency to revenue guidelines. She noted that all of the assumptions from the previous version are included in this document but in a more compact form. Trustee Krepelka responded that he didn't find the prior budget criteria useful because it provided too much detail. He indicated that he welcomes a less detailed version with broader areas of focus for the board to approve. Trustee Krepelka recommended using the Board Finance Committee to work on the criteria. The Board of Trustees directed Superintendent/President Guleff to work with the Board Finance Committee to revise the Board Criteria for 2025-2026 Budget Development before bringing it back to the Board for approval.

9. Administration

Review of the Board Meeting Schedule for 2025-2026, Item 9.1

Board President Massa introduced the board meeting schedule for 2025-2026. The Trustees expressed a preference for holding at least one board meeting per year in Glenn County. Superintendent/President Guleff noted that the proposed 2026-2027 Academic Calendar will require revision to the board meeting schedule which will be presented for approval at the December board meeting.

10. Closed Session

The Board of Trustees of the Butte-Glenn Community College District did not meet in closed session.

11. Adjournment

Board President Massa adjourned the meeting at 2:25 P.M.

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

December 11, 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 November 1, 2024 to November 20, 2024.

Type of Warrant	Quantity of Checks	Total
Vendor	528	\$10,231,265
Payroll	105	\$1,599,542
Financial Aid	277	\$559,802

Warrant registers are available for review in the Business Office.

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

December 11, 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 November 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

November 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
11/21/24	11/21/24	Blue Flower Arts, LLC	Diversity Speaker Series	(\$3,000.00)	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
10/31/24	10/30/27	California Community Colleges Chancellor's Office	Digital Center for Innovation, Transformation, and Equity Founding Partner	\$0.00	N/A	President's Office	Guleff
1/1/25	12/31/30	California State University, Sacramento	Black Honors College Program Alliance	\$0.00	N/A	President's Office	Guleff
11/19/24	11/20/24	Oroville Union High School District	3C2A Men's Soccer Playoffs Venue	(\$200.00)	Unrestricted General	Athletics	Shearer
11/17/24	7/23/25	Chico Eye Center	Employer Participation Agreement Employment Training Panel (ETP) Project	\$0.00	Restricted General	Contract Education	Shearer
11/17/24	7/23/25	Golden Valley Bank	Employer Participation Agreement Employment Training Panel (ETP) Project	\$0.00	Restricted General	Contract Education	Shearer
11/4/24	7/23/25	Hignell, Inc.	Employer Participation Agreement Employment Training Panel (ETP) Project	\$0.00	Restricted General	Contract Education	Shearer
11/18/24	11/18/24	Mechoopda Tribe	Employee Training	\$1,700.00	Restricted General	Contract Education	Shearer
11/12/24	6/16/25	Mt. San Antonio College	California Community Colleges - California Conservation Corps Partnership	(\$17,000.00)	Restricted General	Contract Education	Shearer
11/12/24	6/16/25	Siskiyou Joint Community College District	California Community Colleges - California Conservation Corps Partnership	(\$23,500.00)	Restricted General	Contract Education	Shearer
11/17/24	7/23/25	Tri Counties Community Action Partnership	Employer Participation Agreement Employment Training Panel (ETP) Project	\$0.00	Restricted General	Contract Education	Shearer
8/26/24	5/30/25	Biggs Unified School District	College & Career Access Pathways Partnership Appendix <i>Revised</i>	(\$7,800.00)	Unrestricted General	Dual Enrollment	Shearer
1/27/25	5/30/25	Butte County Office of Education	College & Career Access Pathways Partnership Appendix <i>Revised</i>	(\$1,100.00)	Unrestricted General	Dual Enrollment	Shearer
8/26/24	5/30/25	Butte County Office of Education	College & Career Access Pathways Partnership Appendix <i>Revised</i>	\$0.00	Unrestricted General	Dual Enrollment	Shearer
1/27/25	5/30/25	Butte County Office of Education	College & Career Access Pathways Partnership Appendix <i>Revised</i>	(\$600.00)	Unrestricted General	Dual Enrollment	Shearer
8/26/24	5/30/25	Chico Unified School District	College & Career Access Pathways Partnership Appendix <i>Revised</i>	(\$8,000.00)	Unrestricted General	Dual Enrollment	Shearer
8/26/24	5/30/25	Chico Unified School District	College & Career Access Pathways Partnership Appendix <i>Revised</i>	(\$16,225.00)	Unrestricted General	Dual Enrollment	Shearer
8/26/24	5/30/25	CORE Butte Charter School	College & Career Access Pathways Partnership Appendix <i>Revised</i>	(\$3,900.00)	Unrestricted General	Dual Enrollment	Shearer
8/26/24	5/30/25	Durham Unified School District	College & Career Access Pathways Partnership Appendix <i>Revised</i>	(\$3,300.00)	Unrestricted General	Dual Enrollment	Shearer
8/26/24	12/20/24	Glenn County Office of Education	College & Career Access Pathways Partnership Appendix <i>Revised</i>	(\$600.00)	Unrestricted General	Dual Enrollment	Shearer
8/26/24	5/30/25	Gridley Unified School District	College & Career Access Pathways Partnership Appendix <i>Revised</i>	(\$10,600.00)	Unrestricted General	Dual Enrollment	Shearer
8/26/24	5/30/25	Hamilton Unified School District	College & Career Access Pathways Partnership Appendix <i>Revised</i>	(\$3,300.00)	Unrestricted General	Dual Enrollment	Shearer
8/26/24	5/30/25	Inspire School of Arts & Sciences	College & Career Access Pathways Partnership Appendix <i>Revised</i>	(\$5,500.00)	Unrestricted General	Dual Enrollment	Shearer
8/24	12/20/24	Long Valley Charter School	College & Career Access Pathways Partnership Appendix <i>Revised</i>	(\$600.00)	Unrestricted General	Dual Enrollment	Shearer
8/24	5/30/25	Orland Unified School District	College & Career Access Pathways Partnership Appendix <i>Revised</i>	(\$5,500.00)	Unrestricted General	Dual Enrollment	Shearer

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

Contracts Signed by the Superintendent/President or Vice President for Administrative Services
November 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
8/26/24	5/30/25	Oroville Union High School District	College & Career Access Pathways Partnership Appendix Revised	(\$8,100.00)	Unrestricted General	Dual Enrollment	Shearer
8/26/24	5/30/25	Oroville Union High School District	College & Career Access Pathways Partnership Appendix Revised	(\$6,100.00)	Unrestricted General	Dual Enrollment	Shearer
8/26/24	12/20/24	Paradise Unified School District	College & Career Access Pathways Partnership Appendix Revised	(\$1,700.00)	Unrestricted General	Dual Enrollment	Shearer
1/27/25	5/30/25	Stony Creek Joint Unified School District	College & Career Access Pathways Partnership Appendix Revised	(\$600.00)	Unrestricted General	Dual Enrollment	Shearer
11/1/24	2/28/25	Fleming Research International	"Redefining the Goal" Keynote Presentations	(\$25,000.00)	Restricted General	North Far North Regional Consortium	Shearer
6/27/24	6/30/25	Los Rios Community College District	Director of Employment Engagement Positions for Regional Collaboration and Coordination Grant Amendment to Term and Invoicing	\$0.00	Restricted General	North Far North Regional Consortium	Shearer
11/1/24	6/30/25	Sheena Tran, CPA	Grant Compliance Review K12 Strong Workforce Program	(\$12,600.00)	Restricted General	North Far North Regional Consortium	Shearer
9/5/24	6/30/25	Shasta County Office of Education	Strong Workforce Program K12 Pathway Coordinator	(\$130,000.00)	Restricted General	North Far North Regional Consortium	Shearer
12/20/24	12/20/24	Paradise Alliance Church	Nursing Pinning Ceremony Venue	(\$1,000.00)	Unrestricted General	Nursing	Shearer
12/6/24	12/6/24	Paradise Alliance Church	Law Enforcement Regular Basic Academy Graduation Venue	(\$1,000.00)	Unrestricted General	Public Safety Education & Training	Shearer
12/10/24	12/10/24	Paradise Alliance Church	Fire Academy Graduation Venue	(\$1,000.00)	Unrestricted General	Public Safety Education & Training	Shearer
8/26/24	5/30/25	Dr. Sidarth Bagga	Respiratory Therapy Medical Doctor Consulting Services	(\$10,000.00)	Unrestricted General	Respiratory Therapy	Shearer
9/9/24	Upon Payment	ARC of Butte County	Instructional Service Agreement to provide Community Partners in Education Courses Amendment to Payment	(\$7,000.00)	Unrestricted General	Special Programs	Shearer
10/30/24	Until Terminated	City of Oroville - Oroville Police Department	Federal Work Study Program	Expense based on pay rate and hours	Restricted General	Career Center	Simos-Valdez
Upon Execution	Five Years	County of Butte	Closed Point of Dispensing Site Host	\$0.00	N/A	College Police	Simos-Valdez
10/1/24	12/31/25	California Community Colleges Chancellor's Office	Tax OffSet Program	(25%) of Collections Amount from FTB	Unrestricted General	Administrative Services	Snelling
10/17/24	Until Terminated	EpicPay International, LLC DBA Fortis Payment Systems, LLC	Merchant Processing Agreement	Expense based on transactions fees	Auxiliary	Administrative Services	Snelling
11/19/24	11/18/27	AchieveIt Online, LLC	AchieveIt Plus Platform License	(\$72,000.00)	Unrestricted General	Administrative Services	Snelling
11/12/24	8/31/26	Corporation for Education Network Initiatives in California, CENIC	Master Agreement for the Provision, Installation and Maintenance of Advanced Network Services Addendum Internet2 DDOS Mitigation	\$0.00	Restricted General	CCC Technology Center	Snelling
12/1/24	11/30/25	L-Soft International, Inc.	ListPlex License	(\$6,050.00)	Restricted General	CCC Technology Center	Snelling
10/17/24	1/31/25	Pariveda Solutions, Inc.	Information Technology Consulting Services to Develop and Deploy a Modernized Fraud Identification Solution Amendment to Term and Fees	(\$315,000.00)	Restricted General	CCC Technology Center	Snelling
1/24	Upon Payment	SHI International Corporation	ABBYY FineReader Subscription	(\$205.50)	Restricted General	CCC Technology Center	Snelling
1/24	11/30/25	ABBYY USA Software House, Inc.	ABBYY Software License	\$0.00	Restricted General	CCC Technology Center	Snelling

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

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

November 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
11/4/24	Upon Payment	SHI International Corporation	JetBrains Software Subscription	(\$2,237.02)	Restricted General	CCC Technology Center	Snelling
12/5/24	12/4/25	JetBrains Americas, Inc.	JetBrains Software License	\$0.00	Restricted General	CCC Technology Center	Snelling
11/4/24	Upon Payment	SHI International Corporation	Veeam Data Platform Foundation Universal Subscription	(\$1,174.74)	Restricted General	CCC Technology Center	Snelling
11/27/24	11/26/25	Veeam Software Group GMBH	Veeam Software License	\$0.00	Restricted General	CCC Technology Center	Snelling
11/12/24	Upon Payment	SHI International Corporation	Tenable.sc Software Subscription	(\$325,044.10)	Restricted General	CCC Technology Center	Snelling
12/21/24	12/20/25	Tenable, Inc.	Tenable Software License	\$0.00	Restricted General	CCC Technology Center	Snelling
1/13/25	1/24/25	Buttes Electric	Provide power and lighting in Glenn County Center Rooms 121, 115, and 115A	(\$10,654.00)	Capital	Facilities Planning & Management	Snelling
1/13/25	1/24/25	Martin Construction	Remodel of Glenn County Center Rooms 121, 115, and 115A	(\$16,208.00)	Capital	Facilities Planning & Management	Snelling
1/13/25	1/24/25	Orland Cabinet Shop, Inc.	Deliver and install cabinets in Glenn County Center Rooms 121 and 115A	(\$16,738.00)	Capital	Facilities Planning & Management	Snelling
10/24/24	4/30/25	RDW Group Inc. iFactory Division	Website Redesign Services Amendment to Scope of Services and Fees	(\$8,200.00)	Restricted General	Information Technology	Snelling
			TOTAL REVENUE CONTRACTS	\$1,700.00			
			TOTAL EXPENSE CONTRACTS	(\$1,088,336.36)			

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

December 11, 2024

Subject:	Approval of Quarterly Financial Status Report for the First Quarter Ending September 30, 2024
Category:	Finance
Submitted By:	Jessica Snelling, Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Consent

Background

Education Code Section 84040 specifies that financial information be periodically reported to the California Community Colleges Board of Governors. To comply with this requirement, the District prepares a Quarterly Financial Status Report (Form CCFS-311Q) each fiscal quarter for submission to the Chancellor’s Office.

The Chancellor’s Office report requires the reporting of unrestricted revenues, expenditures, and fund balance. The supporting documentation reflects a four-year annual trend for actual unrestricted general fund revenue, expenditure, and fund balance. Additionally, the current year-to-date actual financial information is presented as a percentage of the total annual budgeted activity.

Status

The Quarterly Financial Status Report for the first quarter ending September 30, 2024, reflects the following year to date activity as a percentage of the budget projection:

- \$20.2 million/19.1% of the total budgeted unrestricted revenue has been received
- The District’s expenditures are \$23.2 million/22.1% of the total projected annual spend
- Total general fund reserves are 20.8% of total expenditures (46.7% of unrestricted expenditures)

Recommendation

It is recommended that the Board of Trustees approve the Quarterly Financial Status Report (CCFS-311Q) for the quarter ended September 30, 2024.

Butte-Glenn Community College District

QUARTER 1 2025 FINANCIAL STATUS REPORT

For the Quarter Ending September 30, 2024

		As of June 30 for the fiscal year specified			
Line	Description	Actual 2021-2022	Actual 2022-2023	Actual 2023-2024	Projected 2024-2025
Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	81,078,036	93,769,644	112,069,893	103,662,769
A.2	Other Financing Sources (Object 8900)	0	1,467,088	1,475,542	2,200,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	81,078,036	95,236,732	113,545,435	105,862,769
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	72,219,201	80,255,605	89,241,482	96,912,114
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	9,278,012	9,502,951	11,439,939	7,793,816
B.3	Total Unrestricted Expenditures (B.1 + B.2)	81,497,213	89,758,556	100,681,421	104,705,930
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	(419,177)	5,478,176	12,864,014	1,156,839
D.	Fund Balance, Beginning	33,947,097	33,527,920	39,006,096	51,870,110
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	33,947,097	33,527,920	39,006,096	51,870,110
E.	Fund Balance, Ending (C. + D.2)	33,527,920	39,006,096	51,870,110	53,026,949
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	41.1%	43.5%	51.5%	50.6%

		As of the specified quarter ended for each fiscal year			
Line	Description	2021-2022	2022-2023	2023-2024	2024-2025
Total General Fund Cash Balance (Unrestricted and Restricted)					
H.1	Cash, excluding borrowed funds	77,406,957	88,871,283	135,644,352	119,143,473
H.2	Cash, borrowed funds only	0	0	0	0
H.3	Total Cash (H.1+ H.2)	77,406,957	88,871,283	135,644,352	119,143,473

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col 2.)
Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	103,662,769	103,662,769	20,216,647	19.5%
I.2	Other Financing Sources (Object 8900)	2,200,000	2,200,000	0	0.0%
I.3	Total Unrestricted Revenue (I.1 + I.2)	105,862,769	105,862,769	20,216,647	19.1%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	96,912,114	96,912,114	21,813,090	22.5%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	7,793,816	7,793,816	1,364,625	17.5%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	104,705,930	104,705,930	23,177,715	22.1%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	1,156,839	1,156,839	(2,961,068)	
L.	Fund Balance, Beginning	51,870,110	51,870,110	51,870,110	
L.1	Prior Year Adjustments + (-)	0	0	0	
L.2	Adjusted Fund Balance, Beginning (L + L.1)	51,870,110	51,870,110	51,870,110	
M.	Fund Balance, Ending (K. + L.2)	53,026,949	53,026,949	48,909,042	
N.	Percentage of GF Fund Balance to GF Expenditures (M. / J.3)	50.6%	50.6%		

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

December 11, 2024

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

Background

The courses described in the attached have been developed by various departments to upgrade their present curriculum.

ACCT 53 is a transfer-level course requested by Butte County. This course compliments accounting courses (ACCT 2, ACCT 20, ACCT 25, and ACCT 100) and focuses on business transactions and accounting standards for governmental agencies and non-profit organizations.

DSPS 205 is a non-transferable course designed for students with intellectual disabilities to help improve written communication skills. This course will offer the basic skills foundation to be successful in transfer-level English courses.

KIN 4 is a transfer-level course that will provide students with a historical and cultural perspective on the impacts sports has on society. This course will diversify the course offerings in Cal-GETC Area 3B and students will have a better understanding of various genders, ethnics, and socio-economic backgrounds analyzed through a sports lens.

PAR 303 is a noncredit course designed for Butte County Probation, Butte County Mediation, local clean and sober facilities, caregivers, and parents. This course focuses on developing healthy family relationships guided by trauma-informed skills to meet the physical/emotional needs of children.

Status

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

Recommendation

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

ACCOUNTING (ACCT)

ACCT 53 - Governmental & Non-Profit Accounting

Transfer Status: CSU

Prerequisite: ACCT 2 or ACCT 20

Unit(s): 3.00

Contact Hours: 51.00 Lecture

This course covers accounting and financial reporting for governmental units and institutions with emphasis on the principles of fund accounting and the comprehensive annual financial report as prescribed by the Governmental Accounting Standards Board. Additional topics include the accounting aspects of budgeting and budgetary control for governmental entities and accounting for non-profit organizations.

DISABLED STUDENTS PROGRAMS & SERVICES (DSPS)

DSPS 205 - Fundamentals of Writing

Transfer Status: NT

Prerequisite: Registered with DSPS or permission of instructor

Unit(s): 3.00

Contact Hours: 51.00 Lecture

This course is designed to improve the written communication skills of students with intellectual disabilities. The focus of this course is on pre-writing strategies involving common daily communications that facilitate organizational patterns of text. Grammar, semantics of conjunctions, vocabulary in context, and punctuation are practiced to enhance writing abilities.

KINESIOLOGY (KIN)

KIN 4 - Sports in Film

Transfer Status: CSU/UC

Unit(s): 3.00

Contact Hours: 51.00 Lecture

Examines American sports history, the portrayal of sport, and the contributions made by members representing various gender, ethnic, and socio-economic backgrounds as depicted through sports-related films. Topics will cover how representative films' artistic freedom enhance the telling of the story without changing the narrative. The culture, gender, historical context, and socio-economic circumstances will be analyzed through a sports lens.

PARENTING (PAR)

PAR 303 - Family Dynamics

Transfer Status: NT

Unit(s): 0.00

Contact Hours: 25.50 Lecture

This course assists parents and caregivers in learning the characteristics needed for healthy environments and relationships in the home while recognizing the uniqueness of each family dynamic. The focus is on ways parents and caregivers can care for themselves while providing the stability needed to meet the physical and emotional needs of children. Unlimited repeats. Ungraded.

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

December 11, 2024

Subject:	Approval of Out-of-State Student Travel to Norfolk, VA
Category:	Instruction
Submitted By:	Erik Shearer, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Consent

Background

The Butte College student Debate Team requests board approval to travel to Norfolk, VA to compete in the Phi Rho Pi competition including a variety of speech, performance, and debate events on a national level. Students who attend this tournament will build their academic skills, showcase their work, and compete for trophies. Travel dates are April 7-12, 2025.

Status

Butte College Debate Team students will accompany faculty members Shannon Troxel and Angela Ohland to Norfolk, VA, to attend an in-person debate competition from April 7-April 12, 2025. The event is open to all Butte College Debate Team students. All students who attend will be in good standing with Butte College and the Butte College Debate Team. Travel expenses will be paid through debate team funding.

Recommendation

It is recommended the Board approve out-of-state travel to Norfolk, VA, from April 7-April 12, 2025, for faculty chaperones Shannon Troxel and Angela Ohland and 20 students.

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

December 11, 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*

Academic*

1. Assignment as Professional Development Coordinator (50%) – Jason Trento
Effective: Academic Year 2024-2025
2. Assignment as Chair I, Communication Studies, Ethnic Studies & World Languages (50%) –
Deborah McCabe
Effective: Academic Year 2024-2025
3. Assignment as Chair II, Social & Behavioral Sciences (40%) – Heather Valle
Effective: Academic Year 2024-2025
4. Assignment as Chair II, Sociocultural Studies (40%) – Cynthia Bynoe
Effective: Academic Year 2024-2025
5. Leave from Faculty position, Full-time English Instructor – Teresa Ward
Effective: August 1, 2024 – May 30, 2025
6. Assignment as Chair IV, Administration of Justice & Fire Technology (20%) – Marshall Haslem
Effective: Academic Year 2024-2025
7. Employment of Temporary Academic Employees (Instructors and Student Development) Part-time
faculty recommended for employment effective Summer Session 2024 – Rebecca Beecham, Denise
Bellanich, Elyse Fontana

Classified Employees*

8. Employment of Children’s Program Specialist - Master Teacher (CDC) – Roycelin Ogbonna
Full-time, 40 hours per week, 9 months per year
Salary: CSEA – 21
Effective: January 21, 2025
9. Employment of Administrative Secretary III (SBS, SS, Comm St, Ethnic St & World Lang) – Dayna Collett
Full-time, 40 hours per week, 12 months per year
Salary: CSEA – 24
Effective: December 5, 2024
10. Employment of Public Relations & Marketing Specialist – Courtney Coleman
Full-time, 40 hours per week, 12 months per year
Salary: CSEA – 25
Effective: December 2, 2024

Temporary Employees*

11. Substitutes

Custodian I – Janet Mojica Zamudio
Salary: \$21.25 per hour 11/18/24 – 6/30/25

12. Short Term/Seasonal

Public Relations and Marketing Specialist – Liam Radecke
Salary: \$28.00 per hour 11/15/24 – 11/29/24
Chief Technology Officer – Fred Sherman
Salary: \$95.50 per hour 8/16/24 – 6/30/25
Media Productions Specialist I – Chris Monlux
Salary: \$27.25 per hour 11/19/24 – 6/30/25

13. Professional Expert

Crime Scene Actors – Faith Weeks
Salary: \$16.00 per hour 11/21/24 – 6/30/25

14. Volunteer

Volunteer (Athletics) – Bobby Bernal-Wood

15. Retirements/Resignations

Retirement, Industrial Technology Programs Equipment Mechanic II – John “Randy” Heinke
Effective – December 28, 2024
Retirement, Multimedia Studies Program Instructor – Daniel Donnelly
Effective – May 31, 2025
Amended - Retirement, Program Coordinator – Grants (North Far North) – Allison Travis-Bee
Effective – December 31, 2024

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

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

December 11, 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
7/1/24	6/30/26	Los Rios Community College District	Strong Workforce Program Regional Allocation	(\$3,796,013.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/24	6/30/26	Sierra Joint Community College District	Strong Workforce Program Regional Allocation	(\$950,818.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/24	6/30/26	Feather River Community College District	Strong Workforce Program Regional Allocation	(\$279,767.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/24	6/30/26	Lake Tahoe Community College District	Strong Workforce Program Regional Allocation	(\$275,589.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/24	6/30/26	Lassen Community College District	Strong Workforce Program Regional Allocation	(\$266,893.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/24	6/30/26	Mendocino-Lake Community College District	Strong Workforce Program Regional Allocation	(\$518,506.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/24	6/30/26	Redwoods Community College District	Strong Workforce Program Regional Allocation	(\$653,735.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/24	6/30/26	Shasta-Tehama-Trinity Joint Community College District	Strong Workforce Program Regional Allocation	(\$1,053,514.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/24	6/30/26	Siskiyou Joint Community College District	Strong Workforce Program Regional Allocation	(\$337,769.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/24	6/30/26	Yuba Community College District	Strong Workforce Program Regional Allocation	(\$532,632.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/24	6/30/26	Woodland Community College	Strong Workforce Program Regional Allocation	(\$355,088.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/24	6/30/25	Humboldt County Office of Education	Strong Workforce Program K12 Pathway Coordinator	(\$130,000.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/24	6/30/25	Shirah Builders Inc.	Construction Project Management and Consultation Services for Capital and Bond Projects	(\$289,528.00)	Various	Facilities Planning & Management	Snelling
			TOTAL REVENUE CONTRACTS	\$0.00			
			TOTAL EXPENSE CONTRACTS	(\$9,439,852.00)			

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

December 11, 2024

Subject:	Approval of Contract to Purchase Content Management System and Services from SHI International Corporation utilizing Foundation for California Community Colleges Administrative Services Agreement No. 00006779
Category:	Contracts
Submitted By:	Jessica Snelling, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

The District’s Information Technology Department requires a content management system (CMS) and website development services for the Website Redesign Project. Funding will be allocated from the general fund.

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 Administrative Services Agreement No. 00006779 as a source to purchase Cascade CMS Cloud Subscription and website development services from Hannon Hill through SHI International Corporation as needed during the term January 1, 2025 through December 31, 2027, in the amount not to exceed \$305,370. 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 Cascade CMS Cloud Subscription and website development services from Hannon Hill through SHI International Corporation, utilizing Foundation for California Community Colleges Administrative Services Agreement No. 00006779, per the terms of the FCCC contract, for the term of January 1, 2025 through December 31, 2027, in the amount not to exceed \$305,370.

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 with SHI International Corporation and Hannon Hill related to the purchase of the Cascade CMS Cloud Subscription and website development services 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**

December 11, 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

Board Meeting Date: DECEMBER 11, 2024

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIALS
BETWEEN JUNE 09, 2008 TO MAY 18, 2020

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

Butte College Asset No. / Product Serial/Model No.	Item Description	Item Status
532208	55 INCH TV	DONATE
531325	COMPUTER TOWER	DONATE
531323	COMPUTER TOWER	DONATE
534534	COMPUTER TOWER	DONATE
529330	COMPUTER TOWER	DONATE
529331	COMPUTER TOWER	DONATE
529332	COMPUTER TOWER	DONATE
529336	COMPUTER TOWER	DONATE
529326	COMPUTER TOWER	DONATE
534749	COMPUTER TOWER	DONATE
534533	COMPUTER TOWER	DONATE
532674	COMPUTER TOWER	DONATE
531384	COMPUTER TOWER	DONATE
530526	COMPUTER TOWER	DONATE
528657	COMPUTER TOWER	DONATE
533422	COMPUTER TOWER	DONATE
532032	COMPUTER TOWER	DONATE
523335	COMPUTER TOWER	DONATE
529066	INTERACTIVE PEN DISPLAY	DONATE
529067	INTERACTIVE PEN DISPLAY	DONATE
531607	NOTEBOOK COMPUTER	DONATE
526706	NOTEBOOK COMPUTER	DONATE
531575	NOTEBOOK COMPUTER	DONATE
533637	NOTEBOOK COMPUTER	DONATE
531971	NOTEBOOK COMPUTER	DONATE
524940	NOTEBOOK COMPUTER	DONATE
534083	NOTEBOOK COMPUTER	DONATE
532592	NOTEBOOK COMPUTER	DONATE
533880	NOTEBOOK COMPUTER	DONATE
534628	NOTEBOOK COMPUTER	DONATE
534730	NOTEBOOK COMPUTER	DONATE
534218	NOTEBOOK COMPUTER	DONATE
530527	PRINTER	DONATE
532152	TABLET COMPUTER	DONATE
532153	TABLET COMPUTER	DONATE
534379	TABLET COMPUTER	DONATE

EXHIBIT A

Board Meeting Date: DECEMBER 11, 2024

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIALS
BETWEEN JUNE 09, 2008 TO MAY 18, 2020

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

Butte College Asset No. / Product Serial/Model No.	Item Description	Item Status
533046	TABLET COMPUTER	DONATE
534801	TABLET COMPUTER	DONATE
534853	TABLET COMPUTER	DONATE
534491	TABLET COMPUTER	DONATE
534802	TABLET COMPUTER	DONATE
531711	TABLET COMPUTER	DONATE
533012	TABLET COMPUTER	DONATE
533010	TABLET COMPUTER	DONATE
534712	TABLET COMPUTER	DONATE
534374	TABLET COMPUTER	DONATE
534378	TABLET COMPUTER	DONATE
534375	TABLET COMPUTER	DONATE
534371	TABLET COMPUTER	DONATE
531141	TABLET COMPUTER	DONATE
532374	TABLET COMPUTER	DONATE
532368	TABLET COMPUTER	DONATE
532373	TABLET COMPUTER	DONATE
532370	TABLET COMPUTER	DONATE
534753	TABLET COMPUTER	DONATE
531143	TABLET COMPUTER	DONATE
535202	TABLET COMPUTER	DONATE
534853	TABLET COMPUTER	DONATE

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

December 11, 2024

Subject:	Acceptance of 2023-24 Independent Audit Report and Measure J Financial and Performance Audit Reports
Category:	Finance
Submitted By:	Jessica Snelling, Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Regular

Background

Education Code Section 84040 requires the governing board of the district provide an annual audit of all funds, books, and accounts of the district. The annual financial audit prepared by the District’s external contract auditors complies with the California Community Colleges Budget and Accounting Manual, the California Code of Regulations Section 59100, and California Education Code Section 84040.

The primary objectives of the financial audit are: to determine the District’s accountability for revenues, the propriety of expenditures, the extent to which funds have been expended in accordance with prescribed federal and California laws and regulations; to determine whether the District’s financial statements are presented fairly in accordance with generally accepted accounting principles; and to recommend appropriate actions in any areas where internal control or compliance with applicable federal and California laws and regulations could be improved.

Proposition 39 requires the Governing Board of the District conduct annual independent financial and performance audits of the Measure J general obligation bonds to ensure that bond funds have been expended in compliance with the legal requirements of Proposition 39.

Status

The District’s Finance Committee consisting of Trustee Boeger, Trustee Nock, Trustee Krepelka, Superintendent/President Guleff, Vice President Snelling, Vice President Shearer, and Vice President Simos-Valdez met with the District’s auditors, Cossolias, Wilson, Dominguez, Leavitt on December 2, 2024, to review the District’s annual audit report and the Measure J financial and performance audits for the year ending June 30, 2024. The District received an unmodified Auditor’s Report with no material weakness or significant deficiencies identified.

Attached for the Board’s review are the Butte-Glenn Community College District’s Financial Statements and Supplementary Information with Independent Auditors’ Report and Measure J Bond Funds Financial Statements including the Performance Audit report for the year ending June 30, 2024. Members of the public may review the audit report in the Office of the President.

Recommendation

It is recommended the Board of Trustees accept the Butte-Glenn Community College District's independent audit report and the independent financial and performance audit reports of the Measure J general obligation bonds for the year ending June 30, 2024.

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

December 11, 2024

Subject:	Adoption of the 2025-26 Budget Criteria
Category:	Finance
Submitted By:	Jessica Snelling, Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Regular

Background

Each year the Board of Trustees adopts criteria to be used in the development of the District’s annual budget. The budget document will provide an assessment as to which criteria were or were not accommodated.

Status

Proposed changes to the 2025-26 Budget Criteria recommended by the President’s Leadership Team and the Planning & Budget Committee were presented to the Board for information at the November 13, 2024 meeting.

Recommendation

It is recommended the Board of Trustees adopt the Budget Criteria for 2025-26 including revisions made by the Board.

Butte-Glenn Community College District 2025-26 Budget Criteria

Butte-Glenn Community College District (BGCCD) will establish budget criteria to be closely aligned with the college's Strategic Plan and the Chancellor's Office Vision 2030. This alignment ensures that financial resources are effectively utilized to support long-term objectives and immediate operational needs in support of student success. The operating budget and planning development process will be multifaceted, to include several critical functions defined in the sections below.

Philosophy

The college will seek to develop a budget that:

- Ensures accountability and transparency in resource allocation
- Supports the District's focus on strengthening a culture of equity and inclusion
- 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
- Focuses on increasing access to higher education, improving student outcomes, and fostering innovation and sustainability

Legal, Financial and Statutory Requirements

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. Additionally, the District budget shall comply with all appropriate Board Policies and Administrative Procedures.

Specifically, the District budget will meet the following requirements:

- *Unrestricted Reserve*: Achieves and maintains a fifteen percent (15%) unrestricted reserve sufficient to cover a minimum of two months General Fund operating expenditures as per the California Community College Chancellor's Office;
- *50% Law*: Meets the fifty percent (50%) law, i.e., at least 50% of the current expense of education is allocated to instructional salaries and benefits;
- *75-25 goal*: Provides for staffing levels required by the Board of Governors in relation to Title 5, Division 6, Chapter 4, Subchapter 3, Articles 1 and 2. This statute is designed to ensure that

districts are making good faith attempts to achieve the long-term goal that seventy-five percent (75%) of instruction is provided by full-time faculty;

- *Board Policy 6200 and Administrative Procedure 6200*: Be prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual and reflect the following:
 - Adherence to principles of sound fiscal management.
 - Allocation of resources to instructional support programs consistent with the District's mission, goals, and strategic priorities.
 - Augmentations to allocated resources as requested through the annual unit planning process.
 - A balance between resources and expenditures.
 - Current enrollment projections.
 - Appropriations consistent with relevant laws, regulations, and guidelines.
 - Adherence to other requirements contained in the Board's Budget Criteria.
 - Date, location, and time of Board public hearing to be held prior to final budget adoption.

Budget Standards

A. Revenue Standards

- *Revenue*. State-funded growth revenue will be actively pursued by the district.
- *Categorical and Grant Revenues*. 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.
- *Foundation*. Funding from the Foundation will also be sought to assist in providing funding for specific strategic plan projects.
- *Emergency Conditions Allowance*. The District will maximize the state apportionment revenue via emergency conditions allowance funding or actual Student Centered Funding Formula (SCFF) total computational revenue (TCR).
- *Non-Trust Transfer*. 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.
- *Projections*. The District will make reasonable and sound projections for all the District's sources of revenue and student access, equity and success data elements.

B. Operating Expense Standards

- *Total Salaries and Benefits*. Total salary and benefit costs should not exceed 87% 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.

- *Fifty Percent Law.* 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.
- *Full-Time Faculty Obligation Number.* 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.

C. 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.
- *Minimum Reserve.* 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**

December 11, 2024

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

Status

Every two years, it is the obligation of the Board of Trustees to designate the meeting schedule for the upcoming two years.

Status

The Board of Trustees reviewed and provided input on the proposed schedule for 2025-2026 meetings at the November 13, 2024, meeting.

2025		
Date	Location	Time
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	1366 Cortina Dr., Orland, CA 95963	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
2026		
Date	Location	Time
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 5, 2026	1366 Cortina Dr., Orland, CA 95963	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

Recommendation

It is recommended that the Board of Trustees approve the board meeting schedule for 2025-2026.