



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

Wednesday, March 13, 2024 | 1:00 PM  
Butte College Glenn County Center, Room 125  
1366 Cortina Drive, Orland, CA  
[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
- Ms. Liz Heaton, Student Trustee

**Pledge of Allegiance to the Flag**

Page

**1. Agenda Approval**

**2. 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.

### 3. 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.

3.1	<a href="#">Approval of Minutes of the 2-14-24 Regular Meeting</a> 	6 - 11
3.2	<a href="#">Approval of Warrants</a> 	12
3.3	<a href="#">Ratification of Contracts</a>  <a href="#">Contract Ratification Report</a> 	13 - 16
3.4	<a href="#">Quarterly Financial Status Report for the Quarter Ended December 31, 2023</a>  <a href="#">2023-24 Q2 General Ledger Transactions</a> 	17 - 21
3.5	<a href="#">Donation of District Personal Property: Miscellaneous Electronic Equipment</a>  <a href="#">Exhibit A</a> 	22 - 25
3.6	<a href="#">Approval of New Courses</a>  <a href="#">New Courses 3-13-24</a> 	26 - 29
3.7	<a href="#">Probationary Faculty First and Second Year Recommendations, 2024-25</a> 	30
3.8	<a href="#">Approval and/or Ratification of Personnel Actions</a>  <b>Management</b> <i>Employments</i> <b>Academic Employees</b> <i>Employments, at-will employments, and temporary employments</i> <b>Classified Employees</b> <i>Employments, out of class assignment, and transfers</i> <b>Temporary Employees</b> <i>Substitutes, short-term/seasonal, professional experts, and volunteers</i>	31 - 32
3.9	<a href="#">Approval of Out of State Student Travel Debate Team - Reno, NV</a> 	33

### 4. Reports

- 4.1 Academic Senate President's Report
- 4.2 Classified Senate President's Report

- 4.3 Student Trustee Comments
- 4.4 Vice President Report
- 4.5 Superintendent/President's Report
- 4.6 Board Comments

**5. 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.

**6. Contracts**

- 6.1 [Approval of Contracts](#)  34 - 35  
[Contract Approval Report](#) 
- 6.2 [Approval of Contract to Purchase Information Technology Goods and Services from Dell Marketing L.P. utilizing California Participating Addendum No. 7-23-70-55-01](#)  36 - 37
- 6.3 [Approval of Contract to Purchase Information Technology Goods and Services from Palo Alto Networks, Inc. utilizing State of California Participating Addendum Number 7-20-70-47-06](#)  38 - 39
- 6.4 [Approval of Contract Award for Request for Proposals \(RFP\) No. 2023/24-03 Website Redesign Services](#)  40 - 41

**7. Administration**

- 7.1 [Adoption of Board Policies](#)  42 - 45  
[BP 7100 Commitment to Diversity](#)   
[BP 7110 Delegation of Authority](#)   
[BP 7160 Professional Development](#) 

**8. Future Dates**

- 04/17/2024 Regular Meeting Main Campus 1:00 p.m.
- 05/15/2024 Regular Meeting Main Campus 1:00 p.m.
- 06/26/2024 Board Retreat Main Campus 9:00 a.m.
- 06/26/2024 Regular Meeting Main Campus 3:00 p.m.

**9. 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:**

- 9.1 EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT

**Pursuant to Government Code Section 54957.6**

- 9.2 CONFERENCE WITH LABOR NEGOTIATOR  
Name of Agency Negotiator: Andrew Suleski, Erik Shearer,  
Chris Little  
Name of organization representing employees: BCEA

**Pursuant to Government Code Section 54956.95:**

- 9.3 LIABILITY CLAIM – Update on claim against the District  
Claimant: Donald Finkbiner  
Agency: Butte-Glenn Community College District
- 9.4 LIABILITY CLAIM – Update on claim against the District  
Claimant: Susan Dawson  
Agency: Butte-Glenn Community College District
- 9.5 LIABILITY CLAIM – Update on claim against the District  
Claimant: Martin, et al. vs. CCC, et al.  
Agency: Butte-Glenn Community College District
- 9.6 LIABILITY CLAIM – Update on claim against the District  
Claimant: Shawn Smith

Agency: Butte-Glenn Community College District

9.7 LIABILITY CLAIM – Update on claim against the District

Claimant: Dylan Franck

Agency: Butte-Glenn Community College District

## **10. Adjournment**

10.1 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

February 14, 2024 | 1:00 P.M.

District Board Room  
Student and Administrative Services Building

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The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, February 14, 2024, at 1:00 P.M., in the District Board Room at Butte College in Oroville, California.

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

**Board Members Absent** None

**Staff Members Present** Ms. Virginia L. Guleff, Superintendent/President  
Mr. Andy Suleski, Asst Superintendent/Vice President  
Mr. Erik Shearer, Vice President  
Mr. Brad Zuniga, Interim Vice President  
Dr. Jess Vickery, Academic Senate President  
Mr. Chris Westbay, Classified Senate President  
Ms. Melissa Cafferata-Ainsworth, Executive Assistant to the President & Board of Trustees

**Guests** None

### Pledge of Allegiance

Board Clerk Blacklock led the Pledge of Allegiance.

### 1. Agenda Approval

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

Motion carried unanimously. Student Trustee – aye.

### 2. Communications from the Public – Consent Agenda

There were no public comments.

### 3. Approval of Consent Agenda, Items 3.1-3.9

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

Motion carried unanimously. Student Trustee – aye.

#### 4. **Reports**

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

Academic Senate President Vickery reported that in conjunction with HR, the Office of Instruction and the Office of the President, the Senate is working on revisions to the Academic Hiring Guidelines to modernize and humanize the hiring process for faculty. They are currently testing an accelerated hiring calendar that allows for greater interaction between the college and applicants and hope to have it memorialized in a new administrative procedure. Academic Senate is also continuing to review charter and bylaws documents for its standing subcommittees. Draft documents for the Equivalency Committee have been approved and ratified by the Senate and are now ready for review in College Council. Academic Senate President Vickery noted that College Council itself is also currently reviewing their own charter and bylaws documents. He added that this is all part of ongoing work with the President to update the college's Institutional Effectiveness Manual. Academic Senate President Vickery concluded that Senate is working with the Office of Instruction to update grade-attendance reporting and justification procedures with the intent to streamline record-keeping and reduce the legwork required on the part of staff to address attendance reporting and grade justification issues as they arise.

Trustee Dahlmeier asked about the accelerated faculty hiring calendar. Academic Senate President Vickery explained that the Office of Instruction worked hard to move the academic hiring process earlier in the year which increased the pool of applicants. Additionally, starting earlier allows for more interactions with applicants before the deadline to hire. He added that committees are also testing a process of paper screening followed by Zoom screening and then inviting candidates to campus for a teaching demo and second interview. This process allows the college to indicate its interest to candidates earlier, too. Trustee Krepelka asked if the college pays the travel costs of candidates who come to campus to interview. Assistant Superintendent/Vice President Suleski responded that the college pays travel costs for candidates who come from outside a certain region.

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

Classified Senate President Westbay reported that the Senate finished reviewing AP 5521, Academic Integrity, and had no suggested changes. The Senate also has several fundraisers going on, including a bake sale today that sold out. They have a Chipotle fundraiser on February 21. Classified Senate President Westbay reported that the Senate is working on Classified Professionals Day planning and soliciting emeritus nominations this year. Additionally, the Classified Leadership Institute will be held in Riverside this year; interested employees can apply for professional development funding to attend. He noted that the Senate is also calling for more classified professionals to participate in Commencement. Finally, Classified Senate President Westbay noted that the Senate is donating a student photo to the Spring Gala silent auction.

##### Student Trustee Comment – Liz Heaton

Student Trustee Heaton reported that four new senators were appointed to the Student Senate board, which means the board is full again. Having a full board allows students to be better represented on college committees. She also reported that Student Senate held their first Tabling Tuesday, which was a success. They also wrote a resolution for the SSCCC to require all campuses to have three types of car seats available on campus. Student Trustee Heaton concluded that the entire Butte College student government will attend the SSCCC general assembly.

##### Vice President Report – Erik Shearer

Vice President Shearer indicated that his report will focus on Dual Enrollment. He introduced Instructional Dean Kam Bull, Faculty Coordinator Jacob Vazquez, and Program Administrator Tanna Neilsen. Vice President Shearer explained that Dual Enrollment is when a high school student enrolls in a college course. Butte College has offered it for many years. He noted that there are several types of

Dual Enrollment. Concurrent enrollment is when a high school student takes a college class in addition to their high school classes. He added that the college tries to use the term Dual Enrollment for College and Career Access Pathway courses, a program that starting in 2016 that allows community colleges to limit enrollment in particular course to high school students. CCAP Dual Enrollment has increased substantially at Butte College in the last few years. The classes are taught by high school teachers who meet our qualifications but teach the classes on their high school campuses during their regular schedule. Vice President Shearer indicated that the third type of Dual Enrollment is College Connection, which is a middle college high school.

Interim Vice President Zuñiga indicated that three local high school districts – Chico, Oroville, and Paradise – participate in College Connection. Students in those districts apply through their high school to spend their senior year taking Butte College Classes. The high school districts provide a teacher who is housed on Butte College’s campus and functions like a homeroom teacher.

Vice President Shearer indicated that there are other types of Dual Enrollment that Butte College does not participate in. Early college high school happens on a high school campus and allows students to complete 60 college units for an associate degree by the time they graduate from high school. He noted that Butte College does have students who complete 20-30 units of college credit while still in high school in our Dual Enrollment programs.

Vice President Shearer indicated that there are currently 1,363 high school students enrolled in Butte College classes. Three-hundred sixty-eight are enrolled in two or more courses. Seventy are enrolled in three or more courses. There are 119 sections offered through CCAP this year at 14 high schools with approximately 1,700 enrollments. Next year, Butte College will offer 145 sections of Dual Enrollment and anticipates 2,300 enrollments.

The Trustees discussed the Chancellor’s Office goal to have every high school student achieve 12 units by the time they graduate high school. Board Vice President McGinnis asked about high school students having trouble accessing the application. Vice President Shearer responded that there’s a new application process for fall. Trustee Nock asked about barriers to participation in Dual Enrollment that small schools might face and what the college can do to bring the opportunity them. Vice President Shearer explained that the biggest barrier is finding teachers outside of CTE programs who meet minimum qualifications. A potential solution is loosening regulations on asynchronous Dual Enrollment, which is being considered this year. Trustee Dahlmeier asked if transportation is an option for Dual Enrollment students. Interim Vice President Zuñiga explained that CCAP classes are on high school campuses, so transportation to Butte College isn’t needed. College Connection students may use the buses. Trustee Krepelka asked about the financial side of Dual Enrollment. Vice President Shearer explained that for CCAP classes it varies, based on the agreement with the local school district. Most of the time, the college collects FTES. How the CCAP teacher is paid varies based on the class and the agreement. College Connection is taught by our instructors and the college gets the FTES. Board President Massa asked if any local community colleges offer early college. Program Administrator Neilsen indicated that there are none in our area.

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

Superintendent/President Guleff indicated that there are copies of the published Butte College Strategic Plan in the Trustees’ binders and noted that she’s very proud of the final document.

Superintendent/President Guleff reported that the Chancellor’s Office has distributed its annual Chaptered Legislation and Guidance Report. Leadership will review the document to ensure the college is in compliance with the new legislation.

Superintendent/President Guleff reported that her office is investigating purchasing iPads for the board after the January discussion about the transition to Board Docs. It will take several months to procure them. The Board will be provided with training.

Superintendent/President Guleff reported that she had the privilege of talking to Linda Watkins-Bennett live on the noon news yesterday about the Butte College Foundation's two alumni of the year, Brandon Slater and Julie Martin. She added that the Foundation approved its strategic plan, which dovetails with initiative four from the Butte College Strategic Plan.

Superintendent/President Guleff noted that Butte College has received some impressive athletic awards lately. Both the men's and women's basketball teams and the football team were recognized as California Community College Athletic Association Scholar Team recipients for the 2022-23 academic year. Basketball player Megan Weinrich was named to the California Community College Athletic Association Scholar Athlete Honor Roll. Football player Dante Jackson was one of two athletes in the state awarded the 2022-23 California Community College Athletic Association Scholar Athlete Award.

Superintendent/President Guleff concluded by reporting on events she attended recently, including the CCLC Effective Trusteeship and Board Chair Workshop, the Butte County Farm Bureau Annual Dinner, the Boys and Girls Clubs Gala, and the Oroville Rotary Round-Up.

#### Board Comments

Trustee Nock reported that the Butte College Foundation was excited to approve its strategic plan. He noted that the Spring Gala is sold out, but tickets for the opportunity drawing are still available. Trustee Nock reported that the Foundation is halfway through its scholarship process and will award \$204,000 in scholarships. He concluded that he enjoyed the CCLC conference and opportunity to meet trustees from other schools and understand how lucky we are at Butte College. Trustee Boeger indicated that in the past he's been critical of bachelor's degrees at community colleges but would support the new program to offer them in nursing. Trustee Dahlmeier reported that he attended the CCLC conference and learned a lot through conversations he had there. He noted that the Trustees toured the Butte College Child Development Center today, adding that he's proud of their work and wishes the college could do more to help student parents. Board Vice President McGinnis reported that he attended CCLC and also came away with gratitude for Butte College. He noted that he appreciates Trustee Boeger's comment and also advocates for expanding our nursing program but believes that it would be difficult for Butte College to offer a four-year degree under the new program due to proximity to Chico State. Board Clerk Blacklock reported that he's been reading about issues with the new FAFSA process and asked about its impact at Butte College. Student Services Dean Tammera Shinar explained that for the most part the new FAFSA seems to be better for students. The biggest challenges are on the back end with the delay of student financial records from the Department of Education. The college's Financial Aid Department has been communicating with students that there will be a delay in student aid packaging. Trustee Krepelka reported that he also attended the CCLC conference and was interested to see that there are other good colleges that Butte College can learn from. Board President Massa reported that he also attended the CCLC conference and echoed the sentiment of gratitude to be at Butte College. He noted that he'd been considering the new practice of asking the student trustee to vote first and believes it might be uncomfortable for her. At the conference he found that some trustees were unaware of the new legislation and other have shifted to doing all roll call votes. Board President Massa concluded that he's going to start doing all roll call votes.

#### **5. Communications from the Public**

There were no public comments.

## 6. Finance

### **Authorization to Increase Student Transportation Fees for 2024-2025, Item 6.1**

It was moved by Trustee Dahlmeier, seconded by Trustee Nock to approve the Authorization to Increase Student Transportation Fees for 2024-2025 as submitted.

Superintendent/President Guleff turned the floor over to Assistant Superintendent/Vice President Suleski to explain the request to increase student transportation fees. Assistant Superintendent/Vice President Suleski explained that the college has been discussing transportation and its inability to raise enough revenue to meet costs for several years. The bus system currently runs \$1 million in the red, which impacts the district. Several options were discussed at the October board retreat, but none were feasible. Consensus was to maintain the system for as long as possible while increasing revenue and decreasing cost. The maximum allowed fee is \$96. Butte College's current fee is \$73. Assistant Superintendent/Vice President Suleski recommended increasing the fee to \$90 to reduce the draw on reserves. He noted that the Chancellor's Office recently provided guidance that fee increases should be moderate, gradual, and predictable. Assistant Superintendent/Vice President Suleski concluded that Butte College needs to find a way to get to \$96.

It was moved by Board Vice President McGinnis, seconded by Trustee Boeger, to amend the motion to increase the transportation fee to \$80 for students taking 6 or more units.

Trustee Boeger asked how much a \$90 transportation fee will impact the \$1 million shortfall. Assistant Superintendent/Vice President Suleski explained that with a \$90 transportation fee, revenue will increase by \$200,000. Trustee Krepelka that he's not in support of the amended motion and would like to increase the fee to \$90 because the students he spoke to were less concerned about the fee and more concerned about having a transportation system. He added that he'd rather use funds in ways that benefit more students. Board President Massa indicated that if the Chancellor's Office guidance says fee increase *shall* be moderate, gradual, and predictable, then the college shouldn't make too big of an increase. Board Clerk Blacklock indicated that he agreed with Trustee Krepelka's comments and would prefer to increase to a higher fee. Trustee Dahlmeier indicated that he was uncomfortable with \$90, but would support \$80, noting that as part of a rural community, the college should be mindful of student transportation needs. Student Trustee Heaton asked when the next fee increase would occur. Assistant Superintendent/Vice President Suleski responded that it would be at the same time next year.

Board President Massa called the question on the proposed amendment.

Motion carried by the following roll call vote:

Ayes: Trustees Heaton (advisory vote), Massa, McGinnis, Boeger, and Dahlmeier

Nos: Trustees Blacklock, Krepelka, and Nock

Abstentions: None

Absent: None

Board President Massa called the vote to approve the Authorization to Increase Student Transportation Fees for the 2024-2025 school year beginning in the fall 2024 semester to \$80 for students taking 6 or more units, \$68 for students taking 1.1 to 5.9 units, and \$25 for students taking .1 to 1.0 units.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: None

## **Authorization to Increase Nonresident Tuition Fee for 2024-2025, Item 6.2**

Superintendent/President Guleff indicated that similar to the transportation fee increase, the college learned from the Chancellor's office that the nonresident tuition fee can be increased incrementally. It is currently \$295. The statewide average is \$406. She noted that the college can get to \$406 gradually. Assistant Superintendent/Vice President Suleski added that the college can look at how many years it wants to take to reach the statewide average and increase incrementally. He recommended planning the increase over two to three years, which could be achieved with a 10% increase to \$325.

It was moved by Trustee Krepelka, seconded by Board Clerk Blacklock, to approve the Authorization to Increase Student Transportation Fees for 2024-2025 to \$330.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: None

## **7. Administration**

### **Proposed Revisions, Review and Adoption of Board Policies, Item 7.1**

Board Vice President McGinnis reported that the Board Policy Committee met last semester to review and update board policies 7100, 7110, 7120, and 7160 according to recommendations provided by the Community College League of California. He noted that this agenda item is information only; the Board will vote on modifications to these board policies at the March meeting. Trustees should direct any input to Superintendent/President Guleff.

## **8. Human Resources**

Board President Massa indicated that agenda item #8 for Human Resources is a typo; there is no item.

## **9. Closed Session**

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

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

## **10. Adjournment**

Board President Massa adjourned the meeting at 3:12 PM.

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

**March 13, 2024**

<b>Subject:</b>	Approval of Warrants
<b>Category:</b>	Finance
<b>Submitted By:</b>	Andrew Suleski, Assistant Superintendent/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 February 2, 2024 to February 25, 2024.

<b>Type of Warrant</b>	<b>Check/Voucher Sequence</b>	<b>Total</b>
Vendor	702499 - 703231	\$ 9,846,206.31
Payroll	528571 – 528685	\$ 922,266.68
Financial Aid	396638 – 399213	\$ 4,700,910.09

Warrant registers are available for review in the Business Office.

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

**March 13, 2024**

<b>Subject:</b>	Ratification of Contracts
<b>Category:</b>	Contracts
<b>Submitted By:</b>	Andrew Suleski, Assistant Superintendent/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 February 2024. The Superintendent/President or Assistant Superintendent/Vice President for Administration 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 Assistant Superintendent/Vice President for Administration

**February 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
4/28/24	5/1/24	Courtyard by Marriott Sacramento Cal Expo	Career Compass Summit-North Venue	(\$14,000.00)	Restricted General	North Far North Regional Consortium	Shearer
3/26/24	3/27/24	Sacramento Hotel Partners, LLC d/b/a Embassy Suites by Hilton Sacramento Riverfront Promenade	Academic Senate Meeting	(\$14,000.00)	Restricted General	North Far North Regional Consortium	Shearer
5/1/24	5/3/24	Sheraton Redding Hotel at the Sundial Bridge	Career Compass Summit-Far North Venue	(\$12,000.00)	Restricted General	North Far North Regional Consortium	Shearer
1/30/24	Until Terminated	Plumas Charter School	Field Experience Agreement for Introduction to Education Program	\$0.00	N/A	Family and Community Services	Shearer
7/1/24	6/30/25	Willows Post Acute	Clinical Experience Agreement	\$0.00	N/A	Nursing	Shearer
2/5/24	2/12/24	Industrial Power Products	Equipment Loan Agreement	\$0.00	N/A	ITP Heavy Equipment	Shearer
11/18/24	11/21/24	Shasta Tehama Trinity Joint Community College District	Equipment Loan Agreement	\$0.00	N/A	Public Safety Education & Training	Shearer
2/6/24	2/5/27	2Tech Automotive	Learning-Aligned Employment Program	\$0.00	N/A	Career Center	Zuniga
2/13/24	2/12/27	African American Family & Cultural Center	Learning-Aligned Employment Program	\$0.00	N/A	Career Center	Zuniga
2/14/24	2/13/27	California Highway Patrol	Learning-Aligned Employment Program	\$0.00	N/A	Career Center	Zuniga
2/14/24	2/13/27	City of Oroville	Learning-Aligned Employment Program	\$0.00	N/A	Career Center	Zuniga
1/30/24	1/29/27	Storybook Schoolhouse	Learning-Aligned Employment Program	\$0.00	N/A	Career Center	Zuniga
2/1/24	1/28/27	California Highway Patrol	Work Experience Education Program	\$0.00	N/A	Career Center	Zuniga
1/1/24	12/31/26	Chico State Enterprises	Work Experience Education Program	\$0.00	N/A	Career Center	Zuniga
1/22/24	1/21/27	Laufer Chiropractic	Work Experience Education Program	\$0.00	N/A	Career Center	Zuniga
4/4/24	4/4/24	Candi Williamson	Massage Therapists and Sound Bath Therapists Services for Decolonize! Event	(\$2,100.00)	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
3/13/24	3/13/24	Rosa Colin	Financial Workshop for Students	(\$500.00)	Restricted General	Multicultural Programs & Services	Zuniga
10/13/23	10/13/23	Advanced Timing	Official Timer for Track & Field	(\$500.00)	Unrestricted General	Athletics	Shearer
2/1/24	4/30/24	Advanced Timing	Official Timer for Track & Field	(\$2,400.00)	Unrestricted General	Athletics	Shearer
2/24/24	2/24/24	Jamie Starmer	Official Starter for Track & Field	(\$500.00)	Unrestricted General	Athletics	Shearer
4/12/24	4/12/24	Jamie Starmer	Official Starter for Track & Field	(\$500.00)	Unrestricted General	Athletics	Shearer
3/13/24	3/18/24	Bus-Man Holiday Tours	Charter Transportation for Women's Basketball Team Playoff Tournament	(\$8,960.00)	Unrestricted General	Athletics	Shearer
Upon Payment	One Year	Educational Broadband Service Agency, LLC dba Mobile Beacon	Mobile Hotspots for Students	\$0.00	Restricted General	Library	Shearer
1/18/24	1/18/24	MJB Welding Supply	Install Batteries in Cobots	(\$340.00)	Restricted General	Manufacturing	Shearer
5/24/24	5/24/24	North State Audio Visual, Inc.	Sound Services for Commencement	(\$1,950.00)	Unrestricted General	Student Services	Zuniga
1/31/24	6/30/24	PPL, Inc.	Strategic Plan Development and Implementation Amendment to Term and Method and Time of Payment	\$0.00	Unrestricted General	President's Office	Guleff
1/1/24	12/31/24	Cal Poly Humboldt Sponsored Programs Foundation	SBDC 2024 - Butte College SBDC	\$158,500.00	Restricted General	Small Business Development Center	Shearer
7/1/23	6/30/24	WeServ Inc. DBA Glyn Pye Vending	Snack Vending Services Amendment to extend Term	20% Commission on Sales	Enterprise	Auxiliary Services	Suleski
1/1/24	6/30/24	Butte County Fire Safe Council	Employee Training	\$5,000.00	Restricted General	Contract Education	Shearer
2/12/24	2/12/24	Butte County Superior Court	Employee Training	\$3,600.00	Restricted General	Contract Education	Shearer
2/2/24	2/12/24	Butte County Superior Court	Amendment to Duties of District and Consideration and Payment for Employee Training	\$1,300.00	Restricted General	Contract Education	Shearer
2/28/24	7/23/25	Chico Healthcare & Wellness Centre, LP aka Riverside Convalescent Hospital	Employer Participation Agreement Employment Training Panel (ETP) Project	\$0.00	Restricted General	Contract Education	Shearer
2/5/24	6/15/24	College of the Redwoods	California Community Colleges - California Conservation Corps Partnership Project	(\$17,000.00)	Restricted General	Contract Education	Shearer

**Board of Trustees Meeting  
March 13, 2024**

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

Contracts Signed by the Superintendent/President or Assistant Superintendent/Vice President for Administration  
**February 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>
2/1/24	6/30/25	County of Butte	Employee Training	\$10,000.00	Restricted General	Contract Education	Shearer
2/1/24	2/1/25	Enloe Medical Center	Membership for Open Enrollment Classes for Employee Training	\$7,000.00	Restricted General	Contract Education	Shearer
2/19/24	7/23/25	Erick Nielsen Enterprises, Inc.	Employer Participation Agreement Employment Training Panel (ETP) Project	\$0.00	Restricted General	Contract Education	Shearer
2/28/24	6/15/24	Los Rios Community College District	California Community Colleges - California Conservation Corps Partnership Project	(\$19,500.00)	Restricted General	Contract Education	Shearer
2/5/24	7/23/25	SunWest Milling Company, Inc.	Employer Participation Agreement Employment Training Panel (ETP) Project	\$0.00	Restricted General	Contract Education	Shearer
2/28/24	7/23/25	Ted Pella, Inc.	Employer Participation Agreement Employment Training Panel (ETP) Project	\$0.00	Restricted General	Contract Education	Shearer
2/15/24	12/31/24	Chabin Concepts, Inc.	Update Strong Workforce Four-Year Strategic Plan	(\$30,000.00)	Restricted General	North Far North Regional Consortium	Shearer
2/19/24	6/30/25	College of the Redwoods	Strong Workforce Program Projects In Common Marketing	(\$40,000.00)	Restricted General	North Far North Regional Consortium	Shearer
2/28/24	6/30/25	College of the Siskiyous	Strong Workforce Program Projects In Common Marketing	(\$40,000.00)	Restricted General	North Far North Regional Consortium	Shearer
1/15/24	6/30/24	Interact Communications	Research and Compose Strong Workforce Program Community College and K-12 Success Stories	(\$40,000.00)	Restricted General	North Far North Regional Consortium	Shearer
2/19/24	6/30/25	Lassen Community College District	Strong Workforce Program Projects In Common Marketing	(\$40,000.00)	Restricted General	North Far North Regional Consortium	Shearer
2/28/24	6/30/25	Mendocino-Lake Community College District	Strong Workforce Program Projects In Common Marketing	(\$40,000.00)	Restricted General	North Far North Regional Consortium	Shearer
2/28/24	6/30/25	Shasta-Tehama-Trinity Community College District	Strong Workforce Program Projects In Common Marketing	(\$40,000.00)	Restricted General	North Far North Regional Consortium	Shearer
1/15/24	12/31/24	Social Good Fund, Inc.	Professional Development for Essential Skills Program Soft Skills Modules and Canvas	(\$54,000.00)	Restricted General	North Far North Regional Consortium	Shearer
2/2/24	Until Terminated	Apple Inc.	Piggyback Consent Form to the Apple Direct Customer Agreement between Downey Unified School District and Apple Inc. <i>Revised since previous ratification.</i>	Expense based on Equipment Orders	Various	Information Technology	Suleski
2/13/24	Upon Payment	ePlus Technology, Inc.	Symmetra PX UPS Service Plan	(\$7,592.03)	Unrestricted General	Information Technology	Suleski
12/20/23	7/4/25	Schneider Electric	Symmetra PX UPS Service Plan License and Statement for Work	\$0.00	Unrestricted General	Information Technology	Suleski
5/16/24	5/16/25	Faxback, Inc.	FaxBack Software Annual Support and Annual Hardware Support	(\$747.00)	Unrestricted General	Information Technology	Suleski
2/6/24	2/5/25	Parallels International GmbH	Parallels Desktop for Mac Software License	(\$139.98)	Unrestricted General	Information Technology	Suleski
2/19/24	6/30/28	CENIC Broadband Initiatives, LLC	Provision, Installation, and Maintenance of 100 Gigabit Ethernet Backbone Services Amendment Increasing Costs and Payment for Services	(\$715,333.92)	Restricted General	CCC Technology Center	Suleski
2/13/24	2/13/24	Design Science, Inc./Wiris	MathType for Office Tools Subscription	(\$148.68)	Restricted General	CCC Technology Center	Suleski
2/13/24	2/13/25	Maths For More, S.L.	MathType Terms of Use	\$0.00	Restricted General	CCC Technology Center	Suleski
3/23/24	3/22/25	OpenVPN, Inc.	OpenVPN Access Server Software License	(\$3,150.00)	Restricted General	CCC Technology Center	Suleski

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

Contracts Signed by the Superintendent/President or Assistant Superintendent/Vice President for Administration

**February 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>
3/20/24	9/1/24	NorthStar Engineering	Engineer Services for Swing Space/Lot 3 Design Project	(\$27,500.00)	Measure J	Facilities, Planning, and Management	Suleski
2/1/24	8/30/24	Opening Technologies, Inc.	Provide and Install 23 ADA Actuators and 2 Bollard Posts on Main Campus and Chico Campuses	(\$50,626.61)	Scheduled Maintenance	Facilities, Planning, and Management	Suleski
2/8/24	8/30/24	Opening Technologies, Inc.	Card Readers Installation at KAPC, MLR, and WLR	(\$42,096.81)	Scheduled Maintenance	Facilities, Planning, and Management	Suleski
3/1/24	12/13/24	Opening Technologies, Inc.	Door Handles Installation AHPS, SV, PSTG, Stadium Press Box, KAPC, MLR, Gymnasium, WLR, GCC, and CBC	(\$42,042.32)	Capital	Facilities, Planning, and Management	Suleski
Upon Payment	One Year	Opening Technologies, Inc.	Access Control Expansion Software	(\$44,477.10)	Scheduled Maintenance	Facilities, Planning, and Management	Suleski
2/1/24	4/30/24	United Building Contractors, Inc.	Ewaste Overhang Installation	(\$33,278.40)	Measure J	Facilities, Planning, and Management	Suleski
			<b>TOTAL REVENUE CONTRACTS</b>	<b>\$185,400.00</b>			
			<b>TOTAL EXPENSE CONTRACTS</b>	<b>(\$1,385,382.85)</b>			

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

**March 13, 2024**

<b>Subject:</b>	Approval of Quarterly Financial Status Report for the Quarter Ended December 31, 2023
<b>Category:</b>	Finance
<b>Submitted By:</b>	Andrew Suleski, Assistant Superintendent/Vice President
<b>Attachment:</b>	Yes
<b>Type:</b>	Action
<b>Agenda Section:</b>	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 the revised unrestricted and restricted budgets and the combined total activity through the quarter just ended.

**Status**

The Quarterly Financial Status Report for the quarter ended December 31, 2023, indicates that the District is financially stable and details the following:

58% of the total estimated revenue has been charged or received (54% unrestricted).

34% of the total expected expenditures have been expended (48% unrestricted).

Total general fund reserves are 15.7% of total expenditures (46.2% of unrestricted expenditures).

**Recommendation**

It is recommended that the Board of Trustees approve the Quarterly Financial Status Report (CCFS-311Q) for the quarter ended December 31, 2023.

**Butte-Glenn Community College District**  
**Revenue/Expenditures**  
**As of December 31, 2023**

	<b>Final Budget</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Fund 11 12</b>	<b>Actuals</b>
	<b>Fund 11 12</b>	<b>Fund 11</b>	<b>Fund 12</b>	<b>Combined</b>	<b>To Date</b>
	<b>Combined</b>	<b>2nd Quarter</b>	<b>2nd Quarter</b>	<b>2nd Quarter</b>	<b>Combined</b>
		<b>Revised</b>	<b>Revised</b>	<b>Revised</b>	
<b>REVENUE</b>					
<b>Beginning Balance</b>	<b>\$39,006,095</b>			<b>\$39,006,095</b>	
8121 College Work Study - Admin	12,560	12,560	-	12,560	506
8122 College Work Study - Wages	218,913	-	218,913	218,913	9,734
8123 College Work Study - Job Devel.	27,575	27,575	-	27,575	23,773
8124 College Work Study - Comm. Service	16,478	-	16,478	16,478	388
8136 Foster Care	108,123	-	108,123	108,123	-
8140 Transitional Assistance to Needy Families (TANF)	37,337	-	-	-	-
8151 Supplemental Educational Opportunity Grants (SEOG) - Admin.	13,117	13,117	-	13,117	6,732
8152 Pell Grant - Admin.	40,000	40,000	-	40,000	-
8160 Veterans' Attendance Allowance	28,386	-	28,386	28,386	28,386
8163 Development of Hispanic Serving Institutions	600,000	-	1,481,354	1,481,354	37,562
8170 Perkins	775,000	-	655,313	655,313	-
8173 US Dept of Ed. TRIO	948,438	-	820,703	820,703	134,060
8194 Small Business Development	279,933	-	229,866	229,866	190,120
8198 Higher Education Emergency Relief Fund (HEERF)	3,364,349	-	2,990,923	2,990,923	1,054,346
8199 FCCC- Good Jobs Challenge EDA	-	-	1,102,281	1,102,281	546
8199 Other Federal Revenue	874,812	-	815,172	815,172	74,189
<b>8100 TOTAL FEDERAL REVENUE</b>	<b>7,345,021</b>	<b>93,252</b>	<b>8,467,512</b>	<b>8,560,764</b>	<b>1,560,342</b>
					<b>18%</b>
8612 State General Apportionment	53,379,252	53,379,252	-	53,379,252	33,287,325
8614 Part-Time Faculty Compensation	242,305	242,305	-	242,305	125,999
8615 Part-Time Faculty Office Hours	75,000	75,000	-	75,000	-
8615 Enrollment Fee Admin.	103,628	103,628	-	103,628	53,887
8618 COVID-19 Discretionary Block Grant	6,944,393	-	6,944,393	6,944,393	6,944,393
8620 Student Equity and Achievement	8,020,457	-	8,557,228	8,557,228	6,321,167
8621 CalWorks	316,197	-	366,988	366,988	215,210
8622 Extended Opportunity Programs and Services (EOPS)	2,621,062	-	2,804,446	2,804,446	2,014,637
8622 Next Up (CAYFES)	443,525	-	443,525	443,525	230,633
8623 Cooperative Agency Resources and Education (CARE)	463,695	-	413,089	413,089	411,110
8624 Disabled Student Services and Programs (DSPS)	1,743,476	-	1,743,476	1,743,476	1,208,489
8626 Telecommunications	13,000,000	-	13,000,000	13,000,000	13,000,000
8626 TTIP/CENIC	8,000,000	-	8,000,000	8,000,000	3,810,633
8627 Student Financial Aid Admin.	675,446	-	465,193	465,193	241,900
8629 Deferred Maintenance and Instructional Equipment	236,177	-	236,177	236,177	202,551
8630 Education Protection Account	15,656,014	15,656,014	-	15,656,014	2,176,928
8630 Undocumented Resources Liason Program	121,578	-	121,578	121,578	51,594
8631 Transitional Assistance to Needy Families (TANF)	12,445	-	49,782	49,782	-
8633 Funds for Student Success - MESA (Math, Engineering, Science)	440,000	-	860,566	860,566	408,354
8634 Classified Professional Development	59,123	-	52,737	52,737	52,737
8635 Equal Employment Opportunity (EEO)	152,268	-	342,905	342,905	94,444
8636 Foster Care Grant	211,915	-	218,642	218,642	110,196
8638 Technology Center	30,744,171	-	28,840,796	28,840,796	6,386,798
8639 Culturally Comp PD	-	-	50,434	50,434	50,434
8640 Veterans Resource Center	153,848	-	333,798	333,798	286,166
8642 CA College Promise	947,153	-	967,359	967,359	947,153
8643 Student Success Completion	4,280,811	-	4,280,811	4,280,811	4,280,811
8644 Financial Aid Technology	48,325	-	142,344	142,344	121,389
8646 Retention & Enrollment Outreach	1,674,987	-	1,795,494	1,795,494	1,209,867
8648 Library Services Platform	-	-	10,922	10,922	10,922
8649 State Categorical-Ethnic Studies	-	-	48,695	48,695	48,695
8653 Adult Education Block Grant	2,685,618	-	2,769,993	2,769,993	1,528,475
8654 College Rapid Rehousing Funds	1,467,136	-	2,167,136	2,167,136	1,131,136
8657 Economic Development	2,434,038	-	5,884,312	5,884,312	4,294,053
8658 Strong Workforce Program	44,722,403	-	60,379,827	60,379,827	37,928,234
8671 Homeowners' Exemptions Taxes	56,866	56,866	-	56,866	29,771
8672 Timber Yield Tax	64,397	64,397	-	64,397	2,719
8681 State Lottery Proceeds	2,367,324	1,692,429	674,895	2,367,324	1,365,914
8683 Mandated Costs	308,660	308,660	-	308,660	362,354
8690 Guided Pathways	459,740	-	459,740	459,740	459,740

**Butte-Glenn Community College District**  
**Revenue/Expenditures**  
**As of December 31, 2023**

	<b>Final Budget</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Fund 11 12</b>	<b>Actuals</b>	
	<b>Fund 11 12</b>	<b>Fund 11</b>	<b>Fund 12</b>	<b>Combined</b>	<b>To Date</b>	
	<b>Combined</b>	<b>2nd Quarter</b>	<b>2nd Quarter</b>	<b>2nd Quarter</b>	<b>Combined</b>	
		<b>Revised</b>	<b>Revised</b>	<b>Revised</b>		
8692 STRS On Behalf	1,881,453	1,605,759	275,694	1,881,453	-	
8693 Innovation Award	410,000	-	410,000	410,000	409,767	
8699 Basic Needs Program	375,525	-	807,668	807,668	699,350	
8699 Equitable Placement & Completion Grant Program	-	-	522,549	522,549	271,725	
8699 Finish Line Scholars Program	-	-	150,000	150,000	150,000	
8699 Full Time Faculty Hiring	1,476,958	1,476,958	-	1,476,958	768,018	
8699 Learning-Aligned Employment Program (LAEP)	2,986,370	-	2,986,370	2,986,370	-	
8699 Local & Systemwide Tech Programs	-	-	628,000	628,000	628,000	
8699 Mental Health Support	250,238	-	466,877	466,877	381,103	
8699 Native American SSSP	600,000	-	900,000	900,000	600,000	
8699 UMOJA Program	-	-	150,000	150,000	-	
8699 Other State Revenue	298,949	24,409	2,215,569	2,239,978	1,731,691	
<b>8600 TOTAL STATE REVENUE</b>	<b>213,612,926</b>	<b>74,685,677</b>	<b>162,940,008</b>	<b>237,625,685</b>	<b>137,046,472</b>	<b>58%</b>
8811 Secured Taxes	17,436,029	17,436,029	-	17,436,029	8,974,797	
8812 Supplemental Roll Taxes	288,254	288,254	-	288,254	135,255	
8813 Unsecured Taxes	1,062,491	1,062,491	-	1,062,491	1,049,609	
8816 Prior Year Taxes	47,652	47,652	-	47,652	27,770	
8817 Educational Revenue Augmentaion Fund (ERAF)	(3,236,517)	(3,236,517)	-	(3,236,517)	(1,302,883)	
8818 Redevelopment - Local	1,606,898	1,606,898	-	1,606,898	128,340	
8819 Redevelopment - Residual	1,393,102	1,393,102	-	1,393,102	-	
8829 Gifts and Contributions	4,000	-	4,000	4,000	1,197	
8831 Contract Instructional Services	49,225	-	49,225	49,225	-	
8839 Contract Education	3,506,126	-	6,034,459	6,034,459	2,956,252	
8840 Sales and commissions	47,500	47,500	-	47,500	4,050	
8842 Sale of Equipment and Supplies	45,500	-	45,500	45,500	30,180	
8859 Other Rentals and Leases	27,140	13,000	14,140	27,140	9,456	
8861 Interest	1,500,000	1,500,000	-	1,500,000	1,624,935	
8872 Community Service Classes	135,162	-	135,162	135,162	50,496	
8874 Enrollment Fees	2,789,469	2,789,469	-	2,789,469	3,002,557	
8876 Health Service Fees	440,400	-	440,400	440,400	421,419	
8877 Material Fees	220,000	186,526	-	186,526	186,526	
8879 Student Records/ID Card	63,859	63,859	-	63,859	8,609	
8880 Non-Resident Student Fees	1,484,048	1,484,048	-	1,484,048	1,745,186	
8881 Transportation Fees	734,165	-	734,165	734,165	863,196	
8882 Audit Fees	2,000	2,000	-	2,000	1,328	
8885 Other Student Fees & Charges	10,000	10,000	-	10,000	140	
8886 Technology Access Fee	-	-	-	-	-	
8888 Library Charges	10,000	-	10,000	10,000	7,839	
8893 Prior Year Outlawed Warrants	28,000	28,000	-	28,000	-	
8894 Workers Comp. Reimbursements	28,000	28,000	-	28,000	47,852	
8896 Safety Credits	22,500	-	26,400	26,400	8,052	
8897 Parking Meters & Fines	500	500	-	500	-	
8899 Other Local Revenue	921,931	10,410	900,237	910,647	1,334,721	
<b>8800 TOTAL LOCAL REVENUE</b>	<b>30,667,434</b>	<b>24,761,221</b>	<b>8,393,688</b>	<b>33,154,909</b>	<b>21,316,879</b>	<b>64%</b>
<b>8980 Incoming Transfers</b>	<b>9,345,197</b>	<b>2,200,175</b>	<b>7,145,197</b>	<b>9,345,372</b>	<b>7,145,372</b>	
<b>8000 TOTAL REVENUE</b>	<b>260,970,578</b>	<b>101,740,325</b>	<b>186,946,405</b>	<b>288,686,730</b>	<b>167,069,065</b>	<b>58%</b>
<b>TOTAL REVENUE AND</b>						
<b>BEGINNING BALANCE</b>	<b>\$299,976,673</b>			<b>\$327,692,825</b>		

Apportionment Summary:

Includes General Apportionment, Education Protection Account, Property taxes, and 98% Enrollment Fees

90,488,118	90,488,118	90,488,118
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**Butte-Glenn Community College District**  
**Revenue/Expenditures**  
**As of December 31, 2023**

	<b>Final Budget Fund 11 12 Combined</b>	<b>Unrestricted Fund 11 2nd Quarter Revised</b>	<b>Restricted Fund 12 2nd Quarter Revised</b>	<b>Fund 11 12 Combined 2nd Quarter Revised</b>	<b>Actuals To Date Combined</b>	
<b>EXPENSES</b>						
1100 Instruction, Regular	18,746,975	17,742,763	781,852	18,524,615	9,481,788	
1200 Non-instruction, Regular	9,358,530	6,786,216	2,890,157	9,676,373	4,854,396	
1300 Instruction, Non-regular	9,499,528	9,425,788	7,575	9,433,363	4,784,516	
1400 Non-instruction, Non-regular	1,062,757	881,613	1,229,517	2,111,130	1,063,683	
<b>1000 TOTAL ACADEMIC SALARIES</b>	<b>38,667,790</b>	<b>34,836,380</b>	<b>4,909,101</b>	<b>39,745,481</b>	<b>20,184,383</b>	<b>51%</b>
2100 Non-instruction, Regular	32,615,653	17,763,323	15,293,719	33,057,042	15,176,685	
2200 Instructional Aids, Regular	1,864,167	1,616,352	247,815	1,864,167	883,867	
2300 Non-instruction, Non-regular	1,211,451	554,574	1,977,816	2,532,390	1,169,745	
2400 Instructional Aids, Non-regular	533,471	368,806	560,746	929,552	472,440	
<b>2000 TOTAL CLASSIFIED SALARIES</b>	<b>36,224,742</b>	<b>20,303,055</b>	<b>18,080,096</b>	<b>38,383,151</b>	<b>17,702,737</b>	<b>46%</b>
3100 STRS (State Teachers Retirement)	9,270,152	8,264,108	1,101,316	9,365,424	2,576,333	
3200 PERS (Public Employees Retirement)	9,248,098	5,244,298	4,126,527	9,370,825	4,342,868	
3300 OASDI (Old Age, Survivors & Disability)	3,250,715	2,027,499	1,303,184	3,330,683	1,650,055	
3400 Health, Dental, & Life Insurance	14,565,383	10,504,944	4,371,428	14,876,372	5,057,859	
3500 State Unemployment Insurance	258,730	191,811	68,675	260,486	128,509	
3600 Workers' Compensation Insurance	1,142,394	848,730	339,292	1,188,022	544,475	
3700 Alternate Retirement Plan	-	352	6,093	6,445	5,519	
3900 Income Protection Insurance	318,911	224,122	94,900	319,022	148,734	
<b>3000 TOTAL EMPLOYEE BENEFITS</b>	<b>38,054,383</b>	<b>27,305,864</b>	<b>11,411,415</b>	<b>38,717,279</b>	<b>14,454,352</b>	<b>37%</b>
4200 Duplicating Supplies	59,141	50,556	49,642	100,198	22,520	
4300 Supplies, Instructional	926,027	87,073	833,204	920,277	295,069	
4500 Supplies, Non-instructional	3,900,149	962,416	2,385,077	3,347,493	585,096	
<b>4000 TOTAL SUPPLIES</b>	<b>4,885,317</b>	<b>1,100,045</b>	<b>3,267,923</b>	<b>4,367,968</b>	<b>902,685</b>	<b>21%</b>
5100 Personal Services & Consultants	69,068,464	1,455,070	76,499,308	77,954,378	10,992,561	
5200 Travel, Conference & Mileage	996,241	789,144	1,446,722	2,235,866	493,891	
5300 Dues & Memberships	107,656	147,080	478,249	625,329	470,244	
5400 Insurance	955,431	932,763	22,668	955,431	893,951	
5500 Utilities & Housekeeping Services	1,358,013	1,377,849	12,138	1,389,987	426,345	
5600 Rents, Leases & Repairs	5,682,190	2,707,103	3,955,363	6,662,466	3,690,946	
5700 Legal, Election & Audit	403,300	404,800	15,062	419,862	58,192	
5800 Other Services & Expenses	27,933,835	(364,721)	35,729,324	35,364,603	3,486,487	
<b>5000 OTHER OPERATING EXPENSES</b>	<b>106,505,130</b>	<b>7,449,088</b>	<b>118,158,834</b>	<b>125,607,922</b>	<b>20,512,617</b>	<b>16%</b>
<b>TOTAL 1000-5000</b>	<b>224,337,362</b>	<b>90,994,432</b>	<b>155,827,369</b>	<b>246,821,801</b>	<b>73,756,774</b>	<b>30%</b>
6100 Site Improvements	28,120	8,406	217,508	225,914	121,308	
6200 Buildings	3,439,516	7,275	1,984,565	1,991,840	739,085	
6300 Library Books	213,789	225,979	10,000	235,979	129,563	
6400 Equipment	731,912	662,313	1,007,574	1,669,887	462,817	
6500 Lease Purchase Agreements	99,375	64,602	-	64,602	19,349	
6600 Capitalized Equipment	448,152	106,612	1,140,240	1,246,852	433,541	
<b>6000 TOTAL CAPITAL EXPENSES</b>	<b>4,960,864</b>	<b>1,075,187</b>	<b>4,359,887</b>	<b>5,435,074</b>	<b>1,905,663</b>	<b>35%</b>

Butte-Glenn Community College District  
Revenue/Expenditures  
As of December 31, 2023

	Final Budget Fund 11 12 Combined	Unrestricted Fund 11 2nd Quarter Revised	Restricted Fund 12 2nd Quarter Revised	Fund 11 12 Combined 2nd Quarter Revised	Actuals To Date Combined	
<b>1000 - 6000 TOTAL EXPENDITURES</b>	<b>229,298,226</b>	<b>92,069,619</b>	<b>160,187,256</b>	<b>252,256,875</b>	<b>75,662,437</b>	<b>30%</b>
7100 Debt Retirement	923,227	923,227	-	923,227	565,378	
7200 Intrafund Transfers	5,930,000	-	5,930,000	5,930,000	5,930,000	
7300 Interfund Transfers	8,662,898	3,244,818	5,930,000	9,174,818	9,324,123	
7400 Other Transfers	-	-	5,022,039	5,022,039	-	
7500 Student Financial Aid	3,673,028	-	7,236,533	7,236,533	5,596,081	
7600 Other Payments to Students	7,008,078	27,540	2,640,577	2,668,117	352,400	
<b>7000 TOTAL OTHER OUTGO</b>	<b>26,197,231</b>	<b>4,195,585</b>	<b>26,759,149</b>	<b>30,954,734</b>	<b>21,767,982</b>	<b>70%</b>
<b>TOTAL EXPENDITURES</b>	<b>255,495,457</b>	<b>96,265,204</b>	<b>186,946,405</b>	<b>283,211,609</b>	<b>97,430,419</b>	<b>34%</b>
<b>Reserves:</b>						
9710 Reserve for Contingencies	13,711,016			14,160,580		
9721 Reserve for Facilities	7,500,000			7,500,000		
9728 Reserve for Budget Planning	23,270,200			22,820,636		
<b>Total Reserves</b>	<b>44,481,216</b>			<b>44,481,216</b>		
<b>TOTAL EXPENDITURES AND ENDING BALANCE</b>	<b>299,976,673</b>			<b>327,692,825</b>		

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

**March 13, 2024**

<b>Subject:</b>	Donation of District Personal Property: Miscellaneous Electronic Equipment
<b>Category:</b>	Finance
<b>Submitted By:</b>	Andrew Suleski, Assistant Superintendent/Vice President
<b>Attachment:</b>	Yes
<b>Type:</b>	Action
<b>Agenda Section:</b>	Regular

**Background**

The Butte-Glenn Community College District is owner of the electronic equipment listed on Exhibit A attached to this item. The District has determined that the electronic equipment listed is no longer required for District purposes and is unsatisfactory and not suitable for District use due to a change in technology.

Under California 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 District’s Facilities Planning & Management Department, in collaboration with Information Technology Systems Department, determined the electronic equipment listed on Exhibit A is of insufficient value to defray the costs of arranging a sale, and the donation to the Computers for Classrooms to be in accordance with District’s Board Policy 6550 and held in the District’s best interests. The Computers for Classrooms has agreed to accept this property.

**Recommendation**

It is recommended that the Board of Trustees find that the surplus property described as electronic equipment listed on Exhibit A attached to this item, is of insufficient value to defray the costs of arranging a sale.

It is further recommended that the Board of Trustees authorize the surplus property described as electronic equipment listed on Exhibit A be donated to the Computers for Classrooms as a donation of the District’s personal property.

EXHIBIT A

Board Meeting Date: March 13, 2024

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIALS BETWEEN MAY 30, 2007 TO DECEMBER 03, 2018

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

<b>Butte College Asset No. / Product Serial/Model No.</b>	<b>Item Description</b>	<b>Item Status</b>
527121	AMPLIFIER	Donate
527127	AMPLIFIER	Donate
527126	AMPLIFIER	Donate
527122	PRODSP PROCESSOR	Donate
527129	AMPLIFIER	Donate
527130	AMPLIFIER	Donate
527131	AMPLIFIER	Donate
527132	AMPLIFIER	Donate
531429	COMPUTER TOWER	Donate
531119	COMPUTER TOWER	Donate
528484	COMPUTER TOWER	Donate
531124	COMPUTER TOWER	Donate
530748	COMPUTER TOWER	Donate
531919	COMPUTER TOWER	Donate
530744	COMPUTER TOWER	Donate
531137	COMPUTER TOWER	Donate
530914	COMPUTER TOWER	Donate
530797	COMPUTER TOWER	Donate
531916	COMPUTER TOWER	Donate
529832	COMPUTER TOWER	Donate
530464	COMPUTER TOWER	Donate
527349	COMPUTER TOWER	Donate
529909	COMPUTER TOWER	Donate
532589	COMPUTER TOWER	Donate
530456	COMPUTER TOWER	Donate
528938	DOCUMENT CAMERA	Donate
528932	DOCUMENT CAMERA	Donate
528945	DOCUMENT CAMERA	Donate
527546	LECTERN	Donate
527294	LECTERN	Donate
528773	NOTEBOOK COMPUTER	Donate
529409	NOTEBOOK COMPUTER	Donate
531528	NOTEBOOK COMPUTER	Donate
533138	NOTEBOOK COMPUTER	Donate
523088	NOTEBOOK COMPUTER	Donate
533881	NOTEBOOK COMPUTER	Donate
522637	NOTEBOOK COMPUTER	Donate

## EXHIBIT A

Board Meeting Date: March 13, 2024

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS  
MATERIALS BETWEEN MAY 30, 2007 TO DECEMBER 03, 2018

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

<b>Butte College Asset No. / Product Serial/Model No.</b>	<b>Item Description</b>	<b>Item Status</b>
524240	NOTEBOOK COMPUTER	Donate
531639	NOTEBOOK COMPUTER	Donate
526459	NOTEBOOK COMPUTER	Donate
531974	NOTEBOOK COMPUTER	Donate
532193	NOTEBOOK COMPUTER	Donate
532186	NOTEBOOK COMPUTER	Donate
526449	NOTEBOOK COMPUTER	Donate
527104	PRODSP PROCESSOR	Donate
527416	PRODSP PROCESSOR	Donate
527096	SCALING PRESENTER SWITCHER	Donate
527103	SCALING PRESENTER SWITCHER	Donate
527105	SCALING PRESENTER SWITCHER	Donate
531724	SCALING PRESENTER SWITCHER	Donate
527101	SCALING PRESENTER SWITCHER	Donate
527099	SCALING PRESENTER SWITCHER	Donate
527165	SWITCH	Donate
531866	TABLET COMPUTER	Donate
533011	TABLET COMPUTER	Donate
533713	TABLET COMPUTER	Donate
533714	TABLET COMPUTER	Donate
534377	TABLET COMPUTER	Donate
530236	TABLET COMPUTER	Donate
531410	TABLET COMPUTER	Donate
533716	TABLET COMPUTER	Donate
532282	TABLET COMPUTER	Donate
208813378	TELEVISION	Donate
211823999	TELEVISION	Donate
208811498	TELEVISION	Donate
211824007	TELEVISION	Donate
212829053	TELEVISION	Donate
301832245	TELEVISION	Donate
208811499	TELEVISION	Donate
211924009	TELEVISION	Donate
527148	TOUCH PANEL SCREEN	Donate
527154	TOUCH PANEL SCREEN	Donate
527153	TOUCH PANEL SCREEN	Donate
527157	TOUCH PANEL SCREEN	Donate

EXHIBIT A

Board Meeting Date: March 13, 2024

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIALS BETWEEN MAY 30, 2007 TO DECEMBER 03, 2018

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

Butte College Asset No. / Product Serial/Model No.	Item Description	Item Status
527143	TOUCH PANEL SCREEN	Donate
527155	TOUCH PANEL SCREEN	Donate
527158	TOUCH PANEL SCREEN	Donate
527145	TOUCH PANEL SCREEN	Donate
527144	TOUCH PANEL SCREEN	Donate
528923	WIRELESS MICROPHONE SYSTEM	Donate
528917	WIRELESS MICROPHONE SYSTEM	Donate
528918	WIRELESS MICROPHONE SYSTEM	Donate
528925	WIRELESS MICROPHONE SYSTEM	Donate
527548	WIRELESS MICROPHONE SYSTEM	Donate
528916	WIRELESS MICROPHONE SYSTEM	Donate
528929	WIRELESS MICROPHONE SYSTEM	Donate
528926	WIRELESS MICROPHONE SYSTEM	Donate

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

**March 13, 2024**

<b>Subject:</b>	Approval of New Courses
<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 courses described in the attached have been developed by various departments to upgrade their present curriculum.

- ENGR 11 is designed to articulate and transfer to CSU, Chico for both Engineering and Computer Science majors. This course will complete the transfer pathway for Computer Engineering, Electrical Engineering, and will be an alternative class for Computer Science majors.
- HLTH 40 is a stand-alone course that will help students to understand the social impact of drugs, recognize the dangers of illicit drugs and drug-related issues, and to correlate positive health behaviors for combating drug misuse. This course will benefit students who are entering careers in health education, counseling, and law enforcement.
- KIN 21A, KIN 21B, and KIN 89 are stand-alone intercollegiate beach volleyball courses. These courses are intended for students participating in intercollegiate beach volleyball and will provide preparation for such competitions.
- MUS 361, MUS 362, MUS 363, MUS 364, and MUS 370 are noncredit stand-alone courses that are designed for older adults. These courses mirror their credit course (MUS 61, MUS 62, MUS 63, MUS 64, and MUS 70) and provide community members an opportunity to participate.

**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.

## **ENGINEERING (ENGR)**

### **ENGR 11 - Embedded Systems Development**

Transfer Status: CSU/UC

Prerequisite: CSCI 20

Unit(s): 3.00

Contact Hours: 34.00 Lecture/51.00 Lab

This course introduces the principles and methods related to the creation of embedded systems applications at a low level. It covers the utilization of both Assembly Language and C. The topics covered encompass microprocessor architecture fundamentals, instruction set architectures, Assembly language programming, data representations, managing interrupts and execution modes, low-level C programming, as well as the utilization of on-chip and external peripherals.

## **HEALTH (HLTH)**

### **HLTH 40 - Drugs, Health, and Society**

Transfer Status: CSU/UC

Unit(s): 3.00

Contact Hours: 51.00 Lecture

This course provides an overview of the epidemiology and toxicology of substance abuse and its relevance to personal and public health. Students will be introduced to the concept of substance abuse and dependence, the definition of licit and illicit drugs, the pharmacological, neurological and physiological effects of selected substances on the human brain and body. The course will explore the political, social, and economic factors in the supply and demand for drugs. The course will cover data of drug prevalence and trends of smoking, alcohol, prescription and other drug dependence in the U.S., as well as the risk factors associated with the use and abuse of these substances. Current options for recovery and local services and resources will be reviewed.

## **KINESIOLOGY (KIN)**

### **KIN 21A - Theory of Beach Volleyball I**

Transfer Status: CSU/UC

Prerequisite: Must meet the criteria to compete in intercollegiate beach volleyball

Unit(s): 2.00

Contact Hours: 34.00 Lecture

This course is designed to cover theoretical concepts necessary for successful participation in beach volleyball. Topics covered include mechanical analysis of fundamentals in beach volleyball, strategic offensive and defensive play, etiquette, rules, and officiating. This course is designed for students competing on the intercollegiate beach volleyball team and those interested in the sport of beach volleyball.

### **KIN 21B - Theory of Beach Volleyball II**

Transfer Status: CSU/UC

Unit(s): 2.00

Contact Hours: 34.00 Lecture

This course covers intermediate theoretical concepts necessary for successful participation in beach volleyball. Topics include advanced team strategies, beach volleyball conditioning methods and techniques, goal development for game play, and leadership qualities for successful beach volleyball

play. Emphasis will be placed on the mental aspect of volleyball, team play, biomechanics, and film study at an intermediate level.

### **KIN 89 - Varsity Beach Volleyball**

Transfer Status: CSU/UC

Prerequisite: Must meet the criteria to compete in intercollegiate volleyball

Unit(s): 3.00

Contact Hours: 153.00 Lab

This course provides instruction, training, and practice in the advanced techniques of beach volleyball and the opportunity for intercollegiate competition. Student-athletes will compete against member schools in their designated conference and against other colleges. All varsity sports entail practice at designated times. This course may be repeated three times.

### **MUSIC (MUS)**

#### **MUS 361 - Pop Ensemble**

Transfer Status: NT

Prerequisite: Ability to sing or play at least one instrument. Audition required

Unit(s): 0.00

Contact Hours: 51.00 Lab

This course is for the study, rehearsal, and public performance of literature appropriate to the popular music ensemble, with an emphasis on the development of skills needed to perform within a specialized ensemble. Different literature will be studied each semester. This course is intended for older adults. Unlimited repeats. Ungraded.

#### **MUS 362 - Concert Band**

Transfer Status: NT

Prerequisite: Audition required

Unit(s): 0.00

Contact Hours: 51.00 Lab

This course is for the study, rehearsal, and public performance of literature appropriate to the ensemble, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Choice of ensemble is based on each student's identified major instrument or voice. This course is intended for older adults. Unlimited repeats. Ungraded.

#### **MUS 363 - Symphonic Band**

Transfer Status: NT

Prerequisite: Ability to play at least one instrument commonly used in the wind band. Audition required

Unit(s): 0.00

Contact Hours: 68.00 Lab

This course is for the study, rehearsal, and public performance of literature appropriate to the ensemble, with an emphasis on the development of skills needed to perform within a large ensemble. Different literature will be studied each semester. Choice of ensemble is based on each student's identified major instrument or voice. This course is intended for older adults. Unlimited repeats. Ungraded.

#### **MUS 364 - Jazz Ensemble**

Transfer Status: NT

Prerequisite: Ability to play at least one instrument commonly used in jazz ensemble. Audition required

Unit(s): 0.00

Contact Hours: 68.00 Lab

This course is for the study, rehearsal, and public performance of jazz literature with an emphasis on the development of skills needed to perform within a large jazz ensemble. Different literature will be studied each semester. Choice of ensemble is based on each student's identified major instrument or voice. This course is intended for older adults. Unlimited repeats. Ungraded

**MUS 370 - Choir**

Transfer Status: NT

Prerequisite: Audition required

Unit(s): 0.00

Contact Hours: 51.00 Lab

This course is for the study, rehearsal, and public performance of literature appropriate to the ensemble, with an emphasis on the development of skills needed to perform within a large ensemble. Different literature will be studied each semester. Choice of ensemble is based on each student's identified voice. This course is intended for older adults. Unlimited repeats. Ungraded.

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

**March 13, 2024**

<b>Subject:</b>	Probationary Faculty First and Second Year Recommendations, 2024-2025
<b>Category:</b>	Instruction
<b>Submitted By:</b>	Erik Shearer, Vice President of Instruction
<b>Attachment:</b>	No
<b>Type:</b>	Action
<b>Agenda Section:</b>	Consent

**Background**

The Leave, Tenure and Professional Advancement Committee (LTPA) recommends individual faculty member’s employment status for the next year. The LTPA Committee submitted its recommendation to the Superintendent/President.

Upon review of these recommendations, the Superintendent, in accordance with Education Code Sections 87607-87609, makes recommendations to the Governing Board regarding continued employment of probationary faculty members, and the Board acts at its discretion.

**Status**

The Superintendent/President has reviewed the recommendations of the LTPA Committee and forwards the following recommendations to the Board of Trustees.

**Recommendation**

It is recommended that the following first-year, first contract, probationary faculty members be granted a one-year second probationary contract for 2024-2025.

Hesam Abedini, Alonzo Campos, Devin Flesher, Corey Gruber, Hannah Higuera, Esther Kim, Amanda Larson, Natalie Mathrole, Melissa Melendrez, Jubal Raymond, Robin Sinclear, Pablo Suarez, and Marcu Wade.

The BCEA Contract provides that at the conclusion of the second year, a faculty member is offered a contract for years three and four. It is recommended that the following second-year, second contract, probationary faculty members be granted a two-year third probationary contract for years 2024-2025 and 2025-2026.

Michelle August, Joseph Gebbia, Isidoro Guzman, Gary Harris, Brad Jenks, William “Liam” Luden, Diane Wagster Penne, and Kelly Womack.

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

**March 13, 2024**

<b>Subject:</b>	Approval and/or Ratification of Personnel Actions
<b>Category:</b>	Human Resources
<b>Submitted By:</b>	Andrew Suleski, Assistant Superintendent/Vice President
<b>Attachment:</b>	No
<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 Security Manager - IT – Levi Tamagni  
Full-time, 40 hours per week, 12 months per year  
Salary: MSC – 18  
Effective: March 1, 2024
2. Employment of Program Coordinator - Office of the President – Angela Gresham  
Full-time, 40 hours per week, 12 months per year  
Salary: MSC – 7  
Effective: March 1, 2024

**Academic\***

3. Employment of Full-Time, Tenure Track, Ethnic Studies Instructor – Teresa Carrasco  
Status: Probationary  
Salary: Placement on the Academic Salary Schedule as determined by education and experience  
Effective: August 1, 2024
4. Employment of Full-Time, Tenure Track, Ethnic Studies Instructor – Amber Noel-Camacho  
Status: Probationary  
Salary: Placement on the Academic Salary Schedule as determined by education and experience  
Effective: August 1, 2024
5. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Career and College Access Pathways Instructor Agreement – Biggs Unified School District) – Lilly Baker  
Effective: February 7, 2024 - June 30, 2024

6. Employment of Temporary Academic Employees (Instructors and Student Development) Part-time faculty recommended for employment effective Spring Semester 2024 – Sandra Hayano-Lavin, Austin King, Guy Kinnear, Erin Parisio, Channing Quilici, Nathan Roberts, Robert Rogers, Christopher Shippen, Natasha Shoro

**Classified Employees\***

7. Employment of Program Assistant (Special Programs) – Jocelyn Thorp  
Full-time, 40 hours per week, 12 months per year  
Salary: CSEA – 29  
Effective: March 1, 2024
8. Employment of Custodian I – Preston Hall  
Part-time, 20 hours per week, 11 months per year  
Salary: CSEA – 14  
Effective: March 1, 2024
9. Employment of Administrative Secretary-Grants (Native American Center) – Gavin Antone  
Full-time, 40 hours per week, 12 months per year  
Salary: CSEA – 14  
Effective: March 1, 2024
10. Employee working Out-of-Class, Administrative Secretary to the Dean – Jennifer Haney  
Effective: February 12, 2024 – June 30, 2024
11. Voluntary Transfer of Position – Cindy Klimper  
From: General Bookstore Clerk – Bookstore (CSEA-12)  
To: Clerk II – Facilities Planning and Management (CSEA-10)  
Effective: March 1, 2024

**Temporary Employees\***

12. **Professional Expert**  
Crime Scene Actor – Dominic Locatelli  
Salary: \$16.00 per hour 2/14/24 – 6/30/24  
Manipulative Skill/Evaluator – Edward Gallagher, Luke Martinez  
Salary: \$16.00/16.75 per hour 2/8/24 – 6/30/24
13. **Retirements/Resignations**  
Retirement, Project Manager (CCCTC) – Richard Snodgrass  
Effective – April 1, 2024  
Retirement, Clerk II – Kate Houchin  
Effective – April 2, 2024  
Retirement, Director, Auxiliary Services – Steven Demaggio  
Effective – October 1, 2024  
Retirement, General Bookstore Clerk – Timothy Kenshol  
Effective – July 1, 2024

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

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

**March 13, 2024**

<b>Subject:</b>	Approval of Debate Team Student Travel to Reno, Nevada
<b>Category:</b>	Instruction/Communications Studies
<b>Submitted By:</b>	Erik Shearer, Vice President
<b>Attachment:</b>	No
<b>Type:</b>	Action
<b>Agenda Section:</b>	Regular

**Background**

The Butte College student debate team is requesting approval for out of state travel to attend the 2024 Phi Rho Pi Tournament being held in Reno, Nevada from April 1 through April 6, 2024.

**Status**

The debate team has an excellent opportunity to attend this tournament. The students have been working very hard and have been very successful and it will benefit them to continue to attend tournaments.

**Recommendation**

It is recommended the Board authorize out of state travel for the debate team to attend the 2024 Phi Rho Pi Tournament in Reno, Nevada.

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

**March 13, 2024**

<b>Subject:</b>	Approval of Contracts
<b>Category:</b>	Contracts
<b>Submitted By:</b>	Andrew Suleski, Assistant Superintendent/Vice President
<b>Attachment:</b>	Yes
<b>Type:</b>	Action
<b>Agenda Section:</b>	Regular

**Background**

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

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

**Status**

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

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

**Recommendation**

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

**Butte-Glenn Community College District**

**CONTRACTS APPROVAL REPORT**

<b>Contract Effective Date</b>	<b>Contract Expiration Date</b>	<b>Contractor</b>	<b>Contract Purpose</b>	<b>Contract Value Revenue/(Expense)</b>	<b>Funding Source</b>	<b>Originated by: District Department</b>	<b>Approved by: District Administrator</b>
2/15/24	6/30/25	Los Rios Community College District	Strong Workforce Program Projects In Common Marketing	(\$160,000.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/24	6/30/26	Anderson Union High School District	K-12 Strong Workforce Program Grant	\$ (399,497.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/24	6/30/26	Chico Unified School District	K-12 Strong Workforce Program Grant	\$ (310,861.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/24	6/30/26	Davis Joint Unified School District on behalf of Da Vinci Charter Academy	K-12 Strong Workforce Program Grant	\$ (202,778.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/24	6/30/26	Davis Joint Unified School District	K-12 Strong Workforce Program Grant	\$ (822,424.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/24	6/30/26	Folsom Cordova Unified School District	K-12 Strong Workforce Program Grant	\$ (442,024.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/24	6/30/26	Gridley Unified School District	K-12 Strong Workforce Program Grant	\$ (710,542.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/24	6/30/26	Northern Humboldt Union High School District	K-12 Strong Workforce Program Grant	\$ (473,501.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/24	6/30/26	Orland Joint Unified School District	K-12 Strong Workforce Program Grant	\$ (295,000.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/24	6/30/26	Plumas Charter School	K-12 Strong Workforce Program Grant	\$ (292,500.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/24	6/30/26	Sacramento County Office of Education	K-12 Strong Workforce Program Grant	\$ (500,000.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/24	6/30/26	Siskiyou County Office of Education	K-12 Strong Workforce Program Grant	\$ (445,584.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/24	6/30/26	Tehama County Department of Education	K-12 Strong Workforce Program Grant	\$ (999,450.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/24	6/30/26	Wheatland Union High School District	K-12 Strong Workforce Program Grant	\$ (1,562,665.00)	Restricted General	North Far North Regional Consortium	Shearer
			<b>TOTAL REVENUE CONTRACTS</b>	<b>\$0.00</b>			
			<b>TOTAL EXPENSE CONTRACTS</b>	<b>(\$7,616,826.00)</b>			

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

**March 13, 2024**

<b>Subject:</b>	Approval of Contract to Purchase Information Technology Goods and Services from Dell Marketing L.P. utilizing California Participating Addendum No. 7-23-70-55-01
<b>Category:</b>	Contracts
<b>Submitted By:</b>	Andrew Suleski, Assistant Superintendent/Vice President
<b>Attachment:</b>	No
<b>Type:</b>	Action
<b>Agenda Section:</b>	Regular

**Background**

The District's Information Technologies Services Department requires computer equipment to upgrade outdated and out-of-warranty personal computer devices for faculty and staff use.

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

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

**Status**

District staff recommends use of the awarded California Participating Addendum No. 7-23-70-55-01 under the NASPO ValuePoint Master Agreement No. 23026 with Dell Marketing L.P. as a source to purchase the required computer equipment from Dell Technologies in the amount not to exceed \$208,678.90. District staff has reviewed the terms and conditions and finds that this purchase made from utilizing the California Participating Addendum contract will save administrative time and expense, deliver cost savings, and will be in the best interest of the District.

**Recommendation**

It is recommended that the Board of Trustees approve the purchase of the required computer equipment from Dell Technologies, utilizing California Participating Addendum No. 7-23-70-55-01, per the terms of the contract, in the amount not to exceed \$208,678.90.

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

It is further recommended that the Board authorize District staff to execute the necessary contract documents related to the purchase of the required computer equipment from Dell Technologies 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**

**March 13, 2023**

<b>Subject:</b>	Approval of Contract to Purchase Information Technology Goods and Services from Palo Alto Networks, Inc. utilizing State of California Participating Addendum Number 7-20-70-47-06
<b>Category:</b>	Contracts
<b>Submitted By:</b>	Andrew Suleski, Assistant Superintendent/Vice President
<b>Attachment:</b>	No
<b>Type:</b>	Action
<b>Agenda Section:</b>	Regular

**Background**

The District's Information Technologies Services Department requires computer network firewall support to provide data security for the District's computer network. Funding will be allocated from District funding.

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

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

**Status**

District staff recommends use of the awarded California Participating Addendum Number 7-20-70-47-06 under the NASPO ValuePoint Master Agreement Number AR3229 with Palo Alto Networks, Inc. as a source to purchase the required network firewall support from Palo Alto Networks, Inc. through ePlus Technology, Inc., for an 18-month subscription term, in the amount not to exceed \$137,148.51. District staff has reviewed the terms and conditions and finds that this purchase made from utilizing the California Participating Addendum contract will save administrative time and expense, deliver cost savings, and will be in the best interest of the District.

**Recommendation**

It is recommended that the Board of Trustees approve the purchase of the required network firewall support from Palo Alto Networks, Inc. through ePlus Technology, Inc., utilizing California Participating

Addendum Number 7-20-70-47-06, per the terms of the contract, for an 18-month subscription term, in the amount not to exceed \$137,148.51.

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

It is further recommended that the Board authorize District staff to execute the necessary contract documents related to the purchase of the required network firewall support from Palo Alto Networks, 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**

**March 13, 2024**

<b>Subject:</b>	Approval of Contract Award for Request for Proposals (RFP) No. 2023/24-03 Website Redesign Services
<b>Category:</b>	Contracts
<b>Submitted By:</b>	Andrew Suleski, Assistant Superintendent/Vice President
<b>Attachment:</b>	No
<b>Type:</b>	Action
<b>Agenda Section:</b>	Regular

**Background**

On December 21, 2024, the District released Request for Proposals (RFP) No. 2023/24-03 Website Redesign Services. The purpose of the RFP was to seek proposals from qualified firms to provide website redesign and consulting services to redesign the current internet website, Butte.edu, and to create a new intranet web presence.

**Status**

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

<u>FIRM NAME</u>	<u>PROPOSAL VALUE</u>
Barkley, LLC	\$345,000.00
Beacon Technologies, Inc.	\$153,280.00 - \$199,605.00
Elliance, Inc.	\$150,000.00 - \$160,000.00
Method Marketing	\$113,500.00
OHO Interactive	\$219,000.00 - \$457,060.00
RDW Group Inc., iFactory Division	\$169,058.00
Sparked, LLC	\$163,750.00 - \$193,750.00
Stamats Communications, Inc.	\$441,400.00 - \$579,900.00
Yoodle, LLC	\$159,375.00

A proposal evaluation team considered the qualifications, experience, technical approach, and cost in the evaluation of the responsive proposals and selected two firms to invite to participate in interviews.

Upon completion of the due diligence review, the proposal evaluation team determined that RDW Group Inc. is the best qualified to perform the website redesign and consulting services and an award of contract to RDW Group Inc. is in the best interest of the District.

**Recommendation**

It is recommended that the Board of Trustees approve the award of a contract for the Request for Proposals No. 2023/24-03 Website Redesign Services to RDW Group Inc., in the amount not to exceed \$169,058.00 and for the term of May 1, 2024 through May 1, 2025.

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

It is further recommended that the Board of Trustees authorize District staff to execute necessary contract documents related to the award of a contract for the Request for Proposals No. 2023/24-03 Website Redesign Services to RDW Group Inc, prior to ratification by the Board at a subsequent meeting in accordance with Board Policy 6340.

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

**March 13, 2024**

<b>Subject:</b>	Adoption of Board Policy 7100 (Commitment to Diversity, Equity, Inclusion, Anti-Racism, and Accessibility), Board Policy 7110 (Delegation of Authority, Human Resources), and Board Policy 7160 (Professional Development)
<b>Category:</b>	Administration
<b>Submitted By:</b>	Superintendent/President Virginia L. Guleff
<b>Attachment:</b>	Yes
<b>Type:</b>	Action
<b>Agenda Section:</b>	Regular

**Background**

The Board of Trustees Board Policy Review Committee met during the Fall 2023 semester and recommended changes to Board Policy 7100 (Commitment to Diversity, Equity, Inclusion, Anti-Racism, and Accessibility) and Board Policy 7110 (Delegation of Authority, Human Resources). The committee wrote Board Policy 7160 (Professional Development). Per BP 2410, Policy and Administrative Procedure, proposed changes or additions shall be introduced not less than one meeting prior to the meeting at which action is recommended.

**Recommendation**

It is recommended that the Board of Trustees adopt Board Policies 7100, 7110, and 7160 as presented by the Board Policy Committee.



**BP 7100**      **Commitment to Diversity, Equity, Inclusion, ~~and~~ Anti-racism, and Accessibility**

References:      Education Code Sections 87100 et seq.; Title 5, Sections 53000 et seq.

Adopted:          November 12, 2008

Last Revised:     February 14, 2018; May 2022; February 2024

Last Reviewed:

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The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success and committed to a diverse, equitable, inclusive, ~~and~~ anti-racist and accessible campus culture. The Board recognizes that diversity, equity, inclusion, and anti-racism in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students and employees. The Board is strongly committed to hiring and staff development processes that support the goals of equal opportunity and diversity, equity, and inclusion in the college's student success plan and student diversity plan, as well as the college's equal employment opportunity (EEO) policies, provide equal consideration for all qualified candidates, and create an anti-racist academic and employment environment.

See Administrative Procedure 7100



**BP 7110      Delegation of Authority, Human Resources**

References:      Education Code Section 70902(d)

Adopted:          November 12, 2008

Last Revised:     April 20, 2015; [February 2024](#)

Last Reviewed:   February 14, 2018

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The Board delegates authority to the Superintendent/President ~~or designee~~ to authorize employment, fix job responsibilities, and direct and approve all other personnel actions in compliance with applicable law, board policies and administrative procedures, and applicable collective bargaining agreement provisions, subject to subsequent ratification by the Board.

See Administrative Procedure 7110



**BP 7160 Professional Development**

References: ACCJC Accreditation Standard 3.2

Adopted: February 2024

Last Revised:

Last Reviewed:

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In order to maximize professional development opportunities for its employees, the Board authorizes the Superintendent/President to make professional development available to District employees.

In addition, every District employee will receive professional development opportunities in diversity, equity, inclusion, anti-racism, and accessibility issues as offered by the District.

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

**March 13, 2024**

<b>Subject:</b>	California Community College Trustees (CCCT) Board Member Election
<b>Category:</b>	Administration
<b>Submitted By:</b>	Virginia L. Guleff, Superintendent/President
<b>Attachment:</b>	No
<b>Type:</b>	Action
<b>Agenda Section:</b>	Regular

**Status**

Below is the list of candidates for the 2024 election of California Community College Trustees (CCCT) Board. The election will take place between March 10 and April 25. This year, there are seven seats up for election with thirteen candidates and seven incumbents running. Only one vote may be cast for any nominee or write-in candidate.

Biographical sketches of the candidates were sent to the Trustees and may be viewed by members of the public on the Community College League of California's web site [here](#).

1. Barbara Gaines, Antelope Valley CCD
2. Nan Gomez-Heitzeberg, Kern CCD\*
3. Gregory Hanna, Siskiyou Joint CCD
4. Hortencia Armendariz, Imperial CCD\*
5. Barbara Calhoun, Compton CCD\*
6. Dorothy Battenfield, Sonoma County JCD
7. Julie Schorr, Grossmont-Cuyamaca CCD
8. Yvette Davis, Glendale CCD\*
9. Greg Pensa, Allan Hancock CCD\*
10. Bernardo Perez, Ventura County CCD\*
11. Deborah Ikeda, State Center CCD\*
12. Milton Richards, Yosemite CCD
13. Raymond Macareno, Sequoias CCD

\*Incumbent

**Recommendation**

It is recommended that the Board of Trustees review the nominees for the CCCT Board and cast a single vote for up to seven candidates.