



**BOARD OF TRUSTEES
Notice of Regular Meeting**

Wednesday, January 24, 2024 | 3:00 PM
District Board Room
Student and Administrative Service Building
[Non-interactive Zoom Link](#)

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

AGENDA

Call to Order

- Mr. Eugene Massa, President
- Mr. William McGinnis, Vice President
- Mr. John Blacklock, Clerk
- Mr. Mike Boeger
- Mr. John Dahlmeier
- Mr. Rick Krepelka
- Mr. John Nock
- 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	Approval of Minutes of Special Meeting December 13, 2023 	5 - 6
3.2	Approval of Minutes Regular Meeting December 13, 2023 	7 - 13
3.3	Approval of Warrants 	14
3.4	Ratification of Contracts  Contracts Ratification Report 	15 - 19
3.5	Approval of Out of State Student Travel Phi Theta Kappa - Orlando, FL 	20
3.6	Approval of Out of State Student Travel Ag Leadership Club - Tulsa, OK 	21
3.7	Faculty Using Accumulated Load Bank 	22
3.8	Approval and/or Ratification of Personnel Actions  Academic Employees <i>Temporary, non-tenure track</i> Classified Employees <i>Employments, out of class assignments, transfers</i> Temporary Employees <i>Substitutes, short-term/seasonal</i>	23 - 25

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](#)  26 - 27
[Contracts Approval Report](#) 
- 6.2 [Contract Approval: California Department of Social Services for General Child Care & Development Program Funding 2024-25](#)  28 - 29
[Resolution #820](#) 
- 6.3 [Contract Approval: Purchase Information Technology Goods and Services from ePlus Technology, Inc. utilizing State of California Participating Addendum Number 7-20-70-47-04](#)  30 - 31

7. Administration

- 7.1 [Approval of the Butte College Strategic Plan](#)  32

8. Future Dates

02/14/2024	Regular Meeting	Main Campus	1:00 p.m.
03/13/2024	Regular Meeting	Glenn County Center	1:00 p.m.
04/17/2024	Regular Meeting	Main Campus	1:00 p.m.
05/15/2024	Regular Meeting	Main Campus	1:00 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 54956.95:

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

10. Adjournment

- 10.1 Adjourn Meeting

For Information concerning this Agenda, please contact:

Butte College President's Office

3536 Butte Campus Drive, Oroville, CA 95965 (530) 895-2484

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

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



MINUTES OF SPECIAL MEETING

December 13, 2023 | 11:00 A.M.

District Board Room
Student and Administrative Services Building

The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, December 13, 2023, at 11:00 A.M., in the District Board Room at Butte College in Oroville, California.

Board Members Present Mr. Rick Krepelka, President
Mr. Eugene Massa, Vice President
Mr. Mike Boeger, Clerk
Mr. John Blacklock
Mr. John Dahlmeier
Mr. William McGinnis
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
Ms. Melissa Cafferata-Ainsworth, Interim Executive Assistant to the President & Board of Trustees

Guests None

Pledge of Allegiance

Trustee Dahlmeier led the Pledge of Allegiance.

1. Agenda Approval

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

Motion carried unanimously. Student Trustee – aye.

2. Communications from the Public

There were no public comments.

3. Study Session: Academic Program Development

Superintendent/President Guleff indicated that there have been questions lately about curriculum and program development. Because Vice President Shearer has expertise in program development and curriculum, she asked him to give a presentation about academic program development to the Board.

Vice President Shearer explained that the first step in developing a new academic program is an idea. The idea can come from anywhere, but the college must identify a faculty member to champion and author curriculum because curriculum is the domain of faculty. He defined "program" as a cluster of courses and student experiences that lead to a defined outcome, generally an associate degree or certificate. The former requires completing at least 60 units, including a GE pattern. Certificates have a minimum of 16 units and have a specific focus of study.

The Program Research and Recommendation Committee (PRR), a governance committee listed in the Institutional Effectiveness Manual, is the next step in the program development process. For new programs, the PRR Committee reviews the system-wide development criteria for new programs (consistency with the mission of the system and college, alignment with district plans, sufficient resources, need [labor market information], and standards and compliance). The PRR Committee makes a recommendation about whether the college moves forward with the program. Vice President Shearer provided an overview of labor market information including what it consists of and how to obtain it.

When the PRR Committee recommends a new program, it next goes to the Curriculum Committee for review and recommendation. If the Curriculum Committee recommends a program, it then goes to the Vice President for Instruction for administrative review. The final step at the college is approval from the Board of Trustees.

A question was asked about the Vice President's dual role in Curriculum Committee and in the administrative review. Vice President Shearer explained that the vice president is not a voting member of Curriculum Committee, which may recommend changes to the program before administrative review. Another question regarding the Board's approval of new programs was asked. Vice President Shearer indicated that in his experience it's rare for a board not to approve curriculum, but such decisions are generally financially driven.

Vice President Shearer explained that career education programs are required to go to the regional consortium, in this case, the North Far North Regional Consortium (NFNRC) for Butte College, for review. The consortium considers job openings by region as well as similar programs in the region because colleges try not to compete. Regional consortium review happens at various points in the process before a program is sent to the Board.

After a program receives Board approval, it is submitted to the Chancellor's Office to be chartered or approved (only associate degrees for transfer need approval). New programs are then submitted as a Substantive Change Proposal to the Accrediting Commission for Community and Junior Colleges for approval. New programs also must be submitted to the federal government via a Program Participation Agreement to be made eligible for financial aid. Only after all those steps are taken can a new program be placed in the college catalog.

Vice President Shearer concluded by saying that the role of the Board is to funnel ideas from the community to the Superintendent/President.

4. **Adjournment**

Board President Krepelka adjourned the meeting at 11:59 A.M.



MINUTES OF REGULAR MEETING

December 13, 2023 | 1:00 P.M.

District Board Room
Student and Administrative Services Building

The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, December 13, 2023, at 1:00 P.M., in the District Board Room at Butte College in Oroville, California.

Board Members Present Mr. Rick Krepelka, President
Mr. Eugene Massa, Vice President
Mr. Mike Boeger, Clerk
Mr. John Blacklock
Mr. John Dahlmeier
Mr. William McGinnis
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, Interim Executive Assistant to the President & Board of Trustees
Various staff also in attendance

Guests None

Pledge of Allegiance

Board President Krepelka led the Pledge of Allegiance.

1. Agenda Approval

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

Motion carried unanimously. Student Trustee – aye.

2. Sabbatical Leave Report to the Board of Trustees – Shannon Troxel

Superintendent/President Guleff asked Dean Carrie Monlux to introduce Shannon Troxel. Dean Monlux introduced Communication Studies instructor Shannan Troxel who completed her sabbatical project on wildfire crisis communication. Dean Monlux noted that Ms. Troxel will be conferred with her doctorate this weekend.

Ms. Troxel provided statistics on the top 20 most destructive wildfires in California, more than half of which were in northern California. At the time of the Camp Fire, she lived in Paradise but received no emergency notices on the morning of the fire while waiting for her evacuation zone to be called. Ms. Troxel noted that the only official messages she received were from Butte College, which prompted her to think about community colleges' ability to communicate during wildfires. Ms. Troxel reviewed the four objectives of her project: to collect and analyze existing research in the areas of crisis and emergency communication, specifically for natural disasters and fires; to collect and interpret data from northern California colleges with communities impacted by fire; to develop recommendations for future crisis and emergency communication involving natural disasters and fires; and to disseminate findings and recommendations to local and state entities. She indicated that Butte College is doing well when compared against the set of recommendations she developed. Ms. Troxel recommended reconsidering how we think about wildfires to communicate about them effectively. She concluded by expressing her appreciation for the time to do this project.

Trustee McGinnis recommended that the college help communicate this project to IEPI (Institutional Effectiveness Partnership Initiative) because other colleges need help with their disaster communication programs. Board Clerk Boeger asked if the college has similar crisis communication plans for active shooter scenarios. Superintendent/President Guleff responded that the college has alert systems and emergency protocols for those types of situations.

3. Annual Reorganization of Governing Board

3.1 Election of President

It was moved by Trustee McGinnis to nominate Board Vice President Massa to serve as Board President, seconded by Trustee Blacklock.

Motion carried unanimously. Student Trustee – aye.

3.2 Election of Vice President

It was moved by Board Clerk Boeger to nominate Trustee McGinnis to serve as Board Vice President, seconded by Trustee Krepelka.

Motion carried unanimously. Student Trustee – aye.

3.3 Election of Clerk

It was moved by Board Clerk Boeger to nominate Trustee Blacklock to serve as Board Clerk, seconded by Trustee Dahlmeier.

Motion carried unanimously. Student Trustee – aye.

3.4 Appointment of Trustee to Foundation Board

It was moved by Board President Massa to nominate Trustees Krepelka and Nock to serve on the Foundation Board, seconded by Board Clerk Blacklock.

Motion carried unanimously. Student Trustee – aye.

4. Board Committee Appointments

4.1 Board Self-Evaluation Committee

Board President Massa appointed Trustee Dahlmeier chair of the Board Self-Evaluation Committee, and Board Vice President McGinnis and Board Clerk Blacklock to the committee.

4.2 Evaluation of the Superintendent/President Committee

Board President Massa appointed Board Clerk Blacklock chair of the Evaluation of the Superintendent/President Committee, and himself and Trustee Krepelka to the committee.

4.3 Board Policy Review Committee

Board President Massa appointed Board Vice President McGinnis chair of the Board Policy Review Committee, and Board Clerk Blacklock and Trustee Nock to the committee.

4.4 Finance Committee

Board President Massa appointed Trustee Krepelka chair of the Finance Committee, and Trustees Boeger and Nock to the committee.

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

There were no public comments.

6. **Approval of Consent Agenda, Items 6.1-6.8**

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

Motion carried unanimously. Student Trustee – aye.

7. **Reports**

Academic Senate President's Report – Jess Vickery

Academic Senate President Vickery reported that Academic Senate approved AP 5521, Academic Integrity, which includes provisions for the use of artificial intelligence (AI). This AP was authored in collaboration with the Office of Instruction and is currently being reviewed by College Council. The Senate also established a task force to author APs 5070 and 5075, which address attendance and course adds, drops, and withdrawals. Drafts are expected in the spring for consideration by the Senate and the other shared governance constituency groups. Dr. Vickery concluded that the Executive Committee attended the ASCCC Plenary conference, voting on resolutions such as the inclusion of DEIA² in faculty evaluations and course outlines of record, AB-1111 common course numbering requirements, and revised local GE patterns designed to align with the Cal-GETC transfer pattern. He added that the revision of our local GE pattern is currently underway in the Curriculum Committee and will come before the Senate for approval this spring, effective for Fall 2024.

Classified Senate President's Report – Chris Westbay

Classified Senate President Westbay reported that Classified Senate has been working on season-ending activities and fundraisers. They held Friendsgiving in November and recently held a bunco event to raise money for student scholarships and professional development. The Senate did a coffee and Scantron giveaway this week with snacks provided by Proud to be First Gen. The Senate kicked off its classified employee scholarship search. Any classified employee taking three units at any accredited college is eligible. Classified Senate President Westbay reported that there was a friendly competition with Academic Senate to raise \$25 gift card donations for the Roadrunner Hub, which Classified Senate won. He concluded that in spring Classified Senate will work on emeritus nominations and elections.

Student Trustee Comment – Liz Heaton

Student Trustee Heaton reported that a car seat drive was held December 7 with the support of Butte County Public Health and the California Highway Patrol. Free car seats were given out and Campus Police received four car seats to keep on campus. The Student Senate attended the Advocacy Academy hosted by the Student Senate for California Community Colleges. Student Trustee Heaton noted that the college's district is lacking representation, so the Butte College Associated Students plan to volunteer. She concluded by expressing her appreciation to the Board for a great semester.

Vice President Report – Brad Zuñiga

Vice President Zuñiga reported that Student Services has seen a dramatic increase in the use of mental health services at the Student Health Clinic (SHC). More students are seeking support, and

they have more acute needs. In fall 2022, 236 students made mental health appointments; for fall 2023, 547 students made appointments. This semester, the SHC conducted a student survey through the JED Foundation to collect data on our students' mental health; 623 students responded. Data will be analyzed in the spring and work with the JED Foundation will continue to create a culture of caring for students. Over winter the college will hold its second Mental Health First Aid Training for staff. Additionally, a variety of January Flex presentations will focus on wellness and mental health issues.

Vice President Zuñiga reported that new spring students will attend in-person orientation sessions in January. Sessions filled quickly and the department is exploring how to create more capacity to support growing enrollment. The recruitment and outreach team attended nearly 40 events during fall and will continue recruitment efforts into the spring. Reg2Go held approximately 70 visits to participating high schools, resulting in approximately 1,000 fall applications.

Vice President Zuñiga noted that the Associated Students reopened the Chico Center student lounge recently to increase student engagement and sense of community. They and other groups will also host events in the space. He added that the A.S. has provided more than \$70,000 in funding for projects and travel.

In terms of community, Vice President Zuñiga reported that the International Student Services Office participated in International Education Week, hosting a variety of events for the college's 91 international students from 32 countries. New this year was an opportunity for administration to have lunch with international students. He added that yesterday the Foundation for California Community Colleges released data indicating that only 22 California Community Colleges have a dedicated space for LGBTQ+ students and only 40 have dedicated staff. Butte College has both.

Vice President Zuñiga concluded with a story about a high school tour group that arrived on campus unannounced. Staff from several Student Services programs jumped into action to give them a campus tour and introduce them to our programs, proof that Butte College is working to be student-ready and that staff continually puts students first.

Superintendent/President's Report – Virginia Guleff

Superintendent/President Guleff started her report by thanking past Board President Krepelka, remarking on his ability to use humor to move through difficult situations. She presented him with a piece of student artwork as a token of appreciation. Next, she thanked everyone who contributed to last month's food drive, which brought in more than 1,000 pounds of donated items to support our students.

Superintendent/President Guleff reported on the events she attended since the last board meeting. The first was the Community College League of California (CCLC) annual convention in Palm Springs. She noted that the CEO meeting was excellent, with ongoing discussions about the 50% law and a renewal of the system's commitment to DEIA². She also attended the Paradise Ridge Chamber of Commerce Awards dinner with several Butte College employees, Foundation Board members, and Board Clerk Blacklock. Superintendent/President Guleff indicated that she attended the law academy graduation, also with Board Clerk Blacklock, where Sheriff Honea gave an excellent keynote speech. She expressed pride in our graduates. Finally, Superintendent/President Guleff attended the Fall Music Department Showcase, where a wide range of music was performed. She noted that our music department provides wonderful opportunities for students to perform.

Superintendent/President Guleff reported that our Advanced Manufacturing program hosted students from 18 local high schools last week for AMP Training, which gave students an opportunity to tour the college's welding and manufacturing facility. The second day consisted of a career exploration expo in partnership with the Grow Manufacturing Initiative. She praised the event for bringing students to

campus to expose them to potential career opportunities and show them how Butte College can help prepare them.

Superintendent/President Guleff commended the Tech Center for winning the 2023 Focus on Efficiency Award for the CCC Accessibility Capability Maturity Model at the California Higher Education Collaborative conference. Butte College piloted the Accessibility Capability Maturity Model, which is now being rolled out system wide.

Superintendent/President Guleff reminded the Board that the RN pinning ceremony will be held tomorrow. She concluded by thanking everyone for an excellent semester, noting that she's so proud to be part of such an outstanding institution.

Board Comments

Board Clerk Blacklock described his takeaways from the CCLC conference, primarily that educators have the most important job in the country right now. He noted that the college's facilities are fantastic but suggested work on the web site. He noted that the Spanish translation is difficult to locate. He concluded by reading Superintendent/President Guleff's email to the campus community and expressed his gratitude for her leadership. Trustee Boeger reported that he also attended the CCLC conference. His takeaways were that Butte College was fortunate not to have taken part in the program to build dorms or in the baccalaureate program. He concluded that the college has done great work in dual enrollment and should continue. Trustee Krepelka expressed appreciation for Vice President Zuñiga's comments about mental health services on campus, adding that the world is more complex for young people; the college needs to do what it can to support them. Trustee Dahlmeier indicated that the most important thing he took from the CCLC conference was to listen for understanding and to try to understand where people are coming from rather than guessing, which includes asking students what they need. He expressed appreciation for the student's trustee's role in speaking for students. Board Vice President McGinnis noted that there's a potential for a large deficit at the state level, which would have ramifications at the community college level, and suggested considering a cost analysis or process mapping. He added that it sounds like there may be the potential for funds for nursing education and advised the college to watch for that opportunity. Trustee Nock noted that he appreciated Board Clerk Blacklock's reading the Superintendent/President's email, adding that he appreciates her leadership in setting the tone for the campus community. He thanked past Board President Krepelka for his leadership. Trustee Nock noted that upon completing his first year on the board he continues to be excited to serve in an environment where students are put first. Board President Massa spoke about a recent family gathering featuring both Butte College and Yuba College alumni, where the former outnumbered the latter. He explained that his father served on the Princeton Unified School District board and was part of the vote when the district determined whether to go with Butte or Yuba College. He concluded that he's proud to be on this board and continuing to serve the college.

8. Communications from the Public

There were no public comments.

9. Contracts

Approval of Contract Award for Request for Proposals (RFP) No. 2023/24-01 Utility Line Clearance Arborist and Utility Vegetation Management Pre-Inspector Contract Training Services, Item 9.1

It was moved by Board Clerk Blacklock, seconded by Board Vice President McGinnis, to approve the contract award for request for proposals (RFP) no. 2023/24-01 Utility Line Clearance Arborist and Utility Vegetation Management Pre-Inspector Contract Training Services in accordance with Board Policy 6340.

Trustee Nock asked about the rationale for selecting the two identified providers. Director of Contract Education Training and Development Annie Rafferty responded that it was a complex RFP process in response to a federal grant; this represents the first phase of contracts. The proposals were evaluated according to a set of criteria; the two initial awardees scored the highest on the rubric.

Motion carried unanimously. Student trustee – aye.

Approval of Contract Award for Request for Proposals (RFP) No. 2023-24-02 for Bookstore Operations Services, Item 9.2

It was moved by Trustee Nock, seconded by Student Trustee Heaton, to approve the contract award for request for proposals (RFP) No. 2023-24-02 for Bookstore Operations Services in accordance with Board Policy 6340. Trustee Dahlmeier asked if the contract will prevent school groups from purchasing licensed merchandise from other vendors. Vice President Suleski responded that he'll ensure there's no non-compete language in the contract, adding that Athletics and other groups currently obtain their gear from vendors other than the bookstore. He noted that the terms of the contract haven't been negotiated yet. Board Vice President McGinnis suggested that bookstore is a misnomer and challenged the college to think about the future of bookstore operations. Trustee Nock commented that the college controls how its name and images are used and asked if it will lose that control with an outside entity running the bookstore. Vice President Suleski explained that the college's Auxiliary Manager will be responsible for managing the bookstore contract and those requirements will continue to go through the college.

Motion carried unanimously. Student trustee – aye.

Approval of Contract to Purchase Smart Classroom Technology Equipment from One Diversified, LLC, utilizing University of California Purchasing Agreement #2019.001433 and California Multiple Award Schedule (CMAS) Number 3-16-70-2382B, Item 9.3

It was moved by Board Vice President McGinnis, seconded by Trustee Krepelka to approve the contract to purchase smart classroom technology equipment from One Diversified, LLC, utilizing University of California Purchasing Agreement #2019.001433 and California Multiple Award Schedule (CMAS) Number 3-16-70-2382B in accordance with Board Policy 6340.

Motion carried unanimously. Student trustee – aye.

10. Administration

Butte College Strategic Plan

Superintendent/President Guleff indicated that she's pleased to present the Board with the Butte College Strategic Plan because it represents so much work on the part of many people. She thanked the board for setting the college's strategy, as well as Christian Gutierrez and Melissa Cafferata-Ainsworth for their work on the document. She noted that College Council played a large role in its creation, along with members across the campus community, making it truly a collaborative document.

Superintendent/President Guleff reviewed the plan, noting that today is their first read. Their input will be incorporated before the January meeting when it will come to the Board for approval.

11. Finance

Acceptance of 2022-23 Independent Audit Report and Measure J Financial and Performance Audits Reports, Item 11.1

It was moved by Trustee Boeger, seconded by Trustee Krepelka, to accept the 2022-23 Independent Audit Report and Measure J Financial and Performance Audits. Trustee Boeger reported that the Board Finance Committee, which includes Board President Massa and Trustee Krepelka, met last week to hear the accounting firm present the audit. He noted that the college is in good shape, as well as in

compliance with the bond requirements for Measure J. He concluded that the general audit was a glowing report, adding that he believes Butte College is one of the best run colleges in California.

Motion passed unanimously. Student trustee – aye.

12. **Closed Session**

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

Board President Massa reported the Board took no reportable action.

13. **Adjournment**

Board President Massa adjourned the meeting at 3:04 PM.

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

January 24, 2024

Subject:	Approval of Warrants
Category:	Finance
Submitted By:	Andrew Suleski, Assistant Superintendent/Vice President
Attachment:	No
Type:	Action
Agenda Section:	Consent

It is recommended that the Board of Trustees approve the vendor, payroll, and financial aid warrants for the period of November 27, 2023 to January 4, 2024.

Type of Warrant	Check/Voucher Sequence	Total
Vendor	700380 - 701467	\$ 13,935,317.63
Payroll	528355 – 528466	\$ 8,392,242.30
Financial Aid	393479 – 393760	\$ 313,265.82

Warrant registers are available for review in the Business Office.

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

January 24, 2024

Subject:	Ratification of Contracts
Category:	Contracts
Submitted By:	Andrew Suleski, Assistant Superintendent/Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Consent

Background

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

Status

The attached Contracts Ratification Report represents contracts entered into on behalf of the District during the month of December 2023. 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
December 2023

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
12/1/23	12/1/23	Fishcamp, LLC dba Meriam Park Events	California Agricultural Teachers' Association Conference Venue	Expense paid by External Agency	N/A	Agriculture	Shearer
12/14/23	12/14/23	Paradise Alliance Church	RN Pinning Ceremony Venue Amendment to Scope and Fees	(\$100.00)	Unrestricted General	Nursing	Shearer
1/1/24	6/30/25	Caminar	Clinical Experience Agreement	\$0.00	N/A	Nursing	Shearer
1/1/24	6/30/25	Glenn Medical Center	Clinical Experience Agreement	\$0.00	N/A	Nursing	Shearer
11/13/23	5/24/24	Atlas Energy Consulting	Learning-Aligned Employment Program Addendum for Intern Assignment	(\$11,690.00)	Restricted General	Career Center	Zuniga
1/8/24	5/24/24	Butte Home Health and Hospice	Learning-Aligned Employment Program Addendum for Intern Assignment	(\$5,694.00)	Restricted General	Career Center	Zuniga
1/8/24	5/24/24	Butte Home Health and Hospice	Learning-Aligned Employment Program Addendum for Intern Assignment	(\$7,944.00)	Restricted General	Career Center	Zuniga
11/27/23	5/24/24	Chico Chamber of Commerce	Learning-Aligned Employment Program Addendum for Intern Assignment	(\$16,567.00)	Restricted General	Career Center	Zuniga
12/12/23	5/24/24	Community Action Agency of Butte County	Learning-Aligned Employment Program Addendum for Intern Assignment	(\$8,507.00)	Restricted General	Career Center	Zuniga
11/1/23	10/31/26	Quality Craft Molds, Inc.	Learning-Aligned Employment Program	\$0.00	N/A	Career Center	Zuniga
11/1/23	5/24/24	Quality Craft Molds, Inc.	Learning-Aligned Employment Program Addendum for Intern Assignment	(\$12,323.00)	Restricted General	Career Center	Zuniga
11/4/23	11/4/23	Katie Applebaum	Gallery Artist Demonstration/Talk	(\$500.00)	Fiduciary	Student Life	Zuniga
12/1/23	Upon Payment	Cynthia Brannvall	Guest Speaker for Art Gallery Exhibit Amendment to Fees	(\$500.00)	Fiduciary	Student Life	Zuniga
10/26/23	12/6/23	Darian Hagstrom	Concert Sound	(\$1,500.00)	Foundation Agency Account	Music	Shearer
10/26/23	10/26/23	Shigemi Minetaka	Piano Concert Soloist	(\$500.00)	Foundation Agency Account	Music	Shearer
12/1/23	12/4/23	Michael Johnson	Drama Stage Lighting	(\$1,500.00)	Fiduciary	Student Life	Zuniga
12/1/23	12/4/23	Kobe Keeney	Drama Prop Manager	(\$125.00)	Fiduciary	Student Life	Zuniga
11/17/23	11/17/23	Robert Pickering	Drama Set Design	(\$250.00)	Fiduciary	Student Life	Zuniga
12/7/23	12/7/23	Alexia Velazquez	Singing at Law Enforcement Academy Graduation	(\$150.00)	Unrestricted General	Public Safety Education & Training	Shearer
1/1/24	4/30/24	Trent Wakenight	Facilitation, Storyboarding, and Visual Storymap for Onboarding Program	(\$11,000.00)	Unrestricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
4/2/24	4/2/24	Gotham Artists	Decolonize Speaker Dr. Angela Davis	(\$20,000.00)	Various	Various	Shearer
11/1/23	6/1/24	PPL, Inc.	Vice President for Administration Recruitment Services	(\$27,000.00)	Unrestricted General	President's Office	Guleff
10/26/23	Until Terminated	FlipBuilder.com, Wonder Idea Technology Limited	Flip PDF Plus Corporate Software	(\$699.00)	Unrestricted General	Human Resources	Suleski
12/11/23	12/10/24	Governmentjobs.com, Inc. dba NEOGOV	Performance Evaluations Software <i>Amends and restates prior Order Form (terminated)</i>	(\$45,829.00)	Unrestricted General	Human Resources	Suleski
7/1/23	6/30/24	NorCal Services for Deaf & Hard of Hearing	Sign Language Interpreting Services	Expense based on Services Provided per Fee Schedule	Unrestricted General	Human Resources	Suleski
9/1/23	8/31/25	PepsiCo Beverage Sales, LLC	Beverage Pouring and Vending Services Sponsorship Agreement Amendment to Term	Est. Expense (\$240,000.00) Est. Consideration \$110,000.00	Enterprise	Auxiliary Services	Suleski

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

Contracts Signed by the Superintendent/President or Assistant Superintendent/Vice President for Administration
December 2023

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
12/1/23	Until Terminated	RBC Capital Markets, LLC	Underwriting for Measure J Bond Issuances	Expense per each Bond Series NTE 0.35% total principal	Measure J	Administration	Suleski
8/21/23	12/31/23	State of California Conservation Corps	Enrollment Fees for 4 Chico Forestry Corpsmembers in Geospatial Data Application Course	\$772.00	Restricted General	Business Services	Suleski
12/6/23	6/30/25	Foundation for California Community Colleges	Vision Resource Center Project Services	\$0.00	N/A	Professional Development	Shearer
12/1/23	11/30/24	CareerAmerica, LLC dba Ocelot	FAFSA Simplification Digital Assistant	\$0.00	N/A	Financial Aid	Zuniga
10/22/23	1/31/25	United States Department of Education	Student Aid Internet Gateway Enrollment Agreement	\$0.00	N/A	Financial Aid	Zuniga
7/1/23	6/30/24	Santa Clarita Community College District	Institutional Effectiveness and Technical Assistance Grant Organization Participation Certification for Resource Team Participation Agreement	\$0.00	N/A	Technology Mediated Instruction	Shearer
11/29/23	11/29/23	MJB Welding Supply	Onsite Mill Equipment Training	(\$1,700.00)	Restricted General	Manufacturing	Shearer
11/30/23	12/4/23	MJB Welding Supply	Onsite Equipment Training	(\$3,145.00)	Restricted General	Manufacturing	Shearer
12/5/23	12/6/23	MJB Welding Supply	Onsite Equipment Training	(\$2,380.00)	Restricted General	Manufacturing	Shearer
12/7/23	12/11/23	MJB Welding Supply	Onsite Equipment Training	(\$2,550.00)	Restricted General	Manufacturing	Shearer
12/14/23	12/31/23	Cal Poly Humboldt Sponsored Programs Foundation	SBDC 2023 Butte College SBDC Amendment to Budget Categories	\$0.00	Restricted General	Small Business Development Center	Shearer
10/1/23	12/31/24	Paul V. Scholl/Messenger Publishing Group	Marketing, Promotion, and Facility Rental	(\$4,000.00)	Restricted General	Small Business Development Center	Shearer
12/12/23	6/30/24	Butte County Department of Employment and Social Services	Employee Training	\$72,900.00	Restricted General	Contract Education	Shearer
1/1/24	12/31/24	Butte County Human Resources	Employee Training	\$95,525.00	Restricted General	Contract Education	Shearer
10/20/23	12/31/23	Clock Shark	Employee Training	\$2,125.00	Restricted General	Contract Education	Shearer
12/4/23	12/31/23	CN Utility Consulting, LLC	Utility Line Clearance Pre-Inspector Training and Development Project Amendment to Fees	(\$33,544.00)	Restricted General	Contract Education	Shearer
10/1/23	6/30/24	College of Sequoias	Proctoring Services for Utility Arborist Assessments	(\$10,800.00)	Restricted General	Contract Education	Shearer
12/4/23	6/30/24	Jamie Grettum	Training, Design, and Development Amendment to Term	\$0.00	Restricted General	Contract Education	Shearer
12/4/23	12/31/23	Lakeside Environmental Consultants, LLC	Utility Line Clearance Pre-Inspector Training and Development Project Amendment to Fees	(\$18,960.00)	Restricted General	Contract Education	Shearer
12/5/23	6/15/24	Los Angeles Trade Technical College	California Community Colleges - California Conservation Corps Partnership Project	(\$17,000.00)	Restricted General	Contract Education	Shearer
10/4/23	6/30/25	Los Rios Community College District	Employee Training	(\$26,400.00)	Restricted General	Contract Education	Shearer
10/1/23	6/30/24	Mendocino-Lake Community College District	Proctoring Services for Utility Arborist Assessments	(\$10,800.00)	Restricted General	Contract Education	Shearer
8/1/23	12/29/23	Rumiano Cheese Company	Employer Participation Agreement Employment Training Panel (ETP) Project Amendment extending Period of Performance	\$0.00	Restricted General	Contract Education	Shearer
12/5/23	6/30/25	College of the Redwoods	Strong Workforce Program Regional Allocation	(\$832,438.00)	Restricted General	North Far North Regional Consortium	Shearer
12/14/23	6/30/25	College of the Siskiyous	Strong Workforce Program Regional Allocation	(\$399,664.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/23	6/30/24	Lake Tahoe Community College District	Strong Workforce Program Projects In Common Marketing, CLNA Data and/or CTE Dual Enrollment	(\$37,820.00)	Restricted General	North Far North Regional Consortium	Shearer
12/5/23	6/30/25	Lake Tahoe Community College District	Strong Workforce Program Regional Allocation	(\$302,155.00)	Restricted General	North Far North Regional Consortium	Shearer
12/18/23	6/30/25	Mendocino-Lake Community College District	Strong Workforce Program Regional Allocation	(\$648,791.00)	Restricted General	North Far North Regional Consortium	Shearer

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

Contracts Signed by the Superintendent/President or Assistant Superintendent/Vice President for Administration
December 2023

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
11/30/23	9/30/24	Shasta County Office of Education	Strong Workforce Program K12 Pathway Coordinator	(\$130,000.00)	Restricted General	North Far North Regional Consortium	Shearer
12/5/23	6/30/25	Shasta-Tehama Community College District	Strong Workforce Program Regional Allocation	(\$1,375,564.00)	Restricted General	North Far North Regional Consortium	Shearer
12/18/23	6/30/25	Sierra Joint Community College District	Strong Workforce Program Regional Allocation	(\$1,231,791.00)	Restricted General	North Far North Regional Consortium	Shearer
10/1/23	6/30/24	WestEd	Apprenticeship and Pre-Apprenticeship Programs Inventory	(\$48,915.00)	Restricted General	North Far North Regional Consortium	Shearer
12/11/23	6/30/25	Woodland Community College	Strong Workforce Program Regional Allocation	(\$433,188.00)	Restricted General	North Far North Regional Consortium	Shearer
11/28/23	11/27/24	Forsyte IT Solutions	Security Health Check Assessment <i>Scope of Work and Funding provided by CCC Chancellor's Office</i>	\$0.00	N/A	Information Technology	Suleski
11/30/23	11/29/24	Forsyte IT Solutions	Microsoft 365 Defender Workload Deployments <i>Scope of Work and Funding provided by CCC Chancellor's Office</i>	\$0.00	N/A	Information Technology	Suleski
Upon Download	Until Terminated	Hooksounds	Royalty Free Music Works Platform License	(\$997.00)	Unrestricted General	Information Technology	Suleski
12/4/23	Upon Payment	SHI International Corporation	Smartsheet for Education Software plus Pro Support	(\$14,476.08)	Restricted General	CCC Technology Center	Suleski
2/27/24	2/26/25	Smartsheet, Inc.	Smartsheet Software License	\$0.00	Restricted General	CCC Technology Center	Suleski
12/4/23	Upon Payment	SHI International Corporation	Ivanti Neurons for Mobile MDM Gold Subscription	(\$1,278.75)	Restricted General	CCC Technology Center	Suleski
2/28/24	2/27/25	Ivanti, Inc.	Ivanti Neurons for Mobile MDM Software License	\$0.00	Restricted General	CCC Technology Center	Suleski
12/1/23	12/1/24	Tyk Technologies Inc.	Tyk Launch Global Licenses and Support	(\$34,000.00)	Restricted General	CCC Technology Center	Suleski
12/18/23	12/29/23	Artisans Choice Painting & More	Interior Painting of Allied Health Public Services South	(\$17,820.00)	Capital	Facilities, Planning, & Management	Suleski
12/18/23	12/29/23	Artisans Choice Painting & More	Interior Painting of Student and Administrative Services Building Offices on Second Floor, Career Center	(\$7,653.00)	Capital	Facilities, Planning, & Management	Suleski
12/19/23	1/21/24	Artisans Choice Painting & More	Interior Painting of Women's Locker Room Offices 101-119	(\$24,850.00)	Scheduled Maintenance	Facilities, Planning, & Management	Suleski
12/1/23	1/31/24	Artisans Choice Painting & More	Refinishing Floors at Auto Shop Skyway Center	(\$34,938.00)	Capital	Facilities, Planning, & Management	Suleski
1/1/24	1/8/24	California Renovation Carpet One	Flooring Installation in Chico Center Lactation Room	(\$1,041.43)	Capital	Facilities, Planning, & Management	Suleski
12/4/23	6/30/24	Holt Heating and Air Conditioning	HVAC Air Flow in Chico Center IDF Room	(\$17,250.36)	Restricted General	Facilities, Planning, & Management	Suleski
11/27/23	3/1/24	Martin Construction	Demolition and Construction of Student Services Spaces in Campus Center	(\$55,834.92)	Restricted General	Facilities, Planning, & Management	Suleski
12/15/23	1/31/24	Martin Construction	Demolition and Construction new Lactation Room at Chico Center	(\$57,480.00)	Capital	Facilities, Planning, & Management	Suleski
11/1/23	6/30/24	Northern California Fence	Fence Installation at Athletic Outdoor Seating Area by Stadium	(\$8,250.00)	Restricted General	Facilities, Planning, & Management	Suleski
1/2/24	11/29/24	Opening Technologies, Inc.	Door Handles Installation in Campus Buildings	(\$54,747.16)	Capital	Facilities, Planning, & Management	Suleski

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

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

December 2023

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
12/15/23	12/22/23	Ridge Builders, LLC	Construct Office in SAS-355 for Marketing Director	(\$23,800.69)	Capital	Facilities, Planning, & Management	Suleski
11/20/23	6/30/24	Rock Creek Construction, Inc.	Removal and Replacement of Northwest Stairway Landing at Gymnasium	(\$11,620.00)	Measure J	Facilities, Planning, & Management	Suleski
12/1/23	12/31/23	Rock Creek Construction, Inc.	Outdoor Seating at East Side of Gymnasium	(\$54,580.00)	Restricted General	Facilities, Planning, & Management	Suleski
12/15/23	2/15/24	Sierra Range Electric	Electrical, Data and Lighting Installation in SAS-255 Marketing Director Office	(\$6,780.00)	Capital	Facilities, Planning, & Management	Suleski
12/18/23	1/19/24	Sierra Range Electric	Electrical Installation in Chico Center Lactation Room	(\$17,141.00)	Capital	Facilities, Planning, & Management	Suleski
12/18/23	1/5/24	Sierra Range Electric	Exterior Lighting Installation in Parking Lot 4	(\$16,918.00)	Measure J	Facilities, Planning, & Management	Suleski
			TOTAL REVENUE CONTRACTS	\$171,322.00			
			TOTAL EXPENSE CONTRACTS	(\$6,205,439.39)			

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

January 24, 2024

Subject:	Approval of Authorization for Student Travel to Phi Theta Kappa Convention in Orlando, FL
Category:	Instruction
Submitted By:	Erik Shearer, Vice President of Instruction
Attachment:	No
Type:	Action
Agenda Section:	Consent

Background

The purpose of Phi Theta Kappa Honor Society (PTK) is to recognize and encourage scholarship among community college students. To achieve this purpose, Butte College's chapter provides opportunities for students to participate in academic research, leadership development activities, service-learning projects and collaboration across community, campus, statewide and international venues. The 2024 PTK International Convention, PTK Catalyst, held in Orlando, FL, is designed to better equip student officers with marketable leadership skills, ultimately contributing to student success and the enhancement of future service projects. The event also includes the Hallmark Awards Gala, where the chapter will be competing on an international level to be recognized for research, campus, and community service projects.

Status

Students will be traveling with the PTK Faculty Advisor to attend the 2024 PTK Catalyst Convention from April 4 – April 6, 2024. While in Orlando, FL, the students will be staying at the convention hotel. This event is three days in length and each student participating will have a specific agenda and multiple workshops that they will be attending each day. Once the students return to Butte College, they will report on the convention to approximately 250 prospective and current PTK members.

Recommendation

It is recommended the Board authorize the PTK Faculty Advisor and selected PTK Student Officers (to be determined at a later date) to travel to Orlando, FL to participate in the 2024 Phi Theta Kappa Catalyst Convention.

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

January 24, 2024

Subject:	Approval of Out of State Student Travel - Tulsa, Oklahoma
Category:	Student Services
Submitted By:	Brad Zuniga, Interim Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Consent

Background

The Ag Leadership Club would like to conduct an end-of-year trip to experience the agriculture industry in another part of the United States. This trip will include visits to land grant institutions (OK State and University of Arkansas) as well as tours of the agriculture industry in the southern U.S.

Status

5 Butte College students will accompany faculty member, Jacob Vazquez, for this event. Club account funds will be used to support this event.

Recommendation

It is recommended the Board authorize out of state travel to Tulsa, OK from May 15th - 18th, 2024, for members of the Butte College Ag Leadership Club to attend this trip accompanied by Jacob Vazquez, Butte College Ag Instructor and Ag Leadership Club Advisor.

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

January 24, 2024

Subject:	Faculty Using Accumulated Load Bank
Category:	Instruction
Submitted By:	Erik Shearer, Vice President of Instruction
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

All unit members, both teaching and student development, regardless of regular work duties, may bank classes they teach. Banked leaves will not constitute a break in service and are given for the purpose of taking banked time from job responsibilities with full pay and fringe benefits to engage in endeavors of personal importance, including but not limited to professional improvement.

Status

The Leave, Tenure and Professional Advancement (LTPA) Committee along with the CIO and the Superintendent/President reviewed and approved the Application for Use of Accumulated Banked Time.

Recommendation

It is recommended that the Application for Use of Accumulated Banked Time be approved for:

<u>Instructor</u>	<u>Discipline</u>	<u>Term Used</u>	<u>Load Used</u>
Elizabeth Dunn	Accounting	Fall 2024	13.33
Elizabeth Dunn	Accounting	Spring 2025	6.66
Mandeep Grewal	Biology	Fall 2024	50.00
Rob Holt	Automotive	Fall 2024	51.25
Rob Holt	Automotive	Spring 2025	48.34
Randy Maday	Kinesiology	Fall 2024	11.22
Randy Maday	Kinesiology	Spring 2025	12.63
John Soldate	Counseling	Fall 2024	10.00
John Soldate	Counseling	Spring 2025	10.00
Teresa Ward	Reading	Fall 2024	50.00
Teresa Ward	Reading	Spring 2025	49.96

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

January 24, 2024

Subject:	Approval and/or Ratification of Personnel Actions
Category:	Human Resources
Submitted By:	Andrew Suleski, Assistant Superintendent/Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Consent

Recommendation

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

Academic*

1. Employment of Full-Time, Temporary, Non-Tenure Track, Counselor – Denise St. Cin
Salary: Placement on the Academic Salary Schedule as determined by education and experience
Effective: January 1, 2024 – May 24, 2024

Classified Employees*

2. Employment of Instructional Aide – EOPS – Kyle Turney
Part-time, 32 hours per week, 10 months per year
Salary: CSEA – 17
Effective: January 2, 2024
3. Employment of Admissions & Records Technician II (Chico Center) – CR Schafer
Part-time, 20 hours per week, 12 months per year
Salary: CSEA – 18
Effective: January 2, 2024
4. Employment of Children’s Program Specialist Assistant – Meredith Faughn
Full-time, 40 hours per week, 9 months per year
Salary: CSEA – 41
Effective: January 16, 2024
5. Employment of Administrative Secretary-Grants (Roadrunner Hub) - Nicole Sakurada
Full-time, 40 hours per week, 12 months per year
Salary: CSEA – 25
Effective: January 8, 2024

6. Employment of Student Support Center Representative-Student Services - Karen Acker
Part-time, 24 hours per week, 12 months per year
Salary: CSEA – 18
Effective: February 1, 2024
7. Employment of Special Programs Clerk (Queer Resource Center) – Robin Bonner
Full-time, 40 hours per week, 11 months per year
Salary: CSEA – 18
Effective: February 1, 2024
8. Employment of Instructional Aid-Reading and Writing - Travis Cowley
Part-time, 20 hours per week, 9 months per year
Salary: CSEA – 17
Effective: February 1, 2024
9. Employment of Programmer/Analyst – Justin Onstot
Full-time, 40 hours per week, 12 months per year
Salary: CSEA – 48
Effective: February 1, 2024
10. Employee working Out-of-Class, Admissions & Records Technician, Sr. – Cynthia Gamboa
Effective: September 11, 2023 – June 30, 2024 – extension from December 31, 2023
11. Temporary Decrease from 100%, to 62.5% Alternate Media Support Specialist – Berenice Olmos
Effective: December 16, 2023 – May 24, 2024
12. Voluntary Transfer of Position – Julius McCall
From: General Bookstore Clerk – Bookstore (CSEA-12)
To: HR Clerk/Receptionist – Human Resources (CSEA-10)
Effective: February 1, 2024

Temporary Employees*

13. **Substitutes**
Alternate Media Support Specialist (DSPS) – Aaron French
Salary: \$25.00 per hour 1/2/24 – 5/24/24
Student Services Assistant (Chico Center) – Shontia Thomas
Salary: \$23.25 per hour 1/2/24 – 6/30/24
14. **Short Term/Seasonal**
Special Programs Clerk (Multicultural Programs and Services) – Katarina Caro
Salary: \$23.37 per hour 12/20/23 – 6/30/24
15. **Retirements/Resignations**
Resignation, Custodian I – Michael Swanson
Effective – December 11, 2023
Resignation, Administrative Secretary to the Asst/Assoc. Dean (HR) – Deana Sweeney
Effective – January 2, 2024
Retirement, Bus Operator – Connie Smart
Effective – May 28, 2024

Resignation, Instructional Aide-Reading & Writing – Neesa Sonoquie

Effective – January 1, 2024

Resignation, Chief of Staff – Shannon McCollum

Effective – August 2, 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**

January 24, 2024

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

Background

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

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

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source	Originated by: District Department	Approved by: District Administrator
10/1/21	12/31/24	Foundation for California Community Colleges	Utility Line Clearance Pre-Inspector Training and Development Amendment Increasing Budget and Payment and Extending Term	\$897,206.43	Restricted General	Contract Education	Shearer
7/1/23	6/30/28	CENIC Broadband Initiatives, LLC	Provision, Installation, and Maintenance of 100 Gigabit Ethernet Backbone Services (Total Contract Value not including CTF Discounts) Amendment Increasing Costs and Payment for Services	(\$715,333.92)	Restricted General	CCC Technology Center	Suleski
			TOTAL REVENUE CONTRACTS	\$897,206.43			
			TOTAL EXPENSE CONTRACTS	(\$715,333.92)			

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

January 24, 2024

Subject:	Resolution No. 820 Approval to Contract with California Department of Social Services for General Child Care & Development Program Funding 2024-25
Category:	Contracts
Submitted By:	Andrew Suleski, Assistant Superintendent/Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Regular

Background

The District's Child Development Center (CDC) intends to submit a Continued Funding Application Fiscal Year 2024-25 to the California Department of Social Services (CDSS) for General Child Care & Development Program funding to provide child care and development services. The program provides full-day services to children for lower income student parents and community members near the CDC. The program also provides meals and snacks, parent education, referrals to health and social services for families, and staff development opportunities to employees. The program is administered through local educational agencies, colleges, community-action agencies, and private nonprofit agencies.

Status

The CDC desires continued funding in the amount of \$339,861.00 to perform child care and development services. Upon approval of continued funding by CDSS, District staff recommends entering into a contract with the CDSS for reimbursement in the amount of 339,861.00 for the term July 1, 2024 – June 30, 2025.

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

Recommendation

It is recommended that the Board of Trustees adopt Resolution No. 820 authorizing the District submit the Continued Funding Application Fiscal Year 2024-25 in the amount of \$339,861.00 for the term July 1, 2024 through June 30, 2025, authorizing a contract be made with CDSS, and delegating District staff to execute the required contract documents and any future amendments to this contract prior to ratification by the Board at a subsequent meeting.

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

January 24, 2024

RESOLUTION NO. 820

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

WHEREAS, the Butte-Glenn Community College District wishes to enter into a contract with the California Department of Social Services (CDSS) for General Child Care & Development Program funding.

WHEREAS, the Butte-Glenn Community College District will submit a Continued Funding Application Fiscal Year 2024-25, in the amount of \$339,861.00 for the term July 1, 2024 – June 30, 2025, for the purpose of providing child care and development services.

WHEREAS, the Butte-Glenn Community College District will be required to enter into a contract with the CDSS upon approval of continued funding for 2024-25.

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

NOW THEREFORE BE IT RESOLVED, that the Butte-Glenn Community College District Board of Trustees authorizes the District to submit a Continued Funding Application Fiscal Year 2024-25 and authorizes the District to enter into a contract with the CDSS for General Child Care & Development Program funding for the term July 1, 2024 – June 30, 2025; and

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

The foregoing resolution was introduced by Board Member _____ who moved its adoption, seconded by Board Member _____, and adopted on January 24, 2024, by the following roll call vote:

AYES:

NOES:

ABSENT:

SO ORDERED:

Eugene Massa
President, Board of Trustees

ATTEST:

Virginia L. Guleff
Secretary, Board of Trustees

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

January 24, 2024

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

Background

The District’s Information Technology Services Department requires Hewlett Packard Enterprise Company network switches to provide computer network connectivity for the campus. Funding will be allocated from Higher Education Emergency Relief Funds (HEERF).

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 State of California Participating Addendum Number 7-20-70-47-04 as a source to purchase the required information technology goods and services from ePlus Technology, Inc., in the amount not to exceed \$465,000.00. District staff has reviewed the terms and conditions and finds that this purchase made from utilizing the State of California Participating Addendum contract will save administrative time and expense, deliver cost savings, and will be in the best interest of the District.

Recommendation

It is recommended that the Board of Trustees approve a contract to purchase the required information technology goods and services from ePlus Technology, Inc., utilizing State of California Participating Addendum Number 7-20-70-47-04 per the terms of the contract in the amount not to exceed \$465,000.00.

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

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

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

January 24, 2024

Subject:	Butte College Strategic Plan
Category:	Administration
Submitted By:	Superintendent/President Virginia Guleff
Attachment:	Yes
Type:	Action
Agenda Section:	Regular

Background

Development of the Butte College Strategic Plan for 2024-2027 was led by College Council, the highest-level participatory governance mechanism for the college. In fall 2022, College Council reviewed the college's Strategic Initiatives and Objectives, on which the plan is based, and in spring 2023, hosted a two-day, college-wide planning retreat. Approximately 100 employees from the campus community brainstormed actions the college would take to achieve its strategic initiatives. College Council, Superintendent President Guleff, and a board sub-committee refined the results of those brainstorming sessions into the attached strategic plan, which dovetails with the Chancellor's Office Vision 2030 and student-centered funding formula. The Board of Trustees developed the First Contact. First Choice. Best Choice. strategy that underpins the plan.

College Council reviewed and recommended approval of the Butte College Strategic Plan for 2024-2027. The Board of Trustees received the Butte College Strategic Plan for 2024-2027 at the December 13 Board meeting for a first read.

Status

It is recommended that the Board of Trustees approve the Butte College Strategic Plan for 2024-2027.