



BOARD OF TRUSTEES
Notice of Regular Meeting

Wednesday, January 29, 2025 | 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. William McGinnis, President
- Mr. John Blacklock, Vice President
- Mr. John Nock, Clerk
- Mr. Mike Boeger
- Mr. John Dahlmeier
- Mr. Rick Krepelka
- Mr. Eugene Massa
- Mr. Liam Eller, 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 	6 - 27
3.2	Approval of Warrants 	28
3.3	Ratification of Contracts  Contracts Ratification Report 	29 - 33
3.4	Faculty Using Accumulated Load Bank 	34
3.5	Approval of New Courses 	35 - 37
3.6	Approval of New Program (Certificate of Achievement Engineering Support Technician) 	38 - 42
3.7	Approval of New Program (Certificate of Achievement Theatre Arts) 	43 - 46
3.8	Approval and/or Ratification of Personnel Actions  Management <i>Out-of-class assignments, placement on re-employment list</i> Academic Employees <i>At-will employments, temporary employments, and assignment</i> Classified Employees <i>Employments, out-of-class assignments, temporary increases</i> Temporary Employees <i>Substitutes, short-term/seasonal, professional experts, and volunteers</i>	47 - 51

4. Reports

4.1	Academic Senate President's Report
4.2	Classified Senate President's Report
4.3	Student Senate President's Report
4.4	Student Trustee Comments
4.5	Vice President Report
4.6	Superintendent/President's Report

4.7 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 
Contracts Approval Report - January 2025  | 52 - 53 |
| 6.2 | Approval of Contract Amendment #1 for 23-006 BlackBeltHelp, LLC  | 54 - 55 |
| 6.3 | Approval of Contract to Purchase Information Technology Services from InterVision Systems, LLC utilizing California Multiple Award Schedule CMAS Number 3-22-06-1030  | 56 - 57 |
| 6.4 | Approval of Contract Amendment #2 to Pariveda Solutions, Inc. for Information Technology Professional Services utilizing California Multiple Award Schedule CMAS Number 3-23-01-1035  | 58 - 59 |
| 6.5 | Approval of Contract Amendment #1 to Ledgent Technology & Engineering, a Roth Staffing Company, utilizing the Trustees of the California State University Master Enabling Agreement Number 150517  | 60 - 61 |

7. Instruction

- | | | |
|-----|--|---------|
| 7.1 | Open for Public Comment and Approval: College and Career Access Pathways (CCAP) Partnership Agreement Appendices which identify details for 2024/25 dual enrollment courses being offered to Butte County Community School (BCOE) and Come Back Butte Charter (BCOE) students.  | 62 - 63 |
|-----|--|---------|

8. Administration

8.1 [Proposed Revision and Review of Board Policies](#) 

[BP 7230 Classified Employees](#) 

[BP 7240 Confidential Employees](#) 

[BP 7260 Classified Supervisor and Managers](#) 

[BP 7340 Leaves](#) 

[BP 7345 Catastrophic Leave Program](#) 

[BP 7350 Resignations](#) 

[BP 7360 Discipline and Dismissals – Academic Employees](#) 

[BP 7365 Discipline and Dismissals – Classified Employees](#) 

[BP 7370 Political Activity](#) 

[BP 7380 Retiree Health Benefits](#) 

[BP 7385 Salary Deductions](#) 

[BP 7510 Domestic Partners](#) 

[BP 7600 Campus Police](#) 

[BP 7700 Whistleblower Protection](#) 

9. Future Dates

02/12/2025	Regular Meeting	Main Campus	1:00 p.m.
03/12/2025	Board Meeting	Main Campus	1:00 p.m.
04/09/2025	Regular Meeting	Main Campus	1:00 p.m.

10. 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:

10.1 EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT

Pursuant to Government Code Section 54957.6:

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

Pursuant to Government Code Section 54956.95:

10.3 LIABILITY CLAIM – Update on claim against the District

Claimant: Donald Finkbiner
Agency: Butte-Glenn Community College District

10.4 LIABILITY CLAIM – Update on claim against the District
Claimant: Susan Dawson
Agency: Butte-Glenn Community College District

10.5 LIABILITY CLAIM – Update on claim against the District
Claimant: Martin, et al. vs. CCC, et al.
Agency: Butte-Glenn Community College District

10.6 LIABILITY CLAIM – Update on claim against the District
Claimant: Shawn Smith
Agency: Butte-Glenn Community College District

11. Adjournment

11.1 Adjourn Meeting

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

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

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



MINUTES OF REGULAR MEETING

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

District Board Room
Student and Administrative Services Building

The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, December 11, 2024, at 1:00 P.M., in the District Board Room at Butte College in Oroville, California.

Board Members Present Mr. Eugene Massa, President
Mr. William McGinnis, Vice President
Mr. John Blacklock, Clerk
Mr. Mike Boeger
Mr. John Dahlmeier
Mr. Rick Krepelka
Mr. John Nock
Mr. Liam Eller, Student Trustee (left meeting at 1:35 p.m.)

Board Members Absent None

Staff Members Present Ms. Virginia L. Guleff, Superintendent/President
Mr. Erik Shearer, Vice President
Ms. Imelda Simos-Valdez, Vice President
Ms. Jessica Snelling, Vice President
Dr. Jess Vickery, Academic Senate President
Mr. Chris Westbay, Classified Senate President
Ms. Melissa Cafferata-Ainsworth, Executive Assistant to the President & Board of Trustees

Guests None

Pledge of Allegiance

Trustee Dahlmeier led the Pledge of Allegiance and a moment of silence for the victims of the Feather River Adventist School shooting.

1. Agenda Approval

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

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: None

2. **Sabbatical Leave Report to the Board of Trustees – Simone Senat**

Superintendent/President Guleff introduced Professor Simone Senat to provide a report on her spring 2024 sabbatical. Ms. Senat indicated that when Butte College became a Hispanic-Serving Institution, she decided to learn about Latin American communities to better serve students. During her sabbatical she traveled to Mexico to visit art galleries, museums, and schools. She met with artists and art students and learned various local and traditional art techniques, including making organic pigments. Ms. Senat reported that she’s incorporating those techniques in her Butte College classes and is working on developing a new mixed media painting class based on what she learned.

3. **Appointment and Oath of Office of Nominees in Lieu of Election, November 5, 2024, Election**

Superintendent/President Guleff administered the oath of office to John Dahlmeier, Trustee Area 1; William McGinnis, Trustee Area 2; Rick Krepelka, Trustee Area 3; and Eugene Massa, Trustee Area 7, who were appointed in lieu of election to governing board terms of office effective at noon on December 6, 2024.

4. **Annual Reorganization of Governing Board**

Election of President, Item 4.1

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

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: None

Election of Vice President, Item 4.2

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

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: None

Election of Clerk, Item 4.3

It was moved by Trustee Boeger, seconded by Trustee Massa, to nominate Trustee Nock to serve as Board Clerk.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: None

Appointment of Trustee to Foundation Board, Item 4.4

Board President McGinnis appointed Board Clerk Nock and Trustee Krepelka to serve on the Foundation Board.

5. **Board Committee Appointments**

Board Self-Evaluation Committee, Item 5.1

Board President McGinnis appointed Trustee Krepelka chair of the Board Self-Evaluation Committee, and Trustee Dahlmeier and Board Clerk Nock to the committee.

Evaluation of the Superintendent/President Committee, Item 5.2

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

Board Policy Review Committee, Item 5.3

Board President McGinnis appointed Board Vice President Blacklock chair of the Board Policy Review Committee, and Trustees Dahlmeier and Massa to the committee.

Finance Committee, Item 5.4

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

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

There were no public comments.

7. **Approval of Consent Agenda, Items 7.1-7.7**

It was moved by Trustee Massa, seconded by Trustee Eller, to approve the consent agenda.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: None

8. **Reports**

Student Trustee Comments – Liam Eller

Student Trustee Eller reported that he conducted a survey on Butte College's bus service and distributed his report (attached) to the Board. Key findings include frustration with the lack of service after 4 p.m., long wait times during the day, and students having their ability to take classes limited by the bus schedule. Student Trustee Eller reported that he surveyed 105 students who currently use Butte College's bus service.

Academic Senate President's Report – Jess Vickery

Academic Senate President Vickery reported that the Academic Senate authored and approved AP 7120.4, which outlines new procedures for the recruitment and selection of tenure-track faculty. The AP will be brought to College Council for consideration early next semester. Additionally, Academic Senate has approved several other APs in chapters four and five. Academic Senate President Vickery concluded that Senate has taken an active role in proposing revisions to the bylaws for the Curriculum Committee. Changes that were approved included the addition of the Distance Education coordinator as a voting member of the committee and a streamlining of the

rules by which the committee operates to improve its capacity to deal with the deluge of business coming as a result of recent statewide mandates, such as common course numbering.

Classified Senate President's Report – Chris Westbay

Classified Senate President Westbay reported that the Classified Senate has been providing feedback on various APs as well as working on updating their charter and bylaws and engaging in unit planning. He reported that during finals week, Senate will host coffee and scantron giveaways, partnering with Proud to be First Gen to provide students with breakfast and snacks for four days of finals week. Classified Senate President Westbay concluded that the Senate is preparing a funding request to send employees to Classified Leadership Institute and is looking ahead to spring Ask Me Booths and Classified Professionals Day.

Vice President's Report – Jessica Snelling

Vice President Snelling reported that yesterday's Planning and Budget forum went very well and it's clear that a lot of good work is going on across the college. She expressed appreciation for the work of the Planning and Budget Committee. Vice President Snelling also noted that the district audit has been completed with no deficiencies noted. She thanked Shann Pustejovsky and the others whose work goes into the audit.

Vice President Snelling provided an overview of recent activities in the administrative services area. The Business Office is exploring optimization opportunities in Colleague to improve efficiency. Dining Services signed a new merchant contract to reduce fees by approximately 50% as well as expanding payment options for customers. She noted that Butte College's contracts manager provides a great resource not only for the district but also for the broader community college system. Facilities is managing several multi-million-dollar projects. The Tech Center has been working on a reimagined CCC Apply. IT is working on a number of security measures as well as the web site redesign and implementation of budget software. Finally, there are new initiatives in grants, including work on grants tracking.

Superintendent/President's Report – Virginia Guleff

Superintendent/President Guleff started her comments by thanking Trustee Massa for his term as board president and presenting him with a gift in appreciation for his work. She also thanked Student Trustee Eller for the bus survey, adding that she's looking forward to working with Student Senate using the survey results as a case study.

Superintendent/President Guleff reported on several events she attended since the last board meeting. Along with a team of Butte College employees she attended the North Far North Regional Convening and Chancellor's Office Collaboration event. The team prioritized nine items from the Butte College Strategic Plan that align with the Vision 2030 for the 2025-2026 academic year. The work aligns with the Board's first strategic focus. Superintendent/President Guleff also attended the CCLC Annual Convention with Board President McGinnis and Trustee Dahlmeier. She, along with a Butte College team, presented on the college's Guided Pathways efforts. Finally, with Board Vice President Blacklock she attended the Paradise Chamber of Commerce Annual Awards Dinner.

Superintendent/President Guleff concluded her report by noting several recent student accomplishments. The Butte College Football team won the Gridiron Classic bowl game. The Butte College Men's Soccer Team made it to the state finals, their first ever appearance at the finals. Finally, music student John Paul Bowers was a co-winner of this year's Music Association of California Community Colleges Composition Competition.

Board Comments

Board President McGinnis encouraged the Board to consider things they learned or read about in the previous month that may impact Butte College for their board comments. Board Vice President Blacklock reported that he was struck by the energy people bring to the community at the Paradise Chamber of Commerce Annual Awards Dinner. He also attended the law enforcement and fire academy graduation celebrations. He concluded by noting that Doug Bentz, longtime Butte College ag instructor and dean, passed away recently, adding that it was truly a privilege to have known him. Trustee Massa reported that he also attended the law academy graduation celebration, which was particularly moving this year. Trustee Dahlmeier reported that he heard a lot of information about artificial intelligence at the CCLC Annual Convention. He commended the Butte College team for their presentation and noted that Board President McGinnis also made a great presentation. Trustee Boeger commented that Doug Bentz was a valuable addition to Butte College and to the community. He reported that he remains concerned about the state budget and although prospects seem to have improved, he urged the college to consider how to serve communities impacted by cuts. Board Clerk Nock reported that Doug Bentz had a passion for Butte College, students, and learning. He added that today's events at Bidwell Mansion prompted him to think about security and how institutions ensure the safety of their spaces and people. Board President McGinnis reported that he recently read that the federal accreditation commission is considering dropping DEI from their standards, adding that regardless of potential accreditation changes, the college needs to retain language in support of DEI in its policies and procedures.

9. Communications from the Public

There were no public comments.

10. Contracts

Approval of Contracts, Item 10.1

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

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Trustee Eller (advisory vote)

Approval of Contract to Purchase Content Management System and Services from SHI International Corporation utilizing Foundation for California Community Colleges Administrative Services Agreement No. 00006779, Item 10.2

It was moved by Trustee Krepelka, seconded by Board Vice President Blacklock, to the contract to purchase content management system and services from SHI International Corporation utilizing Foundation for California Community Colleges Administrative Services Agreement No. 00006779, in accordance with Board Policy 6340.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None
Absent: Trustee Eller (advisory vote)

11. Finance

Approval to Donate Surplus Electronic Equipment, Item 11.1

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

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Trustee Eller (advisory vote)

Acceptance of 2023-2024 Independent Audit Report and Measure J Financial and Performance Audit Reports, Item 11.2

It was moved by Trustee Krepelka, seconded by Trustee Boeger, to accept the 2023-2024 independent audit report and Measure J financial and performance audit reports.

Trustee Krepelka reported that the Board Finance Committee met to review all three audit reports, noting that the committee appreciates the changes in approach to college finances with more structured practices and accounting.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Trustee Eller (advisory vote)

Adoption of Board Budget Criteria, Item 11.3

It was moved by Board Vice President Blacklock, seconded by Trustee Krepelka, to adopt the board budget criteria.

Trustee Krepelka reported that the Board Finance Committee met with college administration on December 2, and had a robust discussion. At the meeting, the committee requested an annual actuarial study. Trustee Krepelka thanked Board President McGinnis for his white paper (attached) explaining the historical logic behind the limit on personnel expenses. Trustee Krepelka concluded that the budget criteria were written in a way to support strategic objectives and address areas that may have been of concern in the past.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Trustee Eller (advisory vote)

12. Administration

Approval of Board Meeting Schedule for 2025-2026, Item 12.1

Board President McGinnis indicated that the schedule was modified from the one presented at the November meeting to include one meeting in Glenn County per year. It was moved by Board Vice

President Blacklock, seconded by Trustee Krepelka, to approve the board meeting schedule for 2025-2026.

Trustee Nock indicated that he won't vote for approval of this schedule due to concerns about holding meetings in Glenn County; he believes board meetings should be held in a consistent location in the board room on main campus. Trustee Massa advocated for holding meetings in Glenn County. Board President McGinnis explained that the college has historically held two board meetings per year in Glenn County.

Motion carried by the following roll call vote:

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

Nos: Trustee Nock

Abstentions: None

Absent: Trustee Eller (advisory vote)

13. **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 McGinnis reported that the Board took no reportable action.

14. **Adjournment**

Board President McGinnis adjourned the meeting in memory of Doug Bentz at 3:10 P.M.

Student Trustee Report

Presented by Student Trustee Eller

Butte Community College Board of Trustees Meeting – [12/13/24]

Subject: Transportation Challenges and Student Survey Findings

Introduction

As a Student Trustee at Butte Community College, I have been actively engaging with students to understand their transportation challenges. Recognizing the critical role of the bus system in students' academic and personal success, I conducted a comprehensive survey to assess the effectiveness of the current transportation schedule/routes. This report outlines key findings and recommendations based on the survey, which received 105 responses.

Survey Overview

The survey was distributed across campus to gather diverse student perspectives. The key focus areas included:

1. Availability of bus routes after 4:00 p.m.
2. Frequency of buses during peak hours (12:00–3:00 p.m.).
3. Impact of transportation on students' ability to enroll in classes.
4. Lack of bus services on Fridays.

Key Findings

1. **Need for Routes After 4:00 p.m.**
 - A significant portion of respondents indicated that the lack of bus routes after 4:00 p.m. limits their ability to attend evening classes, access campus resources, and participate in extracurricular activities.
 - Students who rely on public transportation often face challenges in completing late afternoon or evening schedules, which affects their academic opportunities.
2. **Increased Frequency Between 12:00 and 3:00 p.m.**
 - Many students reported long waiting times during midday hours.
 - A higher frequency of buses during this time would accommodate more students and reduce delays.
3. **Impact on Class Enrollment**
 - Survey respondents emphasized how the existing bus schedule hinders their ability to enroll in desired classes, especially those held in the evenings or on Fridays.
 - This barrier disproportionately affects students who depend on public transportation, potentially impacting retention and graduation rates.
4. **No Bus Service on Fridays**
 - Students overwhelmingly expressed frustration about the absence of bus services on Fridays.

- This limitation prevents students from attending Friday classes, accessing campus services, and participating in academic programs.

Possible Recommendations

- 1. Expand Evening Bus Routes**
 - Implement routes that run until at least 8:00 p.m. to support students who attend evening classes or activities.
- 2. Increase Midday Bus Frequency**
 - Add more buses between 12:00 and 3:00 p.m. to accommodate peak demand and improve the student experience.
- 3. Introduce Friday Bus Service**
 - Establish a limited service on Fridays to ensure students can access the campus for classes, resources, and programs.
- 4. Collaborate with Transportation Partners**
 - Work closely with local transit authorities to address these gaps and explore funding opportunities for expanded services.

Conclusion

Transportation is a critical factor in student success at Butte College. By addressing these challenges, we can create a more equitable and supportive environment that empowers all students to achieve their academic goals. I look forward to working with the Board and our partners to implement these improvements.

Thank you for your attention, and I welcome any questions or feedback.

Respectfully submitted,
[Liam Eller]
Student Trustee
Butte Community College

Responses Overview Active


Responses

105 

Average Time

09:13 

Duration

73 Days 

1. Student ID

96
Responses

Latest Responses

"3493996"

"3539016"

"3515829"

...

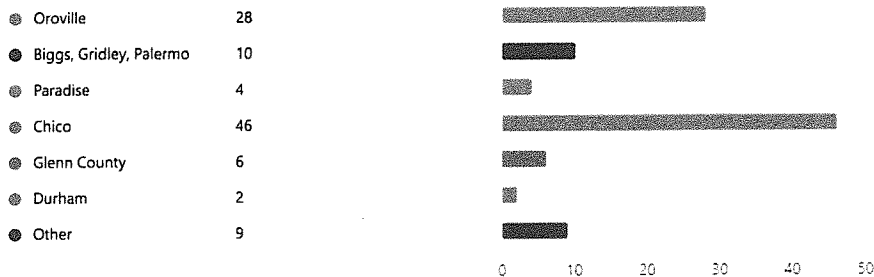
2 respondents (2%) answered 3514776 for this question.

		3520622	3511630	3492656	3521754	3523092
3539686	3507423	3242314	3514776	3214449	3499239	3523356
3536651	3504056	3465888	3503948	3513032	3502154	3533410
	3515552					

2. Where do you primarily take your classes this semester? please select all that apply

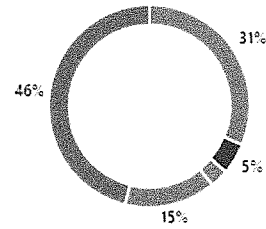


3. Where are you traveling from?



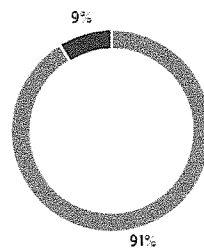
4. What is your Major (Field of Study)

<input type="radio"/> STEM	32
<input type="radio"/> CTE- Nursing, EMT, Firefighter, Police, RT	5
<input type="radio"/> Construction Management	3
<input type="radio"/> Undeclared	15
<input type="radio"/> Other	47



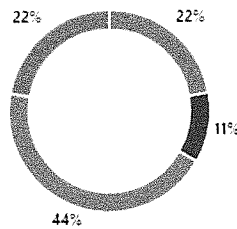
5. Do you use the Butte College Transportation System?

<input type="radio"/> Yes	96
<input type="radio"/> No	9



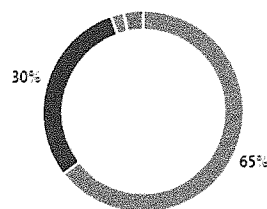
6. What are the reasons to why you don't use the Butte Colleges transportation system

<input type="radio"/> Inconvenient Bus Schedule	2
<input type="radio"/> Limited Bus Routes or Stops	1
<input type="radio"/> Preference for Personal Transportation	4
<input type="radio"/> Other	2



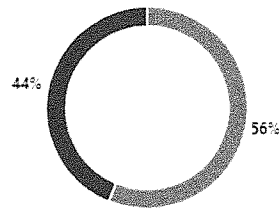
7. How often do you use the bus to travel to or from the college?

<input type="radio"/> Daily	62
<input type="radio"/> 2-3 times per week	29
<input type="radio"/> Once a week	2
<input type="radio"/> Occasionally	3



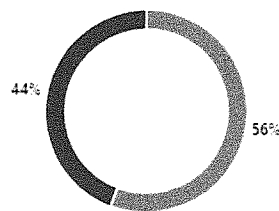
8. Did you have to change your class schedule to align with the bus **schedule**?

- Yes 54
- No 42



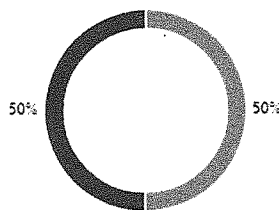
9. Has Butte College bus **schedule** affected your opportunities for enrolling in classes?

- Yes 53
- No 42



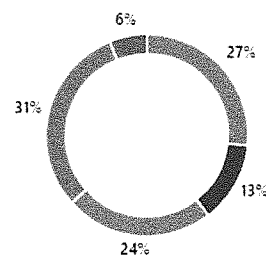
10. Has the bus **schedule** ever prevented you from participating in extracurricular activities, sports, or events?

- Yes 48
- No 48



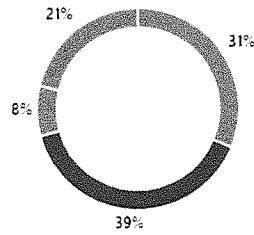
11. What specific extracurricular activities, sports, or events have you missed or been unable to participate in because of the bus **schedule**?

- Club Meetings 27
- Sports practices or games 13
- Study groups or tutoring sessions 24
- Campus events (e.g., workshops, guest speakers, social events) 31
- Other 6



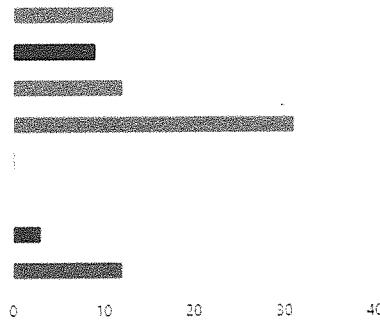
12. Do you think changes to the Butte College transportation schedule or routes are needed

<input type="radio"/> Yes, changes to both the schedule and routes are needed	31
<input type="radio"/> Yes, changes to the schedule are needed	39
<input type="radio"/> Yes, changes to the routes are needed	8
<input type="radio"/> No, the current schedule and routes work well	21



13. What specific changes to the Butte College transportation **schedule** or **routes** would you like to see?

<input type="radio"/> More frequent buses during peak times	11
<input type="radio"/> Expanded bus routes to additional locations	9
<input type="radio"/> More frequent buses & Expanded bus routes	12
<input type="radio"/> Extended hours of operation	31
<input type="radio"/> Reduced number of routes	0
<input type="radio"/> Fewer bus times	0
<input type="radio"/> Improved coordination with class schedules	3
<input type="radio"/> Other	12

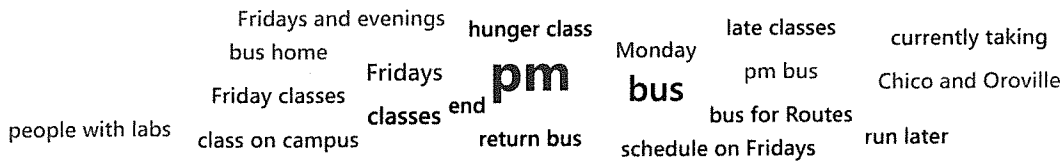


14. When would you add the extended hours of operation

32 Responses

Latest Responses
 "if the last class on campus ends at 5:00pm then the bus should leave at 5:15"
 ...

13 respondents (41%) answered pm for this question.



15. How would you reduced the number of **routes**

0 responses submitted

0 Responses

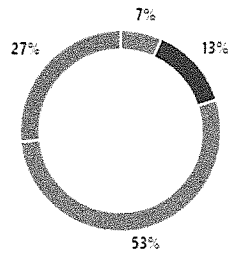
16. How would you reduce bus **schedule**?

0 responses submitted

0
Responses

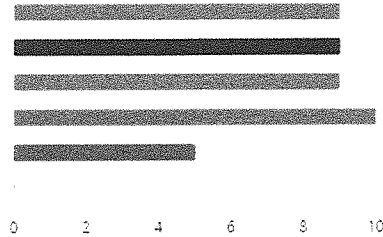
17. If you would like more frequent buses during peak times, which times of day do you consider peak times?

- Between 6-9 AM 1
- Between 9AM-12PM 2
- Between 12PM-3PM 8
- Between 3PM-6PM 4
- Other 0



18. On which days of the week would you like to see additional bus **schedule times**?

- Monday 9
- Tuesday 9
- Wednesday 9
- Thursday 10
- Friday 5
- Other 0



19. If additional **times** were added to the bus **schedule**, which routes or locations would you like these new **times** to serve?

10
Responses

Latest Responses
...

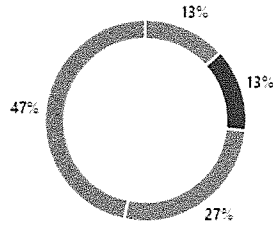
3 respondents (30%) answered Route for this question.



20.

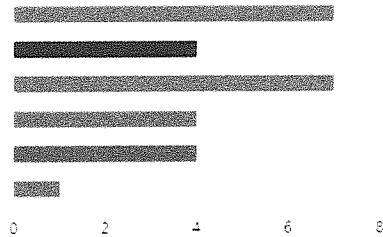
1. What times would you suggest expanding the current **routes**?

● Between 6-9 AM	2
● Between 9AM-12PM	2
● Between 12PM-3PM	4
● Between 3PM-6PM	7
● Other	0



21. What days would you like to expand the bus **routes**?

● Monday	7
● Tuesday	4
● Wednesday	7
● Thursday	4
● Friday	4
● Other	1

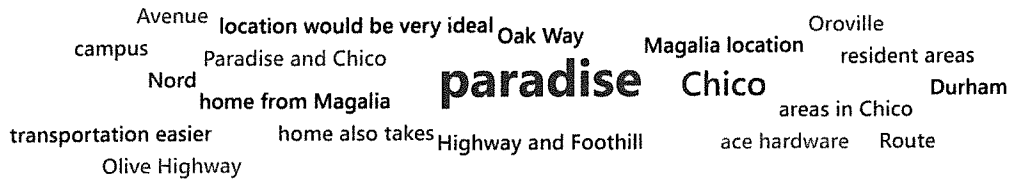


22. Which specific **routes** or locations would you like to see added to the bus schedule

9 Responses

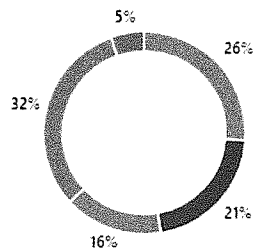
Latest Responses
 "Paradise, just by ace hardware would be enough to make transportation easier"
 ...

3 respondents (33%) answered paradise for this question.

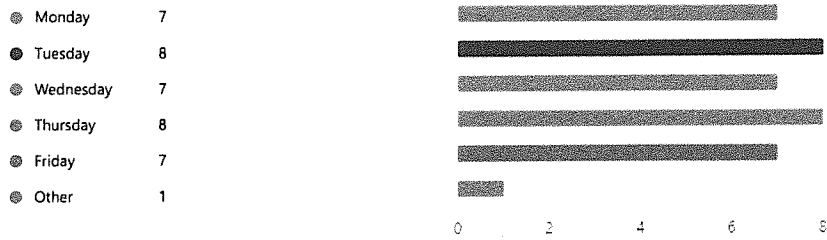


23. If you would like more frequent buses during peak times, which times of day do you consider peak times?

● Between 6-9 AM	5
● Between 9AM-12PM	4
● Between 12PM-3PM	3
● Between 3PM-6PM	6
● Other	1



24. On which days of the week would you like to see additional bus **schedule times**?



25. If additional **times** were added to the bus **schedule**, which routes or locations would you like these new **times** to serve?



1 respondents (14%) answered 2 for this question.

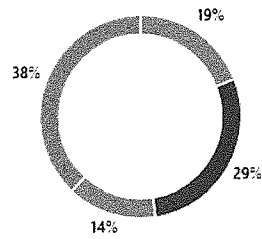
sure Nord Ave
 Biggs Main Campus2 Esplanade and Eaton
 gridley Palermo Road Orlandpm Chico

26. 1. What times would you suggest expanding the current **routes**?



27. 1. What times would you suggest expanding the current **routes**?

● Between 6-9 AM	4
● Between 9AM-12PM	6
● Between 12PM-3PM	3
● Between 3PM-6PM	8
● Other	0



28. Which specific **routes** or locations would you like to see added to the bus schedule

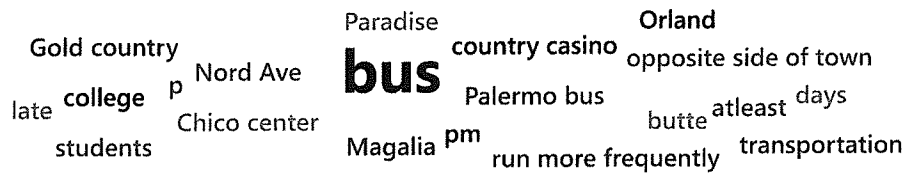
8

Responses

Latest Responses



3 respondents (38%) answered bus for this question.



14.

When would you add the extended hours of operation?

On Fridays and evenings

after four maybe till 6!

7:45-6 for late labs and early lectures

Both morning and evening routes

7:00am to 5pm

5pm

I'd like a limited schedule on Fridays so that folks without cars can come out to campus and get back. Also bring back the 5:10 and 5:40 times please. There are classes later than 4 that will benefit along with student who need/want to take them.

5

I want a 5:30pm or 5pm bus

Routes that leave at 5, so people with labs that end at 4:50 can still get home

Fridays

5pm Monday-Thursday

We need busses on friday. it's extremely difficult to depend on others for rides both to and from school, along with that, a lot of people are unable to get licenses or even rides to school which is why they have to take the bus, and them not running on friday makes it very inaccessible for many students.

5 PM

At the end of the current schedule, I can't take the bus because I have classes until five most days

I would probably change the last bus to Oroville at 5pm. I'm currently taking a world hunger class that is from 3pm-4:15 and every Monday and Wednesday I'm having to leave at 3:55pm to catch the 4:00pm bus home.

I think 5 pm would be a reasonable time

I would add a 5:00 bus for Routes To Chico and Oroville

5pm

I think it should be extended to be between 4-6:30pm.

Fridays

Till 6 pm or later

Buses should run later till 7

3 5

5:00 pm

It would be great to see a return bus to Chico at 5:20 PM again.

up until 6 pm

Hours past 5 to accommodate for late classes

Extend to 5:30-6:00 pm everyday

After 5:15 or so choirs out at 5:15 lost out on friends dropping due to no transportation and no carpool available anymore to her

Fridays. I'm not taking any Friday classes because the bus doesn't run

If the last class on campus ends at 5:00pm then the bus should leave at 5:15

22. Which specific routes or locations would you like to see added to the bus schedule?

Please add paradise back to a location at the very least but a Magalia location would be very ideal, if I want to take the bus from my home from Magalia i have to wake up at 5:30, the commute home also takes about two hours, I leave campus at 4:00, b-line arrives at 5:30, i get home at 6:30.

Paradise and Chico

Orland

Olive Highway and Foothill

All of them

Route 1 (Oroville) and Route 2.(Palermo)

Western part of Nord Avenue; near the Oak Way Park

Durham, and more resident areas in Chico

Paradise, just by ace hardware would be enough to make transportation easier

TO: Audit & Finance Committee
Butte Community College District

FROM: Bill McGinnis

SUBJECT: Comments Concerning 2025/26 Board Budget Policies

During our recent Board discussion of the proposed Board budget policy, I did not remember quickly enough to provide what I consider sufficient background information. Therefore, I am offering the following as a more complete comment on the proposed budget guidelines.

Firstly, concerning the 90% versus 87% limit on salaries and benefits versus the General Fund budget. In the early 2000's I was asked to develop a training session for the League of Community Colleges on college finances. As part of that work, I visited the State Chancellor's office and recorded the budgets for the 73 community college districts focusing on salaries, benefits, and the total unrestricted general fund budget. I used this data to develop a spreadsheet and compute a systemwide average and a ranking of all the districts by the percentage spent on salaries and benefits. Then I compared the ranking against ACCJC findings of colleges found to be in financial difficulty or close to receiving a show cause finding for poor financial management. I also compared the data with the State Chancellor's Office watch list of Districts in financial trouble. My findings indicated that Districts which had salaries and benefits costs exceeding 90% were on either one or both of the above-mentioned lists.

After discussing this situation with both our Administrative V.P. and League officials we agreed on using the recommended number of 85% for both our Board budget guidelines and for the financial publication for new trustees published by the League. This number was also used in our training programs for new trustees. Subsequent to that time, our Board, at the request of the then administration, agreed to raise the number to 87%.

I have always felt that our administration could make use of this guideline in their negotiations with the unions to limit the proposed increased costs in salaries and benefits. Also allowing salaries and benefits costs to creep up over 90% puts a sever limit on the college's ability to have sufficient funds for operational costs and maintenance. We all have read stories of Districts in our state with inadequate and/or unsafe facilities.

My second issue concerns the language in Revenue Standard paragraph 4: "The District will limit non-trust transfer-in allocations to the unrestricted general fund of 2% per year of the total unrestricted expenditure budget from non-general fund sources." I failed to point out to Mike's question on this paragraph that any transfers from trust funds (i.e. our OPED account) is not limited by this language as trust allocations are specially excluded. This section came about again in the early 2000's as a result of some District's balancing their budgets by transferring into the operating budget funds specifically designated for other purposes and thus placing the General Fund in a long term adverse position of relying on funds that either must be paid back or will run out causing a significant negative impact on the General Fund. We borrowed this language from the state's FCMAT guidelines for prudent financial management of school and community college districts. I recommend we continue this language as presently written.

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

January 29, 2025

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

It is recommended that the Board of Trustees approve the vendor, payroll, and financial aid warrants for the period of November 21, 2024 to December 31, 2024.

Type of Warrant	Quantity of Checks	Total
Vendor	1,219	\$14,170,546
Payroll	111	\$8,780,234
Financial Aid	1,052	\$1,397,002

Warrant registers are available for review in the Business Office.

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

January 29, 2025

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

Background

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

Status

The attached Contracts Ratification Report represents contracts entered into on behalf of the District during the month of December 2024. The Superintendent/President or Vice President for Administrative Services has executed the necessary documents.

Recommendation

It is recommended that the Board of Trustees ratify the contracts presented on the attached Contracts Ratification Report.

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

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

December 2024

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
10/18/24	10/18/24	Bidwell Park Golf Course	Basketball Golf Tournament Venue	(\$4,839.57)	Foundation Agency Account	Athletics	Shearer
11/25/24	11/25/24	Fresno Pacific University	Soccer Team Practice Venue	(\$100.00)	Unrestricted General	Athletics	Shearer
10/10/24	5/16/26	Abernathy-VMServices, LLC	California Resilient Careers in Forestry Project	(\$10,000.00)	Restricted General	Contract Education	Shearer
12/9/24	12/31/24	Abernathy-VMServices, LLC	Utility Line Clearance Pre-Inspector Training and Development Amendment to Compensation	(\$34,600.00)	Restricted General	Contract Education	Shearer
11/4/24	12/31/24	ACRT Pacific, LLC	Utility Line Clearance Pre-Inspector Training and Development	(\$17,318.00)	Restricted General	Contract Education	Shearer
10/1/24	9/30/25	California Manufacturing Technology Consulting (CMTC)	Subrecipient Agreement for Hollings Manufacturing Extension Partnership to provide services and support for emerging and existing manufacturing establishments in California Manufacturing Region 1	\$400,000.00	Restricted General	Contract Education	Shearer
			District's Cost Share	(\$1,600,000.00)			
12/18/24	7/23/25	Chico Heights Rehabilitation & Wellness Centre, LP aka Chico Creek	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$6,440.00)	Restricted General	Contract Education	Shearer
12/17/24	12/31/24	Foundation for California Community Colleges	Utility Line Clearance Pre-Inspector Training and Development Project Amendment to Compensation	\$153,365.57	Restricted General	Contract Education	Shearer
1/9/25	1/10/25	Modoc Medical Center	Employee Training	\$11,698.81	Restricted General	Contract Education	Shearer
11/18/24	5/31/26	Mountain F. Enterprises, Inc.	California Resilient Careers in Forestry Project Amendment to Statement of Work	\$0.00	Restricted General	Contract Education	Shearer
12/18/24	7/23/25	OCPP, LLC	Employer Participation Agreement Employment Training Panel (ETP) Project	\$0.00	Restricted General	Contract Education	Shearer
1/7/25	1/14/25	Paradise Irrigation District	Employee Training	\$7,950.00	Restricted General	Contract Education	Shearer
11/25/24	11/25/24	Valley Oak Children's Services	Employee Training	\$150.00	Restricted General	Contract Education	Shearer
8/26/24	5/30/25	Willows Unified School District	College & Career Access Pathways Partnership Appendix <i>Revised</i>	(\$6,400.00)	Unrestricted General	Dual Enrollment	Shearer
11/12/24	4/21/26	Town of Paradise	Community Development Block Grant	\$2,560,038.00	Restricted General	Economic Workforce Development	Shearer
1/21/25	1/20/30	Pierce Joint Unified School District	Field Experience for Introduction to Education Program	\$0.00	N/A	Family and Community Services	Shearer
12/17/24	1 year	OverDrive, Inc.	College Digital Library Access Software and Subscription	(\$10,500.00)	Unrestricted General	Library	Shearer
12/7/24	6/30/26	College of the Redwoods	Strong Workforce Program Projects In Common CTE Programs Support	(\$59,858.00)	Restricted General	North Far North Regional Consortium	Shearer
12/17/24	6/30/26	College of the Siskiyous	Strong Workforce Program Projects In Common CTE Programs Support	(\$62,948.00)	Restricted General	North Far North Regional Consortium	Shearer
12/17/24	6/30/25	Humboldt County Office of Education	Strong Workforce Program K12 Pathway Coordinator	(\$130,000.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/24	6/30/25	Los Rios Community College District	Regional Coordination and Collaboration Subaward Amendment to Term and Invoicing	\$0.00	Restricted General	North Far North Regional Consortium	Shearer
7/1/24	6/30/26	Los Rios Community College District	Director of Employment Engagement Positions for Regional Collaboration and Coordination Grant	(\$1,600,800.00)	Restricted General	North Far North Regional Consortium	Shearer
12/17/24	6/30/25	Placer Union High School District	Strong Workforce Program K12 Pathway Coordinator	(\$130,000.00)	Restricted General	North Far North Regional Consortium	Shearer
3/9/25	3/12/25	The Murieta Inn and Spa	NFNRC 2025 Summit Venue	(\$37,000.00)	Restricted General	North Far North Regional Consortium	Shearer
12/16/24	6/30/26	Yuba Community College District	Strong Workforce Program Projects In Common CTE Programs Support	(\$59,858.00)	Restricted General	North Far North Regional Consortium	Shearer

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

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

December 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
12/16/24	6/30/26	Yuba Community College District - Woodland Community College	Strong Workforce Program Projects In Common CTE Programs Support	(\$62,948.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/24	6/30/26	Ampla Health	Clinical Experience	\$0.00	N/A	Nursing	Shearer
12/20/24	12/20/24	North State Audio Visual, Inc.	Audio Visual Services for Pinning Ceremonies	(\$475.00)	Unrestricted General	Nursing	Shearer
11/6/24	10/31/27	California Department of Forestry and Fire Protection	Field Experience for Firefighter Academy	\$0.00	N/A	Public Safety Education & Training	Shearer
11/6/24	10/31/27	Chico Fire Department	Field Experience for Firefighter Academy	\$0.00	N/A	Public Safety Education & Training	Shearer
11/6/24	10/31/27	Red Bluff Fire Department	Field Experience for Firefighter Academy	\$0.00	N/A	Public Safety Education & Training	Shearer
11/6/24	10/31/27	San Bruno Fire Department	Field Experience for Firefighter Academy	\$0.00	N/A	Public Safety Education & Training	Shearer
12/6/24	12/6/24	Thomas Parker	Bagpipng for Law Enforcement Academy Graduation	(\$150.00)	Unrestricted General	Public Safety Education & Training	Shearer
12/10/24	12/10/24	Thomas Parker	Bagpipng for Fire Academy Graduation	(\$150.00)	Unrestricted General	Public Safety Education & Training	Shearer
11/6/24	10/31/27	Yuba City Fire Department	Field Experience for Firefighter Academy	\$0.00	N/A	Public Safety Education & Training	Shearer
1/1/25	12/31/27	Yuba Community College District	Emergency Vehicle Operations Course Training for Cadets	\$50,000.00	Restricted General	Public Safety Education & Training	Shearer
10/1/24	9/30/25	Cal Poly Humboldt Sponsored Programs Foundation	CalOSBA Technical Assistance Program (TAP) 2024-25	\$98,000.00	Restricted General	Small Business Development Center	Shearer
10/1/24	9/30/25	Cal Poly Humboldt Sponsored Programs Foundation	CalOSBA Capital Infusion Program (CIP) 2024-25	\$50,000.00	Restricted General	Small Business Development Center	Shearer
12/18/24	12/31/24	Cal Poly Humboldt Sponsored Programs Foundation	SBDC 2024 Butte College SBDC Amendment to Budget Total	\$950.00	Restricted General	Small Business Development Center	Shearer
Upon Delivery	One Time Use	EDGE22 Studios LTD	GeneratePress Premium License	(\$59.00)	Unrestricted General	Technology Mediated Instruction	Shearer
Upon Download	One Year	Liquid Web, LLC	Events Calendar PRO Software License	(\$149.00)	Unrestricted General	Technology Mediated Instruction	Shearer
Upon Download	Until Terminated	Lucid Software Inc.	Visual Diagramming Tool, Digital Whiteboard and Ideation Tool Software	\$0.00	N/A	Technology Mediated Instruction	Shearer
12/18/24	12/31/27	Parchment, LLC	Diploma Services (Digital and Print Subscription) Amendment to Term and Subscription Fees	(\$19,989.90)	Unrestricted General	Admissions & Records	Simos-Valdez
12/11/24	Until Terminated	Butte County Office of Education	College & Career Pathways Training Agreement	\$0.00	N/A	Career Center	Simos-Valdez
12/11/24	12/10/27	California Conservation Corps	Work Experience Education Program	\$0.00	N/A	Career Center	Simos-Valdez
12/3/24	Until Terminated	Downtown Chico Business Association	ButteWORKs Work-Study Program	\$0.00	N/A	Career Center	Simos-Valdez
12/3/24	Until Terminated	Jesus Center	Federal Work-Study Program	Expense based on pay rate and hours	Restricted General	Career Center	Simos-Valdez
12/16/24	Until Terminated	Jesus Center	ButteWORKs Work-Study Program	\$0.00	N/A	Career Center	Simos-Valdez
11/18/24	11/17/27	Jesus Center	Work Experience Education Program	\$0.00	N/A	Career Center	Simos-Valdez
12/3/24	Until Terminated	Stonewall Alliance of Chico	ButteWORKs Work-Study Program	\$0.00	N/A	Career Center	Simos-Valdez
3/17/25	3/20/25	Bus-Man Holiday Tours	Charter Transportation for Southern California University Campus Visits	(\$8,968.00)	Restricted General	CASA	Simos-Valdez

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

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December 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
1/16/25	12/31/25	KyJay, LLC	Light to Inspire Trainings	(\$42,100.00)	Restricted General	CASA	Simos-Valdez
12/16/24	Upon Payment	Access Ingenuity	Dragon Software and Nuance User Management	(\$3,530.00)	Restricted General	Disabled Student Programs & Services	Simos-Valdez
12/16/24	12/15/25	Nuance Communications, Inc.	Dragon Professional Software License	\$0.00	Restricted General	Disabled Student Programs & Services	Simos-Valdez
12/1/24	6/30/25	25th Hour Communications	Google Analytics (GA4) Training Services	(\$625.00)	Unrestricted General	Marketing	Simos-Valdez
12/12/24	1/30/25	Watershed Media, LLC	Video Production for Super Bowl Advertisement Amendment to Fees	(\$2,500.00)	Restricted General	Marketing	Simos-Valdez
5/22/25	5/22/25	Chico Women's Club	Asian Pacific Islander Graduation Venue	(\$350.00)	Restricted General	Student Belonging & Empowerment	Simos-Valdez
12/11/24	12/11/24	DayVany Ruiz Montoya	Corning Ballet Folklorico Performance at HSI Posada Event	(\$1,000.00)	Restricted General	Student Belonging & Empowerment	Simos-Valdez
12/11/24	12/11/24	DJ Hector Enriquez	DJ Services for HSI Posada Event	(\$550.00)	Restricted General	Student Belonging & Empowerment	Simos-Valdez
12/11/24	12/11/24	Hector Mariscal	Bounce House for HSI Posada Event	(\$200.00)	Restricted General	Student Belonging & Empowerment	Simos-Valdez
5/17/25	5/17/25	Joshua Moon Johnson, Inc.	Keynote Speaker for Lavender Graduation	(\$4,000.00)	Restricted General	Student Belonging & Empowerment	Simos-Valdez
12/11/24	12/11/24	La Familia Restaurant	Catering Services for HSI Posada Event	(\$4,302.94)	Restricted General	Student Belonging & Empowerment	Simos-Valdez
12/11/24	12/11/24	Leahana Mishelof	Face Painting Services for HSI Posada Event	(\$200.00)	Restricted General	Student Belonging & Empowerment	Simos-Valdez
10/22/24	10/21/29	Sonoma State University	Nursing Student Clinical Training	\$0.00	N/A	Student Health Clinic	Simos-Valdez
1/1/25	12/31/25	California Community Colleges Chancellor's Office	Letter of Agreement to establish fiduciary responsibility for InCommon Federation Annual Participation Fee and InCommon Certificate Service Subscription Fee	(\$451,000.00)	Restricted General	CCC Technology Center	Snelling
12/19/24	12/18/25	Semgrep Inc.	Code Team and Supply Chain Team Licenses	(\$31,500.00)	Restricted General	CCC Technology Center	Snelling
12/18/24	Upon Payment	SHI International Corporation	Lucidchart Higher Education Suite Enterprise	(\$1,851.40)	Restricted General	CCC Technology Center	Snelling
1/10/25	1/9/26	Lucid Software Inc.	Lucidchart Subscription Terms of Service	\$0.00	Restricted General	CCC Technology Center	Snelling
12/18/24	Upon Payment	SHI International Corporation	GlobalProtect Software and Premium Support	(\$3,031.06)	Restricted General	CCC Technology Center	Snelling
1/22/25	1/22/26	Palo Alto Networks, Inc.	GlobalProtect Software License	\$0.00	Restricted General	CCC Technology Center	Snelling
12/15/24	12/14/25	SonarSource	SonarQube Software License	(\$4,220.00)	Restricted General	CCC Technology Center	Snelling
12/1/24	6/30/25	Buttes Electric	Electrical Installation in Manufacturing Shop	(\$12,836.00)	Unrestricted General	Facilities Planning & Management	Snelling
Upon Download	Until Terminated	cardPresso, LDA	Identification Card Print Software	\$0.00	N/A	Facilities Planning & Management	Snelling
12/10/24	12/17/24	Compliance SFO, Inc.	Compliance Consultation for Above Ground Storage Tank at Mechanized Agriculture	(\$2,410.00)	Restricted General	Facilities Planning & Management	Snelling
8/26/24	Upon Payment	Geweke Ford	Purchase of 2020 Ford Ranger	(\$25,500.26)	Capital	Facilities Planning & Management	Snelling
5/27/25	6/30/25	Holt Heating and Air	HVAC System Replacement in Environmental Horticulture	(\$9,311.00)	Restricted General	Facilities Planning & Management	Snelling

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

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

December 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
12/1/24	6/30/25	Martin Construction	Information Technology Services Building Remodel	(\$12,840.00)	Measure J	Facilities Planning & Management	Snelling
1/15/25	1/15/25	Mary Mansfield	Basic Adult First Aid and CPR Training for Bus Drivers	(\$95.00)/participant	Unrestricted General	Facilities Planning & Management	Snelling
1/6/25	1/31/25	McClelland Air Conditioning, Inc.	HVAC System Repair in Gym 113 and 114	(\$18,040.00)	Restricted General	Facilities Planning & Management	Snelling
7/22/24	Upon Payment	New Autos, Inc.	Purchase of 2017 Ford Explorer	(\$18,898.82)	Capital	Facilities Planning & Management	Snelling
7/22/24	Upon Payment	New Autos, Inc.	Purchase of 2017 Ford Explorer	(\$23,725.07)	Capital	Facilities Planning & Management	Snelling
7/17/24	Upon Payment	Oroville Ford, Inc.	Purchase of 2024 Ford Transit T-350	(\$59,268.42)	Capital	Facilities Planning & Management	Snelling
7/1/24	6/30/25	Shirah Builders Inc.	Construction Project Management and Consultation Services for Capital and Bond Projects	(\$289,528.00)	Measure J Capital	Facilities Planning & Management	Snelling
12/15/24	12/14/27	Fluke Electronics Corporation	Gold Support Plan for Fiber Tester	(\$8,604.00)	Unrestricted General	Information Technology	Snelling
12/18/24	12/17/25	KnowBe4, Inc.	Security Awareness Training Subscription Platinum	(\$70,227.00)	Restricted General	Information Technology	Snelling
11/26/24	11/25/25	Parallels International GmbH	Parallels Desktop 20 for Mac Upgrade License	(\$104.98)	Unrestricted General	Information Technology	Snelling
12/16/24	12/15/29	ResoluteGuard, LLC	Unlimited Internal Network Vulnerability Scans and Scan Reports	(\$24,732.00)	Restricted General	Information Technology	Snelling
7/1/24	7/1/25	SolarWinds Worldwide, LLC	Web Help Desk Per Technician License	(\$4,865.00)	Unrestricted General	Information Technology	Snelling
11/30/24	11/29/25	Zoho Corporation Private Limited	ManageEngine Service Desk Plus Enterprise Edition Subscription License	(\$20,023.00)	Unrestricted General	Information Technology	Snelling
			TOTAL REVENUE CONTRACTS	\$3,332,152.38			
			TOTAL EXPENSE CONTRACTS	(\$5,015,424.42)			

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

January 29, 2025

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

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>
Dan Barnett	Philosophy	Fall 2025	20.00
Thomas Cox	Chemistry	Fall 2025	50.27
Sanjay Dev	Mathematics	Fall 2025	53.06
Elizabeth Dunn	Accounting	Fall 2025	6.66
Elizabeth Dunn	Accounting	Spring 2026	13.33
Lisa Kekaha	English	Fall 2025	6.66
Randy Maday	Kinesiology	Fall 2025	49.11
Randy Maday	Kinesiology	Spring 2026	48.68
Teresa Ward	Reading	Fall 2025	50.00
Teresa Ward	Reading	Spring 2026	49.96

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

January 29, 2025

Subject:	Approval of New Courses
Category:	Office of Instruction
Submitted By:	Erik Shearer, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Consent

Background

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

DRAM 3, DRAM 16, DRAM 20, and DRAM 23 are transfer-level courses designed to align the Theatre Arts Degree with Transfer Model Curriculum (TMC). These courses will create a sustainable and completable program giving options to students.

AB 51 is a lower-division major requirement for Agricultural Business majors at Chico State, where most of our students transfer. This course will improve transfer pathways and provide stronger business management skills for our career pathway students. It will be part of the AS-T in Agriculture Business, AS in Agriculture Business, and CA in Agriculture Business.

DRAM 312 and DRAM 314 are noncredit courses designed for older adults and will be offered as mirrored courses with DRAM 12 and DRAM 14. These courses will give community members the opportunity to participate in ensembles.

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.

AGRICULTURE BUSINESS (AB)

AB 51 - Management Accounting for Agriculture

Transfer Status: CSU

Prerequisite: AB 50 or ACCT 2

Unit(s): 3.00

Contact Hours: 34.00 Lecture/51.00 Lab

Management Accounting is a sub-area of accounting concerned with information needed to effectively plan and control economic unit operations and make good business decisions. This course will provide an introduction to selected management accounting topics including financial statements, product costing, cost-volume-profit analysis, and short-term decisions.

DRAMA (DRAM)

DRAM 3 - Theatre History

Transfer Status: CSU/UC

Unit(s): 3.00

Contact Hours: 51.00 Lecture

Out of Class Hours: 102.00

Total Course Hours: 153.00

The study of the history of theatre from the Origins of Theatre through the 17th Century. The history and development of theatre and drama are studied in relationship to cultural, political and social conditions of the time. Plays are read for analysis of structure, plot, character and historical relevance.

DRAM 16 - Acting III Script Analysis

Transfer Status: CSU/UC

Prerequisite: DRAM 9

Unit(s): 3.00

Contact Hours: 51.00 Lecture

Out of Class Hours: 102.00

Total Course Hours: 153.00

Principles, theories and techniques of play script analysis for theatrical production.

DRAM 20 – Stagecraft

Transfer Status: CSU/UC

Unit(s): 3.00

Contact Hours: 102.00 Activity

Out of Class Hours: 51.00

Total Course Hours: 153.00

An introduction to technical theatre and the creation of scenic elements. Includes basic concepts of design, painting techniques, set construction, set movement, prop construction, backstage organization, and career possibilities. May include stage management, lighting, and/or sound techniques.

DRAM 23 - Introduction to Stage Makeup

Transfer Status: CSU/UC

Unit(s): 3.00

Contact Hours: 102.00 Activity

Out of Class Hours: 51.00

Total Course Hours: 153.00

Students will receive instruction and practice in all phases of makeup specifically designed for theatrical use.

DRAM 312 - Rehearsal and Performance in Production

Transfer Status: NT

Prerequisite: Audition required

Unit(s): 0.00

Contact Hours: 102.00 Activity

Total Course Hours: 102.00

This course provides instruction and supervised participation in theatre rehearsal and performance.

This course is intended for older adults. Unlimited repeats. Ungraded.

DRAM 314 - Technical Theatre in Production

Transfer Status: NT

Unit(s): 0.00

Contact Hours: 102.00 Activity

Total Course Hours: 102.00

Course Description:

Students will gain practical experience in the application of production responsibilities in any of the following: stage management, house management, construction, scenery, properties, costume, lighting, sound, and running crews. This course is intended for older adults. Unlimited repeats. Ungraded.

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

January 29, 2025

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

Background

This certificate is designed to assist students who want to learn necessary skills that are used in the engineering and manufacturing industries at the middle-skill technical technician level (Engineering Support Technician). Along with a STEM-based certificate, this certificate of achievement will provide the student with hands-on skill development needed to be successful in a variety of areas in the form of a core course work, built-in internship with area industry partners and prepared to certify in industry-recognized certification.

Status

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

Recommendation

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

Butte College
Certificate of Achievement
Engineering Support Technician

1. Statement of Program Goals and Objectives

This certificate is designed to assist students who want to learn necessary skills that are used in the engineering and manufacturing industries at the middle-skill technical technician level (Engineering Support Technician). Along with a STEM-based certificate, this certificate of achievement will provide the student with hands-on skill development needed to be successful in a variety of areas in the form of a core course work, built-in internship with area industry partners and prepared to certify in industry-recognized certification.

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

- Utilize software to analyze, sort, and record data.
- Interpret technical drawings.
- Apply programming concepts.
- Apply concepts of networking and create a basic network.
- Apply mathematical and physical science concepts and apply those in a problem-solving format.
- Apply skills acquired in specific areas of mechanical, electrical, and pneumatic and hydraulic training.
- Complete industry certifications.
- Translate acquired skills through education, training, and internship to an employment opportunity as an engineering support technician.

2. Catalog Description

The Certificate of Achievement, Engineering Support Technician offers a series of courses including foundational knowledge needed for an entry level engineering support technician. The program includes a built-in internship which allows the student to obtain hands-on experience in process manufacturing industries. Students will also be prepared to take an industry recognized certification exam.

3. Program Requirements

Requirements	Course	Title	Units	Sequence
Required	BCIS-85	Microsoft Excel for Windows	3	Yr 1 – Fall
Required	CSCI-4	Introduction to Programming Concepts and Methodologies	3	Yr 1 - Fall
Required	CSCI-19	Computer Networking Fundamentals	3	Yr 1 - Fall
Required	DFT-16	Print Reading for Industry and Manufacturing	3	Yr 1 - Spring
Required	ENGR-99	Work Experience-ENGR	6	Yr 1 – Spring
Required	ITEC-55	Introduction to Industrial Trades	2	Yr 1 Fall
Required	MATH-20 or MATH 28 or MATH 28s or MATH 30 or MATH 30s	Trigonometry Precalculus Precalculus with Support Analytic Geometry and Calculus I Analytic Geometry and Calculus I with Support	3 4 4 5 5	Yr 1 – Fall
Required	PHYS 21 or PHYS-41	College Physics I Physics for Scientists and Engineers I	4 4	Yr-1 - Spring

Required Major Total:

27 - 29 units

TOTAL UNITS:

27 - 29 units

Proposed Sequence: See above.

4. Master Planning

The Engineering Support Technician (also known as SwifTECH) certificate will establish a new career pathway for students at Butte College in emerging and high demand industries. This program will prepare a new mid-level technically qualified worker, an Engineering Support Technician (EST). These EST's will replace the aging maintenance support workforce including millwrights who are retiring at a rate exceeding the rate of succession. The EST program will be a combination of Butte College courses and a hands-on internship experience in a real-time industrial employer with an outcome of a certificate of achievement granted by the College and preparation to take industry recognized certifications from nationally recognized Manufacturing Skills Standards Council. SwifTECH will develop the first EST workforce program in Northern California that will provide technician education through an accessible, affordable, efficient pathway for students to become qualified, successful EST's.

The focus of SwifTECH is the regional food and beverage processing employers. Today's food and beverage processing supply chain industries demand a mid-level technical workforce with qualified knowledge, skills and abilities in mechatronics including mechanical, electrical and fluid technologies.

Many of these technologies are automated, incorporating a need for skills in automation including sensor technologies, programmable logic controllers (PLC) and data transmission and incorporation in enterprise resource planning (ERP) systems in high intensity supply chain fulfillment. Such technologies streamline and automate repetitive enterprise operations that must be maintained and refined after installation to assure an effective economic value to their companies and product value in the marketplace. The employers of EST's in today's industrial world do not demand physical strength but technical knowledge. This knowledge allows workflow to be automated, reduces business costs, and provides additional time for technicians to perform more important and complex work.

This certification aligns with the College's Guided Pathways model which allows students to select into different pathways based upon preference. One group of students who may be interested in this certificate are declared engineering students who either do not have the time or desire to complete the four-year bachelor's degree program. This certificate allows those students to be prepared for gainful employment in an engineering adjacent field. This certificate also allows incumbent workers to "scale up" in their education and provide for advancement within their respective companies.

The certificate is grant funded, and therefore, there are no costs associated to the District. Faculty time for developing the program, costs of equipment and training of faculty are all supported by the grant. Local employers in the previously mentioned industries have closely worked with the grant Principle Investigators to develop the internship component of the certificate. Students will be hosted at the employer's facility for a certain number of agreed upon hours to gain the hands-on experience. See more detail in the submitted Letters of Commitment from the industry partners.

5. Enrollment and Completer Projections

		2022-2023		2023-2024	
CB01: Course Department Number	CB02: Course Title	Annual # Sections	Annual Enrollment Total	Annual # Sections	Annual Enrollment Total
BCIS-85	Microsoft Excel for Windows	1	30	1	30
CSCI-4	Introduction to Programming Concepts and Methodologies	6	144	7	168
CSCI-19	Computer Networking Fundamentals			1	24
DFT-16	Print Reading for Industry and Manufacturing	1	35	1	35
ENGR-99	Work Experience-ENGR				
ITEC-55	Introduction to Industrial Trades	1	20	2	40
MATH-20	Trigonometry	6	210	6	210
MATH-28	Precalculus		New Course		New Course
MATH-28s	Precalculus with Support		New Course		New Course
MATH-30	Analytic Geometry and Calculus I	10	326	11	339
MATH-30s	Analytic Geometry and Calculus I with Support		New Course		New Course
PHYS 21	College Physics I	4	96	4	96

PHYS-41	Physics for Scientists and Engineers I	4	84	6	144
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It is anticipated that we will have 20 completers per year.

6. Place of Program in Curriculum/Similar Programs

The Certificate of Achievement, Engineering Support Technician will be housed under the existing engineering department.

7. Similar Programs at Other Colleges in Service Area

There are no other similar programs in the service area.

ADDITIONAL SUPPORTING DOCUMENTATION – CTE

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

January 29, 2025

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

Background

The Certificate of Achievement in Theatre Arts provides the basis of training and experience needed to excel in live performances and on-screen acting. It also creates an award for students who want to complete the core performance and drama courses without completing GE requirements.

Status

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

Recommendation

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

**Butte College
Certificate of Achievement
Theatre Arts**

1. Statement of Program Goals and Objectives

Students are eager to develop their skills in acting, directing, and performance creation, with a strong desire to engage in original productions and projects. The Certificate of Achievement in Theatre Arts provides the basis of training and experience needed to excel in live performances and on-screen acting. It also creates an award for students who want to complete the core performance and drama courses without completing GE requirements.

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

- Create the Illusion of reality
- Analyze dramatic literature
- Demonstrate an understanding and appreciation of the cultural significance of dramatic art
- Demonstrate a variety of production skills
- Demonstrate a variety of performance skills

2. Catalog Description

The Certificate of Achievement in Theatre Arts for Transfer is designed to build students' performance skills in the area of theatrical production—including acting, stagecraft, and technical theatre; to enrich students' aesthetic and intellectual proficiency in theatre, theatre history, and literature; and to provide pre-professional training. The Certificate of Achievement in Theatre Arts emphasizes production and experience in the creation of theatrical performances. At the same time, the degree offers courses in all aspects of the theatre, both artistic and academic. Faculty, staff, and students work closely together to build a solid foundation in the practical, artistic, and historical aspects of theatre.

3. Program Requirements

	Requirements	Dept. Name/ #	Title	Units	Sequence
Required Core	Choose one	DRAM 2	Introduction to Theatre	3	Yr 1, Fall
		DRAM 3	Theatre History	3	Yr 1, Fall
	Required	DRAM 8	Acting I	3	Yr 1, Fall
	Choose one	DRAM 10	Rehearsal and Performance in Production: Musical Theatre	3	Yr 1, Fall
		DRAM 12	Rehearsal and Performance in Production	3	Yr 1, Fall
		DRAM 14	Technical Theatre in Production	3	Yr 1, Fall
Electives	<i>Electives: Complete an additional 3 courses from the following for a total of 9 units:</i>	DRAM 9	Acting II	3	Yr 1, Spring
		DRAM 10	Rehearsal and Performance in Production: Musical Theatre	3	Yr 1, Spring
		DRAM 12	Rehearsal and Performance in Production	3	Yr 1, Spring
		DRAM 14	Technical Theatre in Production	3	Yr 1, Spring
		DRAM 15	Introduction to Stage Costume	3	Yr 1, Spring

		DRAM 16	Acting III Script Analysis	3	Yr 1, Spring
		DRAM 20	Stagecraft	3	Yr 1, Spring
		DRAM 21	Introduction to Theatre Design	3	Yr 1, Spring
		DRAM 22	Introduction to Stage Lighting	3	Yr 1, Spring
		DRAM 23	Introduction to Stage Makeup	3	Yr 1, Spring

Required Core Total: 9

Elective Units: 9

TOTAL UNITS: 18

Proposed Sequence:

Year 1, Fall = 9 units

Year 1, Spring = 9 units

TOTAL UNITS: 18 units

4. Master Planning

This Certificate of Achievement is a needed option for students at Butte College. We have several students who are only interested in completing the drama sequence of courses but who are not interested in GE courses or who are transferring to a school with that doesn't accept Butte's GE courses easily. This Certificate of Achievement would allow students to complete the core drama courses and receive an award. We also have students who have already completed a Bachelor's degree and are looking to return to school to study drama and, as before, have no need or interest in GE courses. This Certificate would allow them to earn an award. As Butte and the State of California look to increase completions, this would provide more opportunities for students to complete and earn an award. Butte College already offers all these courses, so the creation of a Certificate of Achievement in Theatre Arts which mirrors the AA-T but does not require general education courses is a logical addition to our program.

5. Enrollment and Completer Projections

		2023-2024		2022-2023	
CB01: Course Department Number	CB02: Course Title	Annual # Sections	Annual Enrollment Total	Annual # Sections	Annual Enrollment Total
DRAM 2	Introduction to Theatre	2	55	3	82
DRAM 3	Theatre History				
DRAM 8	Acting I	2	55	3	82
DRAM 9	Acting II	1	30	1	30
DRAM 10	Rehearsal and Performance in Production: Musical Theatre	0	0	0	0
DRAM 12	Rehearsal and Performance in Production	0	0	0	0
DRAM 14	Technical Theatre in Production	0	0	0	0
DRAM 15	Introduction to Stage Costume	0	0	0	0

DRAM 16	Acting III Script Analysis	New Course	New Course	New Course	New Course
DRAM 20	Stagecraft	New Course	New Course	New Course	New Course
DRAM 21	Introduction to Theatre Design	0	0	0	0
DRAM 22	Introduction to Stage Lighting	0	0	0	0
DRAM 23	Introduction to Stage Makeup	New Course	New Course	New Course	New Course

Note: the Drama production courses have not been offered the past several years for many reasons. We have completely overhauled the curriculum, of which this change is a part of, to fix that problem.

6. Place of Program in Curriculum/Similar Programs

a) Do any active inventory records need to be made inactive or changed in connection with the approval of the proposed program? If yes, please specify.

No.

b) Does the program replace any existing program(s) on the college's inventory? Provide relevant details if this program is related to the termination or scaling down of another program(s).

No.

c) What related programs are offered by the college?

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

7. Similar Programs at Other Colleges in Service Area

We are the only college in our service area that has a Drama Program.

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

January 29, 2025

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

Recommendation

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

Management*

1. Employee working Out-of-Class, Information Security Officer (CCCTC) – David Albrecht
Effective: December 1, 2024 – June 30, 2025
2. Placement on 39 Month Re-Employment List, Information Security Officer (CCCTC) – Amir Khan
Effective: December 9, 2024

Academic*

3. Assignment as Distance Education and Accessible Resources Coordinator (40%) – Suzanne Wakim
Effective: January 1, 2025 – May 30, 2025
4. Decrease in assignment as Curriculum Committee Chair (25% to 12.5%) – Donna Davis
Effective: January 1, 2025 – May 30, 2025
5. Assignment as Curriculum Committee Chair (12.5%) – Patrick McDougall
Effective: January 1, 2025 – May 30, 2025
6. Assignment as ESL Coordinator (25%) – Mark Scholl
Effective: August 1, 2024 – December 31, 2024
7. Assignment as ESL Coordinator (10%) – Mark Scholl
Effective: January 1, 2025 – May 30, 2025
8. Employment of Temporary Academic Employees (Instructors and Student Development) Part-time faculty recommended for employment effective Fall Semester 2024 – Daniel Burke
9. Employment of Temporary Academic Employees (Instructors and Student Development) Part-time faculty recommended for employment effective Winter Session 2025 – See Attachment "A"

Classified Employees*

10. Employment of Career Specialist (Career Center) – Kimani Davis
Full-time, 40 hours per week, 12 months per year
Salary: CSEA – 25
Effective: February 1, 2025
11. Employment of Administrative Secretary II (Contract Education) – Erica Piper
Full-time, 40 hours per week, 12 months per year
Salary: CSEA – 21
Effective: January 2, 2025
12. Employment of Alternate Media Specialist (DSPS) – Carissa Wyles
Full-time, 40 hours per week, 12 months per year
Salary: CSEA – 21
Effective: January 2, 2025
13. Employment of Recruitment & Outreach Technician – Carlos Gomez
Full-time, 40 hours per week, 12 months per year
Salary: CSEA – 25
Effective: February 3, 2025
14. Employment of Custodian I (FPM) – Doug Jones
Full-time, 40 hours per week, 12 months per year
Salary: CSEA – 14
Effective: February 3, 2025
15. Employment of Admissions & Records Technician Senior (A&R) – Cynthia Gamboa
Full-time, 40 hours per week, 12 months per year
Salary: CSEA – 24
Effective: February 1, 2025
16. Employee working Out-of-Class, Administrative Secretary III (SBS, SCS, CMST, TMI, LIB) – Krista Collett
Effective: November 29, 2024 – December 4, 2024
17. Temporary Increase from 20 hours per week to 24 hours per week Instructional Aide – Reading & Writing (CAS) – Jennifer Bradley, Astrid Johnson-Krause
Effective: December 21, 2024 – May 31, 2025
18. Temporary Increase from 20 hours per week to 22 hours per week Instructional Aide – Reading & Writing (CAS) – Emily Novikov
Effective: December 21, 2024 – May 31, 2025
19. Temporary Increase from 20 hours per week to 24 hours per week Instructional Aide (CAS) – Sobia Khan, Robert Metzger
Effective: December 21, 2024 – May 31, 2025

Temporary Employees*

20. **Substitutes**
Community Service Officer – Nicolaus Taylor
Salary: \$23.00 per hour 12/9/24 – 6/30/25
Community Service Officer – Eduardo Luna

Salary: \$23.00 per hour 12/16/24 – 6/30/25

Bus Operator – Connie Smart

Salary: \$26.00 per hour 12/10/24 – 6/30/25

21. **Short Term/Seasonal**

Instructional Assistant – Reading & Writing – Aaron George

Salary: \$23.00 per hour 1/21/25 – 6/30/25

IT Support Specialist – Brenna McBride

Salary: \$29.25 per hour 1/2/25 – 6/30/25

Technical Computing Specialist I – Brandon Brown

Salary: \$35.00 per hour 1/6/25 – 6/30/25

Kinesiology Equipment Technician – Kehmarr McMillan

Salary: \$24.00 per hour 1/13/25 – 6/30/25

22. **Professional Expert**

Manipulative Skills Assistant – Caleb Angel

Salary: \$26.00 per hour 10/24/24 – 6/30/25

Manipulative Skills Assistant – Tyler Henry

Salary: \$26.00 per hour 11/21/24 – 6/30/25

Nursing – Adrianna Medina

Salary: \$45.00 per hour 12/9/24 – 6/30/25

Nursing – Cassandra Minetti, Stormy Shaffer

Salary: \$45.00 per hour 1/6/25 – 6/30/25

Nursing – Christina Brown

Salary: \$45.00 per hour 1/15/25 – 6/30/25

Nursing – John Underwood

Salary: \$45.00 per hour 1/21/25 – 6/30/25

Crime Scene Actors – Jill Fidler

Salary: \$16.00 per hour 12/12/24 – 6/30/25

23. **Volunteer**

Volunteer (MESA) – Angel Sanchez-Hernandez

Volunteer (Athletics) – Kehmarr McMillan

24. **Retirements/Resignations**

Retirement, Manager Information Technology – Elizabeth Connors

Effective – February 1, 2025

Resignation, Administrative Secretary III (Industrial Technology Programs & Agriculture) – Erin

Shimizu

Effective – January 3, 2025

Retirement, Clerk II (Facilities, Planning & Management) – Cindy Klimper

Effective – December 31, 2024

Resignation, Kinesiology Equipment Technician (Health, Kinesiology & Athletics) – Kenneth “Cole”

Flores

Effective – January 1, 2025

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

Attachment "A"

Adler, Lisa	Gascon, Joevic	Peterson, Sue
Alexis, Jared	Gee, Travis	Phipps, Matthew
Alling, Jeremy	Grothe, Kerstin	Pilakowski, Michael
Anderson, Heidi	Gsell, Ryan	Quilici, Channing
Appel, Rolfe	Hames, John	Ray, Erika
Baca, John	Hannah, Michael	Reinhardt, Dennis
Bell, James	Hartley, Laurel	Richardson, Robert
Bellanich, Denise	Hays, Jonathan	Robinson, Joanne
Berg, Christopher	Hindman, Darrell	Ross, Stephen
Besoain, Benjamin	Honea, Kory	Rubinoff, Ryan
Bland, Randi	Hood, Robert	Sachs, Christian
Bliss, Megan	Huff, Steven	Saldano, Jordan
Bomactao, Marc	Hughes, Gary	Sanfilippo, Dominic
Bootman, Scott	Jackson, Melinda	Scholar, Gary
Boyd, Steve	Keen, Phillip	Schwyzler, Cedric
Boyer, Robert	Kelleher, John	Sederquist, Janessa
Brandow, Sean	Kelso, John	Shoro, Natasha
Buchanan, Mary	Krepelka, James	Smith, Eva
Calkins, Matthew	Langston, Derek	Smith, Olav
Campbell, Donald	Lefkowitz, Todd	Spencer, Errin
Candelaria, Kelly	Locatelli, Daniel	Spencer, Ivy
Cantwell, Gary	Lowery, Katherine	Stanley, Ryan
Carlisle, Andrei	Maletic, Stephen	Steffen, Nathan
Chin, Fiona	Marshall, Bryan	Stelzner, Charles
Conlan, Lance	Marshall, Vincent	Strahan, Lori
Cooper, Andrew	McJunkin, Shawn	Sturgeon, Christopher
Correa-Wilson, Joshua	Meneley, Chris	Teagarden, Katherine
Cowell, Aman	Minton, Douglas	Teixeira, Katharina
Daly, Jennifer	Mitchell, Ryon	Thompson, Daniel
Darnell, Jacquelyn	Moore, Jeffery	Torres, Melina
Davison, Bryce	Morales, Lisa	Townsend, Brandon
Doty, Kelly	Murphy, Michael	Uebelhardt, Cody
Downs, Jordan	Nakamura, Ayako	Utnehmer, Kaitlin
Duggins, Michael	Neufeld, Megan	Velasquez, Alana
Duitsman, Stan	Noxon, Justin	Villalba, Margarita
Ellis, Amanda	O'Donnell, Daniel	Walsh, Kevin
Fedrizzi, Victor	Kimberly	Walton, Tayler
Figaratto, Daniel	Oelrichs, Amy	Welton, David
Frank, Lanae	O'Hern, Casey	Wicks, Michael
Frederici, Paul	Ortiz, Antoinette	Wikum, Ryan
Fuchs, Erick	Parrott, James	Williams, Dacia
Galindo, Roseanna	Perez, Jenna	Willmann, Hans
	Peter, Eric	Wines, Jason
	Peterson, Katie	Wise, George

Wright, Aaron
Wright, Joshua
York, Kevin

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

January 29, 2025

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

Background

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

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

Status

The relevant amount specified in Public Contract Code Section 20651 as adjusted annually is currently \$114,800.00 for contracts to purchase equipment, materials, supplies, services, and repair. The relevant amount specified in Public Contract Code Section 22032 is \$220,000.00 for public projects contracts.

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

Recommendation

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

Butte-Glenn Community College District

CONTRACTS APPROVAL REPORT

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source	Originated by: District Department	Approved by: District Administrator
1/1/25	5/29/26	Kern Community College District	California Resilient Careers in Forestry Project	(\$156,962.00)	Restricted General	Contract Education	Shearer
7/1/24	6/30/26	Los Rios Community College District	Strong Workforce Program Allocation Projects In Common CTE Programs Support	(\$122,423.00)	Restricted General	North Far North Regional Consortium	Shearer
			TOTAL REVENUE CONTRACTS	\$0.00			
			TOTAL EXPENSE CONTRACTS	(\$279,385.00)			

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

January 29, 2025

Subject:	Approval of Contract Amendment #1 for 23-006 BlackBeltHelp, LLC
Category:	Contracts
Submitted By:	Jessica Snelling, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

The District’s California Community College Technology Center requires Help Desk Services to support the District’s objective of receiving high quality centralized help desk services for system-wide software applications for the CCC assisting students and staff in using these applications. Funding will be allocated from the Student Enrollment grant, Systemwide Infrastructure grant, and the Integrated Technology Program Apportionment funds.

On September 1, 2022, the District released Request for Proposal (RFP) #CCCTC-21-01 Help Desk Services for California Community Colleges to seek proposals to provide Help Desk Services. BlackBeltHelp was the awardee to this (RFP).

Under Education Code 81645, the governing board of any community college district may contract with a party who has submitted one of the three lowest responsible competitive proposals or competitive bids for the acquisition, procurement, or maintenance of electronic data processing systems and equipment, electronic telecommunications equipment, supporting software, and related materials, goods, and services, in accordance with procedures and criteria established by the governing board.

Status

District staff recommends Amendment #1 to contract 23-006 BlackBeltHelp, LLC to increase the contract amount by \$4,253,600.00 to continue purchasing the required help desk support service interactions as a result of increased call volume due to recent changes of implemented fraud mitigation measures including adoption of ID.me identity verification. Amendment #1 provides for a total fee sum not to exceed \$7,842,976.00.

A proposal evaluation team considered the qualifications, experience, technical approach, and cost in the evaluation of the responsive proposals and selected four firms to invite to participate in interviews. Upon completion of the due diligence review, staff determined that BlackBeltHelp, LLC is the best qualified firm to perform the consulting services and an award of contract to BlackBeltHelp, LLC is in the best interest of the District.

Recommendation

It is recommended that the Board of Trustees approve the Contract Amendment #1 for Contract 23-006 BlackBeltHelp, LLC in the amount not to exceed \$7,842,976.00 and for the term of July 1, 2022 through June 30, 2027.

Board approval is contingent upon available funding and the successful completion of the 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 the contract 23-006 BlackBeltHelp, LLC 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**

January 29, 2024

Subject:	Approval of Contract to Purchase Information Technology Services from InterVision Systems, LLC utilizing California Multiple Award Schedule CMAS Number 3-22-06-1030
Category:	Contracts
Submitted By:	Jessica Snelling, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

The District’s California Community Colleges Technology Center Department requires information technology services to provide Cloud Amazon Web Services (AWS) management services to host Cloud Infrastructure as a Service (IaaS) and Cloud Platform as a Service (PaaS) in support of statewide grant operations. The District’s California Community Colleges Technology Center requires Intervision AWS to host our Splunk cloud-based services to provide report generator software for their Information Security Center. Funding will be allocated from the Systemwide Infrastructure Grant.

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

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

Status

District staff recommends the use of the awarded CMAS Number 3-22-06-1030, as a source to purchase the required information technology goods and services from InterVision Systems, LLC, as needed during the term of December 27, 2024, through December 26, 2025, in the amount not to exceed \$373,526.55. District staff has reviewed the CMAS contract terms and conditions and finds that this purchase made from utilizing the CMAS contract will save administrative time and expense, deliver cost savings, and will be in the best interest of the District. This contract is in place of a direct agreement to purchase Splunk software, realizing cost savings and integration with AWS services.

Recommendation

It is recommended that the Board of Trustees approve the purchase of the required information technology services from InterVision Systems, LLC utilizing CMAS Number 3-22-06-1030, per the terms of the CMAS, for the term of December 27, 2024 through December 26, 2025, in the amount not to exceed \$373,526.55

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 InterVision Systems, LLC 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 29, 2025

Subject:	Approval of Contract Amendment #2 to Pariveda Solutions, Inc. for Information Technology Professional Services utilizing California Multiple Award Schedule CMAS Number 3-23-01-1035
Category:	Contracts
Submitted By:	Jessica Snelling, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

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

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

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

On May 15, 2024, the Board approved a contract to purchase the required information technology professional services from Pariveda Solutions, Inc. and on June 11, 2024, the District entered into a contract with Pariveda Solutions, Inc. in the amount not to exceed \$250,000 for the term of June 10, 2024 through December 31, 2024. On October 16, 2024, the Board approved Amendment #1 to increase the contract by \$315,000 and extend the date to January 31, 2025.

Status

District staff recommends Amendment #2 to the original contract with Pariveda Solutions, Inc. to increase the contract amount by \$500,000 and extend the term of the contract by five months to continue purchasing the required information technology professional services. Amendment #2 provides for a total fee sum not to exceed \$1,065,000 and a contract term through June 30, 2025. This

amendment provides funds to move from proof of concept phase to implementation of systemwide support focused on fraud mitigation.

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

Recommendation

It is recommended that the Board of Trustees approve the Contract Amendment #2 to Pariveda Solutions, Inc. to purchase the required information technology professional services, utilizing CMAS Number 3-23-01-1035, per the terms of the contract, for the extended term of June 10, 2024, through June 30, 2025, in the total fee amount not to exceed \$1,065,000.

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

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

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

January 29, 2025

Subject:	Approval of Contract Amendment #1 to Ledgent Technology & Engineering, a Roth Staffing Company, utilizing the Trustees of the California State University Master Enabling Agreement Number 150517
Category:	Contracts
Submitted By:	Jessica Snelling, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

The District’s California Community Colleges Technology Center requires information technology professional services to provide a solution for targeting system-wide fraud prevention efforts. The California Community Colleges Technology Center has had some recent augmentations in our grants, which in turn required new hires to provide ongoing efforts for targeting system-wide fraud prevention.

Funding will be allocated from the Student Enrollment Grant, Data Management Grant, Systemwide Infrastructure Grant, and Integrated Technology Program Apportionment.

Public Contract Code 20653.3 provides that the governing board of a community college district can purchase materials, equipment, supplies, or services under the same terms and conditions as are specified in a contract lawfully awarded by the University of California or the California State University.

Status

District staff recommends Amendment #1 to the original contract with Ledgent Technology and Engineering, a Roth Staffing Company to increase the contract amount by \$1,500,000 to continue purchasing the required information technology professional services. Amendment #1 provides for a total fee sum not to exceed \$1,960,000 and a contract term through June 30, 2025. This expansion is focused on providing specialized technology resources for projects including expansion of Chancellor’s Office Curriculum Inventory (COCI) in support of Common Course Numbering efforts.

District staff proposes the use of the awarded Trustees of the California State University Master Enabling Agreement Number 150517 (CSU MEA), as a source to purchase the required information technology professional services from Ledgent Technology & Engineering, a Roth Staffing Company, as needed during the term of June 1, 2024 through June 30, 2025, in the amount not to exceed \$1,960,000. District staff has reviewed the terms and conditions and finds that this purchase made from utilizing the CSU MEA contract will save administrative time and expense, deliver cost savings, and will be in the best interest of the District.

Recommendation

It is recommended that the Board of Trustees approve the Contract Amendment #1 to Ledgent Technology and Engineering, a Roth Staffing Company to purchase the required information technology professional services utilizing Trustees of the California State University Master Enabling Agreement Number 150517, per the terms of the contract, for the term of July 1, 2024, through June 30, 2025, in the amount not to exceed \$1,960,000.

Board approval is contingent upon available funding and the successful completion of the 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 professional services from Ledgent Technology & Engineering 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 29, 2025

Subject:	Open for Public Comment and Approval: College and Career Access Pathways (CCAP) Partnership Agreement Appendices which identify details for 2024/25 dual enrollment courses being offered to Butte County Community School (BCOE) and Come Back Butte Charter (BCOE) students.
Category:	Student Services
Submitted By:	Erik Shearer, Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Regular

Background

Assembly Bill 288 (AB 288) enacted on January 1, 2016, Assembly Bill 30 (AB 30) enacted on November 18, 2019, and Assembly Bill 102 (AB 102) enacted on September 30, 2022, which amended the California Education Code Section 76004.

Education Code § 76004 enables the governing board of a community college district to enter into a College and Career Access Pathways (“CCAP”) partnership with the governing board of a public school district or a county office of education that is governed by a CCAP partnership agreement approved by the governing boards of both partners. CCAP partnerships are for the purpose of offering or expanding dual enrollment opportunities for high school, community school, continuation school, continuation high school, juvenile court school, or adult education students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness. As a condition of adopting a CCAP Partnership Agreement, the governing board of both the College and School District shall present, take comments from the public on, and approve or disapprove College and Career Access Pathways (CCAP) Partnership Agreement Appendices at an open public meeting of the governing board of each partner. (Ed. Code § 76004 (b))

Status

Butte-Glenn Community College District has developed College and Career Access Pathways (CCAP) Partnership Agreements to provide high school students the opportunity to earn college and high school credit simultaneously while gaining a jump start on post-secondary education and achieving college and career readiness ensuring a smooth transition from high school to college.

Recommendation

It is recommended that the Board take comments from the public and approve the proposed CCAP Partnership Agreement Appendices which identify details for 2024/25 dual enrollment courses being offered to Butte County Community School (BCOE) and Come Back Butte Charter (BCOE)

students.

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

January 29, 2025

Subject:	Proposed Revisions and Review of Board Policies
Category:	Administration
Submitted By:	Superintendent/President Virginia L. Guleff
Attachment:	Yes
Type:	Information
Agenda Section:	Regular

Background

The Board of Trustees Board Policy Review Committee met in December 2024 and reviewed the board policies listed below. 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.

Board Policy	Title	Action
BP 7230	Classified Employees	Revision
BP 7240	Confidential Employees	Revision
BP 7260	Classified Supervisor and Managers	Revision
BP 7340	Leaves	Revision
BP 7345	Catastrophic Leave Program	Revision
BP 7350	Resignations	Revision
BP 7360	Discipline and Dismissals – Academic Employees	Review
BP 7365	Discipline and Dismissals – Classified Employees	Revision
BP 7370	Political Activity	Review
BP 7380	Retiree Health Benefits	Review
BP 7385	Salary Deductions	Revision
BP 7510	Domestic Partners	Revision
BP 7600	Campus Police	Revision
BP 7700	Whistleblower Protection	Revision

Status

The attached policies are submitted to the Board of Trustees for review. Any suggestions for change will be incorporated into the final versions which will be presented for adoption at the February 12, 2025, meeting.



BP 7230 Classified Employees

References: Education Code Sections 88003, 88004, 88009, 88013, and 88120

Adopted: November 12, 2008

Last Revised: June 2023; ~~XXXX~~ 2025

Last Reviewed: February 14, 2018

Classified employees are those who are employed in positions that are not academic positions. The employees and positions shall be known as the classified service.

The classified service does not include:

- Substitute and short-term employees who are employed and paid for less than 75 percent of the fiscal year.
- Part-time apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment.
- Full-time students employed part-time, and part-time students employed part-time in any college work-study program or in a work experience education program conducted by the District.

The Board shall fix and prescribe the duties of the members of the classified services. (See BP 7110 Delegation of Authority, Human Resources)

Before a short-term employee is employed, the Board, at a regularly scheduled meeting, shall specify the service required to be performed and certify the ending date of the service. The Board may later act to shorten or extend the ending date, but shall not extend it beyond 75 percent of an academic year.

The Superintendent/President or designee shall establish procedures to ensure that the requirements of state law and regulations regarding the classified service are met.

The probationary period for classified employees shall be six months or 130 days of paid services whichever is longer.

The evaluation of classified employees must include consideration of the employee's demonstrated, or progress toward, proficiency in diversity, equity, inclusion, and accessibility competencies that enable work with diverse communities.

See Administrative Procedure 7230



BP 7240 Confidential Employees

References: Government Code Section 3540.1(c)
[Title 5 Section 53602](#)
Adopted: November 12, 2008
Last Revised: [XXX 2025](#)
Last Reviewed: February 14, 2018

Confidential employees are those who are required to develop or represent management positions with respect to, ~~in the regular course of their duties, have access to or possess information relating to the District's~~ employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. ~~and who are not managers.~~ The fact that an employee has access to confidential or sensitive information shall not in and of itself make the employee a confidential employee.

A determination whether a position is a confidential one shall be made by the Board in accordance with applicable law and with the regulations of the California Public Employment Relations Board.

Confidential employees are not eligible for inclusion in a bargaining unit represented by an exclusive representative and the terms and conditions of their employment are not controlled by any collective-exclusive bargaining agreement.

The terms and conditions of employment for confidential employees shall be provided for by procedures developed by the Superintendent/President or designee. Such terms and conditions of employment shall include, but not be limited to, procedures for evaluation and rules regarding leaves, transfers, and reassignments. The evaluation of confidential employees must include consideration of the employee's demonstrated, or progress toward, proficiency in diversity, equity, inclusion, and accessibility competencies that enable work with diverse communities.

See Administrative Procedure 7240



BP 7260 Classified Supervisors and Managers

References: [Education Code Section 72411](#)
Government Code Section 3540.1 [subdivisions \(g\) and \(m\)](#); ~~3545-et seq.~~
~~Education Code Section 72411 Title 5 Section 53602~~

Adopted: November 12, 2008

Last Revised: February 14, 2018, May 2022; [XXXX 2025](#)

Last Reviewed: February 14, 2018

Classified administrators are the supervisory and managerial positions that are not designated as educational administrators.

Classified supervisors are those classified administrators, regardless of job description, having authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action.

Classified managers are those classified administrators, regardless of job description, that have significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.

Classified managers are not eligible for inclusion in a bargaining unit represented by an exclusive bargaining agreement.

Classified administrators may be employed by an appointment or contract of two years for the first contract; two or three years thereafter.

The Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board determines that the administrator is not to be reemployed when his or her appointment or contract expires, notice to an administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

Classified administrators may be employed in the same manner as the other members of the classified service. If a classified administrator is employed as a regular member of the classified service, employment shall be consistent with other provisions of these policies regarding employment of classified employees.

The evaluation of classified administrators and managers must include consideration of the employee's demonstrated, or progress toward, proficiency in diversity, equity, inclusion, and accessibility competencies that enable work with diverse communities.

There are no administrative procedures for this policy.



BP 7340 Leaves

References: Education Code Sections 87763 et seq. and 88190 et seq. and cites below;
[Government Code Section 12945.6](#);
Labor Code Sections 245 et seq.

Adopted: November 12, 2008

Last Revised: October 16, 2019, May 2023; [XXXX 2025](#)

Last Reviewed: November 12, 2008

The Superintendent/President or designee shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:

- illness or injury leaves for all classes of permanent employees (Education Code Sections 87781 and 88192);
- paid sick leave (Labor Code Section 246);
- vacation leave for members of the classified service, administrators, supervisors, and managers ([Education Code Section 88197](#));
- leave for service as an elected official or steward of a ~~E~~community ~~E~~college District public employee organization, or of any statewide or national employee organization with which the local organization is affiliated or leave for a reasonable number of unelected classified employees for the purpose of enabling an employee to attend important organizational activities authorized by the public employee organization (Education Code Sections 87768.5 and 88210; Government Code Section 3558.8);
- leave of absence [for permanent academic employees](#) to serve as an elected member of the Legislature (Education Code Section 87701);
- pregnancy leave (Education Code Sections 87766 and 88193; Government Code Section 12945);
- leave to bond with a new child (Education Code Sections 87780.1, 87784.5, 88196.1, and 88207.5);
- family care and medical leave (Government Code Sections 12945.1 and 12945.2)
- use of illness leave for personal necessity (Education Code Sections 87784 and 88207);
- industrial accident and illness leave (Education Code Sections 87787 and 88192);
- bereavement leave (Education Code Sections 87788 and 88194);
- jury service or appearance as a witness in court (Education Code Sections 87035 and 87036);
- military service (Education Code Section 87700); ~~and~~
- [sabbatical leaves](#); ~~and~~
- [Leave for reproductive loss \(Government Code Section 12945.6\)](#).-

Vacation leave for members of the classified service, educational administrators and classified supervisors and managers shall not accumulate beyond 400 hours of paid leave. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

In addition to these policies and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for other purposes or for other periods.

See Administrative Procedure 7340



BP 7345 Catastrophic Leave Program

References: Education Code Section 87045

Adopted: November 12, 2008

Last Revised: XXXX 2025

Last Reviewed: February 14, 2018

The Board authorizes implementation of a catastrophic leave program to permit employees of the District to donate eligible leave credits to a catastrophic leave bank to be used when an employee or a member of ~~his or her~~their family, as defined by the employee's collective bargaining agreement for represented employees or other controlling documents for non-represented employees, suffers from a catastrophic illness or injury.

The catastrophic leave bank shall comply with the requirements established by the Education Code. The administrative procedures shall assure that the program is administered in a nondiscriminatory manner.

See Administrative Procedure 7345



BP 7350 Resignations

References: Education Code Sections 87730 and 88201

Adopted: November 12, 2008

Last Revised: XXXX 2025

Last Reviewed: October 16, 2019

The Board shall accept the resignation of any employee and shall fix the time when the resignation takes effect, which shall not be later than the close of the academic year during which the resignation has been received by the Board.

The Board hereby delegates the Superintendent/President or designee the authority to accept resignations on its behalf at any time. Resignations shall be deemed accepted by the Board when accepted in writing by the Superintendent/President or designee. When accepted by the Superintendent/President or designee, the resignation is final and may not be rescinded. All such resignations shall be forwarded to the Board for ratification.

The District, through its Human Resources Department, will encourage employees to participate in an exit interview when resigning.

There are no administrative procedures for this policy.



BP 7360 Discipline and Dismissals: Academic Employees

References: Education Code Sections 87666 et seq. and 87732

Adopted: November 12, 2008

Last Revised: February 14, 2018

Last Reviewed: February 14, 2018; ~~XXXX~~ 2025

A contract or regular employee may be dismissed or penalized for one or more of the grounds set forth in Education Code section 87732 or as outlined in the respective collective bargaining agreements. If the employee is to be penalized, the Board shall determine the nature of the penalties. If the Board decides to dismiss or penalize a contract or regular employee, it shall ensure that each of the following has been satisfied:

- the employee has been evaluated in accordance with standards and procedures established in accordance with the provisions of Education Code Sections 87660 et seq., and any administrative procedure for evaluation contained in a collective bargaining agreement;
- the Board has received all statements of evaluation which consider the events for which dismissal (or penalties) may be imposed;
- the Board has received a recommendation from the Superintendent/President or designee; and
- the Board has considered the statements of evaluation and the recommendations in a lawful meeting.

If the Board decides it intends to dismiss (or penalize) a contract or regular employee, it shall take the actions required by the Education Code, and the Superintendent/President or designee shall thereafter assure that the employee is afforded the full post-termination due process required by the Education Code Sections 87666 through 87681.

The Superintendent/President or designee shall establish procedures that define the conditions and processes for dismissal, discipline, and due process and ensure they are available to employees.

See Administrative Procedure 7360



BP 7365 Discipline and Dismissals: Classified Employees

References: Education Code Section 88013; Government Code Sections 3300 et seq.

Adopted: November 12, 2008
Last Revised: February 14, 2018; XXXX 2025
Last Reviewed: February 14, 2018

The Superintendent/President or designee shall enact procedures for the disciplinary proceedings applicable to permanent classified employees of the District. Such procedures shall conform to the requirements of the Education Code and respective collective bargaining agreements.

The Board's determination of the sufficiency of the cause for disciplinary action of a classified employee shall be conclusive.

No disciplinary action shall be taken for any cause that arose prior to the employee becoming permanent, or for any cause that arose more than two years preceding the date of the filing of any charge against the employee, unless the cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee should have disclosed the facts to the District.

A permanent member of the classified service shall be subject to disciplinary action, including, but not limited to, oral reprimand, written reprimand, reduction in pay, demotion, suspension, or discharge, for any of the following grounds:

- Fraud in securing employment or making a false statement on an application for employment.
• Incompetence, i.e., inability to comply with the minimum standard of an employee's position for a significant period of time.
• Inefficiency or inexcusable neglect of duty, i.e., failure to perform duties required of an employee in the position.
• Willful disobedience and insubordination, a willful failure to submit to duly appointed and acting supervision, conform to duly established orders or directions of, or insulting or demeaning the authority of a supervisor or manager.
• Dishonesty involving employment.
• Being impaired by or under the influence of alcohol or illegal drugs or narcotics while on duty.
• Excessive absenteeism.
• Unexcused absence without leave.
• Abuse or misuse of sick leave.
• The conviction of either a misdemeanor or a felony involving moral turpitude shall constitute grounds for dismissal of any employee. The record of conviction shall be conclusive evidence only of the fact that the conviction occurred. A plea or verdict of

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guilty, or a conviction showing a plea of *nolo contendere* made to charge a felony or any offense involving moral turpitude, is deemed to be a conviction within the meaning of this section.

- Discourteous, hostile, or discriminatory treatment of the public or other employees.
- Improper or unauthorized use of District property.
- Refusal to subscribe to any oath or affirmation which is required by law in connection with District employment.
- Any willful act of conduct undertaken in bad faith, either during or outside of duty hours which is of such a nature that it causes discredit to the District, the employee's department or division.
- Inattention to duty, tardiness, indolence, carelessness, or negligence in the care and handling of District property.
- Mental or physical impairment which renders the employee unable to perform the essential functions of the job without reasonable accommodation or without presenting a direct threat to the health and safety of self or others.
- Acceptance from any source of a reward, gift, or other form of remuneration in addition to regular compensation to an employee for the performance of his/her/their official duties.
- The refusal of any officer or employee of the District to testify under oath before any court, grand jury, or administrative officer having jurisdiction over any then pending cause of inquiry in which the District is involved. Violation of this provision may constitute of itself sufficient ground for the immediate discharge of such officer or employee.
- Willful violation of policies, procedures and other rules which may be prescribed by the District, college(s), or departments.
- Working overtime without authorization.

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See Administrative Procedure 7365

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BP 7370 Political Activity

References: Education Code Sections 7054 and 7056;
Government Code Section 8314

Adopted: November 12, 2008

Last Revised: February 14, 2018

Last Reviewed: February 14, 2018; ~~XXXX~~ 2025

Employees shall not use District funds, services, supplies, or equipment to support or oppose any ballot measure or candidate for elective office, including, but not limited to, any candidate for election to the governing Board of the College. This policy prohibits political activity during an employee's working hours, but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time.

There are no administrative procedures for this policy.



BP 7380 Retiree Health Benefits

References: Education Code Sections 7000 et seq.

Adopted: November 12, 2008

Last Revised:

Last Reviewed: February 14, 2018; ~~XXXX~~ 2025

Any former employee who has retired from the District shall be entitled to a continuation of benefits as outlined in the respective collective bargaining agreement, handbook, or contract.

The Superintendent/President or designee shall establish procedures as may be deemed necessary to administer this policy in accordance with Education Code Sections 7000, et seq.

See Administrative Procedure 7380



BP 7385 Salary Deductions

References: Education Code Sections 87040, 87833, 87834, and 88167

Adopted: November 12, 2008

Last Revised: ~~XXXX~~ 2025

Last Reviewed: February 14, 2018

An employee may request reduction of ~~his or her~~their salary in any amount for any or all of the following purposes:

- participation in a District-approved deferred compensation program;
- paying premiums on any District-approved ~~policy or certificate of group life insurance or programs~~disability insurance; and
- participation in a District-approved Flex Spending Account (FSA) or Health Savings Account (HSA).

The request provided for above shall be revocable by the employee.

The District shall reduce the salary payment by the amount which the employee has authorized in writing for the purpose of paying membership dues as outlined in the respective collective bargaining agreements and management handbook. Revocation of such authorization shall be in writing and shall be effective beginning with the next pay period.

There are no administrative procedures for this policy.



BP 7510 Domestic Partners

References: Family Code Sections 297 ~~et seq., 298, 298.5, 297.5, 299, 299.2, and 299.3.~~

Adopted: November 12, 2008

Last Revised: ~~XXXX~~ 2025

Last Reviewed: February 14, 2018

Domestic partners registered with the California Secretary of State shall have, insofar as permitted by California law, all of the same rights, protections, and benefits, as well as the same obligations, responsibilities, and duties of married persons (spouses) under state law. Former domestic partners shall have all of the rights and obligations of former spouses. Surviving domestic partners shall have the same rights, protections, and benefits as are granted to a surviving spouse of a decedent.

Therefore, all references to "spouses" in the District's policies or procedures shall be read to include registered domestic partners as permitted by California law.

See Administrative Procedure 7510



BP 7600 College Police

References: Education Code Sections 72330, et seq.;
Government Code Sections 3300, et seq. and 7070 et seq.;
Penal Code Sections 830 et. seq.;
Title 5 Sections 51028, 51100, 51102, and 59700 et seq.

Adopted: November 12, 2008
Last Revised: February 14, 2018; May 2022; May 2023; XXXX 2025
Last Reviewed: February 14, 2018

The Board has established a police department under the supervision of the Chief of Police, who shall report directly to the Superintendent/President or designee. The department shall have jurisdiction to enforce the law on or near the campuses and other grounds or properties owned, operated, controlled, or administered by the District, or by the State acting on behalf of the District.

District police officers shall be employed as members of the classified service but shall, when duly sworn, be peace officers as defined by law. Prior to employment, they shall satisfy the training requirements set out in Penal Code Sections 830, et seq.

The Superintendent/President or designee shall establish minimum qualifications of employment for the Chief of Police including, but not limited to, prior employment as a peace officer or completion of a peace officer training course approved by the Commission on Peace Officers' Standards and Training. The Chief of Police shall be employed as a member of the Management, Supervisory, Confidential staff.

The Superintendent/President or designee shall ensure that every member of the police department first employed by the District before July 1, 1999, satisfies the requirements of state law regarding qualifications for continued employment.

Every sworn member of the police department shall be issued a suitable identification card and badge bearing words "Butte College Police."

The Superintendent/President or designee, in cooperation with the Chief of Police, shall issue regulations as may be necessary for the administration of the police department.

Use of Military Equipment

The Chief of Police shall obtain approval from the Board of Trustees to adopt a military equipment use policy prior to purchasing, raising funds for, or acquiring military equipment. The Superintendent/President shall submit the proposed military equipment policy to the Board of Trustees and make those documents available on the police department website at least 30 days prior to any public hearing concerning the military equipment at issue. ~~The Board of Trustees shall consider the proposed military equipment policy as an agenda item for an open session meeting in accordance with the Brown Act.~~

Use of Force

The Board directs the Chief of Police to establish operational guidelines regarding reasonable use of force for District police officers. The Board expects every District police officer to carry out their duties, including the use of force, in a fair and unbiased manner, to make decisions in a professional, impartial, and reasonable manner, and to use de-escalation techniques whenever possible.

Report Regarding Complaints

The ~~Chief of Police~~Superintendent/President shall annually provide the Board with a report regarding complaints against the police department and police officers. This report must disaggregate the complainants by race, gender, religion, or any other characteristic identified by the Board.

See Administrative Procedure 7600?





BP 7700 Whistleblower Protection

References: Education Code Sections 87160-87164;
Labor Code Section 1102.5;
Government Code Section 53296;
Private Attorney General Act of 2004 (Labor Code Section 2698);
Affordable Care Act (29 U.S. Code Section 218C)

Adopted: November 12, 2008
Last Revised: February 14, 2018; ~~XXXX~~ 2025
Last Reviewed: February 14, 2018

The Superintendent/President or designee shall establish procedures regarding the reporting and investigation of suspected unlawful activities by district employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, "unlawful activity" refers to any activity—intentional or negligent—that violates state or federal law, local ordinances, or District policy.

The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation.

Furthermore, district employees shall not:

- retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order;
- retaliate against an employee or applicant for employment because the employee or applicant is a family member of a person who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or
- directly or indirectly use or attempt to use the official authority or influence of ~~his or her~~ their position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District.

The District will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

See Administrative Procedure 7700