



BOARD OF TRUSTEES
Notice of Regular Meeting

Wednesday, February 12, 2025 | 1:00 p.m.
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 of Special Meeting 1-29-25 	6 - 8
3.2	Approval of Minutes of Regular Meeting 1-29-25 	9 - 13
3.3	Approval of Warrants 	14
3.4	Ratification of Contracts  Contracts Ratification Report 	15 - 17
3.5	Approval of Out-of-State Student Travel to Michigan 	18
3.6	Use of Accumulated Load Bank 	19
3.7	Approval of Use of Alcohol for Foundation Spring Gala 	20
3.8	Awarded Grants during the Period: July 1, 204-December 31, 2024  Grant Award Report 	21 - 22
3.9	Approval and/or Ratification of Personnel Actions  Academic Employees <i>At-will employments and temporary employments</i> Classified Employees <i>Out of class assignment</i> Temporary Employees <i>Substitutes, short-term/seasonal, professional experts, and volunteers</i>	23 - 28

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](#)  29 - 31
[Contracts Approval Report February 2025](#) 
- 6.2 [Approval of Contract Award for Bid Relocation of Two Modular Classroom Buildings & Relocation & Modification to 1 Modular Administration Building & 1 Shade Structure Project No. 240660](#)  32 - 33

7. Finance
















- 7.1 [Authorization to Increase Nonresident Tuition Fee for 2025-26](#)  34 - 35
- 7.2 [Authorization to Increase Student Transportation Fees for 2025-26](#)  36 - 37
- 7.3 [Authorization to Increase Student Health Services Fees for 2025-26](#)  38
- 7.4 [Approval of Resolution No. 826 for Grant with United States Department of Agriculture for the Rural Business Development Grant Program for Fiscal Year 2025](#) 
[Resolution 826](#)  39 - 40

8. Labor Relations

- 8.1 [Initial Proposals from the Butte College Police Officer’s Association to the Butte-Glenn Community College District and the District to BCPOA for the Collective Bargaining](#) 41 - 43

- [Agreement 2025-28](#) 
- [District Initial Proposal to BCPOA](#) 
- [BCPOA Initial Proposal to District](#) 

9. Administration

- 9.1 [Adoption of Board Policies](#)  44 - 63
- [BP 7230 Classified Employees](#) 
 - [BP 7240 Confidential Employees](#) 
 - [BP 7260 Classified Supervisors 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](#) 

10. Future Dates

03/12/2025	Regular Meeting	Main Campus	1:00 p.m.
04/09/2025	Regular Meeting	Main Campus	1:00 p.m.
05/21/2025	Regular Meeting	Main Campus	1:00 p.m.

11. Closed Session

The Board of Trustees of the Butte-Glenn Community College District will adjourn to closed session under authority of Government Code Section 54954.5 to conduct the following business:

Pursuant to Government Code Section 54957:

11.1 EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT

Pursuant to Government Code Section 54957.6:

11.2 CONFERENCE WITH LABOR NEGOTIATOR

Name of Agency Negotiator: Chris Little

Name of Organization Representing Employees: BCPOA

Pursuant to Government Code Section 54956.95:

11.3 LIABILITY CLAIM – Update on claim against the District

Claimant: Donald Finkbiner

Agency: Butte-Glenn Community College District

11.4 LIABILITY CLAIM – Update on claim against the District

Claimant: Susan Dawson

Agency: Butte-Glenn Community College District

11.5 LIABILITY CLAIM – Update on claim against the District

Claimant: Martin, et al. vs. CCC, et al.

Agency: Butte-Glenn Community College District

11.6 LIABILITY CLAIM – Update on claim against the District

Claimant: Shawn Smith

Agency: Butte-Glenn Community College District

12. Adjournment

12.1 Adjourn Meeting

For Information concerning this Agenda, please contact:

Butte College President's Office

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

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

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



MINUTES OF SPECIAL MEETING

January 29, 2025 | 9:00 A.M.

District Board Room
Student and Administrative Services Building

The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, January 29, 2025, at 9:00 a.m., in the District Board Room at Butte College in Oroville, California.

Board Members Present 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 (9:00 a.m. until 10:50 a.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
Ms. Melissa Cafferata-Ainsworth, Executive Assistant to the President & Board of Trustees

Guests None

Pledge of Allegiance

Board Vice President Blacklock led the Pledge of Allegiance.

1. Agenda Approval

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

Motion carried unanimously.

2. Communications from the Public

There were no public comments.

3. Presentation from the Butte College Foundation

Superintendent/President Guleff introduced Butte College Foundation Executive Director Suzanne Watroba to deliver the foundation's impact report. Executive Director Watroba started by recognizing Butte College Foundation staff and board executive committee members, as well as thanking the foundation's volunteers, supporters, and donors.

Executive Director Watroba reviewed the trustees' endowment, which is now large enough to fund a \$750 scholarship. She also reviewed fundraising activity and proceeds from the 2024 spring gala, as well as donor acquisition and retention. Finally, she reported the foundation's assets and operating expenses. In the 2023-24 fiscal year, the Butte College Foundation raised \$1.9 million and granted 246 foundation scholarships totaling more than \$125,000. Executive Director Watroba concluded by providing an update on the foundation strategic plan, noting that she's been focusing on building infrastructure and a culture of philanthropy.

4. Strategic Plan Prioritization Update

Superintendent/Guleff reviewed the college's six strategic initiatives and four foundations. She then reported on the status of action items related to the objectives of each strategic initiative. The board discussed ideas for strategic initiative number 5, modeling sustainability.

Superintendent/President Guleff concluded by updating the board on the implementation of Achieve It software to track progress on the Butte College Strategic Plan, as well as other college plans, for accountability and transparency.

5. Strategic Enrollment Management Plan Update

Vice President Shearer provided an update on the Strategic Enrollment Management (SEM) Plan, noting that the college is making incredible progress toward enrollment recovery. He reported on enrollment for the last three years, adding that 9,100 full-time equivalent students (FTES) is projected for the 2024-2025 year. After reviewing progress on the eight goals articulated in the plan, he discussed the importance of noncredit courses in Butte College's enrollment numbers and reviewed the credit/noncredit split for the last five years. The size of the credit program has almost recovered from 2017-2018. Vice President Shearer reported on retention and persistence rates, as well as reviewing upcoming challenges such as declining transitional kindergarten through grade 12 population. He cautioned that the college should anticipate a slowdown in percentage growth as credit enrollment approaches 2017-2018 levels. Vice President Shearer concluded by reviewing the priority SEM work in the next two years.

6. Budget Update

Vice President Snelling provided an update on the governor's budget proposal, a PG&E easement request proposal, negative apportionment for Glenn County, and an internal controls audit. The budget includes a 2.8% increase for community colleges and a 2.43% COLA for apportionment, which Butte College will not receive until enrollment restoration is achieved. She cautioned that the college is facing minimal increases in revenue and an increasing cost structure.

Vice President Snelling reported that PG&E has requested an easement on college property along Clark Road to install underground powerlines. The board discussed the easement request and potential benefits to the college.

Vice President Snelling reported that there has been a large loss of property taxes in Glenn County, which follows the Teeter Method of distribution of tax levies. The county has requested that the college return \$540,000 for the negative apportionment. The district is working with the California Community College Chancellor's Office, the county, and legal counsel to reach resolution. The county also plans to withhold bond funds, but the college's bond account contains enough to meet obligations.

Vice President Snelling reviewed results of the Business Office internal controls audit performed by Moss Adams. The results validated previously articulated concerns. She discussed a remediation work plan and next steps to mitigate the areas of concern, including possible restructuring of the area.

7. Update on Board and Superintendent/President Goals

Superintendent/President Guleff reviewed the Board of Trustees' seven strategic focus items, which were used to develop the superintendent/president goals. A team from Butte College had the opportunity to work with Chancellor's Office staff to align the Butte College Strategic Plan with Vision 2030, an activity that supported the superintendent/president goals. The team identified nine objectives to prioritize in support of Vision 2030. Superintendent/President Guleff reported progress on the board's strategic focus, reporting on district actions.

Superintendent/President Guleff indicated that the board developed group and individual goals. Board President McGinnis encouraged the board to review the goals monthly rather than only at board retreats. The board discussed how to hold themselves accountable for their goals. They also discussed what kind of DEIA² training they'd like to receive this year.

Superintendent/President Guleff reviewed her personal goals related to personal development and statewide connectivity.

8. Superintendent/President Evaluation Timeline and Communication

Board President McGinnis reported that he will meet with Superintendent/President Guleff on February 10 to start her annual evaluation process. Board President McGinnis indicated that the committee will not solicit feedback from individuals outside Butte College this year. The committee will conduct a meeting on main campus on March 3 to hear feedback from the campus community.

9. Adjournment

Board President McGinnis adjourned the meeting at 2:23 p.m.



MINUTES OF REGULAR MEETING

January 29, 2025 | 3:00 P.M.

District Board Room
Student and Administrative Services Building

The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, January 29, 2025, at 3:00 p.m., in the District Board Room at Butte College in Oroville, California.

- Board Members Present** 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
- Board Members Absent** Mr. Liam Eller, Student Trustee
- Staff Members Present** Ms. Virginia L. Guleff, Superintendent/President
Mr. Erik Shearer, Vice President
Ms. Imelda Simos-Valdez, Vice President
Ms. Jessica Snelling, Vice President
Dr. Jess Vickery, Academic Senate President
Mr. Chris Westbay, Classified Senate President
Ms. Melissa Cafferata-Ainsworth, Executive Assistant to the President & Board of Trustees
- Guests** None

Pledge of Allegiance

Board Clerk Nock led the Pledge of Allegiance.

1. Agenda Approval

It was moved by Board Vice President Blacklock, seconded by Trustee Massa, to approve the agenda as presented.

Motion carried unanimously.

2. Communications from the Public – Consent Agenda

There were no public comments.

3. Approval of Consent Agenda, Items 3.1-3.8

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

Motion carried unanimously

4. Reports

Academic Senate President's Report – Jess Vickery

Academic Senate President Vickery reported that the Academic Senate has not met since the last Board of Trustees meeting. In the interim, however, the Senate held their usual professional development activities in anticipation of the start of semester including the Senate Faculty Assembly, Academic Senate Summit, and the CTE Faculty Caucus. The Academic Senate also participated with IDEA Director Robinson and Superintendent/President Guleff in the third in a series of workshops for committee chairs, with a focus on their roles in the shared governance structure of the college. Finally, senators received their biannual parliamentary procedure and Brown Act training to ensure that they are well equipped for their roles in the college's democratic processes.

Classified Senate President's Report – Chris Westbay

Classified Senate President Westbay reported that the Classified Senate continues to work on their charter and bylaws and will vote on approval of them next week. The Classified Senate also continues to review and provide input on administrative procedures. Classified Senate held a Caring Campus professional development event last week and is planning a tailgate party on April 18 in support of Butte College Athletics.

Superintendent/President's Report – Virginia Guleff

Superintendent/President Guleff thanked Institutional Research Director Brian Murphy for his work on gainful employment determination and reporting. The college measures gainful employment to ensure that students obtain jobs that provide income to support themselves and their families. His work on has been recognized both state-wide and nationally.

Superintendent/President Guleff reported on events she attended since the last meeting. In December she attended two nursing graduation celebrations, including the first cohort of accelerated track RNs. She also attended the welding celebration along with Board Vice President Blacklock. With the vice presidents and several trustees, she attended the North State Economic Forecast Conference. Finally, with several Butte College employees she attended the annual Chico Chamber of Commerce dinner to connect with community members and local businesses.

Superintendent/President Guleff indicated that the college will continue to monitor federally funded grants to be prepared for potential future challenges.

Superintendent/President Guleff reported on several items from athletics. Fourteen Butte College football players signed with four-year colleges. Ross Sandberg, men's soccer coach, and Austin Matthews, men's soccer assistant coach, were recognized by United Soccer Coaches as the National Staff of the Year.

Superintendent/President Guleff concluded her reported by remembering Vice Chancellor for Educational Services and Support John Stanskas, who passed away earlier this week. After working as a chemistry instructor for 25 years, he was a community college dean and then held several state-wide positions.

Board Comments

Trustee Massa reported that he recently learned that there is a private fire academy in Williams, CA, that was started to fill unmet need. Board Clerk Nock encouraged everyone to purchase tickets to the Butte College Foundation Spring Gala on March 8. Trustee Krepelka noted that it is easy to be overwhelmed by everything going on in the world. He encouraged the college to focus on its mission and financial stability. Trustee Boeger congratulated college staff for small

improvements to campus, such as the new sign in front of the SAS building. He encouraged everyone to continue to think about how to invest in education. Trustee Dahlmeier noted that he was happy to see so many students and so much activity on campus. Board Vice President Blacklock reported that he recently read that The Little Red Hen organization donated to the Roadrunner Hub and thanked them publicly. Board President McGinnis reported that over the weekend he attended IEPI training, a CCLC Legislative Advisory Committee Meeting, and a CCLC legislative conference.

5. **Communications from the Public**

There were no public comments.

6. **Contracts**

Approval of Contracts, Item 6.1

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

Motion carried unanimously.

Approval of Amendment #1 for 23-006 BlackBeltHelp, LLC, Item 6.2

It was moved by Trustee Dahlmeier, seconded by Trustee Krepelka, to approve amendment #1 for 23-006 BlackBeltHelp, LLC, in accordance with Board Policy 6340.

Trustee Boeger expressed concern about the amendment and increasing the amount paid to the vendor. It was moved by Trustee Boeger, seconded by Board Clerk Nock, to postpone this item to next month's agenda.

Trustee Krepelka asked for more information about the need for the amendment. David Shippen, director of statewide programs for the CCC Tech Center, explained that the implementation of fraud protection measures increased call volume, and the vendor is paid by the call. Vice President Snelling adding that the original contract was based on an estimated call volume.

It was moved by Trustee Boeger, seconded by Board Clerk Nock, to withdraw his motion to postpone.

Board President McGinnis called the original question.

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 Information Technology Services from InterVision Systems, LLC utilizing California Multiple Award Schedule CMAS Number 3-22-06-1030, Item 6.3

It was moved by Board Vice President Blacklock, seconded by Board Clerk Nock, to approve the contract to purchase information technology services from InterVision Systems, LLC, utilizing

California Multiple Award Schedule CMAS Number 3-22-06-1030 in accordance with Board Policy 6340.

Motion carried unanimously.

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, Item 6.4

It was moved by Board Clerk Nock, seconded by Trustee Massa, to approve contract amendment #2 to Pariveda Solutions, Inc. for information technology professional services utilizing California Multiple Award Schedule CMAS Number 3-23-01-1035 in accordance with Board Policy 6340.

Motion carried unanimously.

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, Item 6.5

It was moved by Trustee Dahlmeier, seconded by Board Vice President Blacklock, to approve contract amendment #1 to Ledgent Technology & Engineering, a Roth Staffing Company, utilizing the Trustees of the California State University Master Enabling Agreement Number 150517 in accordance with Board Policy 6340.

Motion carried unanimously.

7. Instruction

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, Item 7.1

Board President McGinnis opened the public hearing on 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. Hearing no public comment, Board President McGinnis closed the public hearing.

It was moved by Board Clerk Nock, seconded by Trustee Massa, to approve the 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.

Motion carried unanimously.

8. Administration

Proposed Revision and Review of Board Policies, Item 8.1

Board President McGinnis reported that these board policies were reviewed and revised by the Board Policy Committee and indicated that the board supports the revisions made to these policies. These policies are presented to the Board for review before adoption at the February 12, 2025, meeting.

9. 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.

10. **Adjournment**

Board President McGinnis adjourned the meeting at 3:59 p.m.

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

February 12, 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 January 1, 2025 to January 31, 2025.

Type of Warrant	Quantity of Checks	Total
Vendor	870	\$13,597,393
Payroll	91	\$4,804,056
Financial Aid	3,199	\$4,387,192

Warrant registers are available for review in the Business Office.

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

February 12, 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 January 2025. 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

January 2025

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
4/2/25	4/2/25	Ger Thao	Decolonize Event Workshop	(\$2,000.00)	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
2/27/25	2/27/25	Joel Omeasoo	Diversity Speaker Series	(\$10,500.00)	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
4/1/25	4/1/25	Lisa Ruth Macafee	Decolonize Event Presentation	(\$300.00)	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
Upon Download	1 Year	MyFonts, Inc.	Viva Beautiful Pro Font	(\$58.00)	Unrestricted General	Public Relations	Guleff
9/29/25	9/29/25	Canyon Oaks Country Club	Baseball Golf Tournament Venue	(\$13,225.00)	Foundation Agency Account	Athletics	Shearer
1/1/25	5/29/26	Arbor Global, LLC	California Resilient Careers in Forestry Project	(\$99,000.00)	Restricted General	Contract Education	Shearer
1/10/25	7/23/25	Chico Healthcare & Wellness Centre, LP aka Riverside Convalescent Hospital	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$6,440.00)	Restricted General	Contract Education	Shearer
1/8/25	7/23/25	Chico Terrace Healthcare & Wellness Centre, LP aka Windsor Chico Care	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$9,660.00)	Restricted General	Contract Education	Shearer
1/10/25	7/23/25	Olivarez Honey Bees, Inc.	Employer Participation Agreement Employment Training Panel (ETP) Project	\$0.00	Restricted General	Contract Education	Shearer
1/10/25	7/23/25	Pacific Coast Producers	Employer Participation Agreement Employment Training Panel (ETP) Project	\$0.00	Restricted General	Contract Education	Shearer
11/1/24	5/29/26	Sacramento Municipal Utility District	California Resilient Careers in Forestry Project	(\$74,000.00)	Restricted General	Contract Education	Shearer
1/15/25	1/14/28	Associated Students of CSU, Chico	Field Experience for Introduction to Education Program	\$0.00	N/A	Family and Community Services	Shearer
1/8/25	In Perpetuity	All The Winners, LLC	License Agreement for 2022 Butte College Football Footage Highlights and Photographs for Production "Enigma"	\$0.00	N/A	Instruction	Shearer
1/30/25	2/13/25	Industrial Power Products	Equipment Loan Agreement for FFA 2025 Event	\$0.00	N/A	ITP Heavy Equipment	Shearer
1/1/25	6/30/26	Chabin Concepts, Inc.	Strong Workforce Program Four-Year Strategic Plan	(\$25,000.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	2/15/25	It's Your Day Balloons	Career Compass Décor	(\$10,000.00)	Restricted General	North Far North Regional Consortium	Shearer
12/1/24	Until Terminated	South Chico Mini Storage	Storage Unit Rental	(\$115.00)/Month	Restricted General	North Far North Regional Consortium	Shearer
1/8/25	12/31/28	Kaplan North America, LLC	Kaplan Nursing Curriculum Plus NCLEX-RN® for Traditional RN, LVN-RN, and Accelerated RN Programs Licenses (Student Pay)	\$0.00	N/A	Nursing	Shearer
1/8/25	1/7/27	Sacramento Metro Fire District	Clinical Experience	\$0.00	N/A	EMT/Paramedic	Shearer
Upon Download	Until Terminated	Khan Academy	Khanmigo Teacher Tools Software	\$0.00	N/A	Technology Mediated Instruction	Shearer
1/21/25	1/24/25	Alan Kirk Lindgren	Demonstrations of Current Industry Welding Practices and Techniques	(\$2,600.00)	Foundation Agency Account	Welding	Shearer
1/21/25	1/24/25	Shanen Aranmor - Weld Like a Girl	Demonstrations of Current Industry Practices and Techniques in Welding	(\$2,600.00)	Foundation Agency Account	Welding	Shearer
1/16/25	1/15/28	Mangrove Medical Group	Work Experience Education Program	\$0.00	N/A	Career Center	Simos-Valdez
1/23/25	6/30/25	Stonewall Alliance of Chico	ButteWORKs Work-Study Program Addendum for Intern Assignment	(\$8,335.00)	Restricted General	Career Center	Simos-Valdez
3/1/25	2/28/26	Ellucian Company LLC	California State Grant Interface CESA Software Maintenance	(\$2,650.00)	Restricted General	Financial Aid	Simos-Valdez

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

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

January 2025

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
1/10/25	11/5/26	Study in the USA	International Recruitment Amendment to Services	\$0.00	Unrestricted General	International Student Recruitment & Services	Simos-Valdez
2/1/25	1/31/26	ElLucian Company LLC	Flexible Advisory Services	(\$87,000.00)	Unrestricted General	Administrative Services	Snelling
5/1/25	6/30/25	United Building Contractors, Inc.	Roof Replacement at Environmental Horticulture Building	(\$58,950.00)	Measure J	Facilities Planning & Management	Snelling
1/6/25	Upon Payment	ePlus Technology, Inc.	Service Plan for Symmetra UPS Data Center	(\$6,703.40)	Unrestricted General	Information Technology	Snelling
7/6/24	7/5/25	Schneider Electric	Advantage Ultra Plan for UPS Services	\$0.00	Unrestricted General	Information Technology	Snelling
1/25/25	Upon Payment	SHI International Corporation	Hannon Hill Professional Services and Cascade CMS End User Training	(\$55,578.95)	Restricted General	Information Technology	Snelling
1/25/25	Upon Completion	Hannon Hill	Professional Services Block of 200 Hours and Cascade CMS End User Training 3 Sessions	\$0.00	Restricted General	Information Technology	Snelling
1/25/25	1/24/28	SHI International Corporation	Cascade Cloud Subscription 3-Year Agreement and Cascade CMS Implementation and Training Services	(\$234,842.12)	Restricted General	Information Technology	Snelling
1/25/25	1/24/28	Hannon Hill	Cascade CMS Implementation and Training Services	\$0.00	Restricted General	Information Technology	Snelling
Upon Onboarding	8/31/26	Corporation for Education Network Initiatives in California (CENIC) and San Diego Community College District	Internet2DDoS Mitigation Services for San Diego CCD	(\$91,120.00)	Restricted General	CCC Technology Center	Snelling
Upon Onboarding	8/31/26	Corporation for Education Network Initiatives in California (CENIC) and San Diego Community College District	Internet2DDoS Mitigation Services Reimbursement of Fees from San Diego CCD	\$91,120.00	Restricted General	CCC Technology Center	Snelling
11/30/24	8/31/25	Figma, Inc.	Organization Figma Design Seats and Organization FigJam Seats License	(\$405.00)	Restricted General	CCC Technology Center	Snelling
1/28/25	Upon Payment	SHI International Corporation	Smartsheet for Education plus Premium Support	(\$17,241.84)	Restricted General	CCC Technology Center	Snelling
2/27/25	2/26/26	Smartsheet, Inc.	Smartsheet Software License	\$0.00	Restricted General	CCC Technology Center	Snelling
			TOTAL REVENUE CONTRACTS	\$91,120.00			
			TOTAL EXPENSE CONTRACTS	(\$818,209.31)			

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

February 12, 2025

Subject:	Approval of Out-of-State Student Travel to Michigan
Category:	Instruction
Submitted By:	Erik Shearer, Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Consent

Background

The Butte College Forensics team has been invited to the National Forensics Association National Tournament to be held in Wayne State, Michigan, April 17 - 21, 2025. The Butte College Forensics team has not attended this tournament before but will have multiple students who qualified this semester. Students will be chaperoned by faculty members Angela Ohland and Shannan Troxel.

Status

This is the first time Butte College Forensics have been invited to this tournament. The trip will include two travel days and five days of tournament. The team and instructors will leave on April 16, 2025, and return April 22, 2025.

Recommendation

It is recommended the Board authorize out-of-state travel for students to Wayne State, Michigan from April 16, 2025, to April 22, 2025, to participate in the NFA Forensics Tournament accompanied by Angela Ohland and Shannan Troxel.

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

February 12, 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> Jennifer Bryant	<u>Discipline</u> Engineering	<u>Term Used</u> Spring 2025	<u>Load Used</u> 25.78
---	---	--	----------------------------------

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

February 12, 2025

Subject:	Approval of Use of Alcohol for Foundation Spring Gala
Category:	Administration
Submitted By:	Virginia Guleff, Superintendent/President
Attachment:	No
Type:	Action
Agenda Section:	Consent

Background

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

Status

The Butte College Foundation will hold the annual Spring Gala fundraiser on March 8, 2025, to raise funds to support Butte College programs and student scholarships.

Recommendation

It is recommended that the Board of Trustees give approval for the Butte College Foundation to include alcohol as part of the Spring Gala fundraiser.

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

February 12, 2025

Subject:	Awarded Grants during the Period: July 1, 2024 – December 31, 2024
Category:	Grants Research & Development
Submitted By:	Jessica Snelling, Vice President
Attachment:	Yes
Type:	Information
Agenda Section:	Consent

Background

Pursuant to Board Policy 3280, the Board will be informed about all grants received by the District. The Superintendent/President has set procedures for continuing and new grants to assure timely application and processing of grant applications and funds, and that grants applied for directly support the purposes of the District.

Status

The attached Grant Awards Report represents grants awarded to the District during the following time period: July 1, 2024 through December 31, 2024. The Superintendent/President or Vice President for Administrative Services has executed the necessary grant agreement documents.

Butte-Glenn Community College District
Grant Awards Activity Report for Period: 7/1/2024 - 12/31/2024

Grant Performance Period Start Date	Grant Performance Period End Date	Funding Agency	Grant Award Purpose	Amount Awarded	Project Title	Originated by: District Department	Approved by: District Administrator
7/1/2023	12/31/2024	BOG, California Community Colleges Chancellor's Office - 6870	Grant Agreement, GAN # G0886. Time Extension Only. Division: Digital Innovation and Infrastructure. Project: Data Management Grant	\$0	CCC Tech Center Data Management Grant	Administrative Services	Snelling
7/1/2023	12/31/2024	BOG, California Community Colleges Chancellor's Office - 6870	Grant Agreement, GAN # G0897. Amendment #1 - Reduction to original award (\$20,000,000) of \$8,750,000. Amended award total: \$11,250,000. Division: Digital Innovation and Infrastructure. Project: Systemwide Infrastructure.	\$11,250,000	CCC Tech Center Systemwide Infrastructure Grant	Administrative Services	Snelling
7/1/2024	6/30/2026	BOG, California Community Colleges Chancellor's Office - 6870	Grant Agreement, GAN # G1095. Division: Digital Innovation and Infrastructure. Project: Data Management Grant	\$5,800,000	CCC Tech Center Data Management Grant	Administrative Services	Snelling
7/1/2024	8/31/2025	BOG, California Community Colleges Chancellor's Office - 6870	Grant Agreement, GAN # G0999. Division: Digital Innovation and Infrastructure. Project: Systemwide Infrastructure Grant	\$10,000,000	CCC Tech Center Systemwide Infrastructure Grant	Administrative Services	Snelling
7/1/2024	6/30/2026	Foundation for CA Community Colleges	Nursing Education Investment Grant, Agreement No. 00009835	\$216,817	Nursing Education Investment Grant	Instruction	Shearer
8/15/2024	7/31/2027	National Science Foundation - DUE Division	National Science Foundation, NSF 21-598 Advanced Technological Education Grant. Award #: 2400478	\$350,000	NSF-ATE SwifTECH (Engineering Technician Certificate) Grant	Instruction	Shearer
7/1/2024	7/31/2025	Rancho Santiago CCD and California Community Colleges Chancellor's Office - 6870	Grant Agreement - Program Name: Institutional Effectiveness Specialized Training GAN # GFA0056	\$620,000	CA Conservation Corp Grant	Instruction	Shearer
10/1/2024	9/30/2025	US Department of Education, Office of Post Secondary Education	Child Care Access Means Parents in School Program - CCAMPIS (CFDA 84.335A) GAN #P335A210044-24.7.1 (Year 4 of 4)	\$223,292	CCAMPIS (Child Care) Grant	Instruction	Shearer
10/1/2024	9/30/2025	US Department of Education, Office of Post Secondary Education	Developing Hispanic Serving Institutions (DHSI) Program - Title V Grant (CFDA # 84.031S) GAN # P931S220084-24.4.1 AY 2024-25 Award: \$600,000 (Year 3 of 5)	\$600,000	CASA (HSI) Grant	Instruction / Student Services	Shearer/Simos-Valdez
6/30/2024	7/15/2025	Foundation for CA Community Colleges	Youth Empowerment Strategies for Success - Independent Living Program (YESS-ILP) 2024-25	\$22,500	YESS-ILP (Foster Youth) Grant	Student Services	Simos-Valdez
7/1/2024	8/31/2025	U.S. Department of Education	CFDA 84.042A TRIO Student Support Services (SSS)_Classic. GAN#: P042A201126-24 (Year 5 of 5)	\$272,364	TRIO - Classic Grant	Student Services	Simos-Valdez
7/1/2024	8/31/2025	U.S. Department of Education	CFDA 84.042A - TRIO-Student Support Services (SSS)_Disabled Students. GAN #: P042A201142-24 (Yr 5 of 5)	\$272,364	TRIO - Disabled Students Grant	Student Services	Simos-Valdez

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

February 12, 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*

Academic*

1. Employment of Full-Time, Temporary, Non-Tenure Track, Learning Resource Specialist – Kirsten Grothe
 Status: Temporary
 Salary: Placement on the Academic Salary Schedule as determined by education and experience
 Effective: January 1, 2025 – May 30, 2025
2. Employment of Temporary Academic Employees (Instructors and Student Development) Part-time faculty recommended for employment effective Spring Semester 2025 – See Attachment "A"

Classified Employees*

3. Employee working Out-of-Class, Student Success Specialist (ESL) – Claudia Godinez
 Effective: February 1, 2025 – May 31, 2025

Temporary Employees*

4. **Substitutes**
5. **Short Term/Seasonal**
Recruitment & Outreach Technician – Carlos Gomez
 Salary: \$28.00 per hour 1/22/25 – 2/2/25
Student Services Assistant – Cameron Garrison
 Salary: \$23.50 per hour 1/27/25 – 6/30/25
6. **Professional Expert**
Nursing – Cheryl Hogan
 Salary: \$45.00 per hour 1/22/25 – 6/30/25

EMT – Anaiya Hauer

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

Manipulative Skill/Evaluator – Colin O'Donnell

Salary: \$16.00/16.75 per hour 1/23/25 – 6/30/25

7. **Volunteer**

Volunteer (DSPS) – Hannah Endicott, Brandon Merino

8. **Retirements/Resignations**

Retirement, Clinical Assistant (SHC) – Vanessa Smith

Effective – January 20, 2025

Retirement, Director – Business Services – William “Jim” Nicholas

Effective – May 1, 2025

Resignation, Administrative Secretary - Grants (Native American Center) – Gavin Antone

Effective – January 24, 2025

Resignation, Lab Tech-Health Occupations – Tyler Dulleck

Effective – January 25, 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"

Abele, Claire	Bordin, Steven	Crosby, Nandi
Alexander, Jesse	Bordoli, Guy	Daly, Jennifer
Alexis, Jared	Boyd, Steve	Davenport, Bascal
Allen, Ian	Boyer, Robert	Davidson, Ryan
Alling, Jeremy	Brandow, Sean	Davila, Christian
Ament, Derek	Bromley, Kyleen	Davis, Adria
Anderson, Heidi	Brown, Robert	Davis, Regina
Anderson, Tiffani	Buchanan, Mary	Davison, Bryce
Appel, Rolfe	Buckner, Jennifer	Demaggio, Julie
Araiza, Billie	Buckstead, Christine	Denton, Robert
Armstrong, Elizabeth	Burke, Daniel	Deromedi, Lia
Asbury, Timothy	Butler, Brett	Devine, Shannon
Ashba, Tammy	Buzan, Melinda	Dewey, Sean
Austin, Vera	Byard, Gregory	Diamond, Nicole
Azevedo, Daniel	Calip, Vincent	Doty, Kelly
Baca, John	Calkins, Matthew	Downs, Jordan
Bailey, Leonard	Camodeca, Michael	Drake, Evan
Balken, Eric	Campbell, Donald	Draper, Aaron
Bass, Mark	Candelaria, Kelly	Drysdale, Jodi
Basurto, Nathan	Cantrell, Heidi	Du, Kseniya
Battles, Cheryl	Cantwell, Gary	Duch, Andrew
Baum, Sarah	Cardinet, Matthew	Duggins, Michael
Bedene, Miranda	Carlile, Amanda	Duitsman, Stan
Bell, James	Carlisle, Andrei	Dunning, Melissa
Bellanich, Denise	Caryl, Beth Ann	Duran-Roach, Australia
Beller, James	Cavaness, Linda	Durfield, Timothy
Beltran, Peggy	Chamness, Justin	Dysthe, Sheryl
Berg, Christopher	Chavez, Mark	Eagan, Travis
Berman, Lisa	Chin, Fiona	Edsill, Julia
Berry, Joannie	Clain, Kimberly	Edson, Jeffrey
Bertagna, Steven	Cleary, Francis	Ellis, Amanda
Besoain, Benjamin	Collins, Susan	Ensslin, Teresa
Bianchini, Elizabeth	Conlan, Lance	Ernest, Jessee
Bland, Randi	Connolly, Brian	Fay, Casey
Boek-Dominguez, Stacey	Consiglio, Michael	Fedrizzi, Victor
Boian, Jeffrey	Cooke, Bradley	Feingold, Rick
Bokavich, Casey	Cooper, Andrew	Fellers, Ryan
Bomactao, Marc	Cooper, Jeffrey	Ferreira, Anthony
Bonis, Andrea	Corona Alcazar, Jasmine	Figaratto, Daniel
Booth, Lillian	Correa, Steven	Fisher, Amber
Bootman, Scott	Correa-Wilson, Joshua	Flores, Sheena
Booy, Arjen	Cowell, Aman	Fontana, Elyse
	Cowell, Jean	Forsberg, Eric
	Craig, Christine	Frank, Lanae

Frawley, Susan
Frederici, Paul
Friedrichsen, Debra
Fuchs, Erick
Funk, Ember
Funk, Herbert
Galindo, Roseanna
Garcia, Roy
Garner, David
Gates, Andrew
Gee, Travis
Giusti, Ashley
Givens, Teresa
Gonzalez, Eduardo
Gordon, Scott
Gottlieb, Kelli
Griffin, Michael
Griffin, Victoria
Grimes, Ruth
Gsell, Ryan
Gurlides, Despina
Gust, Karen
Haasl, David
Hall, Halie
Hall, Steven
Hames, John
Hanley, Kevin
Hannah, Michael
Haraughty, Gema
Harr, Becky
Harrington, Jeffrey
Hart, Daniel
Hart, Diane
Hartley, Laurel
Hatter, Amber
Hawkins, Zackary
Hayano-Lavin, Sandra
Hayes, Billy
Hayes, Timothy
Hays, Jonathan
Hearne-Essary, Robyn
Henrick, Meredith
Hight, Susan
Hindman, Darrell

Hinkley, Maitlin
Hofer, Mark
Holtkamp, Marguerite
Honea, Kory
Hood, Robert
Horst, Erin
Howard, Sue
Huff, Steven
Huffman, Robin
Hughes, Gary
Hull, Patrick
Hutcheson, Donald
Imsdahl, Mark
Jackson, Lisa
Jackson, Melinda
Jenkins, Deborah
Johnson, Amanda
Jones, Austin
Jones, Barbara
Jones, Gregory
Jones, Todd
Juarez-Whittaker, Maritsa
Kaialau, Andrea
Keating, Michael
Keen, Phillip
Kelleher, John
Kelly, Cameron
Kelso, John
Kidd, Carey
Kieselbach, Tanya
King, Daniel
Klein, John
Knight, Jerry
Knowlton, Sarah
Kraemer, Finn
Kraut, Annabella
Krepelka, James
Krug, Susan
Krulder, Joseph
Kruse, Brian
Kutil, Devin
Landreth, Thomas
Laney-Clark, Zachary

Langston, Derek
Larson, Tiffany
Latham-Fairchild, Caroline
Lefkowitz, Todd
Leitner, Stacy
Lephart, Chris
Liebenberg, Ibe
Light, Pauline
Locatelli, Daniel
Lowe, Deanna
Lowery, Katherine
Lucanic, James
Lucot Smith, Katherine
Lunel, Ezra
Luther, Jon-Mikel
Lydon, Dean
Maletic, Stephen
Mandel, Kristi
Maready, Aaron
Marsh, David
Marshall, Bryan
Marshall, Sheri
Marshall, Vincent
Martin, Jack
Martin, John
Marvier, Alexis
Mateson, Elizabeth
Mattos, Dustin
Maxey, Justin
Mayer, Chloe
McFadden, Greg
McJunkin, Shawn
McKenzie, Wendy
McKinnon, Lacey
McLeod-Kerr, Cortney
McMillin, Jaide
McMillin, Stella
McNamara, Brian
Mellum, Erik
Meneley, Chris
Merrill, Trevor
Metroka, Wesley
Meyer, Adam

Meyer, Nancy
Miille, Jake
Milburn, Shane
Miller, Jami
Minton, Douglas
Mitchell, Ryon
Montgomery, Lynette
Moore, Ty
Morales, Lisa
Morris, Jason
Muelrath, Lani
Mulford, Aja
Mullen, Daniel
Muntifering, Samantha
Murgia, Ruben
Murphy, Mark
Murphy, Michael
Muster, Kevin
Nagai, Sanae
Nakamura, Ayako
Nako, Adam
Nall, Sara
Navarro, Nicole
Nelms, Kimberly
Neufeld, Megan
Nicodemus, Christopher
Nicolay, Luke
Noxon, Justin
O'Donnell, Daniel
Kimberly
Oelrichs, Amy
O'Hern, Casey
O'Meara, Christopher
Openshaw, Mollie
O'Quin, Sharon
Ortiz, Antoinette
Ozanne, Nick
Park, Angela
Park, Michael
Parrott, James
Parsons, Michelle
Patience, Hosanna
Paulson, Nicholas
Peeler, Sean

Peldo, Curtis
Peloso, Dominick
Perez, Jenna
Person, Johnny
Peter, Eric
Peters, Mari
Peterson, Andrew
Peterson, Katie
Peterson, Sue
Pettersen, Cameron
Philbrook, Cody
Phipps, Matthew
Piazza, Jason
Pierce, Robert
Pilakowski, Michael
Pipkin, Bonnie
Pollard, Jeremy
Portillo, Matthew
Quilici, Channing
Rafalski, Jessica
Rathbun, Chris
Ray, Erika
Raymond, Kathleen
Reese, Norman
Reinhardt, Dennis
Reizgeviciute, Agne
Richardson, Robert
Rios, Albert
Roady, Caroline
Robinson, Joanne
Robson, Devin
Rodriguez, Jesus
Roeder, Miriam
Rogers, Robert
Rohrer, Judith
Rose, Dakota
Ross, Stephen
Roush, Jennifer
Rubinoff, Ryan
Ruiz, David
Sachs, Christian
Saldano, Jordan
Sanchez, Gloria
Sandberg, Ross

Sandro, Kierstan
Sanfilippo, Dominic
Schildhauer, Cynthia
Schleiger, Rachel
Schmidt, Rebecca
Schnitzius, James
Scholar, Gary
Schwyzzer, Cedric
Sederquist, Janessa
Seghieri, Richard
Shippen, Christopher
Shippen, Holly
Shoro, Natasha
Singleton, Valerie
Slater, Andrea
Smith, Eva
Smith, Jake
Smith, Kenneth
Smith, Olav
Smith-Peters, Bruce
Solano, Stephen
Spencer, Errin
Spencer, Ivy
St. Cin, Denise
Stanley, Ryan
Steffen, Nathan
Stelzner, Charles
Stevens, Belinda
Stevens, Jennifer
Stevens, Robert
Stone, Kathy
Strahan, Lori
Sturgeon, Christopher
Szczepanski, Catherine
Talley-Hoffmann, Laura
Tange, Mark
Teagarden, Katherine
Tello, Bernadette
Thapa, Mahendra
Thomas, Phillip
Thomas, William
Thompson, Daniel
Till, Jennifer
Tochterman, Alan

Torres, Melina
Townsend, Brandon
Townsley, Wesley
Traulsen, Andrew
Trider, Alicia
Uebelhardt, Cody
Utnehmer, Kaitlin
Valdes, Jarrod
Van Der Linde, Juanne
Vancil, Christian
Vasquez, Crystal
Vela, Shanna
Villalba, Margarita
Villela, Guadalupe
Vincent, Zu
Wade, Erin
Wade, Katherine
Walker, Chadwick
Wall, Timothy
Walsh, Kevin
Wasche, Katherine
Watson, Ryan
Welton, David
Wenger, Christopher
Westwood, Lisa
White, Durl
White, Erin
White, Jennifer
Wicks, Michael
Williams, Dacia
Williams, Lisa
Willmann, Hans
Wilson, Lauren
Wilson, Nickolas
Winchell, Quinn
Wines, Jason
Winzenz, Thaddaeus
Wise, George
Wong, Forest
Wright, Aaron
Wright, Joshua
Wright, Kathline
Wymore, Gretel
Xiong, Moua

York, Kevin
Young, Patrick
Zelinsky, Connor
Zuniga, Yvette

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

February 12, 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 for contracts to purchase equipment, materials, supplies, services, and repair. The relevant amount specified in Public Contract Code Section 22032 is \$220,000 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
Upon Full Execution	3 Years	Foothill-De Anza Community College District	Digital Center for Innovation, Transformation and Equity Founding Partner District Participation Agreement	(\$150,000.00)	Unrestricted General	President's Office	Guleff
7/1/25	6/30/26	Shasta-Tehama-Trinity Community College District	Strong Workforce Program Allocation Projects in Common Regional Support for the Center of Excellence	(\$250,000.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/25	6/30/26	Los Rios Community College District	Strong Workforce Program Allocation Projects in Common Regional Support for NetLabs	(\$200,006.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Butte County ROP	K-12 Strong Workforce Program Grant	(\$602,762.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	California Heritage Youthbuild Academy II	K-12 Strong Workforce Program Grant	(\$422,626.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Capitol College & Career Academy	K-12 Strong Workforce Program Grant	(\$245,445.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Chico Unified School District	K-12 Strong Workforce Program Grant	(\$165,883.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Corning Union High School District	K-12 Strong Workforce Program Grant	(\$598,349.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Davis Joint Unified School District	K-12 Strong Workforce Program Grant	(\$716,135.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Elk Grove Unified School District	K-12 Strong Workforce Program Grant	(\$741,142.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Fall River Joint Unified School District	K-12 Strong Workforce Program Grant	(\$200,000.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Fortuna Union High School District	K-12 Strong Workforce Program Grant	(\$364,576.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Humboldt County Office of Education	K-12 Strong Workforce Program Grant	(\$521,426.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Lake County Office of Education	K-12 Strong Workforce Program Grant	(\$250,000.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Lakeport Unified School District	K-12 Strong Workforce Program Grant	(\$639,856.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Lassen Union High School District	K-12 Strong Workforce Program Grant	(\$203,600.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Nevada Joint Union High School District	K-12 Strong Workforce Program Grant	(\$940,916.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Northern Humboldt Union High School District	K-12 Strong Workforce Program Grant	(\$204,055.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Plumas Charter School	K-12 Strong Workforce Program Grant	(\$198,600.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Red Bluff Joint Union High School District	K-12 Strong Workforce Program Grant	(\$649,610.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Roseville Joint Union High School District	K-12 Strong Workforce Program Grant	(\$1,446,757.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Sacramento City Unified School District	K-12 Strong Workforce Program Grant	(\$269,333.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Sacramento Co. Office of Education	K-12 Strong Workforce Program Grant	(\$1,262,725.00)	Restricted General	North Far North Regional Consortium	Shearer

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	6/30/27	Sacramento Academic and Vocational Academy (SAVA) Sacramento City Unified School District	K-12 Strong Workforce Program Grant	(\$463,120.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Siskiyou County Office of Education	K-12 Strong Workforce Program Grant	(\$211,634.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Tehama County Department of Education	K-12 Strong Workforce Program Grant	(\$500,000.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Tree of Life International Charter School	K-12 Strong Workforce Program Grant	(\$140,755.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Tri-County ROP	K-12 Strong Workforce Program Grant	(\$135,295.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Wheatland Union High School District	K-12 Strong Workforce Program Grant	(\$1,704,237.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Winters Joint Unified School District	K-12 Strong Workforce Program Grant	(\$968,477.00)	Restricted General	North Far North Regional Consortium	Shearer
			TOTAL REVENUE CONTRACTS	\$0.00			
			TOTAL EXPENSE CONTRACTS	(\$15,367,320.00)			

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

February 12, 2025

Subject:	Approval of Contract Award for Bid Relocation of Two Modular Classroom Buildings & Relocation & Modification to 1 Modular Administration Building & 1 Shade Structure Project No. 240660
Category:	Contracts
Submitted By:	Jessica Snelling, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

On December 4, 2024, and December 11, 2024, the District advertised a Request for Formal Bid Proposals for Relocation of Two Modular Classroom Buildings & Relocation & Modification to 1 Modular Administration Building & 1 Shade Structure Project No. 240660. The project includes, but is not limited to, relocating three modular buildings from the main campus to the Glenn County Center. The modular buildings will provide classroom and administrative office space for the Licensed Vocational Nurse (LVN) program. The project is part of the District's Education Master Plan. The construction cost estimate for the work was approximately \$993,026. Funding for this project will be allocated from the Capital Projects Fund.

Status

Fifteen contractors attended the mandatory job walk on December 17, 2024. Five contractors submitted bids by the bid due date on January 14, 2025.

Recommendation of award of contract was predicated on the lowest responsive responsible bidder for the Bid Proposal Amount as stipulated in the Bid and Contract Documents. A summary of the Bid Opening Results detailing the responsive bid(s) received is:

Bid Opening Results			
Contractor	Base Bid Amount	Alternate Amount	Bid Proposal Amount
JPB Designs Inc.	\$1,017,000.00		\$1,017,000.00
Modern Building Inc.	\$1,062,400.00		\$1,062,400.00
Randy Hill Construction	\$1,233,000.00		\$1,233,000.00
REM Construction	\$1,083,571.00		\$1,083,571.00
United Building Contractors Inc.	\$1,023,000.00		\$1,023,000.00

Upon completion of District's due diligence review, JPB Designs Inc., is the lowest responsive responsible bidder for this project work and acceptance of the bid is in the best interest of the district.

Recommendation

It is recommended that the Board of Trustees approve the award of contract for the Request for Formal Bid Proposals Relocation of Two Modular Classroom Buildings & Relocation & Modification to 1 Modular Administration Building & 1 Shade Structure Project No. 240660 to JPB Designs Inc., of Orangevale, California as the lowest responsive responsible bidder in the amount of \$1,017,000.00 which equals the Bid Proposal Amount.

Board approval is contingent upon resolution of any bid protests during the applicable protest time period. Board approval is also contingent upon the contractor awarded the project providing acceptable insurance and bonding as required in the Bid and Contract Documents.

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

February 12, 2025

Subject:	Authorization to Increase Nonresident Tuition Fee for 2025-26
Category:	Finance
Submitted By:	Jessica Snelling, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

Education Code Section 76140 requires each district governing board to establish the nonresident tuition fee not later than March 1 for the succeeding fiscal year. The code specifies that one of seven options be used to establish the fee. The basis for adoption should be selected based on one of the following justifications:

- A.1. District Average Cost
- A.2. District Average Cost With 10 Percent or More Noncredit FTES
- B.1. Statewide Average Cost
- B.2. Highest Statewide Average Cost – Highest cost for succeeding, current, or past 4 years
- C. Contiguous District – Not to exceed fees established by any contiguous District
- D. Between Statewide Average Expense of Education and District Expense of Education
- E. Comparable States Average - No more than 12 comparable states' average
- Other – Fee That Represents a Gradual, Moderate Increase From Prior Year

The Chancellor's Office provided and is now enforcing their legal opinion that a community college district may not set its nonresident tuition at a level lower than either its own unit expense of education (District Average Cost), as adjusted for inflation, or the statewide average per unit expense of education (Statewide Average Cost), as adjusted for inflation, whichever is less. Last year, the statewide average cost was \$406. The current year statewide average cost is \$400, a slight decrease over the prior year. The statewide average cost as of 2025, is also the minimum Nonresident Tuition fee that the District must work to achieve. The California Education Code establishes the methods available to community college districts to calculate nonresident tuition fees and states that increases in these fees "shall be gradual, moderate, and predictable," presumably to mitigate the potential for financial hardships disrupting educational progress. A year-over-year increase is expected under all implementation plans for nonresident tuition fees.

Status

Last year, the District elected to increase Nonresident Tuition fees by 11.9% over the prior year, resulting in the current Nonresident Fee of \$330 per unit. The District opted to increase the fees on the basis of "Other", an election for fees that represent a gradual, moderate increase, year over year.

Based on the enacted California state budget for 2025, the Cost-of-Living Adjustment (COLA) on California Community College Apportionment revenue was 1.07%. It is reasonable for the District to implement the same COLA to Nonresident Tuition. If the COLA was opted as the basis for increase, the per unit fee would increase from \$330 to \$334. The increase would generate an additional estimated \$29,000 per year in revenue.

The District projects to generate approximately \$2.5 million in nonresident tuition for 2025-26. The District does not receive apportionment revenue for nonresident students, but the fees paid by the nonresident students remain with the district for use in the general fund. Nonresident students are charged enrollment fees in addition to nonresident tuition.

Recommendation

It is recommended that the Board of Trustees establish the nonresident tuition fee at \$334.00 per unit for the 2025-26 academic year.

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

February 12, 2025

Subject:	Authorization to Increase Student Transportation Fees for 2025-26
Category:	Finance
Submitted By:	Jessica Snelling, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

Per Education Code, section 76361, Districts may require students and employees to pay a fee to partially or fully recover transportation costs incurred by the district or to reduce fares for services provided by common carriers or municipally owned transit systems.

Transportation fees may be required to be paid by students and employees using the services or, if the majority of students and employees vote to implement a fee, all students and/or employees may be required to pay.

The maximum allowable fee is published on the Chancellor's Office Student Fees webpage. The fee may be increased annually by the same percentage as the increase in the Implicit Price Deflator for State and Local Government Purchases of Goods and Services as published by the U.S. Department of Commerce. In January of each year, the Chancellor's Office calculates the percentage increase by comparing the prior year index with the current year index as published on the Department of Finance's webpage. Districts are not required to charge these fees and may also choose to charge a fee lower than the maximum allowable. The fee required of a part-time student must be prorated to an amount less than the amount of the fee charged to full-time students. The maximum calculated fee allowable is \$98 per semester.

Status

The table below demonstrates the current fee structure for Transportation. Transportation fees are only charged for Fall and Spring semesters. There is no transportation fee charged for summer or winter sessions. Currently, transportation fees have been limited to student transportation.

Description	Per Semester Fall/Spring
Students enrolled - 6 or more units	\$ 80.00
Students enrolled - 1.1 - 5.9 units	\$ 68.00
Students enrolled - 0.1 - 1.0 units	\$ 25.00

In fiscal year 2024, the District's transportation costs for students exceeded the collected fee revenue by approximately \$1.04 million. If the District implements the maximum fee increase of \$98.00 per semester, a 23% increase for students taking 6 or more units, it will generate approximately \$200,000 in additional revenue per year. Additionally, if the District increased the transportation fee to include a

23.0% increase to all transportation fees, the District would generate approximately \$300,000 in additional revenue per year. Despite any proposed increase in transportation fees, it is important to note that this adjustment will not fully address the existing budget shortfall. Even with the maximum fee increase, the District will still face a significant deficit in transportation funding.

The District will continue to focus efforts around exploration of alternative funding sources, optimizing current transportation operations for cost efficiency, or seeking partnerships with local organizations to support student transportation needs.

Recommendation

It is recommended that the Board of Trustees increase the transportation fee to \$98 a semester for students taking 6.0 or more units, beginning in the fall 2025 semester for the 2025-26 school year.

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

February 12, 2025

Subject:	Authorization to Increase Student Health Services Fees for 2025-26
Category:	Finance
Submitted By:	Jessica Snelling, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

Education Code sections 76355 authorize the governing board of a community college district to charge student health services fees and increase those fees by the same percentage as the increase in the Implicit Price Deflator for State and Local Government Purchases of Goods and Services as published by the U.S. Department of Commerce.

Based on calculations by the Financial, Economic, and Demographic Unit in the Department of Finance, the Implicit Price Deflator Index has increased enough to support an increase in the student health fees. The Chancellor's Office has notified the District that it may begin charging a maximum fee of \$27.00 per semester, \$22.00 for summer session, or \$22.00 for each intersession of at least four weeks.

Status

The District is mandated to provide health services at or above the level it provided during the 1986-87 fiscal year. Currently, the District charges a mandatory student health fee of \$26.00 for full and part-time students per semester and \$22.00 for all students during the summer. There is no fee charged for Winter Intersession.

Recommendation

It is recommended that the Board of Trustees approve the increase to the mandatory student health fee for full and part-time students to \$27.00 per semester, beginning fiscal year 2025-26. The summer fee will remain unchanged at \$22.00.

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

February 12, 2025

Subject:	Approval of Resolution No. 826 for Grant with United States Department of Agriculture for the Rural Business Development Grant Program for Fiscal Year 2025
Category:	Finance
Submitted By:	Jessica Snelling, Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Regular

Background

The District’s Small Business Development Center (SBDC) provides technical assistance through individual business consulting, trainings, referrals and information dissemination to business owners and entrepreneurs throughout Butte, Glenn, Tehama, and Colusa Counties. The program is partially funded through the U.S. Small Business Administration (SBA) and the California Governor’s Office of Business and Economic Development. All counties served by the SBDC are identified as rural counties, and the SBDC works with education institutions, municipalities, lenders, and a varied number of economic development partners to provide services throughout its four counties’ areas.

USDA Rural Development is charged with assisting in the startup, development and expansion of small and emerging businesses and/or non-profits in rural communities. Rural Development supports this portion of the overall mission through two grant programs, the Rural Business Enterprise Grant and Rural Business Opportunity Grant.

Status

The SBDC intends to submit a grant application to the United States Department of Agriculture Rural Development agency to administer a Rural Business Enterprise Grant (RBEG) in the amount of \$99,999 to increase the services to its rural communities to reduce barriers to entries to help businesses start, develop, grow, expand and access capital successfully, contributing to positive economic development in these communities.

The USDA requires a Board resolution to establish authority to apply and administer a grant and designate authorized signers.

Recommendation

It is recommended that the Board of Trustees adopt Resolution No. 826 authorizing the District to submit a grant application to the United States Department of Agriculture Rural Business Development Grant Program for Fiscal Year 2025 in the amount of \$99,999, authorizing the District to administer the Rural Business Enterprise Grant upon award notification, and delegating District staff to execute the required grant award agreement documents and any future grant amendments.

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

February 12, 2025

RESOLUTION NO. 826

**APPROVAL OF GRANT
WITH THE UNITED STATES DEPARTMENT OF AGRICULTURE**

WHEREAS, the Butte-Glenn Community College District provides technical assistance through one-on-one business consulting and training to business owners and entrepreneurs in Butte, Glenn, Tehama, and Colusa Counties through its Small Business Development Center (SBDC).

WHEREAS, the Butte-Glenn Community College District will submit an application to the United States Department of Agriculture Rural Business Development Grant Program for Fiscal Year 2025 to administer a Rural Business Enterprise Grant in the amount of \$99,999 in order to provide services to increase its consulting and training services in Butte, Glenn, Tehama, and Colusa Counties.

WHEREAS, the Butte-Glenn Community College District will be required to accept all of the terms and conditions of the grant award agreement upon approval of funding.

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

NOW THEREFORE BE IT RESOLVED, that the Butte-Glenn Community College District Board of Trustees authorizes District staff to submit a grant application to the United States Department of Agriculture and to administer a Rural Business Opportunity Grant for Fiscal Year 2025; and

BE IT FURTHER RESOLVED, that the Butte-Glenn Community College District Board of Trustees hereby designates Virginia Guleff, Superintendent/President, and/or Jessica Snelling, Vice President for Administrative Services, as its representatives to execute any necessary grant application and grant award agreement documents, including any future amendments to the grant.

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

AYES:

NOES:

ABSENT:

SO ORDERED:

William McGinnis
President, Board of Trustees

ATTEST:

Virginia L. Guleff
Secretary, Board of Trustees

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

February 12, 2025

Subject:	Initial Proposals from the Butte College Police Officer's Association to the Butte-Glenn Community College District and the District to BCPOA for the Collective Bargaining Agreement 2025-28
Category:	Labor Relations
Submitted By:	Virginia Guleff, Superintendent/President
Attachment:	Yes
Type:	Information
Agenda Section:	Regular

Background

The Collective Bargaining Agreement between the Butte-Glenn Community College District (District) and the Butte College Police Officer's Association (BCPOA) expires on June 30, 2025.

Status

Pursuant to Government Code §3547(a), the District and BCPOA hereby present the initial proposals for a successor collective bargaining agreement. The public will have an opportunity to comment on the proposals during a public hearing to be held during the next regular meeting of the Butte-Glenn Community College Board of Trustees.

DISTRICT INITIAL PROPOSAL TO BCPOA

FOR

JULY 1, 2025 – JUNE 30, 2028 COLLECTIVE BARGAINING AGREEMENT

Consider Incorporating the following MOU into the new 2025-2028 CBA agreed to after the close of the 2022-2025 CBA:

- Revising Article 14 to add Permissive Reinstatement, May 16, 2023;

Other proposals include:

Article VIII – new section. Add language that a leave of up to one month may be approved by the Superintendent/President.

- Bereavement Leave. Article 8.1. Update language to conform with changes in law.

Article XIII Employee Rights.

- Article 13.3. Performance evaluation for sworn staff to remain at one (1) year, non-sworn probationary period to be six (6) months in accordance with Education Code. Performance evaluation interval to be set at three (3) and five (5) months for probationary period.

Article IX Insurance Programs.

- Article 9.5. Add language to permit adding dependents after retirement.

Article XI.

- Article 11.6. Add language to remove uniform allowance payments for employees on leave.

Article XV Hours and Overtime.

- Article 15.7. Overtime – modify language to expand overtime work period in accordance with the 7K exemption of the Fair Labor Standards Act.
- Article 15.11. Compensation for Shift Differential. Add language regarding shift differential and leave - when an employee goes out on leave, the shift differential is removed and defaults back to standard work schedule.

Article XIX Duration/Reopeners of the Agreement.

- The District proposes an agreement of at least three (3) years.

Appendix A

- Remove classification of Police Sergeant from unit and place in MSC in accordance with Education Code.

November 14, 2024

Chris Littel,
Executive Director, Human Resources
3536 Butte College Drive
Oroville, Ca 95965

RE: UPEC Initial Proposal for Successor Agreement - “Sunshine” Process

Dear Mr. Little:

Pursuant to California Government Code Section 3547, the United Public Employees of California Local 792 (UPEC) hereby presents its Initial Proposal for a successor collective bargaining agreement. We intend to discuss and negotiate the following topics in the current contract:

1. Article 11 Salary - UPEC intends to negotiate equitable increases in compensation items.

UPEC intends to negotiate fair and equitable increases to the Uniform Allowance.

UPEC intends to codify and enhance the current Cell Phone Stipend.

2. Article 15 Hours and Overtime - UPEC intends to enhance other terms and conditions of employment, specifically Call-In/Call-Back time.

3. Article 19 Duration/Reopeners of the Agreement - Because this is a successor agreement, we intend to set a new duration for the collective bargaining agreement.

In order to comply with public notice requirements, please present UPEC’s Initial Proposal at the next scheduled School Board Meeting. After completion of public notice requirements by UPEC and the District, UPEC is prepared to meet and begin negotiations. I look forward to hearing from you so that we may set some mutually agreeable dates for the commencement of negotiations.

If there are any questions regarding this notice, please feel free to contact me at (530) 681-2285

Sincerely,



Ryan Friesen
Labor Relations Representative

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

February 12, 2025

Subject:	Adoption of Board Policies
Category:	Administration
Submitted By:	Superintendent/President Virginia L. Guleff
Attachment:	Yes
Type:	Action
Agenda Section:	Regular

Background

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

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

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. The board policies listed above were presented to the Board of Trustees at the January 29, 2025, meeting.

Recommendation

It is recommended that the Board of Trustees adopt the board policies listed above.



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 ~~C~~ollege 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

Formatted: Font: (Default) Tahoma, 11 pt

Formatted: Font: (Default) Arial, 12 pt

Formatted: Font: (Default) Tahoma, 11 pt

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.

Formatted: Font: (Default) Tahoma, 11 pt

See Administrative Procedure 7365

Formatted: Font: (Default) Arial, 12 pt

Formatted: Body Text, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"



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