



**BOARD OF TRUSTEES
Notice of Regular Meeting**

Wednesday, April 9, 2025 | 1:00 p.m.
District Board Room
Student and Administrative Services 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

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1. Agenda Approval

2. Human Resources

- 2.1 [Probationary Faculty Tenure Recommendations Effective Fall 2025](#) 

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3. 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.

4. 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.

4.1	<u>Approval of Minutes</u> 	8 - 12
4.2	<u>Approval of Warrants</u> 	13
4.3	<u>Ratification of Contracts</u>  <u>Contracts Ratification Report</u> 	14 - 18
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4.5	<u>Approval of New Program - Certificate of Achievement, Interpersonal Communication</u> 	21 - 26
4.6	<u>Approval of New Program - Certificate of Achievement, Speech and Debate</u> 	27 - 31
4.7	<u>Approval of Out-of-State Student Travel - Gainesville, FL</u> 	32
4.8	<u>Approval and/or Ratification of Personnel Actions</u>  Management <i>Employments</i> Academic Employees <i>Employments, at-will employments, and temporary employments</i> Classified Employees <i>Employments and temporary and increases</i> Temporary Employees <i>Substitutes, short-term/seasonal, professional experts, and volunteers</i>	33 - 35

5. Reports

5.1	Academic Senate President's Report
5.2	Classified Senate President's Report
5.3	Student Senate President's Report
5.4	Student Trustee Comments

- 5.5 Vice President Report
- 5.6 Superintendent/President's Report
- 5.7 Board Comments




6. 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.

7. Contracts

- 7.1 [Approval of Contracts](#)  36 - 37
[Contract Approval Report](#) 
- 7.2 [Approval of Contract to Lease Digital Copier Machines and Purchase Services from Kyocera Document Solutions America, Inc. utilizing California Multiple Award Schedule CMAS Number 3-16-36-0044B](#)  38 - 39
- 7.3 [Approval of Contract to Purchase Career Coach License from Economic Modeling, LLC as a Sole Source Procurement](#)  40 - 41
- 7.4 [Approval of Contract to Purchase eTranscript California Software Development and Maintenance Services from XAP Corporation as a Sole Source Procurement](#)  42 - 43

8. Finance



- 8.1 [Donation of District Personal Property: Miscellaneous Electronic Equipment](#)  44 - 46
[Exhibit A: Disposal of District Property: Electronic Equipment and Miscellaneous Materials Purchased between September 25, 2002, to May 7, 2019](#) 
- 8.2 [Approval of Resolution No. 827: Intent to Dedicate Public Utility Easement to Pacific Gas and Electric Company](#)  47 - 59

[Resolution 827](#) 




[Exhibit A: Easement Deed](#) 

[Transaction Agreement](#) 

9. Human Resources

- 9.1 [Approval of Employment Contract for Assistant Superintendent/Vice President for Instruction](#)  60 - 66
[Employment Contract for Assistant Superintendent/Vice President for Instruction](#) 

10. Labor Relations

- 10.1 [Initial Proposals from the California School Employees Associate Chapter no. 511 to the Butte-Glenn Community College District and the District to CSEA for the Collective Bargaining Agreement 2025-28](#)  67 - 72
[CSEA Initial Proposal to District](#) 
[District Initial Proposal to CSEA](#) 

11. Administration

- 11.1 [Review of Administrative Procedure 2745: Board Self-Evaluation](#)  73 - 78
[AP 2745 Board Self-Evaluation](#) 
- 11.2 [Approval of Student Trustee Privileges](#)  79

12. Future Dates

05/21/2025	Regular Meeting	Main Campus	1:00 p.m.
06/25/2025	Board Retreat	Main Campus	9:00 a.m.
06/25/2025	Regular Meeting	Main Campus	3:00 p.m.

13. 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 54956.9

13.1 ANTICIPATED LITIGATION

Significant Exposure to Litigation Pursuant to Paragraph (1) or (2) of Subdivision (d) of Section 54956.9

1 potential case

Pursuant to Government Code Section 54957:

13.2 EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT

Pursuant to Government Code Section 54957.6:

13.3 CONFERENCE WITH LABOR NEGOTIATOR

Name of Agency Negotiator: Chris Little

Name of Organization Representing Employees: BCPOA

13.4 CONFERENCE WITH LABOR NEGOTIATOR

Name of Agency Negotiator: Chris Little

Name of Organization Representing Employees: CSEA

Pursuant to Government Code Section 54956.95:

13.5 LIABILITY CLAIM – Update on claim against the District

Claimant: Donald Finkbiner

Agency: Butte-Glenn Community College District

13.6 LIABILITY CLAIM – Update on claim against the District

Claimant: Susan Dawson

Agency: Butte-Glenn Community College District

13.7 LIABILITY CLAIM – Update on claim against the District

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

Agency: Butte-Glenn Community College District

13.8 LIABILITY CLAIM – Update on claim against the District

Claimant: Shawn Smith

Agency: Butte-Glenn Community College District

Pursuant to Government Code Section 54957:

13.9 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Superintendent/President

14. Adjournment

14.1 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.

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

April 9, 2025

Subject:	Probationary Faculty Tenure Recommendations Effective Fall 2025
Category:	Office of Instruction
Submitted By:	Erik Shearer, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

Evaluations for probationary, tenure-track faculty listed below were submitted by each Evaluation Team to the Sabbatical and Professional Advancement (SPA) Committee with recommendations regarding each individual faculty member’s employment status for the next year. The SPA Committee submitted its recommendation to the Superintendent/President.

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

Status

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

Recommendation

It is recommended that the following fourth-year, third contract, probationary faculty members be granted tenure effective Fall 2025:

- Kelsey Harrington – Counseling
- Katalin Miko – Cosmetology
- Deana Ward – Nursing



MINUTES OF REGULAR MEETING

March 12, 2025 | 1:00 p.m.

District Board Room
Student and Administrative Services Building

The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, March 12, 2025, at 1:00 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 Mr. Liam Eller, Student Trustee
Board Members Absent	None
Staff Members Present	Ms. Virginia L. Guleff, Superintendent/President Mr. Erik Shearer, Vice President Ms. Imelda Simos-Valdez, Vice President Ms. Jessica Snelling, Vice President Dr. Jess Vickery, Academic Senate President 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 Trustee Dahlmeier, seconded by Board Vice President Blacklock, to approve the agenda as presented.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: None

2. Communications from the Public – Consent Agenda

There were no public comments.

3. **Approval of Consent Agenda, Items 3.1-3.14**

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

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: None

4. **Reports**

Academic Senate President's Report – Jess Vickery

Academic Senate President Vickery reported that since the last Board of Trustees meeting, the Academic Senate has elected its executive team for the next session of the Senate, which runs from fall 2025 through spring 2027. The Senate selected Irma Gonzalez Cuadros for the position of president, Kim Kirkwood for vice president, Deborah McCabe for treasurer, and Brooke Kennedy for secretary. In accordance with Academic Senate bylaws, the ticket will go before the faculty for confirmation during annual elections in April. Academic Senate President Vickery reported that the Senate has also put out a call for nominations for emeritus faculty. Academic Senate President Vickery concluded that the Senate is currently discussing several proposals from the Office of Instruction for alternatives to the current final exam schedule. Discussion has centered on models that might more closely align with student's class schedule during the term.

Student Senate President's Report – Mercedes Cortez-Nava

Student Senate President Cortez-Nava reported that Student Senate is working hard to support student involvement in community building. The Senate has approved more than \$13,000 in grants this semester, including funding student club events. The Senate has also been hosting monthly movie nights at the Chico Center. Work on elections and next year's budget has begun. Student Senate President Cortez-Nava reported that the Student Senate is participating in today's Know Your Rights event to ensure that all students feel respected and protected. She concluded by thanking Board Clerk Nock for inviting her and other Student Senate members to attend the Butte College Foundation Spring gala.

Student Trustee Comments – Liam Eller

Student Trustee Eller reported that student life has hosted numerous events to educate students about their rights to help them feel safe and empowered. He noted that keeping students informed is a top priority. Student Trustee Eller reported that there was an inspiring, peaceful demonstration to advocate for inclusivity and diversity on campus last week. He concluded by commending the demonstrators for the overwhelmingly positive and uplifting atmosphere that was a testament to Butte College's values.

Vice President's Report – Erik Shearer

Vice President Shearer started his report by expressing appreciation for the collaborative work between the vice presidents on a variety of projects, including enrollment management. He reported that enrollment is showing a 9-10% increase compared to last spring and expressed hope that the college will be able to report more than 9,000 full-time equivalent students (FTES) by the end of the year. Vice President Shearer reported that full-time faculty hiring is in full swing, with two of 14 recruitments completed so far. He added that along with Pro Dev staff, he's been meeting with the new faculty cohort monthly for a yearlong orientation process.

Vice President Shearer reported on developments in curriculum. The common course numbering project continues to keep the Curriculum Committee busy. They have completed six courses and are working on the next 20. He noted that a new degree in social work was approved on today's consent agenda; it will help students who want to transfer into that program at Chico State. Vice President Shearer reported that Cal-GETC, the new general education pattern for transfer which replaces three previous patterns, goes into effect this fall; Butte College is well prepared for it.

Vice President Shearer concluded that he's been accepted into UC Davis's Wheelhouse Advancing Leadership Institute. He'll also speak at the statewide CIO conference next month.

Superintendent/President's Report – Virginia Guleff

Superintendent/President Guleff started her comments by commending students for engaging in civic activity and exercising their first amendment rights, as well as for attending the Butte College Foundation gala and being part of that community.

Superintendent/President Guleff reported on several events she attended since the last Board of Trustees meeting. At the CEO AI Bootcamp she attended the first meeting of the founding partners of the Digital Center for Innovation, Transformation, and Equity. The bootcamp featured speakers from academia and industry, and she learned about several new technologies that might be of interest to the college. Superintendent/President Guleff also presented at Chico Noon Rotary as well as at an IEPI symposium. She also attended the California for All Women webinar hosted by first partner Jennifer Siebel Newsom. Finally, Superintendent/President Guleff reported that Butte College hosted a very successful ACCJC convening yesterday.

Superintendent/President Guleff reported that the Butte College Foundation Spring Gala was a success. The turnout was amazing, and the Elks Lodge was transformed into a beautiful space. She expressed gratitude to Foundation Executive Director Suzanne Watroba along with Tristan Bosch, Christian Gutierrez, and the industrial technology team led by Dean Don Robinson and faculty member Tom Williams for all for their hard work. She concluded that the Foundation hasn't yet totaled the proceeds from the event.

Board Comments

Trustee Massa reported that he read a news article about potential campus specialization at the California State University campuses as part of cost efficiency measures and wondered how it might affect Chico State and Butte's interactions with their programs. Board Clerk Nock reported that he did "Day with the Dean" last week, touring the welding, heavy equipment, and automotive programs. He also thanked Butte College Foundation staff for all the work they put into the gala and the generous donors. Trustee Krepelka reported that it's scholarship season for the Foundation and encouraged people to volunteer to review applications. Trustee Boeger reported that he's a big believer in California education and that Butte College has very little exposure from what the federal government does. He added that he enjoyed the gala. Trustee Dahlmeier reported that the Board of Trustees took a tour of the science building and planetarium before today's meeting. He commended staff for the outstanding building. He also congratulated the Foundation for a fantastic gala. Board Vice President Blacklock expressed appreciation for the opportunity the gala presents and noted that he was in awe of the speech and debate's team work as emcees of the event. Board President McGinnis reported on several community college events he has attending, including the ACCJC convening held at Butte College yesterday where he was struck by the discussion about data and making it public, as well as by a discussion about mid-semester course evaluations. He reported that he will visit the Ventura Community College District for their second accreditation follow-up report. Their primary issue was lack of board stability. Board President McGinnis concluded by noting that it is disheartening to see political action being taken against colleges and their students.

5. **Communications from the Public**

There were no public comments.

6. **Contracts**

Approval of Contracts, Item 6.1

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

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: None

Approval of Contract Amendment #1 to Rainforest QA, Inc., for Information Technology Services utilizing California Multiple Award Schedule CMAS Number 3-18-70-3509, Item 6.2

It was moved by Trustee Krepelka, seconded by Board Clerk Nock, to approve contract amendment #1 to Rainforest QA, Inc., for information technology services utilizing California Multiple Award Schedule CMAS Number 3-18-70-3509, in accordance with Board Policy 6340.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: None

7. **Labor Relations**

Public Hearing and Adoption of the District and the Butte College Police Officers' Association Initial Proposals for the Collective Bargaining Agreement 2025-28, Item 7.1

Board President McGinnis opened the public hearing on the District and Butte College Police Officers' Association initial proposals for the collective bargaining agreement 2025-28. Hearing no comment, he closed the public hearing.

It was moved by Board Vice President Blacklock, seconded Trustee Dahlmeier, to adopt the District and Butte College Police Officers' Association initial proposals for the collective bargaining agreement 2025-28.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None
Absent: None

8. **Administration**

California Community College Trustees (CCCT) Board Member Election, Item 8.1

Board President McGinnis recommended submitting votes for Gregory Hanna, Ines De Luna, and Anne Kepner. It was moved by Trustee Boeger, seconded by Trustee Massa, to submit votes for Gregory Hanna, Ines De Luna, and Anne Kepner for the California Community College Trustees (CCCT) board member election.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: None

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 3:25 p.m.

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

April 9, 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 March 1, 2025 to March 27, 2025.

Type of Warrant	Quantity of Checks	Total
Vendor	908	\$9,955,542
Payroll	109	\$4,905,298
Financial Aid	4,105	\$6,087,531

Warrant registers are available for review in the Business Office.

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

April 9, 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 March 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

March 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
3/17/25	3/16/28	Mobile-Med Work Health Solutions, Inc. d/b/a Work Health Solutions	Pre-Employment Physical and TB Tests	(\$4,000.00)	Unrestricted General	Human Resources	Guleff
1/27/25	6/30/25	California State University, Chico - Tehama Group Communications	Digital DEI Newsletter, U in Butte	(\$450.00)	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
4/3/25	4/3/25	Chico State Enterprises on behalf of the Big Chico Creek Ecological Reserve	Forest Therapy Sessions for U in Butte: Uncover, Uplift, Unite Event	(\$350.00)	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
3/31/25	4/2/25	Conner Wenzel	Safe Zone Trainings	(\$1,000.00)	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
4/3/25	4/3/25	Creating A Sustainable You	Massage Therapists and Sound Bath Therapists Services for U in Butte: Uncover, Uplift, Unite Event	(\$2,250.00)	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
3/31/25	3/31/25	Hector Enriquez	DJ Services for U in Butte: Uncover, Uplift, Unite Event	(\$350.00)	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
3/31/25	3/31/25	La Familia Restaurant	Food Vendor for U in Butte: Uncover, Uplift, Unite Event	(\$2,165.00)	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
4/3/25	4/3/25	La Flor de Michoacan	Food Vendor for U in Butte: Uncover, Uplift, Unite Event	(\$865.00)	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
4/2/25	4/2/25	Preetpaul Didbal-Bedford	"Unapologetically Empowered" Presentation for U in Butte: Uncover, Uplift, Unite Event	(\$3,000.00)	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
4/3/25	4/3/25	SDR Consultants, LLC	Leadership Development Presentation for Managers	(\$1,000.00)	Unrestricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
4/3/25	4/3/25	SDR Consultants, LLC	Leadership Development Presentation for Classified Staff	(\$1,000.00)	Unrestricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
4/3/25	4/3/25	Yony's Roasted Corn	Food Vendor for U in Butte: Uncover, Uplift, Unite Event	(\$2,000.00)	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
2/27/25	3/26/25	LeeAnn Brook	Color of Light Art Exhibit	\$0.00	N/A	Arts	Shearer
2/22/25	2/22/25	Advanced Timing	Official Timer for Track and Field	(\$1,300.00)	Unrestricted General	Athletics	Shearer
2/22/25	2/22/25	Daniel Tinnel	Official Starter for Track & Field	(\$250.00)	Unrestricted General	Athletics	Shearer
3/11/25	6/30/25	Butte County Office of Education	California Adult Education Program	(\$226,377.00)	Restricted General	Career Technical Education	Shearer
3/12/25	6/30/25	Glenn County Office of Education	California Adult Education Program	(\$597,973.00)	Restricted General	Career Technical Education	Shearer
3/11/25	6/30/25	Hamilton Unified School District	California Adult Education Program	(\$253,792.00)	Restricted General	Career Technical Education	Shearer
3/12/25	6/30/25	Oroville Union High School District	California Adult Education Program	(\$1,408,750.00)	Restricted General	Career Technical Education	Shearer
3/11/25	6/30/25	Paradise Unified School District	California Adult Education Program	(\$135,175.00)	Restricted General	Career Technical Education	Shearer
3/7/25	6/30/25	Aaron Raygoza Hernandez	Translation Services for Job Training Center and The Training Place	(\$2,240.00)	Restricted General	Contract Education	Shearer
1/1/25	9/29/25	Arbor Global, LLC	Utility Line Clearance Pre-Inspector and Arborist Program	(\$99,000.00)	Restricted General	Contract Education	Shearer
1/1/25	5/29/26	Davey Resource Group, Inc.	California Resilient Careers in Forestry Project	(\$192,280.00)	Restricted General	Contract Education	Shearer
2/19/25	6/30/25	Hazardous Materials Institute	Hazwopper Training Amendment to Fees/Payments and Scope of Services	(\$6,800.00)	Restricted General	Contract Education	Shearer
1/1/25	5/29/26	Kern Community College District	California Resilient Careers in Forestry Project	(\$156,962.00)	Restricted General	Contract Education	Shearer
3/11/25	5/16/26	Lion Tree Service	California Resilient Careers in Forestry Project Amendment to Fees and Scope of Work	(\$59,200.00)	Restricted General	Contract Education	Shearer

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

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

March 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
2/25/25	6/30/25	Modoc Medical Center	Employee Training Amendment to Training Services and Cost	\$25,246.20	Restricted General	Contract Education	Shearer
3/14/25	12/31/28	Pacific Gas and Electric Company	Utility Line Clearance Arborist Training (ULCAT) and Utility Vegetation Management Pre-Inspector Training (UVMPI) Workforce Training, Scholarship Support Services, and Curriculum	\$1,740,000.00	Restricted General	Contract Education	Shearer
2/24/25	3/1/25	Rancho Tree Service, LLC	Utility Line Clearance Pre-Inspector and Arborist Program	(\$3,060.00)	Restricted General	Contract Education	Shearer
5/27/25	6/6/25	Rancho Tree Service, LLC	Utility Line Clearance Arborist Training	(\$44,600.00)	Restricted General	Contract Education	Shearer
1/28/25	6/30/25	Ria Collaboratories	Leadership and Manager Training Amendment to Fees/Payments and Scope of Services	(\$10,340.00)	Restricted General	Contract Education	Shearer
5/27/25	6/27/25	San Diego College of Continuing Education Foundation	Utility Line Clearance Arborist Training	\$85,942.50	Restricted General	Contract Education	Shearer
3/17/25	6/16/25	State Center Community College District	California Community Colleges - California Conservation Corps Partnership Project	(\$17,000.00)	Restricted General	Contract Education	Shearer
5/25/25	6/27/25	Your OSHA Trainer, Inc.	Utility Line Clearance Arborist Training	(\$26,250.00)	Restricted General	Contract Education	Shearer
1/27/25	5/23/25	Butte County Office of Education	College & Career Access Pathways Partnership Appendix <i>Revised</i>	(\$1,100.00)	Unrestricted General	Dual Enrollment	Shearer
2/4/25	2/3/30	Oroville Union High School District	Field Experience for Introduction to Education Program	\$0.00	N/A	Family and Community Services	Shearer
1/21/25	1/20/30	Twin Rivers Charter School	Field Experience for Introduction to Education Program	\$0.00	N/A	Family and Community Services	Shearer
3/18/25	4/14/25	Dr. Melissa Daniels, PSY.D.	Resource Family Approval Participants Trainings	(\$2,500.00)	Restricted General	Foster & Kinship Education Program	Shearer
2/18/25	6/30/25	Stephanie Hawkins	Curriculum Development and Training for Resource Family Applicants	(\$1,200.00)	Restricted General	Foster & Kinship Education Program	Shearer
2/10/25	2/9/28	California Baptist University	Clinical Field Experience	\$0.00	N/A	Health Occupations	Shearer
2/20/25	2/20/25	Fatemeh Saberi Niyaki	Musician for Persian Music Festival	(\$650.00)	Unrestricted General	Music	Shearer
2/20/25	2/20/25	Jordan Glenn	Musician for Persian Music Festival	(\$650.00)	Unrestricted General	Music	Shearer
2/20/25	2/20/25	Joshua Charney	Musician for Persian Music Festival	(\$700.00)	Restricted General	Music	Shearer
2/20/25	2/20/25	Nariman Assadi	Musician for Persian Music Festival	(\$1,600.00)	Restricted General	Music	Shearer
3/12/25	6/30/26	College of the Redwoods	Strong Workforce Program Regional Allocation	(\$653,735.00)	Restricted General	North Far North Regional Consortium	Shearer
3/10/25	6/30/26	Feather River Community College District	Strong Workforce Program Projects In Common CTE Programs Support	(\$62,948.00)	Restricted General	North Far North Regional Consortium	Shearer
3/14/25	6/30/26	Lake Tahoe Community College District	Strong Workforce Program Regional Allocation	(\$275,589.00)	Restricted General	North Far North Regional Consortium	Shearer
3/17/25	6/30/26	Shasta-Tehama-Trinity Joint Community College District	Strong Workforce Program Regional Allocation	(\$1,053,514.00)	Restricted General	North Far North Regional Consortium	Shearer
2/1/25	6/30/25	Stephanie Murillo	K12 Strong Workforce Program RFA and Application Support Documents for Applicants and Selection Committees	(\$15,000.00)	Restricted General	North Far North Regional Consortium	Shearer
2/26/25	6/30/28	Paradise Medical Group	Clinical Experience	\$0.00	N/A	Nursing	Shearer
11/6/24	10/31/27	Butte County Fire Department	Field Experience for Firefighter Academy	\$0.00	N/A	Public Safety Education & Training	Shearer
11/6/24	10/31/27	Gridley Fire Department	Field Experience for Firefighter Academy	\$0.00	N/A	Public Safety Education & Training	Shearer

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

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

March 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
11/6/24	10/31/27	Oroville Fire Department	Field Experience for Firefighter Academy	\$0.00	N/A	Public Safety Education & Training	Shearer
4/11/25	4/11/25	Paradise Alliance Church	Law Enforcement State Parks Academy Graduation Venue	(\$1,000.00)	Unrestricted General	Public Safety Education & Training	Shearer
2/11/25	2/10/28	Little Red Hen	Work Experience Education Program	\$0.00	N/A	Career Center	Simos-Valdez
7/1/25	6/30/26	Ellucian Company, LLC	StudentForms with CampusMetrics and AutoReconciliation Cloud Software	(\$66,268.00)	Unrestricted General	Financial Aid	Simos-Valdez
4/24/25	4/24/25	Chico Women's Club	Women of Color Dinner Venue	(\$425.00)	Restricted General	Student Belonging & Empowerment	Simos-Valdez
5/16/25	5/16/25	Chico Women's Club	Dream Graduation Venue	(\$750.00)	Restricted General	Student Belonging & Empowerment	Simos-Valdez
5/1/25	5/1/25	Chunn Carrillo	Master of Ceremony Services for The Big Time Event	(\$800.00)	Restricted General	Student Belonging & Empowerment	Simos-Valdez
4/24/25	4/24/25	Dee Thao	Photography Services for Women of Color Event	(\$300.00)	Restricted General	Student Belonging & Empowerment	Simos-Valdez
5/24/25	5/25/25	Holiday Inn Express & Suites Ashland	Student Lodging for Shakespeare Festival	(\$1,516.40)	Restricted General	Student Belonging & Empowerment	Simos-Valdez
5/1/25	5/1/25	In Tents Events	Tents for Big Time Event	(\$360.00)	Restricted General	Student Belonging & Empowerment	Simos-Valdez
5/1/25	5/1/25	Jesus S. Perez	Native American Motivational Speaker and Performers for The Big Time Event	(\$10,000.00)	Restricted General	Student Belonging & Empowerment	Simos-Valdez
2/24/25	2/24/25	La Familia Restaurant	Catering Services for Bienvenida Event	(\$1,185.34)	Restricted General	Student Belonging & Empowerment	Simos-Valdez
3/13/25	3/13/25	UndocuScholars, LLC	UndocuAdvocate Training for Faculty and Staff	(\$2,000.00)	Unrestricted General	Student Belonging & Empowerment	Simos-Valdez
3/6/25	3/31/25	Albourn & Associates, LLC	Translation Services for Recruitment & Outreach	(\$1,077.12)	Restricted General	Welcome Center	Simos-Valdez
4/10/25	9/25/25	Downtown Chico Business Association	Outreach and Recruitment at Thursday Night Market	(\$850.00)	Unrestricted General	Welcome Center	Simos-Valdez
3/14/25	Upon Incident Resolution	Cipriani & Werner	Legal Counsel Cyber Incident	Expense based on Services per Fee Schedule	Self-Insurance	Administrative Services	Snelling
3/10/25	Upon Payment	Design Science, Inc./Wiris	MathType for Office Tools Subscription	(\$153.48)	Restricted General	CCC Technology Center	Snelling
2/13/25	2/13/26	Maths For More, S.L.	MathType License	\$0.00	Restricted General	CCC Technology Center	Snelling
3/23/25	3/22/26	OpenVPN, Inc.	OpenVPN Access Server Software License	(\$3,360.00)	Restricted General	CCC Technology Center	Snelling
3/3/25	Upon Payment	SHI International Corporation	LastPass Enterprise	(\$508.35)	Restricted General	CCC Technology Center	Snelling
1/28/25	8/6/25	LastPass US LP	LastPass Enterprise License	\$0.00	Restricted General	CCC Technology Center	Snelling
2/1/25	6/30/25	Unify Consulting, LLC	Fraud Analytics and Reporting Project	(\$114,000.00)	Restricted General	CCC Technology Center	Snelling
3/3/25	12/31/25	NV5	Construction Quality Assurance, Materials Testing and Special Inspection Services for Glenn County Center LVN Modular Moves Project	(\$28,959.20)	Capital	Facilities Planning & Management	Snelling
3/24/25	5/9/25	Tig Tech, Inc.	One Panel Gate Replacement at West Gate	(\$6,910.00)	Self-Insurance	Facilities Planning & Management	Snelling

Butte-Glenn Community College District

CONTRACTS RATIFICATION REPORT

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

March 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
3/17/25	3/15/27	SHI International Corporation	Citrix Universal Hybrid Multi-Cloud Subscription	(\$83,244.93)	Unrestricted General	Information Technology	Snelling
3/15/25	3/14/28	Citrix Systems, Inc.	Citrix Universal Hybrid Multi-Cloud Subscription License	\$0.00	Unrestricted General	Information Technology	Snelling
3/17/25	7/1/29	currIQūnet	curriQūnet META SaaS Services	(\$168,781.00)	Unrestricted General	Information Technology	Snelling
3/14/25	Upon Payment	SHI International Corporation	Sophos Central Intercept X Advanced Software	(\$1,313.70)	Restricted General	CCC Technology Center	Snelling
3/23/25	3/22/26	Sophos Limited	Sophos Central Intercept X Advanced Software License	\$0.00	Restricted General	CCC Technology Center	Snelling
			TOTAL REVENUE CONTRACTS	\$1,851,188.70			
			TOTAL EXPENSE CONTRACTS	(\$5,822,727.52)			

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

April 9, 2025

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

Background

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

ALH 5 is a transfer-level health focused course designed to assist students on their journey into the health care and public health fields. This course will be added to the AS-T in Public Health.

PSY 10 is a transfer-level course created for an emerging field in psychology exploring ways to promote positive environments at institutions. Students will use critical thinking to analyze psychological theories and research related to the scientific study of positive psychology. This course will enhance Butte College's currency in the field of Psychology and will be added to the AA-T in Psychology.

Status

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

Recommendation

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

ALLIED HEALTH (ALH)

ALH 5 - Health and Social Justice

Transfer Status: CSU

Unit(s): 3.00

Contact Hours: 51.00 Lecture

This course provides an introduction to the health inequities in the United States that stem from unequal living conditions. Students will explore how education, socioeconomic status, racism, and gender shape health epidemics and policy development. Fundamental theories to advocate for health and social justice will be explored, and community organizing approaches will be practiced.

PSYCHOLOGY (PSY)

PSY 10 - Positive Psychology

Transfer Status: CSU/UC

Unit(s): 3.00

Contact Hours: 51.00 Lecture

This course introduces the scientific study and practices of the emerging field of Positive Psychology. Students will explore various research methods, theories and empirically supported applications of positive psychology as they relate to human traits that will include, but not be limited to: personal growth, well-being, gratitude, happiness and resilience. This course also reviews the history of positive psychology and the contributions this new field has made to several traditional areas in the field of psychology.

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

April 9, 2025

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

Background

The Certificate of Achievement in Interpersonal Communication will enable students to develop the theoretical understanding, research-based knowledge, and practical skills needed to engage in productive dialogue and to develop successful interpersonal relationships. Productive dialogue and successful relationships are essential to career and life success in today’s increasingly complex, often divisive society. Students will understand communication processes, interactional dynamics, social identities and their influence on interactions, approaches to conflict management, and more.

Status

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

Recommendation

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

Butte College
Certificate of Achievement
Interpersonal Communication

1. Statement of Program Goals and Objectives

In the 2017 *Vision for Success*, the California Community College system articulated seven commitments intended to drive improvement, success and equity. Number two reads, "Always design and decide with the student in mind" (Update, 2021, p.5). Both the decision to create this certificate and its design fulfill that commitment. This certificate will enable students to shine a light on a particular set of coursework that is especially valuable to institutions of all kinds, potentially giving them a leg up as they apply for jobs, internships, scholarships, and/or further educational programs.

Interpersonal Communication skills are essential "soft skills" for today's work environments. According to *Education Week*, "Good oral communication skills got the #1 slot among the 15 job skills that executives and hiring managers identified as very important in new hires" (Gewertz, 2018). In January 2023, *Cultivated Culture* reported on a survey which revealed that "44% of executives think a lack of soft skills was causing the biggest gap in proficiency in the workplace" (Belcak, 2023). Soft skills include the communication and relational skills that are directly addressed in Interpersonal Communication classes, including those more specifically focused on interactions with people with different social identities and cultural or gendered communication patterns. Although it does not lead directly to a specific job opportunity, this certificate will highlight students as particularly equipped to meet this widespread employer need.

The Certificate of Achievement in Interpersonal Communication will enable students to develop the theoretical understanding, research-based knowledge, and practical skills needed to engage in productive dialogue and to develop successful interpersonal relationships. Productive dialogue and successful relationships are essential to career and life success in today's increasingly complex, often divisive society. Students will understand communication processes, interactional dynamics, social identities and their influence on interactions, approaches to conflict management, and more.

Program Learning Outcomes

- Express messages with clarity and influence, adapting to audience, purpose and context.
- Develop and apply conflict management and leadership skills.
- Demonstrate effective listening skills in diverse contexts.

Sources:

- Belcak, A. (January 2, 2023). Soft skills employers want. *Cultivated Culture*. Retrieved from <https://cultivatedculture.com/>
- Ferguson, E. (September, 2023). What is DEI training? An explainer for executives. *Lever*. Retrieved from <https://www.lever.co/blog/>
- Gewertz, C. (August 28, 2018). What do employers want in a new hire? Mostly, good speaking skills. *Education Week*. Retrieved from <https://www.edweek.org>
- Tenney, M. (n.d.). Why is DEI important in 2023? *Business Leadership Today*. Retrieved from <https://businessleadershiptoday.com>
- Update to the vision for success: Reaffirming equity in a time of recovery. (July, 2021). *California Community Colleges*. Retrieved from <https://www.cccco.edu>

2. Catalog Description

The Certificate of Achievement in Interpersonal Communication will inform future employers, college admissions offices and professional institutions that you have received specialized training in communication skills. The certificate can accompany any degree and enhance your qualifications for a variety of jobs, internships and other opportunities. Communication skills are an intrinsic component of success in both personal and professional relationships and are highly valued by employers. The coursework will provide a strong foundation for communicating successfully in pairs and small groups, especially among people with diverse cultural backgrounds, social identities, and gendered communication behaviors.

No prerequisites

All classes transfer to CSU and UC

3. Program Requirements

Requirements	Dept. Name/ #	Title	Units	Sequence
Required Core (12 units)	CMST 4	Small Group Communication	3	Yr 1, Fall
	CMST 10	Interpersonal Communication	3	Yr 1, Spring
	CMST 9	Intercultural Communication	3	Yr 1, Spring
	CMST 13	Gender and Communication	3	Yr 2, Fall
Two Electives (6 units)	CMST 14	Argumentation and Debate	3	Yr 2 Fall or Spring
	BCIS 13	Business Communication	3	
	BUS 35	Leading and Supervising Teams	3	
	BUS 44	Human Resources Management	3	
	ETHS 1	Introduction to Ethnic Studies	3	
	ETHS 10 or ETHS 20 or ETHS 30	Introduction to Chicano African American Asian American Studies	3 3 3	
	PSY 41	Sociocultural Context of Psychological Development	3	
	SOC 20	Introduction to Race and Ethnicity	3	
	SOC 30	Sociology of Inequality	3	

Required Core Total: 12 units

TOTAL UNITS: 18 units

Proposed Sequence:

Year 1, Fall = 3 units

Year 1, Spring = 6 units

Year 2, Fall = 3 or 6 units

Year 2, Spring = 3 or 6 units

TOTAL UNITS: 18 units

4. Master Planning

As mentioned in section 1, this certificate aligns with local community employment needs, since it provides students with high-demand soft skills. This employment need is readily apparent within Butte College's service area. In the 2019 Butte College *Educational Master Plan*, the largest occupations that require some college education are high-touch interpersonal occupations: nurses and other health care professionals, teachers and teaching assistants, and managers.

Moreover, the certificate also enables students to participate productively in community and civic engagement. One major emphasis in the CCC's *Vision for Success* update is the need for educational institution to lead efforts to "recover from the social and health traumas of the past year," specifically regarding "economic and social recovery" (Update, 2021, pp. 12 & 14). One way to lead those efforts is to produce students who have achieved the interpersonal skills necessary for influencing and working with others, especially those with different social identities and communication behaviors.

Finally, the certificate reflects several of the values and institutional learning outcomes identified in Butte College's *Educational Master Plan*, as follows:

It supports four of Butte College's Values:

- Students First: Student success is our purpose and drives decision-making and resource allocation.
- Respect: We value each other and build trust by engaging openly with one another's ideas, philosophies, and perspectives.
- Diversity: We appreciate the attributes, capabilities and differences of each individual and we foster the social responsibility to create an inclusive institution that supports the success of all students and provides them with a global perspective.
- Communication: We are professional in our interactions and cultivate an open, collaborative environment of fairness and integrity.

Similarly, it fulfills quite a few of Butte College's Institutional Learning Outcomes, especially those focused on competent communication:

- Think Critically
 - Apply knowledge and skills to a variety of situations.
- Communicate Competently
 - Listen respectfully and actively to diverse ideas and perspectives.
 - Communicate clearly, appropriately, and ethically.
 - Adapt messages to a variety of audiences and purposes both through writing and speaking.
- Engage Collaboratively
 - Interact productively and empathetically in different social and cultural contexts.
- Work Effectively
 - Work well with others and foster an inclusive workplace.

Sources:

- Educational master plan. (December, 2019). *Butte College*. Retrieved from <https://www.butte.edu>
- Update to the vision for success: Reaffirming equity in a time of recovery. (July, 2021). *California Community Colleges*. Retrieved from <https://www.cccco.edu>

5. Enrollment and Completer Projections

		2021-2022		2022-2023	
CB01: Course Department Number	CB02: Course Title	Annual # Sections	Annual Enrollmen t Total	Annual # Section s	Annual Enrollment Total
CMST 4	Small Group Communication	21	479	20	473
CMST 10	Interpersonal Communication	5	119	4	101
CMST 9	Intercultural Communication	5	103	5	99
CMST 13	Gender and Communication	3	53	4	66
CMST 14	Argumentation and Debate	9	167	8	148
BCIS 13	Business Communication	7	116	9	174
BUS 35	Leading and Supervising Teams	4	76	2	58
BUS 44	Human Resources Management	1	29	2	50
ETHS 1	Introduction to Ethnic Studies	0	0	0	0
ETHS 10 or ETHS 20 or ETHS 30	Intro to Chicano Studies	1	28	6	177
	Intro African American Studies	2	65	8	278
	Intro to Asian American Studies	2	63	5	160
PSY 41	Sociocultural Context of Psychological Development	5	143	3	98
SOC 20	Introduction to Race and Ethnicity	2	32	2	38
SOC 30	Sociology of Inequality	2	45	2	41

6. Place of Program in Curriculum/Similar Programs

- Do any active inventory records need to be made inactive or changed in connection with the approval of the proposed program? If yes, please specify. **No**
- Does the program replace any existing program(s) on the college's inventory? Provide relevant details if this program is related to the termination or scaling down of another program(s). **NA**
- What related programs are offered by the college? **NA**

7. Similar Programs at Other Colleges in Service Area

The three community colleges nearest to Butte College are Yuba College, Feather River College, and Shasta College. None of these colleges offers a similar program.

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

April 9, 2025

Subject:	Approval of a New Program – Certificate of Achievement, Speech and Debate
Category:	Instruction
Submitted By:	Erik Shearer, Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Consent

Background

The Certificate of Achievement in Speech and Debate rewards students who have pursued specialized training in written and oral communication. The certificate recognizes students' achievement in a variety of communication skills, including public speaking, information literacy, critical thinking, argumentation, verbal and nonverbal communication competence, critical listening, and persuasion.

Status

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

Recommendation

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

Butte College Certificate of Achievement Speech and Debate

1. Statement of Program Goals and Objectives

The Certificate of Achievement in Speech and Debate rewards students who have pursued specialized training in written and oral communication. The certificate recognizes students' achievement in a variety of communication skills, including public speaking, information literacy, critical thinking, argumentation, verbal and nonverbal communication competence, critical listening, and persuasion.

This certificate fulfills the second of seven commitments articulated in the California Community College's 2017 *Vision for Success*: "Always design and decide with the student in mind" (Update, 2021, p.5). The high demand for advanced speaking skills, both by employers and in communities, warrants this certificate, since it highlights a particular set of coursework that is especially valuable to institutions of all kinds. Achieving the certificate will help students maximize their success as they apply for jobs, internships, scholarships, and/or further educational programs.

Employers value strong public speaking skills. In a list of essential soft skills in 2023, Monique Danao's number one is "the ability to convey messages in a clear and compelling way" (Danao, 2023). She explains that "[t]he ability to communicate effectively is often considered a critical component of professional success, and is highly valued by employers in a wide range of industries and professions." Likewise, writing for *Education Week*, Catherine Gewertz asserts that "Good oral communication skills got the #1 slot among the 15 job skills that executives and hiring managers identified as very important in new hires. Eight in 10 executives and 9 in 10 hiring managers said recent college graduates really need good speaking skills when they come looking for jobs" (Gewertz, 2018). Finally, job-listing site *Indeed* claims that "Most job roles and industries require public speaking to engage and communicate with team members and audiences", and lists several essential job qualities that public speaking training provides, including critical thinking skills, leadership qualities, research skills, motivational and persuasion skills, and confidence ("Why", 2018).

Public speaking skills are also essential for civic engagement, which is essential to solving community problems in a democratic society. There is no doubt that the state of public dialogue and debate in the U.S. needs work. According to the Pew Research Center, large majorities of its respondents said "the tone and nature of political debate in the United States has become more negative in recent years – as well as less respectful, less fact-based and less substantive" (Public, 2019). Moreover, respondents described their everyday conversations about politics as "tense and difficult" and "stressful and frustrating" (Public, 2019). Clearly, a certificate highlighting specialized training in communication skills meets existing community needs, in terms of both employment and civic life.

Program Learning Objectives

- Pursue and evaluate information through inquiry, research and critical thinking.
- Demonstrate effective written and spoken communication.
- Develop and deliver persuasive arguments on matters of public concern.

Sources:

- Danao, M. (April 20, 2023). 11 essential soft skills in 2023 (with examples). *Forbes Advisor*. Retrieved from <https://www.forbes.com>
- Gewertz, C. (August 28, 2018). What do employers want in a new hire? Mostly, good speaking skills. *Education Week*. Retrieved from <https://www.edweek.org>

- Public highly critical of state of political discourse in the U.S. (June 19, 2019). *Pew Research Center*. Retrieved from <https://www.pewresearch.org>
- Update to the vision for success: Reaffirming equity in a time of recovery. (July, 2021). *California Community Colleges*. Retrieved from <https://www.cccco.edu>
- Why is public speaking important? (With tips to improve). (September 18, 2023). *Indeed*. Retrieved from <https://ca.indeed.com>

2. Catalog Description

The Certificate of Achievement in Speech and Debate provides students with advanced training in public speaking and debate, with a focus on performing in public and competitive settings. Students will gain essential skills in research, critical thinking, critical listening, and motivational, informative and persuasive writing and speaking. Students will also develop a strong foundation in communication theory that will enhance their communication competence more broadly. Forensics experience and advanced speaking skills are highly valuable in the workplace and in civic life, and this certificate enables students to highlight those skills in their applications for jobs, internships, and competitive programs.

No prerequisites

All classes transfer to CSU and UC

3. Program Requirements

Requirements	Dept. Name/ #	Title	Units	Sequence
Required Core (12 units)	COMM C1000	Introduction to Public Speaking	3	Yr 1, Fall
	CMST 14	Argumentation and Debate	3	Yr 1, Spring
	CMST 6	Oral Interpretation	3	Yr 2, Fall
	CMST 12	Forensics	3	Yr 2, Fall or Spring

Required Core Total: 12 units

TOTAL UNITS: 12 units

Proposed Sequence:

Year 1, Fall = 3 units

Year 1, Spring = 3 units

Year 2, Fall = 3 or 6 units

Year 2, Spring = 3 or 6 units

TOTAL UNITS: 12 units

4. Master Planning

As mentioned in section 1, this certificate recognizes students who have developed highly valued employment skills. Moreover, the certificate also enables students to participate productively in community and civic engagement. A major emphasis in the CCC's *Vision for Success* update is the need for educational institutions to lead efforts to "recover from the social and health traumas of the past year," specifically regarding "economic and social recovery" (Update, 2021, pp. 12 & 14). One way to lead those efforts is to produce students who have achieved the skills necessary for influencing others.

This certificate also complies with Butte College's Educational Master Plan, because it supports our core Values and fulfills almost ALL of our Institutional Learning Outcomes, with just four courses. Those values and outcomes are as follows:

Butte College's Values:

- Students First: Student success is our purpose and drives decision-making and resource allocation.
- Respect: We value each other and build trust by engaging openly with one another's ideas, philosophies, and perspectives.
- Communication: We are professional in our interactions and cultivate an open, collaborative environment of fairness and integrity.
- Accountability: We are accountable to one another, for our responsibilities, and for developing critical thinking and civic engagement in our students. As responsible stewards of the public trust, we use our resources effectively to fulfill the mission and obligations of the college.

Butte College's Institutional Learning Outcomes

- Think Critically
 - Locate relevant information resources and use them effectively and ethically.
 - Interpret, analyze, synthesize, and evaluate ideas and information.
 - Apply knowledge and skills to a variety of situations.
- Communicate Competently
 - Listen respectfully and actively to diverse ideas and perspectives.
 - Communicate clearly, appropriately, and ethically.
 - Adapt messages to a variety of audiences and purposes both through writing and speaking.
- Engage Collaboratively
 - Engage with your community to enact positive change.
- Work Effectively
 - Demonstrate skills, knowledge, and problem solving applicable to one's field of study.
 - Work well with others and foster an inclusive workplace.

Sources:

- Educational master plan. (December, 2019). *Butte College*. Retrieved from <https://www.butte.edu>
- Update to the vision for success: Reaffirming equity in a time of recovery. (July, 2021). *California Community Colleges*. Retrieved from <https://www.cccco.edu>

5. Enrollment and Completer Projections

		2021-2022		2022-2023	
CB01: Course Department Number	CB02: Course Title	Annual # Sections	Annual Enrollment Total	Annual # Sections	Annual Enrollment Total
COMM C1000 CCMST 2)	Introduction to Public Speaking (Public Speaking)	48	929	47	919
CMST 6	Oral Interpretation	2	27	1	16
CMST 14	Argumentation and Debate	9	167	8	148
CMST 12	Forensics	2	12	2	25

6. Place of Program in Curriculum/Similar Programs

- a) Do any active inventory records need to be made inactive or changed in connection with the approval of the proposed program? If yes, please specify. **No**
- b) Does the program replace any existing program(s) on the college's inventory? Provide relevant details if this program is related to the termination or scaling down of another program(s). **NA**
- c) What related programs are offered by the college? **None**

7. Similar Programs at Other Colleges in Service Area

The three community colleges nearest to Butte College are Yuba College, Feather River College, and Shasta College. None of these colleges offers a similar program.

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

April 9, 2025

Subject:	Approval for Out-of-State Student Travel – Gainesville, Florida
Category:	Student Services
Submitted By:	Imelda Simos-Valdez, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Consent

Background

The Butte College Agriculture Leadership Club is committed to developing leadership skills, industry connections, and professional growth for students. The 2025 End-of-Year Trip supports this mission by providing hands-on exposure to agricultural education and industry practices in Florida. From May 20–23, students will tour the University of Florida, a leading agricultural institution, and visit key Florida agriculture industries to gain insights into diverse farming systems and career opportunities. This experience will enhance leadership development, expand industry knowledge, and provide valuable networking opportunities for students beyond California.

Status

The opportunity was presented to all Agriculture Leadership Club students in good standing with Butte College and Butte College Agriculture Leadership Club. The estimated budget for the trip is \$6,500 dollars and is funded via the club account.

Recommendation

It is recommended the Board authorize out of state travel to Gainesville, Florida, from May 20 -23, 2025, for up to 6 students to attend the Ag Leadership Club end of the year trip, accompanied by faculty advisor, Jacob Vazquez, to explore the state’s agriculture industry and tour the University of Florida.

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

April 9, 2025

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

Recommendation

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

Management*

1. Employment of Program Coordinator, Office of the President – Doreen Ireland
Full-time, 40 hours per week, 12 months per year
Salary: MSC – 7
Effective: March 24, 2025

Academic*

2. Employment of Full-Time, Tenure Track, Disabilities Specialist – Cedric King
Status: Probationary
Salary: Placement on the Academic Salary Schedule as determined by education and experience
Effective: July 1, 2025
3. Employment of Full-Time, Tenure Track, Ethnic Studies Instructor – Rochelle McFee
Status: Probationary
Salary: Placement on the Academic Salary Schedule as determined by education and experience
Effective: August 1, 2025
4. Employment of Full-Time, Tenure Track, Ethnic Studies Instructor – Iris Ramirez
Status: Probationary
Salary: Placement on the Academic Salary Schedule as determined by education and experience
Effective: August 1, 2025
5. Employment of Temporary Academic Employees (Instructors and Student Development) Part-time faculty recommended for employment effective Spring Semester 2025 – Vince Sansoni, Alana Velasquez

Classified Employees*

6. Employment of Lab Tech – Welding & Advanced Manufacturing (Industrial Technology) – Tria Lor

Full-time, 40 hours per week, 12 months per year

Salary: CSEA – 30

Effective: April 1, 2025

7. Employment of Clerk II (Student Health Clinic) – Nicole Brooks

Full-time, 40 hours per week, 12 months per year

Salary: CSEA – 10

Effective: April 1, 2025

8. Employment of Program Assistant (Allied Health) – Kristle Hunderman

Full-time, 40 hours per week, 12 months per year

Salary: CSEA – 29

Effective: April 1, 2025

9. Employment of Instructional Aide – Reading & Writing (CAS) – Larisa Perkins-Orta

Part-time, 20 hours per week, 9 months per year

Salary: CSEA – 17

Effective: April 1, 2025

10. Employment of Children’s Program Specialist – Master Teacher (CDC) – Sudeshna Nand

Full-time, 40 hours per week, 9 months per year

Salary: CSEA – 21

Effective: May 1, 2025

11. Employment of Admissions & Records Technician Senior (A&R) – Vanessa Burns

Full-time, 40 hours per week, 12 months per year

Salary: CSEA – 24

Effective: May 1, 2025

12. Temporary Increase from 10 months to 11 months Lab Tech, Sr. (STEM) – Molly Tuttle

Effective: June 1, 2025 – June 30, 2025

13. Temporary Increase from 10 months to 11 months Lab Tech, Sr. (STEM) – Molly Tuttle

Effective: July 1, 2025 – July 31, 2025

14. Temporary Increase from 10 months to 11 months Lab Tech, Sr. (STEM) – Alexander Roughton

Effective: June 1, 2025 – June 30, 2025

15. Temporary Increase from 10 months to 11 months Lab Tech, Sr. (STEM) – Alexander Roughton

Effective: July 1, 2025 – July 31, 2025

Temporary Employees*

16. **Substitutes**

17. **Short Term/Seasonal**

Administrative Secretary III (Industrial Technology & Ag) – Reyn Carnes

Salary: \$27.25 per hour 3/11/25 – 6/30/25

Information Technology Support Specialist (IT) – Brandon Brown

Salary: \$29.25 per hour 3/17/25 – 6/30/25

Director, Fiscal Services (Business Services) – Andrea Hennig-Hance

Salary: \$75.50 per hour 3/24/25 – 6/30/25

18. **Professional Expert**

Crime Scene Actors – Magen Miranda

Salary: \$16.50 per hour 3/6/25 – 6/30/25

Manipulative Skill/Evaluator – Esteban Robles

Salary: \$16.50/16.75 per hour 3/13/25 – 6/30/25

Nursing – Keith Blevins

Salary: \$45.00 per hour 2/25/25 – 6/30/25

19. Volunteer

Volunteer (Athletics) – Andrew Funk

Volunteer (Veterans Services) – Joselyn Castro

20. Retirements/Resignations

Retirement, English Instructor – Molly Emmons

Effective – June 1, 2025

Resignation, Licensed Vocational Nurse Instructor – Amelia Taylor

Effective – June 1, 2025

Resignation, Program Administrator, Grants (Industrial Technology & Ag) – Annalise de Vroome

Effective – April 2, 2025

Retirement, Custodian I (FPM) – Kenneth Anderson

Effective – March 29, 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.

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

April 9, 2025

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

Background

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

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

Status

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

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

Recommendation

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

Butte-Glenn Community College District

CONTRACTS APPROVAL REPORT

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source	Originated by: District Department	Approved by: District Administrator
3/21/25	12/31/25	Utility Arborist Association	Scholarship Support Services for PG&E Contract Utility Line Clearance Arborist Training (ULCAT) and Utility Vegetation Management Pre-Inspector (UVMPI) Training	(\$692,650.00)	Restricted General	Contract Education	Shearer
2/1/25	8/31/26	Chico State Enterprises	CA Employment Development Department CA Jobs First - Catalyst Program in the North State Region Funding for Butte College State Approved Electrician Trainee Program Development and Implementation	\$248,867.00	Restricted General	Economic Workforce Development	Shearer
			TOTAL REVENUE CONTRACTS	\$248,867.00			
			TOTAL EXPENSE CONTRACTS	(\$692,650.00)			

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

April 9, 2025

Subject:	Approval of Contract to Lease Digital Copier Machines and Purchase Services from Kyocera Document Solutions America, Inc. utilizing California Multiple Award Schedule CMAS Number 3-16-36-0044B
Category:	Contracts
Submitted By:	Jessica Snelling, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

The District’s Facilities Planning & Management Department is planning for the lease, delivery, and installation of digital copier machines and purchase of services required by District departments.

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

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

Status

District staff recommends use of the awarded CMAS Number 3-16-36-0044B as a source to lease digital copier machines and purchase services from Kyocera Document Solutions America, Inc. through an authorized reseller, Advanced Document Concepts, as needed during the term July 1, 2025 through June 30, 2030, in the estimated annual cost of \$67,525.

District staff have reviewed available leveraged purchasing agreements and other formal purchasing options and found that this CMAS contract best meets the needs of the District.

Recommendation

It is recommended that the Board of Trustees approve a contract to lease the required digital copier machines and to purchase the required services from Kyocera Document Solutions America, Inc., through the authorized reseller Advanced Document Concepts utilizing CMAS Number 3-16-36-0044B,

per the terms of the contract, for the term of July 1, 2025 through June 30, 2030, in the estimated annual cost of \$67,525.

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

It is further recommended that the Board authorize District staff to execute the necessary contract documents related to the lease of digital copier machines and purchase of services from Kyocera Document Solutions America, Inc. through the authorized reseller Advanced Document Concepts in accordance with Board Policy 6340 prior to ratification by the Board at a subsequent meeting.

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

April 9, 2025

Subject:	Approval of Contract to Purchase Career Coach License from Economic Modeling, LLC as a Sole Source Procurement
Category:	Contracts
Submitted By:	Jessica Snelling, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

The District’s California Community College Technology Center (CCCTC) Department requires a license for Career Coach to make available a comprehensive self-assessment and career exploration solution for California community college students.

Funding will be allocated from the Student Enrollment grant.

California Education Code Section 81645 requires the District to advertise publicly for bids or proposals for the purchase of electronic data processing systems and equipment, electronic telecommunication equipment, supporting software, and related materials, goods and services involving an expenditure that exceeds the state-mandated bid limit. However, California case law provides that where competitive proposals work an incongruity and are unavailing as affecting the final result or where they do not produce any advantage, the statute requiring competitive bidding does not apply; and that public entities need not comply with competitive bidding processes where to do so would be impractical or futile and would not serve the purposes of competitive bidding.

On March 8, 2016, the District entered into a contract with Economic Modeling, LLC for Career Coach license pursuant to the Request for Proposals No. CCCTC 15-06 Self-Assessment and Career Exploration to provide a comprehensive student self-assessment and career exploration solution, which could be centrally hosted, integrated with college-based systems and the statewide Student Services Portal, and be locally tailored to the needs of each California community college. The customized Career Coach solution has continued to be updated and maintained by Economic Modeling, LLC. Thirty-three colleges are currently using Career Coach to provide students with guidance in making career choices and relevant academic planning to achieve their goals.

Status

The District’s California Community College Technology Center staff recommends a sole source procurement of the required Career Coach license from Economic Modeling, LLC because: 1) The software has been customized with California specific data elements, CCC specific formats, work flows, interface, and messaging features; 2) there is no off the shelf software product that provides the customization necessary to meet CCC requirements and for any other vendor to customize their

product would be cost prohibitive; and 3) the proposed purchase of software services maintains continuity of this custom system for the colleges.

Based on the above factors, District staff has determined that competitive bidding would not produce any advantage to the District and that it is in the best interest of the District to enter into a contract with Economic Modeling, LLC for Career Coach license for the term July 1, 2025 through June 30, 2026, in the amount not to exceed \$296,800, on a sole source procurement basis without going through a competitive bidding process.

Recommendation

It is recommended that the Board of Trustees find that it is in the District's best interest to authorize the letting of a sole source contract to Economic Modeling, LLC and authorize the District to enter into a contract with Economic Modeling, LLC to purchase Career Coach license on a sole source procurement basis for the term July 1, 2025 through June 30, 2026, in the amount not to exceed \$296,800.

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

It is further recommended that the Board of Trustees authorize the District to execute necessary contract documents related to the purchase of the required Career Coach license from Economic Modeling, LLC in accordance with Board Policy 6340 prior to ratification by the Board at a subsequent meeting.

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

April 9, 2025

Subject:	Approval of Contract to Purchase eTranscript California Software Development and Maintenance Services from XAP Corporation as a Sole Source Procurement
Category:	Contracts
Submitted By:	Jessica Snelling, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

The District’s California Community College Technology Center (CCCTC) Department requires continuing software development and maintenance services for eTranscript California, the custom-built software that provides a statewide electronic transcript exchange that is currently operating at over a hundred of the California Community Colleges.

Funding will be allocated from the Student Enrollment grant.

California Education Code Section 81645 requires the District to advertise publicly for bids or proposals for the purchase of electronic data processing systems and equipment, electronic telecommunication equipment, supporting software, and related materials, goods and services involving an expenditure that exceeds the state-mandated bid limit. However, California case law provides that where competitive proposals work an incongruity and are unavailing as affecting the final result or where they do not produce any advantage, the statute requiring competitive bidding does not apply; and that public entities need not comply with competitive bidding processes where to do so would be impractical or futile and would not serve the purposes of competitive bidding.

On April 6, 2005, the District entered into a contract with XAP Corporation to design, develop, maintain, and operate an electronic transcript service system pursuant to a Request for Proposals dated November 17, 2004, relating to an online, web-based transcript service system to serve California community colleges and their trading partner institutions. CCCTran, the predecessor to eTranscript California, was designed and developed for the California community colleges and released in 2007. eTranscript California has continued to be maintained and operated by XAP Corporation.

Status

The District’s California Community College Technology Center staff recommends a sole source procurement of the required software development and maintenance services for eTranscript California from XAP Corporation because: 1) eTranscript California is custom-built proprietary electronic transcript software with California specific data elements, CCC specific formats, work flows, interface, and messaging features; 2) there is no off the shelf software product that provides the customization necessary to meet California Community Colleges requirements and for other vendors customizing their

products would be cost prohibitive; and 3) the proposed purchase of software maintenance services maintains continuity of this custom-built system for the colleges.

Based on the above factors, the District's California Community College Technology Center staff has determined that competitive bidding would not produce any advantage to the District and that it is in the best interest of the District to authorize a contract with XAP Corporation for eTranscript California software development and maintenance services for the term July 1, 2025 through June 30, 2026, in the amount not-to exceed \$760,479, on a sole source procurement basis without going through a competitive bidding process.

Recommendation

It is recommended that the Board of Trustees find that it is in the District's best interest to authorize the letting of a sole source contract to XAP Corporation and authorize the District to enter into a contract with XAP Corporation for eTranscript California software development and maintenance services on a sole source procurement basis for the term July 1, 2025 through June 30, 2026, in the amount not-to exceed \$760,479.

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

It is further recommended that the Board of Trustees authorize the District to execute necessary contract documents related to the purchase of the eTranscript California software development and maintenance services from XAP Corporation in accordance with Board Policy 6340 prior to ratification by the Board at a subsequent meeting.

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

April 9, 2025

Subject:	Donation of District Personal Property: Miscellaneous Electronic Equipment
Category:	Finance
Submitted By:	Jessica Snelling, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

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

Under California Education Code Section 81452 (c), if the board, by a unanimous vote of those members present, finds that the property is of insufficient value to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the board, or it may be disposed of in the local public dump on order of any employee of the district empowered for that purpose by the board.

Status

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

Recommendation

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

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

EXHIBIT A

Board Meeting Date: APRIL 09, 2025

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIALS PURCHASED BETWEEN
SEPTEMBER 25, 2002 TO MAY 07, 2019

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

Butte College Asset No. / Product Serial/Model No.	Item Description	Item Status
527689	COMPUTER TOWER	DONATE
534562	COMPUTER TOWER	DONATE
534539	COMPUTER TOWER	DONATE
529307	COMPUTER TOWER	DONATE
532532	COMPUTER TOWER	DONATE
532320	COMPUTER TOWER	DONATE
532545	COMPUTER TOWER	DONATE
532552	COMPUTER TOWER	DONATE
532530	COMPUTER TOWER	DONATE
532533	COMPUTER TOWER	DONATE
532534	COMPUTER TOWER	DONATE
532531	COMPUTER TOWER	DONATE
532538	COMPUTER TOWER	DONATE
532536	COMPUTER TOWER	DONATE
532548	COMPUTER TOWER	DONATE
532549	COMPUTER TOWER	DONATE
532543	COMPUTER TOWER	DONATE
532546	COMPUTER TOWER	DONATE
532539	COMPUTER TOWER	DONATE
532541	COMPUTER TOWER	DONATE
532528	COMPUTER TOWER	DONATE
532537	COMPUTER TOWER	DONATE
532550	COMPUTER TOWER	DONATE
532551	COMPUTER TOWER	DONATE
532547	COMPUTER TOWER	DONATE
532535	COMPUTER TOWER	DONATE
532542	COMPUTER TOWER	DONATE
532540	COMPUTER TOWER	DONATE
532544	COMPUTER TOWER	DONATE
532529	COMPUTER TOWER	DONATE
532527	COMPUTER TOWER	DONATE
527873	COMPUTER TOWER	DONATE
527880	COMPUTER TOWER	DONATE
527879	COMPUTER TOWER	DONATE
527862	COMPUTER TOWER	DONATE
532638	COMPUTER TOWER	DONATE
528063	COMPUTER TOWER	DONATE
523224	COMPUTER TOWER	DONATE
529355	COMPUTER TOWER	DONATE
525320	DOCUMENT IMAGING SYSTEM	DONATE

EXHIBIT A

Board Meeting Date: APRIL 09, 2025

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIALS PURCHASED BETWEEN
SEPTEMBER 25, 2002 TO MAY 07, 2019

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

Butte College Asset No. /

Product Serial/Model No.

Product Serial/Model No.	Item Description	Item Status
524347	MAGNETIC CARD READER	DONATE
526978	MAGNETIC CARD READER	DONATE
532205	NOTEBOOK COMPUTER	DONATE
534634	NOTEBOOK COMPUTER	DONATE
531318	NOTEBOOK COMPUTER	DONATE
533635	NOTEBOOK COMPUTER	DONATE
528104	NOTEBOOK COMPUTER	DONATE
533556	NOTEBOOK COMPUTER	DONATE
534708	NOTEBOOK COMPUTER	DONATE
527713	NOTEBOOK COMPUTER	DONATE
527712	NOTEBOOK COMPUTER	DONATE
529495	NOTEBOOK COMPUTER	DONATE
534233	NOTEBOOK COMPUTER	DONATE
534716	NOTEBOOK COMPUTER	DONATE
534718	NOTEBOOK COMPUTER	DONATE
534714	NOTEBOOK COMPUTER	DONATE
534868	NOTEBOOK COMPUTER	DONATE
534864	NOTEBOOK COMPUTER	DONATE
534701	NOTEBOOK COMPUTER	DONATE
532125	NOTEBOOK COMPUTER	DONATE
530204	NOTEBOOK COMPUTER	DONATE
530143	NOTEBOOK COMPUTER	DONATE
532124	NOTEBOOK COMPUTER	DONATE
529541	NOTEBOOK COMPUTER	DONATE
530721	NOTEBOOK COMPUTER	DONATE
530450	NOTEBOOK COMPUTER	DONATE
526455	NOTEBOOK COMPUTER	DONATE
528048	PRINTER	DONATE
528370	PRINTER	DONATE
524914	PRINTER	DONATE
526576	PRINTER	DONATE
527095	SCALING PRESENTATION SWITCH	DONATE
522171	SERIAL MAG READER	DONATE
522182	STUDIO CAMERA PACKAGE	DONATE
527669	TABLET COMPUTER	DONATE
535916	TABLET COMPUTER	DONATE
530722	TABLET COMPUTER	DONATE
536247	TABLET COMPUTER	DONATE
531709	TABLET COMPUTER	DONATE

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

April 9, 2025

Subject:	Approval of Resolution No. 827: Intent to Dedicate Public Utility Easement to Pacific Gas and Electric Company
Category:	Contracts
Submitted By:	Jessica Snelling, Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Regular

Background

Pacific Gas and Electric Company has requested an easement for a parcel (APN: 041-120-089-000, Butte County) which is part of the Butte-Glenn Community College District campus located at 3536 Butte Campus Drive, Oroville CA 95965 to facilitate the "PG&E: 35299629_PSPS CLARK ROAD 1102 CB PH 1.1 Undergrounding Project" ("Project").

Education Code sections 81310 et seq., require the District's Board (1) adopt a resolution declaring its intention to dedicate real property in a regular open meeting and by a two-thirds vote of all its members, and (2) provide public notice of adoption of the resolution and of the time and place a public hearing shall be given.

Education Code section 81313 requires the District's Board hold a public hearing and provides that the Board may, unless a protest is entered, adopt a resolution by a two-thirds vote of all its members authorizing and directing the execution of the deed of dedication of the property and to deliver it. Upon the delivery and acceptance of the deed the dedication is fully effective.

District staff and Pacific Gas and Electric Company have negotiated the terms of the easement and a Transaction Agreement for the conveyance of the easement.

Status

The attached Resolution of Intent to Dedicate Public Utility Easement to Pacific Gas and Electric Company incorporates by reference a document that describes and identifies the property that the District proposes to convey, Pacific Gas and Electric Company's intended use of the easement for the Project, and essential terms and conditions of the easement.

The attached Transaction Agreement outlines the special conditions that were agreed upon to for the conveyance of the easement is included for informational purposes only.

District staff recommends the Board of Trustees consider and adopt the Resolution of Intent to Dedicate Public Utility Easement to Pacific Gas and Electric Company to accommodate the Project. Resolution No. 827 (1) declares the Board of Trustees' intent to convey an easement to Pacific Gas and Electric Company for public utilities purposes and (2) sets the date and time for a public hearing at the

next regular meeting of the Board on May 21, 2025, to consider and approve the easement in accordance with statute.

Upon adoption of Resolution No. 827, District staff will make the appropriate public notice in accordance with statute.

Recommendation

It is recommended that the Board of Trustees adopt Resolution No. 827 Resolution of Intent to Dedicate Public Utility Easement to Pacific Gas and Electric Company.

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 827

**RESOLUTION OF INTENT TO DEDICATE PUBLIC UTILITY EASEMENT TO
PACIFIC GAS AND ELECTRIC COMPANY**

WHEREAS, the Butte-Glenn Community College District ("District") owns real property located at 3536 Butte Campus Drive, Oroville CA 95965 (the "Property");

WHEREAS, Pacific Gas and Electric Company ("PG&E") has requested that the District convey to PG&E an easement and right-of-way for the undergrounding of existing PG&E power poles in the form attached hereto as Exhibit A;

WHEREAS, it is in the best interests of the District to proceed with the conveyance of the easement to PG&E:

WHEREAS, Education Code section 81310 provides that the governing board of a community college district may dedicate or convey to any public corporation, or private corporation engaged in the public utility business, without a vote of the electors of the district first being taken, an easement to lay, construct, reconstruct, maintain, and operate water, sewer, gas, or storm drain pipes or ditches, electric or telephone lines, and access roads used in connection therewith, over and upon any land belonging to the community college district, upon such terms and conditions as the parties thereto may agree; and

WHEREAS, pursuant to Education Code section 81311, before so conveying property, a community college district's governing board must adopt a resolution in an open meeting by a two-thirds vote of all of its members declaring the intention to convey the property.

NOW, THEREFORE, BE IT FOUND, DETERMINED, AND RESOLVED BY THE BOARD OF TRUSTEES OF THE BUTTE-GLENN COMMUNITY COLLEGE DISTRICT, BUTTE COUNTY, CALIFORNIA, AS FOLLOWS:

1. The foregoing recitals are adopted as true and correct.
2. Pursuant to education Code sections 81310 *et seq.*, it is the intention of the District to approve the Easement Deed pursuant to the respective terms and conditions set forth in Exhibit A attached hereto and incorporated by reference.
3. On the 21st day of May 2025, at the hour of 1:00 p.m., or as soon thereafter as the matter can be heard, the District's Governing Board shall hold a public hearing upon the question of approving the Easement Deed in favor of PG&E pursuant to Education Code sections 81311 and 81312, at which time any interested person may appear and be heard thereon.
4. Notice of adoption of this Resolution shall be given by posting a true copy of this Resolution in three (3) public places in the District not less than ten (10) days before the date of the public hearing described above. Notice of said public hearing shall be given by publishing the notice in a newspaper of general circulation published in the District or in a newspaper published in Butte County that has general circulation within the District not less than five (5) days before the date of the public hearing described above.

The foregoing Resolution was adopted this 9th day of April 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

President, Board of Trustees
Butte-Glenn Community College District
Butte County, California

Attest:

Clerk, Board of Trustees
Butte-Glenn Community College District
Butte County, California

EXHIBIT A
EASEMENT DEED

RECORDING REQUESTED BY AND RETURN TO:

***PACIFIC GAS AND ELECTRIC COMPANY
300 Lakeside Drive, Suite 210
Oakland, CA 94612
Attn: Land Rights Library***

Location: City/Uninc _____
Recording Fee \$ _____
Document Transfer Tax \$ _____

- This is a conveyance where the consideration and Value is less than \$100.00 (R&T 11911).
- Computed on Full Value of Property Conveyed, or
- Computed on Full Value Less Liens & Encumbrances Remaining at Time of Sale
- Exempt from the fee per GC 27388.1 (a) (2); This document is subject to Documentary Transfer Tax

(SPACE ABOVE FOR RECORDER'S USE ONLY)

Signature of declarant or agent determining tax

LD# 2121-03-10039

EASEMENT DEED

BUTTE JUNIOR COLLEGE DISTRICT,

hereinafter called Grantor, hereby grants to PACIFIC GAS AND ELECTRIC COMPANY, a California corporation, hereinafter called Grantee, the right from time to time to excavate for, construct, reconstruct, install, replace (of initial or any other size), remove, maintain, inspect and use facilities of the type hereinafter specified, together with a right of way therefor, on, and under the easement area as hereinafter set forth, and also ingress thereto and egress therefrom, over and across the lands of Grantor situated in the unincorporated area of the County of Butte, State of California, described as follows:

(APN 041-120-089)

The parcel of land described in the deed from Clayton Gunn to Butte Junior College District dated May 16, 1977 and recorded in Book 2178 of Official Records at page 452, Butte County Records.

The facilities and easement area are described as follows:

Such underground conduits, pipes, manholes, service boxes, wires, cables, and electrical conductors; aboveground marker posts, risers, and service pedestals; underground and aboveground switches, fuses, terminals, and transformers with associated concrete pads; and fixtures and appurtenances necessary to any and all thereof, as Grantee deems necessary for the distribution of electric energy and communication purposes located within the strip of land of the uniform width of 10 feet, lying 5 feet on each side of the alignment of the facilities as initially installed hereunder. The approximate location of said facilities are shown upon Grantee's Drawing No. L-21-03-27, labeled EXHIBIT "A" attached hereto and made a part hereof.

Grantee agrees that on receiving a request in writing, it will, at Grantee's expense, survey, prepare and record a "Notice of Final Description" referring to this instrument and setting forth a description of said strip of land.

Grantor further grants to Grantee the right, from time to time, to trim or to cut down, without Grantee paying compensation, any and all trees and brush now or hereafter within said easement area, and shall have the further right, from time to time, to trim and cut down trees and brush along each side of said easement area which now or hereafter in the opinion of Grantee may interfere with or be a hazard to the facilities installed hereunder, or as Grantee deems necessary to comply with applicable state or federal regulations.

Grantor also grants to Grantee the right to use such portion of said lands contiguous to said easement area as may be reasonably necessary in connection with the excavation, construction, reconstruction, replacement, removal, maintenance and inspection of said facilities.

Grantor also grants to Grantee the right to excavate, grade, and level the ground, including the right to construct, reconstruct, replace (of initial size or any other size), remove, maintain, and inspect walls to maintain the graded slopes for the protection of Grantee's public utility facilities located within the easement area, together with the right to construct and maintain drainage facilities and other appurtenances in connection with the walls.

Grantor hereby covenants and agrees not to place or construct, nor allow a third party to place or construct, any building or other structure, or store flammable substances, or drill or operate any well, or construct any reservoir or other obstruction within said easement area, or diminish or substantially add to the ground level within said easement area, or construct any fences that will interfere with the maintenance and operation of said facilities.

Grantor further grants to Grantee the right to apportion to another public utility (as defined in Section 216 of the California Public Utilities Code) the right to construct, reconstruct, replace, remove, maintain, inspect, and use the communications facilities within said easement area including ingress thereto and egress therefrom.

The legal description herein, or the map attached hereto, defining the location of this utility distribution easement, was prepared by Grantee pursuant to Section 8730 (c) of the Business and Professions Code.

This document may be executed in multiple counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one and the same instrument.

The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall apply to and run with the land.

Dated: _____, _____.

BUTTE JUNIOR COLLEGE DISTRICT

I hereby certify that a resolution was adopted on

the _____ day of _____, 20____,

By _____

by the _____

By _____

authorizing the foregoing grant of easement.

By _____

Attach to LD: 2121-03-10039
Area: 6
Land Service Office: Sacramento
Line of Business: Electric Distribution (43)
Business Doc Type: Easements
MTRSQ: 21.21.03.27.44, 21.21.03.27.43
PG&E Drawing Number: L-21-03-27
LD of any affected documents: n/a
LD of any Cross-referenced documents: n/a
Plat No.: D22, V33, V3311
Type of interest: Electric Underground (4), Communications (6)
Order: 35299629
County: Butte
Prepared By: MVH9
Checked By: TST2

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____

On _____, before me, _____ Notary Public,
Insert name
personally appeared _____

_____ ,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

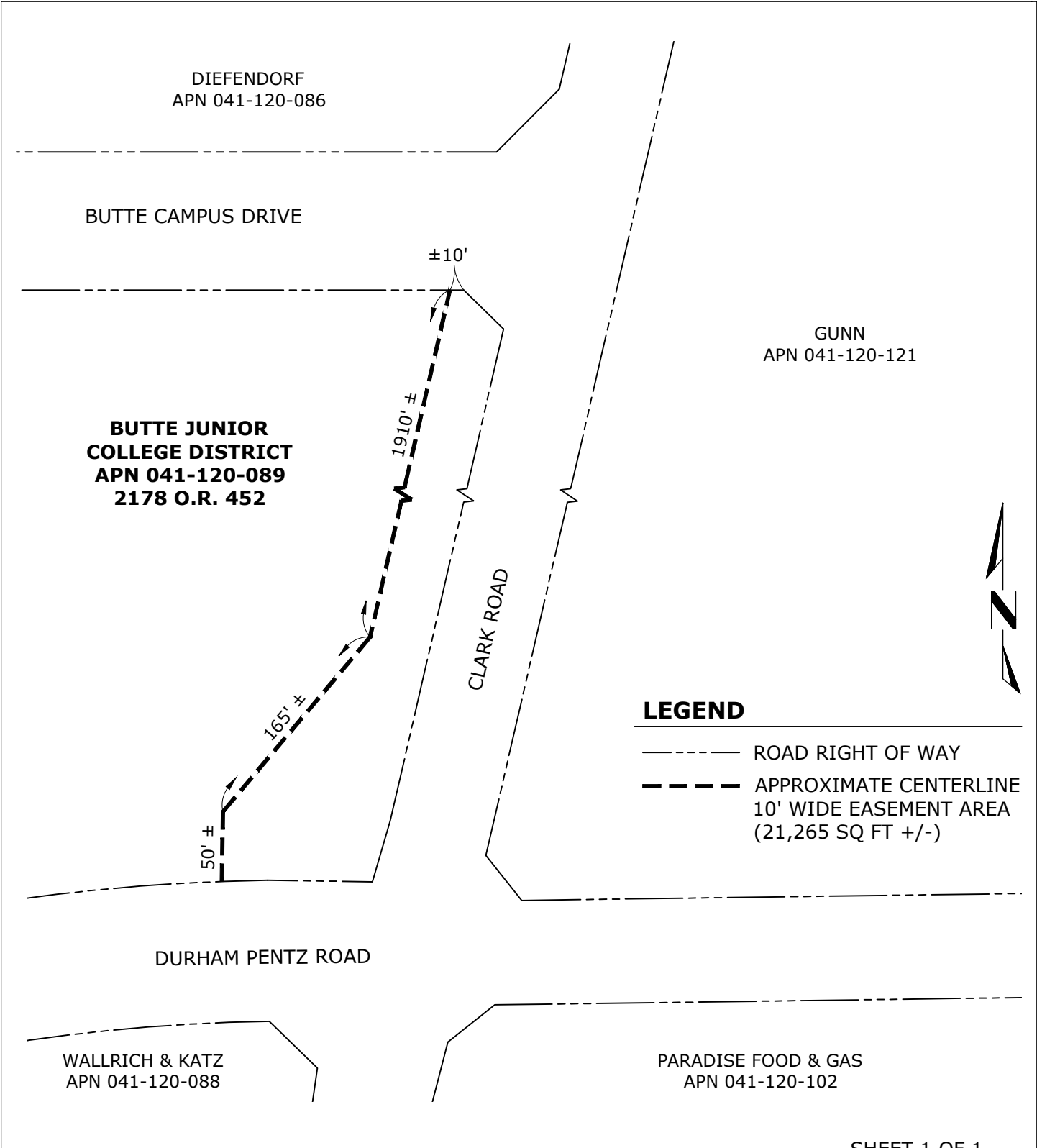
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary Public (Seal)

CAPACITY CLAIMED BY SIGNER

- Individual(s) signing for oneself/themselves
- Corporate Officer(s) of the above named corporation(s)
- Trustee(s) of the above named Trust(s)
- Partner(s) of the above named Partnership(s)
- Attorney(s)-in-Fact of the above named Principal(s)
- Other _____



LEGEND

- — — — — ROAD RIGHT OF WAY
- - - - - APPROXIMATE CENTERLINE
10' WIDE EASEMENT AREA
(21,265 SQ FT +/-)

PROPERTY LINES SHOWN ARE APPROXIMATE AND FOR REFERENCE PURPOSES ONLY.
UNLESS OTHERWISE SHOWN, ALL COURSES EXTEND TO OR ALONG BOUNDARIES OR LINES.

SHEET 1 OF 1
EXHIBIT "A"

PG&E - PSPS CLARK ROAD 1102 CB PH 1.1						SCALE NTS	DATE 1/8/2025
SECTION NW¼ NW¼, SW¼ NW¼ 27	TOWNSHIP 21N	RANGE 3E	MERIDIAN MDM	COUNTY OF: BUTTE	CITY OF: UNINCORPORATED		
				F.B.: N/A	DR.BY: MVH9	CH.BY: TST2	
PLAT MAP REFERENCES	D22, V33, V3311 55 PM 44			PG&E	NORTH VALLEY DIVISION	35299629 AUTHORIZE	L-21-03-27 DRAWING NO.



Jeffrey Aldal
Principal Right of Way Agent
850 Stillwater Road
West Sacramento, CA 95605-1630
Cell: (916) 261-5030
Email: Jeffrey.Aldal@pge.com

Transaction Agreement

March 21, 2025

Butte Glenn Community College District
ATTN: Vice President for Administrative Services
3536 Butte Campus Dr.
OROVILLE, CA 95965

Re: PG&E: 35299629_PSPS CLARK ROAD 1102 CB PH 1.1 Undergrounding Project
Location: 3536 Butte Campus Drive, Oroville CA 95965
Butte County, APN: 041-120-089-000

Thank you for working with Pacific Gas and Electric Company (PG&E) on its PSPS CLARK ROAD 1102 CB PH 1.1 Undergrounding Project. PG&E has requested an easement deed for a parcel (APN: 041-120-089-000, Butte County) which is part of the campus located at 3536 Butte Campus Drive, Oroville CA 95965. To facilitate the Undergrounding Project, PG&E must acquire a Permanent Easement for the property listed above. Here are the key terms.

1. **Premises: APN: 041-120-089-000, Butte County**
2. **Type of Agreement: Permanent Easement**
3. **Compensation: \$5,000 + Reimbursement for Legal Fees.**
4. **Conditions: As listed in easement deed.**

Special Conditions:

- *PG&E agrees to take responsibility and comply with any and all applicable Environmental and Wildlife protection requirements*
- *PG&E agrees to provide an Environmental Summary report to the college as part of its Project.*
- *PG&E has agreed to perform work at night and on weekends during the Fall & Spring Semester to mitigate the Project's impact on the campus during construction.*
- *During the Summer Break between May 30th, 2025 - August 20th, 2025, PG&E may perform work during normal business hours (7am to 5pm).*
- *Should PG&E be required to perform work during normal Business hours (7am to 5pm) during the Fall & Spring Semester 2025-2026, PG&E will obtain prior written approval from the Director of Facilities Planning & Management.*
- *PG&E agrees to coordinate with the college district prior to any utility shutdowns related to construction of the Project to ensure that the campus is not impacted during business hours.*
- *PG&E will set the construction scheduled to ensure no construction activities are planned at the Butte College site until after Board approval on April 9, 2025*
- *PG&E agrees to include any legal fees incurred by the College district as part of the compensation for granting the hereinbefore mentioned easement deed.*
- *PG&E agrees to be responsible for vegetation mitigation and weed abatement during the course of the Project.*
- *PG&E uses historical meteorological data and data science analytics applied to the electric distribution and transmission system to determine the total number of potential impacts to specific areas.*
- *The outcomes of the Lookback study are not definitive and cannot predict future extreme weather events and the full scope of impacts. The "lookback" analysis process is updated annually and takes in consideration current electric system configurations and improvements to infrastructure. The 2025 Lookback study is in process, not all components of the study are complete, and the study will be finalized in preparation for this upcoming fire season, however preliminary 2025 results show no direct impacts to Butte-Glenn Community College. While the possibility of a PSPS outage to the campus is unlikely based on this lookback study, it is possible that the campus could be included in future events.*

A compensation check will be processed once PG&E receives the signed Easement deed and an IRS W9.

PACIFIC GAS AND ELECTRIC COMPANY

By _____

Chadwick Wyler
Supervisor, Land Acquisition

Butte Glenn Community College District

By _____

Jessica A. Snelling, MBA
Vice President for Administrative Services

Exhibit A

PG&E: 35299629_PSPS CLARK ROAD 1102 CB PH 1.1

3536 Butte Campus Drive, Oroville CA 95965

Butte County, APN: 041-120-089-000



Easement Area Approximately 20,150 sq. ft.

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

April 9, 2025

Subject:	Approval of Employment Contract for Assistant Superintendent/Vice President for Instruction
Category:	Human Resources
Submitted By:	Virginia L. Guleff, President/Superintendent
Attachment:	Yes
Type:	Action
Agenda Section:	Regular

Background

SB 1436 requires an oral summary of compensation to be approved for a local agency executive. A local agency executive includes persons who are outside of a union, are not classified employees, and who meet any one of the following:

1. The person is the chief executive officer, a deputy chief executive officer, or an assistant chief executive officer of the local agency,
2. The person is the head of a department of a local agency, or
3. The person's position within the local agency is held by an employment contract between the local agency and that person.

Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken.

Status

The Superintendent/President and the Assistant Superintendent/Vice President for Instruction have reached agreement on an employment contract.

Recommendation

Following the oral statement, it is recommended that the Board of Trustees approve the employment contract for the Assistant Superintendent/Vice President for Instruction.

**BUTTE-GLENN COMMUNITY COLLEGE DISTRICT
AGREEMENT FOR ADMINISTRATIVE EMPLOYMENT
May 1, 2025 -June 30, 2028**

This Agreement for Administrative Employment ("Agreement") is made between the Butte-Glenn Community College District ("District") and Erik Shearer ("Administrator").

RECITALS

- A. District desires to hire Administrator in the position of Assistant Superintendent/Vice President for Instruction, and Administrator hereby accepts such employment on the terms and conditions set forth in this Agreement.
- B. Administrator represents and warrants that Administrator possesses the minimum qualifications for the position as established by state law and District policy.
- C. Administrator acknowledges that this position is a management position as an Educational Administrator in accordance with Education Code sections 72411 and 87002. Administrator acknowledges that Administrator serves at the pleasure of the Governing Board and that Administrator does not possess a property interest in this position.
- D. In accordance with Education Code section 87458 A person employed in an administrative position that is not part of the classified service, who has not previously acquired tenured status as a faculty member in the same district and who is not under contract in a program or project to perform services conducted under contract with public or private agencies, or in other categorically funded projects of indeterminate duration, shall have the right to become a first-year probationary faculty member once his or her administrative assignment expires or is terminated if all of the following apply:
- i. The process by which the governing board reaches the determination shall be developed and agreed upon jointly by representatives of the governing board and the academic senate and approved by the governing board. The agreed upon process shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the academic senate to determine that the administrator possesses the minimum qualifications for employment as a faculty member. The process shall further require that the governing board provide the academic senate with an opportunity to present its views to the governing board before the board makes a determination and that the written record of the decision, including the views of the academic senate, shall be available for review pursuant to Section 87358.
 - ii. Until a joint agreement is reached pursuant to subdivision (a), the district process in existence on January 1, 1989, shall remain in effect.
 - iii. The administrator has completed at least two years of satisfactory service, including any time previously served as a faculty member, in the district.
 - iv. The termination of the administrative assignment is for any reason other than dismissal for cause.
 - v. This section shall apply to every educational administrator whose first day of paid service in the district as a faculty member or an administrator is on or after July 1, 1990.

AGREEMENT

1. **Duties.** Administrator agrees to satisfactorily perform the duties of the position as described in the relevant job description, if any, and as requested by the President and/or the Governing Board.
2. **Evaluation.** Administrator shall be evaluated by the President in the manner and in accordance with the timelines established by the President. Any failure to complete these evaluation procedures, or to complete them in a timely manner, shall not extend this Agreement or have any other impact on this Agreement.
3. **Salary.** Administrator shall be compensated for services rendered in accordance with the Executive salary schedule as that schedule may change from time-to-time. For the 2024-2025 academic year, the parties acknowledge that Administrator's annual salary shall be at Range 2, Step D, currently \$262,883.85 (two hundred sixty-two thousand, eight hundred eighty-three dollars and eighty-five cents). The administrator shall also receive a cost-of-living adjustment (COLA) to the salary equal to the percentage received by District employees for the 2025-2026 academic year and each year thereafter. The Board reserves the right not to grant compensation increases or to award a different compensation increase if in its sole discretion the Board determines that fiscal conditions warrant that change.
4. **Fringe Benefits.** Administrator shall receive the same health and welfare benefits afforded to other management employees. These benefits shall not be considered vested and may be changed from time to time for administrators and management employees.
5. **Expense Reimbursement.** District shall reimburse Administrator for actual and necessary expenses incurred within the course and scope of Administrator's employment, including mileage expenses, so long as such expenses are consistent with this Agreement and District policy.
6. **Automobile Expenses.** The Assistant Superintendent/Vice President for Instruction is required to have a vehicle available at all times to exercise the powers and to perform the duties of the position. In order to reimburse the Assistant Superintendent/Vice President for Instruction for this vehicle requirement, the Assistant Superintendent/Vice President for Instruction shall receive a vehicle allowance of \$7,218.36 per year payable in twelve (12) monthly payments. This allowance will be increased each year by the same cost-of-living adjustment (COLA) percentage received by District employees. In addition, the Assistant Superintendent/Vice President for Instruction shall be entitled to reimbursement for reasonable transportation expenses incurred for travel outside the District in accordance with the terms of this Agreement and Board policy. This allowance will not be considered as creditable compensation under the Assistant Superintendent/Vice President for Instruction's respective retirement system.
7. **Holidays / Vacation / Sick Leave.** Administrator shall be entitled to 24 days of vacation per academic year, exclusive of paid holidays designated in Education Code sections 79020/79021 or any other holidays as specified by the District. After Administrator has accumulated fifty (50) unused vacation days, they shall not earn any additional vacation until they have reduced the number of accrued but unused vacation days below the fifty (50) day cap. Vacation shall accrue in monthly installments. Administrator shall be allocated twelve (12) days of sick leave annually which shall accrue from year to year.
8. **Work Year.** Administrator shall provide twelve (12) full and regular months of service to the District; holidays and vacation days are taken as non-duty days. To determine Administrator's daily rate of pay, the parties agree that the Administrator's annual base salary shall be divided by 260 work days.
9. **Term / Termination.** Administrator is hired **commencing May 1, 2025, through June 30, 2028**, and terminating at the earliest to occur of the following:

- a. **Mutual Consent.** This Agreement may be terminated at any time by mutual consent of the Board or President and the Administrator.
- b. **Non-Renewal of Agreement by District.** The Board may elect not to renew this Agreement effective June 30 of the current school year by providing 60 days' notice to the Administrator in accordance with Education Code sections 72411 and 72411.5 or other applicable provisions of law.
- c. **Termination for Cause.** The Board may terminate the Administrator for cause on any of the following grounds: (1) acts done in bad faith to the detriment of the District; (2) breach of this Agreement; (3) unsatisfactory performance; (4) refusal or failure to act in accordance with a specific provision of this Agreement or a directive or order of the Board or the Superintendent/President; (5) misconduct or dishonest behavior; (6) conviction of a crime involving dishonesty, breach of trust, physical or emotional harm to any person; or (7) for other conduct prejudicial to the District.

Notwithstanding Labor Code section 2924, the parties agree that the determination of cause shall be based on the Board's reasonable belief in the existence of good cause for termination. The existence of such cause shall constitute a material breach of this Agreement and shall extinguish all rights and duties of the parties under this Agreement. If cause exists, the Superintendent/President shall meet with the Administrator and shall submit a written statement of the grounds for termination and copies of written documents the District reasonably believes support the termination. If the Administrator disputes the charges, the Administrator shall then be entitled to a conference before the Board in closed session. The Administrator and the Board shall each have the right to be represented by counsel at their own expense. The Administrator shall have a reasonable opportunity to respond to all matters raised in the charges and to submit any written documents the Administrator believes are relevant to the charges. The conference with the Board shall not be an evidentiary hearing and neither party shall have the opportunity to call witnesses. If the Board, after considering all information presented, decides to terminate this Agreement, it shall provide the Administrator with a written decision and notice of termination. The decision of the Board shall be final.

The parties have acknowledged that Administrator possesses no property interest in Administrator's employment; accordingly, Administrator's conference before the Board shall be deemed to provide Administrator with more due process of law than is required by law. The conference with the Board shall be the Administrator's exclusive right to any conference or hearing otherwise required by law. Administrator waives any other rights that may be applicable to this termination for cause proceeding with the understanding that completion of this hearing exhausts the Administrator's administrative remedies.

- d. **Termination without Cause.** The Board may, for any reason, without cause or a hearing, terminate this Agreement at any time upon written notice to the Administrator. In consideration for the exercise of this right, the District shall pay to Administrator, if Administrator does not possess and exercise "retreat rights" to a faculty position, a sum equal to six (6) month's salary. At the discretion of the Superintendent/President, the District may pay up to six (6) months of District-paid health benefits to Administrator, if Administrator does not possess and exercise "retreat rights" to a faculty position. Payment of such benefits, if any, shall begin the month after the Board ratifies the termination of this Agreement. If Administrator possesses and exercises "retreat rights" to a faculty position, Administrator shall be entitled to a sum equal to one (1) month's salary.


This liquidated damage payment shall be made during the month following Administrator's termination, shall be subject to applicable payroll deductions, and shall be treated as compensation for state and federal tax purposes. Payments made pursuant to this termination

without cause provision shall be considered as final settlement pay; accordingly, no payments made pursuant to this early termination provision shall constitute creditable service or creditable compensation for CalSTRS or CalPERS retirement purposes and no employer or employee contributions shall be made for retirement purposes.

The parties agree that any damages to Administrator that may result from the Board's early termination of this Agreement without cause cannot be readily ascertained. Accordingly, the parties agree that the payments made pursuant to this termination without cause provision, along with the District's agreement to provide health benefits, and possibly "retreat rights" to a faculty position, constitutes reasonable liquidated damages for the Administrator, fully compensates the Administrator for all tort, contract and other damages of any nature whatsoever, whether in law or equity, and does not result in a penalty. The parties agree that the District's completion of its obligations under this provision constitutes the Administrator's sole remedy to the fullest extent provided by law. Finally, the parties agree that this provision meets the requirements governing maximum cash settlements as set forth in Government Code section 53260 et seq.

- e. **Termination for Unlawful Fiscal Practices.** Notwithstanding any other provision of this Agreement to the contrary, if the Board believes, and subsequently confirms through an independent audit, that Administrator engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the Board may immediately terminate Administrator solely upon written notice to Administrator and Administrator shall not be entitled to any compensation of any nature, whether as cash, salary payments, health benefits, or other non-cash settlement as set forth above. This provision is intended to implement the requirements of Government Code section 53260(b).
 - f. **Abuse of Office Provisions.** In accordance with Government Code section 53243 et. seq., and as a separate contractual obligation, should the Administrator receive a paid leave of absence or cash settlement if this Agreement is terminated with or without cause, such paid leave or cash settlement shall be fully reimbursed to the District by the Administrator if the Administrator is convicted of a crime involving an abuse of office or position. In addition, if the District funds the criminal defense of Administrator against charges involving abuse of office or position and the Administrator is then convicted of such charges, the Administrator shall fully reimburse the District all funds expended for Administrator's criminal defense.
 - g. **Resignation.** If Administrator does not possess any "retreat rights" to a faculty position, Administrator may resign at any time with at least sixty (60) days advance written notice to the Superintendent/President, unless the parties agree otherwise in writing to a shorter notice period. If Administrator possesses "retreat rights" and intends to exercise those rights by resigning from this administrative position and returning to a faculty position, Administrator may resign from this administrative position by providing at least ninety (90) days advance written notice to the Superintendent/President, given at least ninety (90) days prior to March 15th of the current academic year, unless the parties agree to a shorter notice period. If the Board in its discretion voluntarily allows retreat rights upon resignation pursuant to this paragraph, Administrator understands and acknowledges that their retreat rights may not conflict with or supersede the rights of other employees relative to layoff and/or retreat. If Administrator possesses "retreat rights" but does not intend to exercise those rights and intends to resign from District employment as an administrator and faculty member, Administrator may resign from District employment at any time with at least sixty (60) days advance written notice to the Superintendent/President, unless the parties agree otherwise in writing to a shorter notice period.
10. **Tax / Retirement / PERS or STRS Issues.** Notwithstanding any other provision of this Agreement, the District shall not be liable for any state or federal tax consequences or any retirement consequences of any nature as a result of this Agreement.

11. **Board Approval.** The effectiveness of this Agreement shall be contingent upon approval by the District's governing board as required by law.
12. **District Rules and Regulations.** This Agreement is intended by the parties to be the sole instrument governing the employment relationship between the parties unless a provision of law is specifically applicable to this Agreement or to the employment relationship. The District's policies, rules, and practices shall not be applicable to the Administrator or affect the employment relationship unless specifically referenced in this Agreement or District policy.
13. **No Assignment / Management Hours.** This is an agreement for personal services. The Administrator may not assign or transfer any rights granted or obligations assumed under this Agreement. The demands of the position of Administrator require more than eight (8) hours a day and/or forty (40) hours per work week. Administrator is not entitled to overtime compensation for hours worked in excess of eight (8) hours per day or forty (40) hours per week.
14. **Integration / Modification.** This Agreement contains the entire agreement of the parties and supersedes all prior negotiations, understandings or agreements. Neither of the parties has relied upon any oral or written representation or written information given to the party by any representative of the other party not contained in this Agreement. This Agreement cannot be changed or supplemented orally. It may be modified or superseded only in a writing signed by both parties and authorized by Board action.
15. **Waiver.** No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a party shall give the other party any contractual rights by custom, estoppel, or otherwise.
16. **Severability.** If one or more of the provisions of this Agreement are declared invalid or unenforceable by judicial, legislative or administrative authority of competent jurisdiction, then the parties agree that the invalidity or unenforceability of any of the provisions shall not in any way affect the validity or enforceability of any other provisions of this Agreement.

By: 
[Virginia Guleff \(Mar 31, 2025 16:21 PDT\)](#)

Superintendent/President

Dated: Mar 31, 2025


ACCEPTANCE OF OFFER

I accept the above offer of employment and the terms and conditions thereof and will report for duty as directed above.

I understand that the District is relying upon information provided by me during the application process in extending this offer of employment. By signing below, I represent that I have not provided the District with any false information or made any material misrepresentation during the job application process. I agree that false, incomplete, or misleading statements or omissions made during the job application process constitute dishonesty and breach of this Agreement and are grounds for termination of this Agreement for cause.

I have not entered into a contract of employment with the governing board of another school district or any other employer that will in any way conflict with the terms of this Employment Agreement.

Dated: Mar 31, 2025


Erik Shearer (Mar 31, 2025 14:58 PDT)

Erik Shearer

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

April 9, 2025

Subject:	Initial Proposals from the California School Employees Associate Chapter no. 511 to the Butte-Glenn Community College District and the District to CSEA for the Collective Bargaining Agreement 2025-28
Category:	Labor Relations
Submitted By:	Virginia L. 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 California School Employees Associate Chapter no. 511 (CSEA) expires on June 30, 2025.

Status

Pursuant to Government Code §3547(a), the District and CSEA 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.



California
School
Employees
Association

8217 Auburn Boulevard
Citrus Heights, CA 95610

(916) 725-1188
(800) 582-7314

www.csea.com

Adam Weinberger
Association President

Keith Pace
Executive Director

Member of the AFL-CIO

The nation's largest
independent classified
employee association



March 6, 2025

Sent Via Electronic Mail Only

kimxhong@att.net

Kim Hong
Chapter President #511

RE: Initial Proposal for Successor Agreement 2025-2026

Dear President Hong:

I have received the initial proposal for the Successor Agreement between the Butte Community College and California School Employees Association and its Butte College Chapter #511 that will be in effect from July 1, 2025 through June 30, 2026.

It has been reviewed in accordance with Policy 610. I have found no apparent violations of law, CSEA's Constitution and Bylaws or Policy. **This initial proposal will need to be approved by the membership prior to starting negotiations.**

Please remember, once a tentative agreement has been reached, a signed copy of the tentative agreement must be forwarded to the field office immediately for a Policy 610 review **before** the tentative agreement may be ratified.

Please feel free to contact my office if you have any questions or concerns.

Sincerely,

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Mauricio Vides
Field Director

Cc: Shannon Hamlyn-Burton, Regional Representative #73
Ron Walker, Area A Director
Kim Howell, Labor Relations Representative
Chapter Contract File #511

**INITIAL PROPOSAL OF
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS
BUTTE COLLEGE #511 (together, “CSEA”)
TO THE BUTTE-GLENN COMMUNITY COLLEGE DISTRICT
FOR
2025 - 2026 SUCCESSOR AGREEMENT**

February 21, 2025

The California School Employees Association and its Butte College Chapter No. 511 (“CSEA”) hereby proposed the following articles of the current contract for the 2025-2026 successor agreement:

Article 4 – Past Practice

CSEA proposes striking section 4.1.

Article 6 – Association Rights

CSEA proposes language changes under section 6.8 to reflect probationary provisions under Education Code section 88013.

CSEA proposes language changes under section 6.9 to increase total release time for negotiations, Chapter President and district committees.

CSEA proposes language changes under section 6.11 to the mileage reimbursement rate.

Article 8 – Leaves

CSEA proposes enhancements and clarification under this article regarding Bereavement Leave, Sick Leave, Maternity/Paternity Leave.

CSEA proposes language changes under section 8.20 regarding campus closures.

Article 10 – Grievances

CSEA proposes language changes to section 10.4.3 regarding job stewards in relation to grievances.

CSEA proposes changes to Level V of the grievance procedure.

Article 11 – Salary

CSEA proposes fair and equitable salary and compensation enhancements.

CSEA proposes language changes to section 11.3 to define base salary.

Article 12- Transfer/Reassignment/Reclassification

CSEA proposes language changes under section 12.1.1 regarding the definition of transfer.

CSEA proposes language changes under section 12.2 to define timelines for the reclassification process.

CSEA proposes language changes under section 12.5 regarding involuntary transfers.

CSEA proposes language changes under section 12.6 regarding the probationary period for transfers.

Article 13 – Employee Rights

CSEA proposes changes to the Performance Appraisal process.

CSEA proposes additions to section 13.5 to include uniforms and work boots.

Article 15 – Hours and Overtime

CSEA proposes changes in the definition of non-workday and workday under sections 15.3 and 15.13.5.

CSEA proposes changes under sections 15.6 and 15.7 to address interruptions of duty-free lunch and rest periods.

CSEA proposes changed under section 15.13.6 to clarify On Call Shifts.

Article 16 – Safety

CSEA proposes changes to this article to clarify bargaining obligations in regard to federal, state and local mandates.

Article 17 – Contracting out Work

CSEA proposes changes to this article to clarify bargaining obligations in regard to the decision to contract out our bargaining unit work.

Article 20 – Discipline and Dismissal

CSEA proposes the addition to this article to define insubordination.

CSEA proposes changes to section 20.1 Causes.

Article 21 – Duration

CSEA proposes a new contract term.

New Article

CSEA proposes the addition of an article regarding bargaining unit members who are considered to work in skilled trades.

New Article

CSEA proposes the addition of an article regarding bargaining unit members who are employed as commercial drivers.

DISTRICT INITIAL PROPOSAL TO CSEA

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 12.4 Voluntary Transfers and Reassignments, August 5, 2024

Other proposals include:

Article VI Association Rights.

- 6.8 Remove reference to initial probationary period may be extended an additional 3 months.

Article VIII, Leaves.

- 8.1 Bereavement Leave. Article 8.1. Update language to conform with changes in law.
- 8.15 Revise Personal Leave to differentiate between long term and short-term leave and to only need Superintendent/President approval for short-term leave.
- 8.18.1 Revise language to add that 3 days is equal to 24 hours.
- 8.19.3 Move current 8.19.3 to 18.9.4. Add new 18.9.3 to reference time on leave pursuant to EC 88195 that leave is not a break in service.

Article IX Insurance Programs.

- 9.4 Revise to rather than calculating share of cost for each PT employee according to FTE, have one rate
- 9.6 Add language to permit retirees to purchase Medicare Supplement through the Benefits JPA.
- 9.6 Add language to clarify the ability of retirees to add dependents to retiree medical.

Article XII, Transfer/Reassignment/Reclassifications.

- 12.4 Add language to distinguish between transfers and reassignments.

Article XIII Employee Rights.

- 13.3-13.4 Update Performance Appraisal Language to reflect the changes from digitizing the evaluation process.

Miscellaneous Item

- Reinstatement - Add language that an employee who has completed their probationary period resigns in good standing can be reinstated within 6 months.

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

April 9, 2025

Subject:	Review of Administrative Procedure 2745: Board Self-Evaluation
Category:	Administration
Submitted By:	Virginia L. Guleff, Superintendent/President
Attachment:	Yes
Type:	Information
Agenda Section:	Regular

Background

The Board of Trustees is committed to assessing its performance as a Board in order to identify its strengths and areas in which it may improve its functioning. Each year, the Board will review the self-evaluation instrument and process. The instrument will incorporate criteria contained in board policy regarding board operations and board effectiveness.

Status

The Board Self-Evaluation Committee suggested revisions to Administrative Procedure, the instrument used for Board Self-Evaluation. Any further suggestions for change will be incorporated into the final version which will be presented for approval at the May 21, 2025, Board meeting.



AP 2745

Board Self Evaluation

Last Revised: March 15, 2018, April 2021, May 2024, **XXX 2025**

Last Reviewed: March 15, 2018

Board Member Name _____

Date _____

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

Standard I. The institution has a clearly defined mission that reflects its character, values, organizational structure, and unique student population. The mission outlines the institution’s explicit commitment to equitable student achievement and serves as a guiding principle for institutional planning, action, evaluation, improvement and innovation.

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

- 1. I understand the role, mission, and vision of Butte College. Score _____
- 2. The Board understands and supports the mission and vision of Butte College. Score _____
- 3. The Board is aware of the equity gaps that exist among student populations. Score _____

Comments:

Standard I: 1.2 The institution establishes meaningful and ambitious goals for institutional improvement, innovation and equitable student outcomes.

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

- 4. I have contributed to and understand the institutional goals. Score _____
- 5. The Board regularly sets goals that focus on institutional improvement, innovation and equitable student outcomes Score _____
- 6. The Board regularly reviews student achievement data including data for underrepresented students. Score _____

Comments:

Standard I: 1.3 The institution holds itself accountable for achieving its mission and goals and regularly reviews relevant, meaningfully disaggregated data to evaluate its progress and inform plans for continued improvement and innovation (ER 3, ER 11)

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

- 7. I am familiar with relevant Butte College data and use it to inform decision-making. Score _____

8. The Board regularly reviews disaggregated college data and uses it to inform decision-making.

Score _____

Comments:

Standard 4: 4.4. Acting through policy, the governing board takes responsibility for the overall quality and stability of the institution, and regularly monitors progress towards its goals and fiscal health (ER 7)

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

9. I am familiar with the Board Policies related to the role and responsibilities of the Board of Trustees

Score _____

10. I support the Board Policies related to the mission, financial management, and stability of the District.

Score _____

Comments:

Standard 4: 4.5 The governing board selects and evaluates the institution’s chief executive officer (CEO). The governing board gives the CEO full authority to implement board policies and ensure effective operations and fulfillment of the institutional mission.

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

11. I understand and support the Board’s policy regarding the recruitment, selection, and the evaluation of the President/Superintendent.

Score _____

12. The Board’s policy regarding the selection and evaluation of the President/Superintendent fair and equitable.

Score _____

13. My input concerning the President/Superintendent’s performance considered by the full Board.

Score _____

14. The Board delegates responsibility and authority to the Superintendent/President to implement its policies without interference and holds the Superintendent/President accountable for the operations of the District.

Score _____

Comments:

Standard 4: 4.6. The governing board functions effectively as a collective entity to promote the institution’s values and mission and fulfill its fiduciary responsibilities. The governing board demonstrates an ability to self-govern in adherence to its bylaws and expectations for best practices in board governance. (ER7)

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

15. I accept the authority of the majority of the Board and support the decision even when I do not agree with the decision.

Score _____

16. My opinions and input are respected as are the opinions and input from all other Trustees.

Score _____

17. I represent the entire College district and make decisions based upon the good for all our citizens.

Score _____

18. I understand how the District’s budget supports the mission of the College and student success.

Score _____

Comments:

Strategic Plan: The Board supports the strategic direction "First Contact. First Choice. Best Choice."

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

19. I have received sufficient information about the strategic plan. Score _____

20. The Board acts as a whole to develop and support the college's strategic direction. Score _____

Comments:

Strategic Direction: The Board supports the Strategic Initiatives of the Strategic Plan.

Scoring: Completely Agree: 5 Somewhat agree: 4 Not Sure: 3 Somewhat Disagree: 2 Completely Disagree: 1

21. I have received sufficient information about the strategic initiatives. Score _____

22. The Board acts as a whole to support the strategic initiatives through board policy and board action. Score _____

Comments:

Listed below are the **Board Strategic Focus** goals, adopted in **2024-2025**. On a scale of 1 to 5, with 5 being best, please indicate the degree to which the goal was achieved:

Goal	Ranking	Comments
1. Prioritize Strategic Plan objectives.		
2. Manage the Strategic Enrollment Management Plan.		
3. Develop a plan for operational improvement and institutional efficiency.		
4. Strengthen institutional data collection, interpretation, reporting, availability and analysis to improve organizational understanding and processes.		
5. Facilitate collaboration with the Foundation in the achievement of its Strategic Plan.		
6. Advance innovation.		
7. Increase understanding of, appreciation for, emphasis in and action in DEIA2.		

Board Goals:

Goal	Ranking	Comments
1. Engage in two DEIA ² training sessions annually.		
2. Increase the Trustee Scholarship to \$750.00 per year.		

Individual Board Member Goals:

Goal	Ranking	Comments
1. Emphasize DEIA ² in Board Policy revisions.		
2. Attend one community event with the Superintendent/President or designee.		
3. Attend one state-wide community college event (in person or virtual).		
4. Meet with the Superintendent/President once per semester.		

What practices or changes should the Board adopt to improve its performance?

What spotlight reports would you like to see in the coming year?

Suggested Board Goals for next year:

Additional comments:

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

April 9, 2025

Subject:	Approval of Student Trustee Privileges
Category:	Administration
Submitted By:	Virginia L. Guleff, Superintendent/President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

Per BP 2015, Student Board Member, the Board may grant the student trustee the following privileges:

- Make and second motions;
- Attend closed session, other than closed sessions on personnel or collective bargaining matters;
- Receive compensation for meeting attendance, and/or
- Serve a term commencing on May 15.

If the Board grants the student member any of the above privileges, then on or before May 15 of each year, the Board shall review this policy to consider changes to the student member privileges.

Status

The Board currently grants the student trustee the privilege of making and seconding motions and receiving compensation for meeting attendance.

Recommendation

It is recommended that the Board approve the student member's privilege of making and seconding motions and receiving compensation for attending meetings for the 2025-26 year.