



**BOARD OF TRUSTEES
Notice of Regular Meeting**

Wednesday, May 21, 2025 | 1:00 PM
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. Communications from the Public - Consent Agenda

This time is set aside for comments on the Consent Agenda. The Board may undertake discussion only to provide clarification to the public or schedule a matter for a future meeting. In accordance with BP 2350 Speakers, each speaker will be allowed a maximum of five (5) minutes per topic, thirty (30) minutes maximum for public speakers on any one subject, regardless of the number of speakers.

3. Approval of Consent Agenda

Items listed under the Consent Agenda are considered to be routine and are acted on by the Board of Trustees in one motion.

3.1	Approval of Minutes of Special Meeting 4-9-2025 	7 - 8
3.2	Approval of Minutes of Regular Meeting 4-9-2025 	9 - 13
3.3	Approval of Warrants 	14
3.4	Ratification of Contracts  Contracts Ratification Report 	15 - 21
3.5	Approval of New Courses 	22 - 23
3.6	Approval of New Program - CA in Commercial Music 	24 - 27
3.7	Adoption of 2026-2027 Academic Calendar  2026-2027 Academic Calendar 	28 - 29
3.8	Approval of Fall 2025 and Spring 2026 Sabbatical Leave Requests 	30 - 31
3.9	Approval of Faculty Using Accumulated Load Bank 	32
3.10	Approval and/or Ratification of Personnel Actions  Management <i>Employments, out-of-class assignments</i> Academic Employees <i>At-will employments, temporary employments, and assignment</i> Classified Employees <i>Employments, out-of-class assignments, permanent increases, and placement on 39-month re-employment list</i> Temporary Employees <i>Substitutes, short-term/seasonal, professional experts, and volunteers</i>	33 - 36

4. Reports

4.1	Academic Senate President's Report
4.2	Classified Senate President's Report
4.3	Student Senate President's Report

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






5. Communications from the Public

At this time, members of the public have the opportunity to address the Board of Trustees on any item within the subject matter jurisdiction of the Board in accordance with *BP2350 Speakers*. Members of the community and employees wishing to address the Board of Trustees are asked to complete a “Public Comment” card and submit it to the Board’s Executive Assistant **prior** to the start of open session. In accordance with *BP 2350 Speakers*, each speaker will be allowed a maximum of five (5) minutes per topic, thirty (30) minutes maximum for public speakers on any one subject, regardless of the number of speakers.




6. Contracts

- 6.1 [Approval of Contracts](#)  37 - 39
[Contracts Approval Report May 2025](#) 
- 6.2 [Approval of Contract Award for Bid Agriculture and Natural Resources Renovation Project No. 240110](#)  40 - 41
- 6.3 [Approval of Contract Amendment #1 to Experis US LLC to Purchase Information Technology Consulting Services utilizing California Multiple Award Schedule CMAS Number 3-22-10-1028 Supplement No. 1](#)  42 - 43
- 6.4 [Approval of Contract to Purchase Information Technology Services from InterVision Systems, LLC utilizing California Multiple Award Schedule CMAS Number 3-22-06-1030](#)  44 - 45
- 6.5 [Approval of Contract to Purchase Information Technology Consulting Services from InterVision Systems, LLC utilizing California Multiple Award Schedule CMAS Number 3-18-70-2281J](#)  46 - 47
- 6.6 [Approval of Contract to Purchase Information Technology Consulting Services from Pariveda Solutions, Inc. utilizing California Multiple Award Schedule CMAS Number 3-23-01-1035](#)  48 - 49

7. Labor Relations

- 7.1 [Approval of the 2025-27 PFA/CWA Collective Bargaining Agreement](#)  50 - 89
[Summary of Tentative Agreements between PFA and District for Collective Bargaining Agreement May 1, 2025 - June 30, 2027](#) 
- 7.2 [Public Hearing and Adoption of the District and the California School Employees Associate Chapter no. 511 Initial Proposals for the Collective Bargaining Agreement 2025-28](#)  90 - 95
[District Initial Proposal to CSEA](#) 
[CSEA Initial Proposal to District](#) 

8. Administration

- 8.1 [Approval of Emeritus Recommendations, 2024-2025](#)  96
- 8.2 [Approval of Administrative Procedure 2745](#)  97 - 102
[AP 2745 Board Self-Evaluation](#) 

9. Future Dates

06/25/2025	Board Retreat	Main Campus	9:00 a.m.
06/25/2025	Regular Meeting	Main Campus	3:00 p.m.
08/13/2025	Regular Meeting	Glenn County Center	1:00 p.m.

10. Closed Session

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

Pursuant to Government Code Section 54957; Education Code section 32281

- 10.1 THREAT TO PUBLIC SERVICES OR FACILITIES
Consultation with Jennifer Coleman, Executive Director, California Community Colleges Technology Center

Pursuant to Government Code Section 54956.9

- 10.2 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:

- 10.3 EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT

Pursuant to Government Code Section 54957.6:

- 10.4 CONFERENCE WITH LABOR NEGOTIATOR
Name of Agency Negotiator Chris Little
Name of Organization Representing Employees: BCPOA
- 10.5 CONFERENCE WITH LABOR NEGOTIATOR
Name of Agency Negotiator Chris Little
Name of Organization Representing Employees: CSEA

Pursuant to Government Code Section 54956.95:

- 10.6 LIABILITY CLAIM – Update on claim against the District
Claimant: Donald Finkbiner
Agency: Butte-Glenn Community College District
- 10.7 LIABILITY CLAIM – Update on claim against the District
Claimant: Susan Dawson
Agency: Butte-Glenn Community College District
- 10.8 LIABILITY CLAIM – Update on claim against the District
Claimant: Martin, et al. vs. CCC, et al.
Agency: Butte-Glenn Community College District
- 10.9 LIABILITY CLAIM – Update on claim against the District
Claimant: Shawn Smith
Agency: Butte-Glenn Community College District

Pursuant to Government Code Section 54957:

- 10.10 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

11. Adjournment

11.1 Adjourn Meeting

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

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

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



MINUTES OF SPECIAL MEETING

April 9, 2025 | 11:00 a.m.

District Board Room
Student and Administrative Services Building

The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, April 9, 2025, at 11:00 a.m., in the District Board Room at Butte College in Oroville, California.

Board Members Present Mr. William McGinnis, President
Mr. John Blacklock, Vice President
Mr. John Nock, Clerk
Mr. Mike Boeger
Mr. John Dahlmeier
Mr. Rick Krepelka
Mr. Eugene Massa
Mr. Liam Eller, Student Trustee

Board Members Absent

Staff Members Present Ms. Virginia L. Guleff, Superintendent/President
Ms. Melissa Cafferata-Ainsworth, Executive Assistant to the President & Board of Trustees

Guests Dr. Brian Bedford

Pledge of Allegiance

Board President McGinnis led the Pledge of Allegiance.

1. Agenda Approval

It was moved by Board Clerk Nock, seconded by Trustee Massa, 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

There were no public comments.

3. Leadership Communication Workshop led by Dr. Brian Bedford

Superintendent/President Guleff introduced Dr. Brian Bedford, noting that the Board's annual goals included communication training on microaggressions. Dr. Bedford explained that his goal is for participants to engage in the workshop content and decide how to contextualize it in their work.

The workshop covered what a microaggression is, as well as the origins and evolution of the term.

He discussed and provided examples of the three types of microaggressions, which happen because of stereotyping, implicit biases, and lack of awareness. Dr. Bedford discussed how to use micro-interventions to minimize microaggressions. The workshop closed with questions and a discussion of lessons learned.

4. Adjournment

Board President McGinnis adjourned the meeting at 12:10 p.m.



MINUTES OF REGULAR MEETING

April 9, 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, April 9, 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

Board Members Absent Mr. Liam Eller, Student Trustee

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

Guests None

Pledge of Allegiance

Board Vice President Blacklock led the Pledge of Allegiance.

1. Agenda Approval

Board President McGinnis indicated that item 8.2 should be pulled from the agenda as PG&E no longer wants to pursue an easement on Butte College property. Trustee Boeger asked to pull item 4.7 from the consent agenda. It was moved by Board Vice President Blacklock, seconded by Trustee Boeger, to approve the agenda as amended.

Motion carried unanimously.

2. Human Resources

Probationary Faculty Tenure Recommendations Effective Fall 2025, Item 2.1

Superintendent/President Guleff asked Vice Presidents Simos-Valdez and Shearer to present their faculty recommendations for tenure. Vice President Simos-Valdez presented Kelsey Harrington, counseling department chair, summarizing her employment and accomplishments at Butte College.

Vice President Shearer presented Katalin Milo, cosmetology faculty, and Deana Ward, nursing faculty, summarizing their employment and accomplishments at Butte College.

It was moved by Trustee Dahlmeier, seconded by Board Clerk Nock, to approve the probationary faculty tenure recommendations effective fall 2025.

Motion carried unanimously.

3. Communications from the Public – Consent Agenda

There were no public comments.

4. Approval of Consent Agenda, Items 4.1-4.8

It was moved by Board Vice President Blacklock, seconded by Board Clerk Nock, to approve the consent agenda minus item 4.7.

Motion carried unanimously.

5. Reports

Academic Senate President's Report – Jess Vickery

Academic Senate President Vickery reported that since the last Board of Trustees meeting, the Academic Senate approved the formation of a workgroup to evaluate the new AIM 5 faculty interface for Disabled Student Programs and Services (DSPS) accommodations. This work will conclude before the end of the semester for test implementation by DSPS staff this summer. He reported that the Academic Senate is continuing their discussion of the proposals from the Office of Instruction for alternatives to our current final exam schedule. He expects to report the outcome of that deliberation at the next board meeting. Academic Senate President Vickery concluded by reporting that Senate is currently deliberating newly proposed revisions to the syllabus guidelines, potential changes to the rules surrounding student access to Canvas course shells prior to the start of the semester, and draft resolutions for the ASCCC plenary that will be debated at the statewide meeting later this month.

Classified Senate President's Report – Chris Westbay

Classified Senate President Westbay reported that the Classified Senate continues to review administrative procedures. He reported that they're also reviewing a resolution related to classified senates that will go before the statewide Academic Senate plenary. The Classified Senate continues to work on professional development opportunities, including the Classified Leadership Institute and LIFT Institute. They are also kicking on their elections process as well as recommending two retirees for emeritus status. Classified Senate President Westbay reported that the Senate is planning their annual coffee and Scantrons event for finals week, as well as an event supporting Butte College Athletics on April 18. Classified Senate President Westbay concluded by thanking Classified Senate Treasurer Raquel Holmstrom for the work she does in that role.

Student Senate President's Report – Mercedes Cortez-Nava

Student Senate President Cortez-Nava reported that four members of the Student Senate board recently attended the general assembly where 88 resolutions were voted on. She reported that two Butte College Student Senate members have been selected to represent Region 1 on the Student Senate for the California Community Colleges. Student Senate President Cortez-Nava reported that Student Senator Jared Smith was honored with the Student Diversity Award at U in Butte. She concluded by reported that the annual Spring Carnival is scheduled for May 14.

Vice President's Report – Jessica Snelling

Vice President Snelling reported that her area has kicked off the preliminary audit as well as next year's budget. She noted that the budget build in Axiom is almost complete, and she'll start meeting with budget managers later this month.

Vice President Snelling reported on activity from facilities planning and maintenance. The science building is on time and on budget. Move-in will start in June and the ribbon cutting is scheduled for August 15. The plans for the new cosmetology building have been submitted. Approval is expected in June and construction starts in July. The modular buildings for the LVN expansion at Glenn County Center have been moved. Bidding for the agriculture and natural resources building remodel is ongoing with construction scheduled to start in August.

Vice President Snelling also reported on various activity from other Administrative Services departments. She commended payroll for no findings on the STRS audit. Work on automating Self-Service has started, including work on position control. Dining services expanded their services into The Outpost near athletics. Finally, she reported that IT continues to work on mitigating exposure to risk and implementing an asset management system.

Superintendent/President's Report – Virginia Guleff

Superintendent/President Guleff reported that Butte College hosted the California Music Educators' Association Northern Section Instrument Festival last month, hosting students from 30 area K-12 schools. She also reported on events she has attended recently. She noted that she had the pleasure of presenting Chico Noon Rotary's Educator of the Year award to Carrie Roberson, child development and family relations faculty member. She also attended the CEO Symposium in Monterey where she participated on a budget panel focused on rural colleges and fire recovery.

Superintendent/President Guleff announced that Butte College Public Information Officer Christian Gutierrez and Marketing Director Jackey Samuelson won three Collegiate Advertising Awards for the communities of interest brochures, the strategic plan, and the 2023-2024 annual report.

Superintendent/President Guleff concluded by reporting that she'll throw out the first pitch at the home baseball game on April 18.

Board Comments

Trustee Boeger reported that he has concerns about higher education's finances with grants being at risk. Board Vice President Blacklock reported that he recently read a "Salute to Agriculture" in a local newspaper highlighting the importance of the agriculture industry in our area. He added that he attended the Butte College student production of Trail to Oregon and was impressed by the excellent, enthusiastic performance. Board Clerk Nock indicated that he's concerned about risk in general, adding that the board has a responsibility to manage risk at the college. Trustee Massa reported that he saw the newly moved portables at Glenn County Center and several community members have asked questions about them and expressed interest in the expansion. Board President McGinnis expressed concern about Arizona State's aggressiveness in offering online bachelor's degrees in partnership with community colleges. He reported that he was recently at Ventura Community College for an accreditation follow-up on a finding related to their board. He stressed the importance of community college boards.

6. Communications from the Public

There were no public comments.

7. Approval of Out-of-State Student Travel – Gainesville, FL, item 4.7

It was moved by Trustee Dahlmeier, seconded by Board Clerk Nock, to approve out-of-state student travel to Gainesville, FL, item 4.7.

Trustee Boeger indicated that he intends to vote no on this item because California has the most advanced agriculture, so there's no need to invest funds to send students to Florida for agriculture education.

Motion carried by the following roll call vote:

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

Nos: Trustee Boeger

Abstentions: None

Absent: Trustees Eller (advisory vote)

8. **Contracts**

Approval of Contracts, Item 7.1

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

Motion carried unanimously.

Approval of 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, Item 7.2

It was moved by Board Vice President Blacklock, seconded by Trustee Massa, to approve the 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 in accordance with Board Policy 6340.

Motion carried unanimously.

Approval of Contract to Purchase Career Coach License from Economic Modeling, LLC as a Sole Source Procurement, Item 7.3

It was moved by Board Clerk Nock, seconded by Trustee Krepelka, to approve the contract to purchase Career Coach License from Economic Modeling, LLC, as a sole source procurement, in accordance with Board Policy 6340.

Motion carried unanimously.

Approval of Contract to Purchase eTranscript California Software Development and Maintenance Services from XAP Corporation as a Sole Source Procurement, Item 7.4

It was moved by Trustee Krepelka, seconded by Board Vice President Blacklock, to approve the contract to purchase eTranscript California software development and maintenance services from XAP Corporation as a sole source procurement in accordance with Board Policy 6340.

Motion carried unanimously.

9. **Finance**

Donation of District Personal Property: Miscellaneous Electronic Equipment, Item 8.1

It was moved by Trustee Krepelka, seconded by Trustee Dahlmeier, to approve the donation of District personal property consisting of miscellaneous electronic equipment, in accordance with Board Policy 6550.

Motion carried unanimously.

10. Human Resources

Approval of Employment Contract for Assistant Superintendent/Vice President for Instruction, Item 9.1

Board President McGinnis provided an oral summary of the contract terms and compensation. It was moved by Board Vice President Blacklock, seconded by Board Clerk Nock, to approve the employment contract for the assistant superintendent/vice president for instruction.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Trustees Eller (advisory vote)

11. Labor Relations

Initial Proposals from the California School Employees Association Chapter no. 511 to the Butte-Glenn Community College District and the District to CSEA for the Collective Bargaining Agreement 2025-28, Item 10.1

Board President McGinnis indicated that item 10.1, initial proposals from the California School Employees Association Chapter no. 511 to Butte-Glenn Community College District and the District to CSEA for the collective bargaining agreement 2025-28, is for information only. There was no discussion.

12. Administration

Review of Administrative Procedure 2745: Board Self-Evaluation, Item 11.1

Board President McGinnis indicated that item 11.1, review of Administrative Procedure 2745: Board Self-Evaluation, is for information only before coming before the Board for approval at its May meeting. There was no discussion.

Approval of Student Trustee Privileges, Item 11.2

It was moved by Trustee Krepelka, seconded by Trustee Dahlmeier, to approve the student trustee privileges as presented.

Motion carried unanimously.

13. Closed Session

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

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

14. Adjournment

Board President McGinnis adjourned the meeting at 3:30 p.m.

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

May 21, 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 28, 2025 to April 30, 2025.

Type of Warrant	Quantity of Checks	Total
Vendor	1,140	\$15,417,617
Payroll	120	\$8,396,954
Financial Aid	985	\$1,051,348

Warrant registers are available for review in the Business Office.

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

May 21, 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 April 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

April 2025

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
4/8/25	12/31/24	California State University, Chico - Tehama Group Communications	Digital DEI Newsletter, U in Butte Amendment to Term	\$0.00	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
3/31/25	3/31/25	Center for Farmworker Families	"Understanding the Migrant Farmworker Experience" Presentation for U in Butte: Uncover, Uplift, Unite Event	(\$1,000.00)	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
5/14/25	5/14/25	Moshe Mike Israel Hasson	Henna Tattoo Artist Services for Spring Carnival	(\$720.00)	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
4/22/25	4/22/25	SDR Consultants, LLC	"Staying the Course During Chaos" Training Workshop for District Counselors	(\$1,000.00)	Unrestricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
5/1/25	5/1/25	SDR Consultants, LLC	"Building Strong Beginnings: Effective Strategies for Employee Onboarding through a DEIA lens" Training Workshop for MSC	(\$1,000.00)	Unrestricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
4/11/25	4/11/25	Soulfull Catering (Daniel Rodrigues)	Catering Services for Black Voices Event	(\$742.90)	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
4/1/25	4/1/25	Timothy Robert Jon Zaal	"Unlikely Allies - From the Depths of Hate" Presentation for U in Butte: Uncover, Uplift, Unite Event	(\$500.00)	Restricted General	Inclusion Diversity Equity & Anti-Racism	Guleff
4/9/25	5/14/25	Brian Bedford	Leadership Communications Workshops	(\$12,000.00)	Unrestricted General	President's Office	Guleff
3/28/25	3/28/25	Elite Carpet Cleaning	Upholstery Cleaning Services	(\$185.00)	Unrestricted General	President's Office	Guleff
4/23/25	4/22/28	Foothill-De Anza Community College District	Digital Center for Innovation, Transformation, and Equity Founding Partner	(\$50,000.00)	Unrestricted General	President's Office	Guleff
3/10/25	6/30/25	PPL, Inc.	Consulting Services for Human Resources	(\$45,000.00)	Unrestricted General	President's Office	Guleff
5/30/25	5/30/25	David Brent Holland	Photography Services for Commencement	(\$5,000.00)	Unrestricted General	Public Relations	Guleff
3/1/25	12/31/25	Firestorm Wildland Fire Suppression, Inc.	Utility Line Clearance Pre-Inspector and Arborist Program	(\$37,500.00)	Restricted General	Contract Education	Shearer
3/14/25	6/30/25	Jamie Grettum	Training Delivery Services Amendment to Fees and Scope of Services	(\$1,500.00)	Restricted General	Contract Education	Shearer
4/11/25	6/16/25	Los Angeles Trade Technical College	California Community Colleges - California Conservation Corps Partnership Project	(\$17,000.00)	Restricted General	Contract Education	Shearer
3/6/25	6/6/25	Rancho Tree Service, LLC	California Resilient Careers in Forestry Project Amendment to Fees (Reduction to original Fees), Statement of Work, and Budget	\$223,550.00	Restricted General	Contract Education	Shearer
3/24/25	6/30/26	True North Housing Alliance	Employee Training	\$15,512.00	Restricted General	Contract Education	Shearer
3/17/25	5/29/26	Your OSHA Trainer, Inc.	California Resilient Careers in Forestry Project	(\$72,500.00)	Restricted General	Contract Education	Shearer
5/9/25	5/9/25	redBrick Agency LLC	Keynote Speaker for Spring Humanizing Celebration	(\$11,500.00)	Restricted General	Distance Education	Shearer
3/31/25	4/6/25	Darian Hagstrom	"The Trail to Oregon" Production Sound	(\$2,000.00)	Foundation Agency Account	Drama	Shearer
3/31/25	4/1/25	Mike Johnson	Stage Lighting for "The Trail to Oregon" Rehearsal and Production	(\$2,000.00)	Unrestricted General	Drama	Shearer
5/3/25	5/3/25	Durham Recreation & Park District	Special Needs Carnival Venue	\$0.00	N/A	Education, Child, and Family Studies	Shearer
7/1/25	6/30/27	Westside Ambulance Association	Clinical Experience	\$0.00	N/A	Emergency Medical Services	Shearer
4/30/25	5/1/25	Darian Hagstrom	Fashion Show Production Sound	(\$500.00)	Foundation Agency Account	Fashion	Shearer
4/29/25	5/1/25	Mike Johnson	Stage Lighting for Fashion Show	(\$750.00)	Unrestricted General	Fashion	Shearer
4/1/25	3/31/28	Foundation for California Community Colleges	Development and Implementation of Program Pathways Mapper	\$60,000.00	Restricted General	Guided Pathways	Shearer

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

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

April 2025

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
4/27/25	6/15/25	25th Hour Communications	Industrial Technology and Agriculture Digital Advertising	(\$6,500.00)	Unrestricted General	Industrial Technologies & Agriculture	Shearer
4/21/25	6/30/25	Wim McSpadden	Consulting Services for MIS Reporting and Degree Planner Software Amendment to Fees	(\$35,000.00)	Restricted General	Institutional Research	Shearer
Upon Payment	One Year	Educational Broadband Service Agency, LLC dba Mobile Beacon	Mobile Hotspots Wireless Service Subscription	(\$6,826.00)	Restricted General	Library	Shearer
4/1/25	Upon Payment	Design Science Inc.	MathType SaaS and MathType for Office Tools	(\$4,043.20)	Unrestricted General	Mathematics	Shearer
3/17/25	3/16/26	Maths For More, S.L.	MathType Software License	\$0.00	Unrestricted General	Mathematics	Shearer
5/1/25	5/1/25	Chico Area Recreation & Park District	MESA Awards Banquet Venue	(\$1,300.00)	Restricted General	MESA	Shearer
2/20/25	5/22/25	Darian Hagstrom	Spring Music Concert Series Production Sound	(\$3,600.00)	Unrestricted General	Music	Shearer
2/20/25	5/22/25	Mike Johnson	Stage Lighting for Spring Concert Series	(\$1,750.00)	Unrestricted General	Music	Shearer
4/15/25	4/30/26	Alexia's Event Logistics	Career Compass Summit Conferences Planning & Execution Services	(\$9,500.00)	Restricted General	North Far North Regional Consortium	Shearer
4/1/25	12/31/27	Capital College & Career Academy	K-12 Strong Workforce Program Grant	(\$245,445.00)	Restricted General	North Far North Regional Consortium	Shearer
4/1/25	12/31/27	Davis Joint Unified School District	K-12 Strong Workforce Program Grant	(\$716,135.00)	Restricted General	North Far North Regional Consortium	Shearer
4/7/25	12/31/27	Elk Grove Unified School District	K-12 Strong Workforce Program Grant	(\$741,142.00)	Restricted General	North Far North Regional Consortium	Shearer
4/10/25	12/31/27	Fall River Joint Unified School District	K-12 Strong Workforce Program Grant	(\$200,000.00)	Restricted General	North Far North Regional Consortium	Shearer
4/1/25	12/31/27	Humboldt County Office of Education	K-12 Strong Workforce Program Grant	(\$521,426.00)	Restricted General	North Far North Regional Consortium	Shearer
4/10/25	12/31/27	Junction Elementary	K-12 Strong Workforce Program Grant	(\$55,404.00)	Restricted General	North Far North Regional Consortium	Shearer
4/10/25	12/31/27	Lake County Office of Education	K-12 Strong Workforce Program Grant	(\$250,000.00)	Restricted General	North Far North Regional Consortium	Shearer
4/1/25	6/30/26	Lassen Community College	Strong Workforce Program Regional Allocation	(\$266,893.00)	Restricted General	North Far North Regional Consortium	Shearer
4/21/25	12/31/27	Lassen Union High School District	K-12 Strong Workforce Program Grant	(\$203,600.00)	Restricted General	North Far North Regional Consortium	Shearer
4/1/25	6/30/26	Mendocino-Lake Community College District	Strong Workforce Program Regional Allocation	(\$518,506.00)	Restricted General	North Far North Regional Consortium	Shearer
4/1/25	12/31/27	Nevada Joint Union High School District	K-12 Strong Workforce Program Grant	(\$940,916.00)	Restricted General	North Far North Regional Consortium	Shearer
4/10/25	12/31/27	Northern Humboldt Union High School District	K-12 Strong Workforce Program Grant	(\$204,055.00)	Restricted General	North Far North Regional Consortium	Shearer
4/10/25	12/31/27	Plumas Charter School	K-12 Strong Workforce Program Grant	(\$198,600.00)	Restricted General	North Far North Regional Consortium	Shearer
3/31/25	12/31/27	Redding Elementary	K-12 Strong Workforce Program Grant	(\$96,000.00)	Restricted General	North Far North Regional Consortium	Shearer
4/8/25	4/8/25	Residence Inn Sacramento Capitol Park	RC Deep Dive Meeting Venue	(\$876.98)	Restricted General	North Far North Regional Consortium	Shearer
4/21/25	12/31/27	Round Valley Unified	K-12 Strong Workforce Program Grant	(\$50,000.00)	Restricted General	North Far North Regional Consortium	Shearer

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

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

April 2025

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
4/1/25	12/31/27	Sacramento Academic and Vocational Academy (SAVA) Sacramento City Unified School District	K-12 Strong Workforce Program Grant	(\$463,120.00)	Restricted General	North Far North Regional Consortium	Shearer
4/10/25	12/31/27	Shasta-Trinity Regional Occupation Program	K-12 Strong Workforce Program Grant	(\$25,372.00)	Restricted General	North Far North Regional Consortium	Shearer
4/10/25	6/30/26	Sierra Joint Community College District	Strong Workforce Program Regional Allocation	(\$950,818.00)	Restricted General	North Far North Regional Consortium	Shearer
4/21/25	12/31/27	Siskiyou County Office of Education	K-12 Strong Workforce Program Grant	(\$211,634.00)	Restricted General	North Far North Regional Consortium	Shearer
4/10/25	12/31/27	Tehama County Department of Education	K-12 Strong Workforce Program Grant	(\$500,000.00)	Restricted General	North Far North Regional Consortium	Shearer
4/1/25	12/31/27	Tri-County Regional Occupational Program	K-12 Strong Workforce Program Grant	(\$135,295.00)	Restricted General	North Far North Regional Consortium	Shearer
4/21/25	6/30/26	Yuba Community College District	Strong Workforce Program Regional Allocation	(\$532,632.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/25	6/30/27	Boys & Girls Clubs of the North Valley District	Clinical Experience	\$0.00	N/A	Nursing	Shearer
7/1/25	6/30/28	Butte Home Health and Hospice	Clinical Experience	\$0.00	N/A	Nursing	Shearer
7/1/25	6/30/28	Chico Terrace Healthcare and Wellness Center	Clinical Experience	\$0.00	N/A	Nursing	Shearer
7/1/25	6/30/28	Chico Unified School District	Clinical Experience	\$0.00	N/A	Nursing	Shearer
7/1/25	6/30/27	Francis McDermott MD, Inc.	Clinical Experience	\$0.00	N/A	Nursing	Shearer
7/1/25	6/30/28	Oakwood Healthcare Center	Clinical Experience	\$0.00	N/A	Nursing	Shearer
7/1/25	6/30/28	Palermo Union Elementary District	Clinical Experience	\$0.00	N/A	Nursing	Shearer
1/1/25	6/30/28	Shalom Free Medical Clinic	Clinical Experience	\$0.00	N/A	Nursing	Shearer
3/11/25	6/30/25	Marie McSpadden	Consulting Services Amendment to Specific Services and Fees	(\$36,000.00)	Restricted General	Office of Instruction	Shearer
6/6/25	6/6/25	Alexia Velazquez	Singing National Anthem at Law Enforcement Academy Graduation	(\$150.00)	Unrestricted General	Public Safety Education & Training	Shearer
5/23/25	5/23/25	Alexia Velazquez	Singing National Anthem at Fire Academy Graduation	(\$150.00)	Unrestricted General	Public Safety Education & Training	Shearer
4/11/25	4/11/25	North State Audio Visual, Inc.	Audio Visual Presentation Services for Law Enforcement State Parks Academy Graduation	(\$400.00)	Unrestricted General	Public Safety Education & Training	Shearer
6/6/25	6/6/25	North State Audio Visual, Inc.	Audio Visual Presentation Services for Law Enforcement Basic Academy Graduation	(\$400.00)	Unrestricted General	Public Safety Education & Training	Shearer
5/23/25	5/23/25	North State Audio Visual, Inc.	Audio Visual Presentation Services for Fire Academy Graduation	(\$400.00)	Unrestricted General	Public Safety Education & Training	Shearer
5/23/25	5/23/25	Paradise Alliance Church	Facility Rental for the Fire Academy Graduation	(\$1,000.00)	Unrestricted General	Public Safety Education & Training	Shearer
6/6/25	6/6/25	Paradise Alliance Church	Facility Rental for Law Enforcement Basic Academy Graduation	(\$1,000.00)	Unrestricted General	Public Safety Education & Training	Shearer
4/11/25	4/11/25	Thomas Parker	Bagpiping for Law Enforcement State Parks Academy Graduation	(\$150.00)	Unrestricted General	Public Safety Education & Training	Shearer
6/6/25	6/6/25	Thomas Parker	Bagpiping for Law Enforcement Academy Graduation	(\$150.00)	Unrestricted General	Public Safety Education & Training	Shearer
5/23/25	5/23/25	Thomas Parker	Bagpiping for Fire Academy Graduation	(\$150.00)	Unrestricted General	Public Safety Education & Training	Shearer
1/1/25	12/31/25	Cal Poly Humboldt Sponsored Programs Foundation	SBDC 2025 Butte College SBDC	\$153,075.00	Restricted General	Small Business Development Center	Shearer

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

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

April 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
5/13/25	5/13/25	SOL Mexican Grill	Catering Services and Venue for Academic Achievement Celebration	(\$2,462.01)	Restricted General	Special Programs	Shearer
4/19/25	4/19/25	Dee Thao	Photography Services for the Black Family Day Event	(\$480.00)	Restricted General	BLAC Center	Simos-Valdez
4/19/25	4/19/25	Isaac Uhunmwangho	DJ Services for Black Family Day Event	(\$400.00)	Restricted General	BLAC Center	Simos-Valdez
4/4/25	4/3/30	Bluechip Study USA	International Recruitment Services	(\$700.00)/student/2 semesters	Unrestricted General	International Student Recruitment & Services	Simos-Valdez
4/11/25	4/10/30	NIC International College in Japan	International Recruiting Partnership	(\$700.00)/student/2 semesters	Unrestricted General	International Student Recruitment & Services	Simos-Valdez
3/13/25	5/31/25	Half a Bubble Out	Marketing Strategy Workshop	(\$3,500.00)	Unrestricted General	Marketing	Simos-Valdez
5/1/25	5/1/25	Clifford Mota	Dance Group for Big Time Event	(\$750.00)	Restricted General	Native American Center	Simos-Valdez
5/1/25	5/1/25	Danita Quinn	Dance Group for Big Time Event	(\$750.00)	Restricted General	Native American Center	Simos-Valdez
5/1/25	5/1/25	Fawn Rave	Dance Group for Big Time Event	(\$750.00)	Restricted General	Native American Center	Simos-Valdez
5/1/25	5/1/25	Flaman McCloud Jr	Dance Group for Big Time Event	(\$750.00)	Restricted General	Native American Center	Simos-Valdez
4/24/25	4/24/25	Four Winds of Indian Education	Dance Group for Spring Gathering Event	(\$500.00)	Restricted General	Native American Center	Simos-Valdez
5/1/25	5/1/25	Four Winds of Indian Education	Dance Group for Big Time Event	(\$750.00)	Restricted General	Native American Center	Simos-Valdez
5/1/25	5/1/25	Gavin Antonte	Dance Group for Big Time Event	(\$750.00)	Restricted General	Native American Center	Simos-Valdez
4/2/25	4/2/25	Julie Fred-Mota	Food Vendor for Taste of Culture Event	(\$1,000.00)	Restricted General	Native American Center	Simos-Valdez
5/1/25	5/1/25	Robert Geary	Dance Group for Big Time Event	(\$750.00)	Restricted General	Native American Center	Simos-Valdez
5/1/25	5/1/25	Sonny Elliott	Dance Group for Big Time Event	(\$750.00)	Restricted General	Native American Center	Simos-Valdez
4/2/25	4/2/25	Adrianna's Bakery	Catering Services for Taste of Culture Event	(\$609.00)	Restricted General	Queer Resource Center	Simos-Valdez
4/17/25	5/9/25	Hong Luu	Hand-Made Satin Twist Leis for Lavendar Graduation	(\$765.00)	Restricted General	Queer Resource Center	Simos-Valdez
5/6/25	5/7/25	Leonel Torres Sanchez	Hand-Made Clothing for Summer Market Fashion Show	(\$500.00)	Restricted General	Queer Resource Center	Simos-Valdez
4/29/25	4/29/25	Stonewall Alliance of Chico	Safe Zone Training	(\$168.83)	Restricted General	Queer Resource Center	Simos-Valdez
4/24/25	4/24/25	Adrianna's Bakery	Catering Services for Women of Color Celebration Event	(\$155.00)	Restricted General	Student Belonging & Empowerment	Simos-Valdez
5/7/25	5/7/25	Blush Photo Booth Company	Photo Booth for Festival de Nuestras Voces Event	(\$1,250.00)	Restricted General	Student Belonging & Empowerment	Simos-Valdez
4/2/25	4/2/25	Boba TeaLicious	Food Vendor for Taste of Culture Event	(\$1,250.00)	Restricted General	Student Belonging & Empowerment	Simos-Valdez
4/24/25	4/24/25	Chico Party Rentals	Equipment Rental for Women of Color Event	(\$529.60)	Restricted General	Student Belonging & Empowerment	Simos-Valdez

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

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

April 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
5/7/25	5/7/25	Chico Unified School District - Chico High ASB	Ballet Folklorico Troupe Performance for Festival de Nuestras Voces Event	(\$300.00)	Restricted General	Student Belonging & Empowerment	Simos-Valdez
5/7/25	5/7/25	Daisy's Churros	Food Vendor for Festival de Nuestras Voces Event	(\$500.00)	Restricted General	Student Belonging & Empowerment	Simos-Valdez
5/21/25	5/21/25	Dee Thao	Photography Services for Black Students Graduation Celebration	(\$240.00)	Restricted General	Student Belonging & Empowerment	Simos-Valdez
3/27/25	3/27/25	Dream Chase Media, LLC	Filmmaker Jordan Thierry In Person Q&A and Special Documentary Screening of "Grandma's Roses"	\$0.00	Restricted General	Student Belonging & Empowerment	Simos-Valdez
5/7/25	5/7/25	Hector Enriquez	DJ Services for Festival de Nuestras Voces Event	(\$600.00)	Restricted General	Student Belonging & Empowerment	Simos-Valdez
4/24/25	4/24/25	La Familia Restaurant	Catering Services for Women of Color Dinner	(\$1,028.38)	Restricted General	Student Belonging & Empowerment	Simos-Valdez
4/24/25	4/24/25	Marisa Segovia	Painting Activity for Women of Color Celebration Event	(\$270.00)	Restricted General	Student Belonging & Empowerment	Simos-Valdez
4/25/25	4/27/25	Oakland Marriott City Center	Lodging for Puente Program Students Trip	(\$3,304.18)	Restricted General	Student Belonging & Empowerment	Simos-Valdez
5/7/25	5/7/25	Roberto Llamas	Photography Services for Festival de Nuestras Voces Event	(\$260.00)	Restricted General	Student Belonging & Empowerment	Simos-Valdez
5/7/25	5/7/25	Ryan Sanders	Sound Services for Festival de Nuestras Voces	(\$1,000.00)	Restricted General	Student Belonging & Empowerment	Simos-Valdez
5/14/25	5/14/25	SOL Mexican Grill	Catering Services and Venue for Puente End of Year Celebration	(\$2,319.12)	Restricted General	Student Belonging & Empowerment	Simos-Valdez
4/2/25	4/2/25	Soulfull Catering	Food Vendor for Taste of Culture Event	(\$1,000.00)	Restricted General	Student Belonging & Empowerment	Simos-Valdez
5/14/25	5/14/25	Corning Sweets	Food Vendor for Spring Carnival Event	(\$1,100.00)	Fiduciary	Student Life	Simos-Valdez
5/14/25	5/14/25	Daisy's Churros	Food Vendor for Spring Carnival Event	(\$750.00)	Fiduciary	Student Life	Simos-Valdez
5/14/25	5/14/25	Enriquez Entertainment	DJ Services for Spring Carnival	(\$600.00)	Fiduciary	Student Life	Simos-Valdez
5/14/25	5/14/25	Inflatable Adventures	Activities Equipment for Spring Carnival	(\$4,484.64)	Fiduciary	Student Life	Simos-Valdez
4/24/25	4/24/25	Community Initiatives	Health Career Pathways Virtual Presentation	(\$1,000.00)	Restricted General	UndocuCenter	Simos-Valdez
5/16/25	5/16/25	Pura Vida 510, LLC	Keynote Speaker for Dream Graduation Celebration	(\$2,000.00)	Restricted General	UndocuCenter	Simos-Valdez
4/10/25	5/10/25	Albourn & Associates, LLC	Translating Print Materials for Recruitment and Outreach	(\$2,383.00)	Restricted General	Welcome Center	Simos-Valdez
4/1/25	5/30/25	Beacon Results	Self-Awareness, Growth Mindset, and Professional Skill Set Workshops for Student Community	(\$900.00)	Restricted General	Welcome Center	Simos-Valdez
3/18/25	4/15/25	Creative West Graphic Solutions	Recruitment Material Digital Design Services	(\$450.00)	Restricted General	Welcome Center	Simos-Valdez
5/15/25	5/18/25	Glenn County Fair	Outreach and Recruitment Tabling	(\$450.00)	Unrestricted General	Welcome Center	Simos-Valdez
7/1/25	6/30/26	3Play Media, Inc.	Transcription and Captioning Services	(\$15,000.00)	Restricted General	CCC Technology Center	Snelling
1/1/25	6/30/27	BlackBelt Help	Help Desk for Student Systems Support Amendment to Fees	(\$4,253,600.00)	Restricted General	CCC Technology Center	Snelling
7/1/25	6/30/26	Economic Modeling, LLC "Lightcast"	CareerCoach License and Services Amendment to Term and Fees	(\$296,800.00)	Restricted General	CCC Technology Center	Snelling
7/1/25	6/30/26	Equidox Software Company LLC	Equidox Document Conversion Software Application License and Support	(\$80,000.00)	Restricted General	CCC Technology Center	Snelling
upon DMS onboarding	8/31/26	Los Angeles Community College District	DDoS Mitigation Services (DMS) Managed Solution	\$91,120.00	Restricted General	CCC Technology Center	Snelling
7/1/25	6/30/26	Pope Tech, LLC	Web Accessibility Platform, Training & Accessibility Help Desk and PDF Scanning	(\$102,600.00)	Restricted General	CCC Technology Center	Snelling

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

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

April 2025

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source (Fund)	Originated by: District Department	Approved by: District Administrator
4/1/25	6/30/25	Praecipio Consulting, LLC	Consulting Services for Atlassian Footprint	(\$44,000.00)	Restricted General	CCC Technology Center	Snelling
4/1/25	11/2/25	Rainforest QA, Inc.	Rainforest Platform to provide Software Quality Assurance Services Amendment to Scope of Work and Fees	(\$250,000.00)	Restricted General	CCC Technology Center	Snelling
Upon DMS Onboarding	8/31/26	San Diego Community College District	DDoS Mitigation Services (DMS) Managed Solution	\$91,120.00	Restricted General	CCC Technology Center	Snelling
4/1/25	Upon Payment	SHI International Corporation	Trend Micro Vision One Email and Collaboration Security Core Subscription	(\$20.82)	Restricted General	CCC Technology Center	Snelling
4/8/25	4/7/26	Trend Micro Incorporated	Trend Micro Software License	\$0.00	Restricted General	CCC Technology Center	Snelling
4/1/25	3/31/26	The Escal Institute of Advanced Technologies, Inc. dba SANS Institute	SANS Security Awareness Training Licenses	(\$19,950.00)	Restricted General	CCC Technology Center	Snelling
3/14/25	3/13/26	Verifone Payments BV dba 2 Checkout	oxygen XML Editor Software	(\$137.00)	Restricted General	CCC Technology Center	Snelling
3/14/25	3/13/26	Syncro Soft SRL	oxygen XML Editor License	\$0.00	Restricted General	CCC Technology Center	Snelling
2/18/25	6/30/25	NorthStar	Surveying and Staking at Glenn County Center for Modular Placement	(\$13,500.00)	Capital	Facilities Planning & Management	Snelling
4/21/25	6/30/25	Rock Creek Construction, Inc.	Demolition and Replacement of Discus Throwing Concrete Pad	(\$4,500.00)	Capital	Facilities Planning & Management	Snelling
3/24/25	6/30/25	Trane US, Inc. dba Trane	Preliminary Design Investigation/Recommendations for Solar Phase I	(\$60,000.00)	Capital	Facilities Planning & Management	Snelling
			TOTAL REVENUE CONTRACTS	\$634,377.00			
			TOTAL EXPENSE CONTRACTS	(\$13,583,353.66)			

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

May 21, 2025

Subject:	Approval of New Courses
Category:	Office of Instruction
Submitted By:	Erik Shearer, Assistant Superintendent/Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Consent

Background

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

AJ 12 is a transfer-level course that will be added to the new AS Degree in Modern Policing for compliance with California Assembly Bill 89.

PSY 17 is a transfer-level course that will be added to the new AS Degree in Modern Policing for compliance with California Assembly Bill 89.

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.

ADMINISTRATION OF JUSTICE (AJ)

AJ 12 - Ethical Reasoning

Transfer Status: CSU/UC

Unit(s): 3.00

Contact Hours: 51.00 Lecture

Course Description:

This course provides an introduction to concepts and theories of ethical decision-making, moral conduct, obligation and permission, justice, and responsibility, either generally or within areas of public policy or professional practice. Students will explore how determinism and relativism influence ideas about moral responsibility, and will examine Kohlberg's model of moral development to understand how ethical behavior evolves. The course also introduces influential philosophical traditions, including consequentialism, quantitative hedonism, and Kantian ethics, that guide evaluations of right and wrong and shape principled decision-making. The role of ethics in society is addressed, with attention to how these theories apply to real-world issues, codes of conduct, and policy considerations. Ultimately, the course fosters critical thinking, professional integrity, and just outcomes in the criminal justice system and other public service contexts. Graded only.

PSYCHOLOGY (PSY)

PSY 17 - Social Psychology for Modern Policing

Transfer Status: CSU/UC

Unit(s): 3.00

Contact Hours: 51.00 Lecture

Course Description:

This course considers individual human behavior in relation to the social environment in modern policing. The power of the situation, other individuals, and the social group will be examined.

Emphasized topics include: aggression, prejudice and stereotypes, interpersonal attraction, attitudes and attitude change, conformity, group phenomena, gender roles, cultural norms, person perception, and social cognition.

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

May 21, 2025

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

Background

The Certificate of Achievement in Commercial Music is a targeted program designed to equip individuals with the essential skills and knowledge required for success in today's dynamic music industry. This certificate recognizes the need for a specialized curriculum focusing on performance, composition, music production, digital marketing, copyright, and business. By emphasizing performance, composition, and industry, this program ensures graduates are well-prepared for diverse roles within the commercial music sector.

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
Commercial Music

1. Statement of Program Goals and Objectives

The goal of the Certificate of Achievement in Commercial Music is to provide experience and exposure to key components of commercial music, allowing students to combine their passions for performance, composition, and production. This certificate is intended for students who would like to perform as a working musician and provides them the necessary skills. Students will gain basic knowledge in songwriting, ensemble performance, music business and industry, and an introduction to music technology and recording.

The Certificate of Achievement in Commercial Music is a targeted program designed to equip individuals with the essential skills and knowledge required for success in today's dynamic music industry. This certificate recognizes the need for a specialized curriculum focusing on performance, composition, music production, digital marketing, copyright, and business. By emphasizing performance, composition, and industry, this program ensures graduates are well-prepared for diverse roles within the commercial music sector.

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

- Demonstrate knowledge and familiarity with commercial music composition by composing and arranging original songs and other forms of music.
- Demonstrate multi-track digital audio workstation (DAW) skills specific to recording and mixing.
- Demonstrate a conceptual and practical understanding of the basics of audio engineering.
- Demonstrate knowledge and application of key concepts in music business and industry.

2. Catalog Description

The Certificate of Achievement in Commercial Music is a practical curriculum designed to equip students with musical and collaborative skills, skills that are essential for success in the modern music industry. Students learn how to compose, arrange, record, and produce. Additionally, students learn how to navigate the music industry. This connected set of courses ensures students are not only artistically developed but also well-prepared with practical skills for the competitive commercial music landscape.

3. Program Requirements

Requirements	Dept. Name/ #	Title	Units	Sequence
Required Core	MUS 80	Theory & Musicianship I	4	Semester 1
	MUS 82	Theory & Musicianship II	4	Semester 2
	MUS 88	Applied Music	1	Semester 1 and 2
	MUS 61	Pop Ensemble	2	Semester 1 and 2
	MUS 51	Digital Music Production I	3	Semester 1
	MUS 90	Introduction to the Music Industry	2	Semester 2
Elective – Select one Course	MUS 4	Song Writing	2	Semester 1 or 2
	MUS 52	Introduction to Recording Techniques	3	Semester 1 or 2
	MUS 89	Jazz Composition & Arranging	3	Semester 1 or 2

Required Core Total: 16 units

Elective Units 2-3

TOTAL UNITS: 18-19 units

Proposed Sequence:

Year 1, Fall = 10

Year 1, Spring = 8-9

plus 2-3 units electives

TOTAL UNITS: 18-19

4. Master Planning

The Certificate of Achievement in Commercial Music is a targeted program designed to equip individuals with the essential skills and knowledge required for success in today's dynamic music industry. This certificate recognizes the need for a specialized curriculum focusing on performance, composition, music production, digital marketing, copyright, and business. By emphasizing performance, composition, and industry, this program ensures graduates are well-prepared for diverse roles within the commercial music sector.

5. Enrollment and Completer Projections

CB01: Course Department Number	CB02: Course Title	2022-2023		2023-2024	
		Annual # Sections	Annual Enrollment Total	Annual # Sections	Annual Enrollment Total
MUS 80	Theory & Musicianship I	2	27	2	37
MUS 82	Theory & Musicianship II	1	15	1	15
MUS 88	Applied Music	2	49	2	51
MUS 51	Digital Music Production I	2	32	1	19
MUS 61	Pop Ensemble	2	26	5	37
MUS 90	Introduction to the Music Industry	New Course		New Course	
MUS 4	Song Writing	1	15	1	20

MUS 52	Introduction to Recording Techniques	3	35	2	20
MUS 89	Jazz Composition & Arranging	New Course		New Course	

6. Place of Program in Curriculum/Similar Programs

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

No.

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

No.

c) What related programs are offered by the college?

Butte College currently has an AA-T in Music, an AS in Recording Arts, and a proposed AA in Music, COA in Music, and COA in Music Theory and Composition. However, some students would like to only study what they need to know in order to start working professionally in the music industry, and this Certificate would help them with that. Our other degrees are much more broad in scope, and this degree is focused and narrow.

This degree is intended for students who would like to gain the necessary skills to start a career in commercial music, specifically music performance in non-academic settings. As a highly focused certificate, it is intended to provide students a pathway to learn the skills necessary to performing music in commercial settings. This aligns with the College's mission of providing career pathways and work training through a student first degree.

7. Similar Programs at Other Colleges in Service Area

We are the only community college in our service area that offers a degree in Music.

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

May 21, 2025

Subject:	Adoption of 2026-2027 Academic Calendar
Category:	Instruction
Submitted By:	Erik Shearer, Assistant Superintendent/Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Consent

Background

The Board of Trustees must adopt academic calendars. The BCEA contract states in Section 3.14 that the "District agrees to negotiate on the calendar with Association in order to allow Association input prior to presentation to the Board for final decision."

Status

The District has received input from BCEA, which concurs with the proposed 2026-2027 Academic Calendar. In addition, the Academic Senate, the Leadership Team, and the Deans and Directors have each reviewed and approved the proposed calendar. The start of Fall 2026 and Spring 2027 terms, and spring break align with California State University, Chico.

Enclosed for the Board's information is a copy of the proposed 2026-2027 Academic Calendar.

Recommendation

It is recommended the Board of Trustees adopt the Academic Calendar for 2026-2027 as proposed.

ACADEMIC CALENDAR 2026-2027

June 2026

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

SUMMER SESSION (22 days)

FALL (83 days)

July 2026

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

WINTER SESSION (16 days) (Jan 4 - Jan 22)

SPRING (83 days)

Aug 2026

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FINALS WEEK

Sept 2026

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

LEGAL/LOCAL HOLIDAYS (11 days)

CAMPUS CLOSED FOR INSTRUCTION

Oct 2026

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

PROFESSIONAL DEVELOPMENT FLEX DAYS (9 days)

FACULTY INSTITUTE DAYS (2 days)

Nov 2026

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Dec 2026

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**BUTTE-GLENN COMMUNITY COLLEGE DISTRICT
BUTTE COLLEGE**

(Administrative and Classified Staff will work all days except legal and local holidays and specified days of vacation.)

Jan 2027

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Feb 2027

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Mar 2027

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Apr 2027

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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

May 21, 2025

Subject:	Approval of Fall 2025/Spring 2026 Academic Sabbatical Leave Requests
Category:	Instruction
Submitted By:	Erik Shearer, Assistant Superintendent/Vice President
Attachment:	No
Type:	Action
Agenda Section:	Consent

Background

In compliance with the Butte College Education Association (BCEA) contract, April Hennessy, and Jason Trento submitted requests for Sabbatical Leave for the 2025-2026 academic year. Summaries of their sabbatical applications are as follows:

April Hennessy – Fall 2025 / Spring 2026

April’s sabbatical will focus on the Supplemental Instruction (SI) program at Butte College and the pivotal role it has played in supporting student success, fostering academic excellence, and preparing SI Leaders for future endeavors. To further enhance the program’s impact and align it with internationally recognized best practices, the sabbatical project aims to achieve two things:

Project 1: Apply and receive accreditation through the International Center for Supplemental Instruction. The accreditation process requires a comprehensive analysis of SI program data, training procedures, observations and ongoing professional development for SI Leaders.

Project 2: Connect with SI Leaders from the last 15 years to document their educational and career paths, assess how their SI experience prepared them for future success, and showcase their contributions to the community and beyond.

Jason Trento – Spring 2026

The completion of Butte College’s new planetarium in Fall 2025 represents a unique opportunity to build curriculum, enhance science literacy, and increase student interest in subjects including astronomy, physics, chemistry, geology, biology, and even courses outside of the STEM area. In addition, as the only facility in our region north of Sacramento, Butte College will have the ability to engage with K-12 schools and the local community in meaningful ways. To ensure the successful launch and ongoing operation of this facility, it is critical to study and learn from the experiences of other planetariums, understand effective outreach and management practices, and develop systems that will effectively connect with K-12 schools and the broader community.

Jason's sabbatical will focus on researching and developing best practices for planetarium operations, outreach, and instructional use, ensuring the facility is effectively integrated into Butte College's academic and community programs.

Status

The Sabbatical and Professional Advancement (SPA) Committee along with the Chief Instructional Officer reviewed the requests and submitted their recommendation for consideration to the Superintendent/President.

Recommendation

It is recommended that the Sabbatical Leave Requests be approved for April Hennessy (Fall 2025 / Spring 2026), and Jason Trento (Spring 2026).

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

May 21, 2025

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

Background

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

Status

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

Recommendation

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

<u>Instructor</u>	<u>Discipline</u>	<u>Term Used</u>	<u>Load Used</u>
Shahroukh Mistry	Biology	Spring 2026	45.79

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

May 21, 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 Director, Fiscal Services – Robert Parker
Full-time, 40 hours per week, 12 months per year
Salary: MSC – 24
Effective: May 1, 2025
2. Employee working Out-of-Class, Supervisor, Accounts Payable (Business Services) – Arlinda Black
Effective: April 10, 2025 – June 30, 2025
3. Employee working Out-of-Class, Supervisor, Chico Center Operations (Chico Center) – Constance Dickens
Effective: April 16, 2025 – June 30, 2025
4. Employee working Out-of-Class, Supervisor, Human Resources Analyst (HR) – Leah Goodliffe
Effective: May 1, 2025 – June 30, 2025

Academic*

5. Employment of Full-Time, Tenure Track, Biology Instructor – Cody Frazer
Status: Probationary
Salary: Placement on the Academic Salary Schedule as determined by education and experience
Effective: August 1, 2025
6. Employment of Full-Time, Tenure Track, Respiratory Care Instructor – Randi Bland
Status: Probationary
Salary: Placement on the Academic Salary Schedule as determined by education and experience
Effective: August 1, 2025
7. Employment of Full-Time, Tenure Track, Physics Instructor – Yaghmorassene Hebib
Status: Probationary

Salary: Placement on the Academic Salary Schedule as determined by education and experience
Effective: August 1, 2025

8. Employment of Full-Time, Tenure Track, Multimedia Studies Instructor – Aja Mulford
Status: Probationary
Salary: Placement on the Academic Salary Schedule as determined by education and experience
Effective: August 1, 2025
9. Employment of Full-Time, Tenure Track, Head Baseball Coach – Sam “Anthony” Ferro
Status: Probationary
Salary: Placement on the Academic Salary Schedule as determined by education and experience
Effective: August 1, 2025
10. Reduction in Workload per CalSTRS Reduced Workload Program, English Instructor – Lisa Kekaha
From: 100%
To: 59.98%
Effective: August 1, 2025 – May 29, 2026
11. Employment of Temporary Academic Employees (Instructors and Student Development) Part-time faculty recommended for employment effective Spring Semester 2025 – Henry Brown, William Hack, Michael Healy, Jeremy Hollingshead, Tajinder Pooni, Joel Schmid

Classified Employees*

12. Amended: 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 5, 2025
13. Employment of Bus Operator (FPM) – Williams Jones
Full-time, 40 hours per week, 10 months per year
Salary: CSEA – 18
Effective: May 1, 2025
14. Employment of Custodian I (FPM) – Shawn Atherton
Full-time, 40 hours per week, 12 months per year
Salary: CSEA – 14
Effective: June 2, 2025
15. Increase from 60% to 100% Support Center Representative (Student Services) – Genevieve Dickens
Effective: May 1, 2025
16. Employee working Out-of-Class, Student Success Specialist (Counseling) – Christopher Carrero
Effective: June 1, 2025 – June 30, 2025
17. Employee working Out-of-Class, Administrative Secretary Office Coordinator (SHC) – Melanie Henriques
Effective: April 9, 2025 – June 30, 2025
18. Employee working Out-of-Class, Food Services Assistant, Senior (Dining Services) – Renelle Sepulveda
Effective: May 1, 2024 – June 30, 2024

19. Employee working Out-of-Class, Food Services Assistant, Senior (Dining Services) – Renelle Sepulveda
Effective: July 1, 2024 – June 30, 2025
20. Employee working Out-of-Class, Administrative Assistant to the Dean (SBS, SCS) – Dayna Collett
Effective: April 1, 2025 – June 30, 2025
21. Employee working Out-of-Class, Administrative Secretary III (SBS, SCS, CMST) – Krista Collett
Effective: May 2, 2025 – June 30, 2025
22. Placement on 39 Month Re-Employment List, Administrative Secretary III (DSPS) – Sarah Langley
Effective: May 3, 2025

Temporary Employees*

23. Substitutes

- Community Service Officer – Eduardo Luna
Salary: \$23.00** per hour 7/1/25 – 6/30/26
- Custodian I (FPM) – Billy Thao
Salary: \$21.25** per hour 7/1/25 – 6/30/26
- Custodian I (FPM) – Janet Mojica Zamudio
Salary: \$21.25** per hour 7/1/25 – 6/30/26
- Custodian I (FPM) – Kaden Anderson
Salary: \$21.25** per hour 7/1/25 – 6/30/26
- Bus Operator (FPM) – Brandy Crow
Salary: \$29.00 per hour 6/1/25 – 6/30/25
- Bus Operator (FPM) – Brandy Crow
Salary: \$29.00** per hour 7/1/25 – 7/31/25
- Bus Operator (FPM) – Christopher Schoof
Salary: \$29.75 per hour 6/1/25 – 6/30/25
- Bus Operator (FPM) – Christopher Schoof
Salary: \$29.75** per hour 7/1/25 – 7/31/25
- Transportation Mechanic (FPM) – Christopher Schoof
Salary: \$30.25 per hour 6/1/25 – 6/30/25

24. Short Term/Seasonal

- Systems Administrator (IT) – Wayne Howe
Salary: \$60.25 per hour 4/2/25 – 6/30/25
- Administrative Secretary Office Coordinator (Welcome Center) – Audra Jones
Salary: \$29.25 per hour 4/15/25 – 6/30/25
- Support Center Representative (Support Center) – Eliska Medley
Salary: \$23.50 per hour 5/1/25 – 6/30/25
- Student Services Assistant (Student Services) – Alexis Eggleston
Salary: \$23.50 per hour 4/21/25 – 6/30/25
- Student Success Specialist (Rising Scholars) – Brianna Chavez
Salary: \$28.00 per hour 5/1/25 – 6/30/25
- Student Success Specialist (Rising Scholars) – Brianna Chavez
Salary: \$28.00 per** hour 7/1/25 – 6/30/26
- Food Services Assistant II – Jerry Moua
Salary: \$20.50 per hour 6/2/25 – 6/30/25
- Food Services Assistant II – Kristy Wan
Salary: \$18.50 per hour 6/2/25 – 6/30/25
- Administrative Secretary III (Industrial Tech & Ag) – Reyn Carnes
Salary: \$27.25** per hour 7/1/25 – 6/30/26

Industrial Technology Program Equipment Mech II (Industrial Tech & Ag) – Isaac Fairbanks

Salary: \$28.00** per hour 7/1/25 – 6/30/26

Health Occupations Lab Tech (Health Occupations) – Rachael Golie

Salary: \$26.00** per hour 7/1/25 – 6/30/26

Administrative Secretary – Non Instructional (Student Belonging & Empowerment) – Raishawna Pollard

Salary: \$27.25 per hour 5/12/25 – 6/30/25

25. Professional Expert

Manipulative Skill/Evaluator – Bill Bobby

Salary: \$16.50/16.75 per hour 4/10/25 – 6/30/25

Manipulative Skill/Evaluator – Jack Murphy

Salary: \$16.50/16.75 per hour 4/17/25 – 6/30/25

Doctor – Lindsey Cafferata

Salary: \$140 per hour 4/14/25 – 6/30/25

26. Volunteer

Volunteer (Career Services) – Cathy Wimberly

Volunteer (Athletics) – Alan Busey

27. Retirements/Resignations

Amended, Retirement, Respiratory Care Instructor – Donna Davis

Effective – May 31, 2025

Amended, Retirement, Respiratory Care Instructor – Gina Maclean

Effective – May 31, 2025

Resignation, Assistant Director, Human Resources (HR) – Selena Lee

Effective – April 8, 2025

Resignation, Administrative Secretary – Non-Instructional (Student Life) – Jolie Cole-Barrett

Effective – May 17, 2025

Retirement, Custodian I (FPM) – Tou Mor Lor

Effective – May 31, 2025

Resignation, Administrative Secretary – Non-Instructional (IDEA) – Ashley LaCroix

Effective – June 27, 2025

Resignation, Grounds Technician I (FPM) – Greg Bujor

Effective – April 30, 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.

**Subject to change pending 2025-26 COLA

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

May 21, 2025

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

Background

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

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

Status

The relevant amount specified in Public Contract Code Section 20651 as adjusted annually is currently \$114,800 for contracts to purchase equipment, materials, supplies, services, and repair. The relevant amount specified in Public Contract Code Section 22032 is \$220,000 for public projects contracts.

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

Recommendation

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

Butte-Glenn Community College District

CONTRACTS APPROVAL REPORT

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source	Originated by: District Department	Approved by: District Administrator
Upon Signature	5/31/26	Mountain F. Enterprises	California Resilient Careers in Forestry Project Amendment to Fees	(360,471.00)	Restricted General	Contract Education	Shearer
1/1/25	6/30/27	California Heritage Youthbuild Academy II	K-12 Strong Workforce Program Grant <i>Revised since 02/12/25 Contracts Approval Report</i>	(500,000.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Corning Union High School District	K-12 Strong Workforce Program Grant <i>Revised since 02/12/25 Contracts Approval Report</i>	(1,245,852.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Folsom-Cordova Unified School District	K-12 Strong Workforce Program Grant	(308,997.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Fortuna Union High School District	K-12 Strong Workforce Program Grant <i>Revised since 02/12/25 Contracts Approval Report</i>	(581,613.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Gateway Unified School District	K-12 Strong Workforce Program Grant	(174,652.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Lake Tahoe Unified School District	K-12 Strong Workforce Program Grant	(737,628.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Los Molinos Unified School District	K-12 Strong Workforce Program Grant	(240,000.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Red Bluff Joint Union High School District	K-12 Strong Workforce Program Grant	(900,818.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Roseville Joint Union High School District	K-12 Strong Workforce Program Grant	(1,794,637.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Sacramento City Unified School District	K-12 Strong Workforce Program Grant <i>Revised since 02/12/25 Contracts Approval Report</i>	(926,364.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Twin Rivers Unified School District	K-12 Strong Workforce Program Grant	(317,581.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Western Placer Unified School District	K-12 Strong Workforce Program Grant	(241,500.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Williams Unified School District	K-12 Strong Workforce Program Grant	(193,400.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Woodland Joint Unified School District	K-12 Strong Workforce Program Grant	(192,940.00)	Restricted General	North Far North Regional Consortium	Shearer
1/1/25	6/30/27	Yuba Environmental Science Charter Academy	K-12 Strong Workforce Program Grant	(250,000.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/25	6/30/26	Feather River Community College District	Strong Workforce Program K14 Technical Assistance Provider	(230,000.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/25	6/30/26	Butte County Office of Education	Strong Workforce Program K12 Pathway Coordinator	(140,000.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/25	6/30/26	Humboldt County Office of Education	Strong Workforce Program K12 Pathway Coordinator	(140,000.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/25	6/30/26	Long Valley Charter School	Strong Workforce Program K12 Pathway Coordinator	(140,000.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/25	6/30/26	Placer Union High School District	Strong Workforce Program K12 Pathway Coordinator	(140,000.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/25	6/30/26	Plumas Charter School	Strong Workforce Program K12 Pathway Coordinator	(140,000.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/25	6/30/26	Sacramento County Office of Education	Strong Workforce Program K12 Pathway Coordinator	(280,000.00)	Restricted General	North Far North Regional Consortium	Shearer

Butte-Glenn Community College District

CONTRACTS APPROVAL REPORT

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source	Originated by: District Department	Approved by: District Administrator
7/1/25	6/30/26	Scott Valley Unified School District	Strong Workforce Program K12 Pathway Coordinator	(140,000.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/25	6/30/26	Shasta County Office of Education	Strong Workforce Program K12 Pathway Coordinator	(140,000.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/25	6/30/26	Yolo County Office of Education	Strong Workforce Program K12 Pathway Coordinator	(140,000.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/25	6/30/26	Mendocino County Office of Education	Strong Workforce Program K12 Pathway Coordinator	(140,000.00)	Restricted General	North Far North Regional Consortium	Shearer
7/1/25	Upon Termination	Lozano Smith Attorneys At Law	Legal Services	(300,000.00)	Unrestricted General	Administrative Services	Snelling
			TOTAL REVENUE CONTRACTS	\$0.00			
			TOTAL EXPENSE CONTRACTS	(\$11,036,453.00)			

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

May 21, 2025

Subject:	Approval of Contract Award for Bid Agriculture and Natural Resources Renovation Project No. 240110
Category:	Contracts
Submitted By:	Jessica Snelling, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

On March 12, 2025, and March 19, 2025, the District advertised a Request for Formal Bid Proposals for Agriculture and Natural Resources Renovation Project No. 240110. The project includes, but is not limited to, the complete renovation of the existing 20,635 square feet Physical Science building to create permanent instructional space for the Agriculture and Natural Resources programs to include three labs, four classrooms, and seven offices. This renovation will also include a permanent space for MESA that includes student collaboration space, outdoor study space, and counseling offices. The construction cost estimate for the work was approximately \$9,099,076.

The project is part of the District’s Facilities Master Plan and Measure J projects. Funding for this project will be allocated from the Measure J Bond Construction Fund.

Status

Seventeen contractors attended the mandatory job walk on March 25, 2025. Four contractors submitted bids by the bid due date on April 22, 2025.

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

Bid Opening Results			
Contractor	Base Bid Amount	Alternate Amount	Bid Proposal Amount
Bobo Construction	\$11,295,000.00	\$160,000.00	\$11,455,000.00
DH Slater and Son, Inc.	\$8,970,000.00	\$143,883.00	\$9,113,883.00
Otto Construction	\$11,453,000.00	\$255,800.00	\$11,678,800.00
United Building Contractors Inc.	\$9,259,000.00	\$118,000.00	\$9,377,000.00

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

Recommendation

It is recommended that the Board of Trustees approve the award of contract for the Request for Formal Bid Proposals Agriculture and Natural Resources Renovation Project No. 240110 to D.H. Slater & Son Inc., of Chico, California as the lowest responsive responsible bidder in the amount of \$8,970,000.00 which equals the Base Bid Amount.

Board approval is also contingent upon the contractor awarded the project providing acceptable insurance and bonding as required in the Bid and Contract Documents.

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

May 21, 2025

Subject:	Approval of Contract Amendment #1 to Experis US LLC to Purchase Information Technology Consulting Services utilizing California Multiple Award Schedule CMAS Number 3-22-10-1028 Supplement No. 1
Category:	Contracts
Submitted By:	Jessica Snelling, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

The District’s California Community Colleges Technology Center Department requires information technology consulting services to provide specialized technical and engineering expertise for a variety of projects. Funding will be allocated from the Student Enrollment, Data Management, Systemwide Infrastructure & Services and Common Course Numbering/COCI grants, and the Integrated Technology Program apportionment.

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

On May 15, 2024, the Board approved a contract to purchase information technology professional services from Experis US LLC and on June 24, 2024, the District entered into a contract with Experis US LLC in the amount not to exceed \$8,570,485 and for the term July 1, 2024 through June 30,2025.

Status

District staff recommends Contract Amendment #1 to the original contract with Experis US LLC to increase the contract amount by \$2,000,000 to continue purchasing the required information technology consulting services. The Contract Amendment #1 provides for a total fee sum not to exceed \$10,570,485. Additional consulting services will focus on providing specialized technology resources for projects including: expansion of Chancellor’s Office Curriculum Inventory (COCI) in support of Common Course Numbering efforts, data analysis specific to fraud mitigation, technical documentation for

CCCDData, quality assurance enhancements, and support for other products and services including the CCC Accessibility Center and Student Success Suite (which includes CCCApply).

District staff recommends the use of the awarded CMAS Number 3-22-10-1028 Supplement No. 1 as a source to purchase the required information consulting services from Experis US LLC. District staff has reviewed the terms and conditions and finds that this purchase made from utilizing the CMAS contract will save administrative time and expense, deliver cost savings, and will be in the best interest of the District.

Recommendation

It is recommended that the Board of Trustees approve the Contract Amendment #1 to the original contract with Experis US LLC to purchase the required information technology consulting services from Experis US LLC utilizing California Multiple Award Schedule CMAS Number 3-22-10-1028 Supplement No. 1, for the term July 1, 2024 through June 30, 2025, in the total fee amount not to exceed \$10,570,485.

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

It is further recommended that the Board authorize District staff to execute the necessary contract documents related to the purchase of information technology consulting services from Experis US 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**

May 21, 2025

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

Background

The District’s California Community Colleges Technology Center Department requires information technology services to provide Cloud Amazon Web Services (AWS) management services to provide Cloud Infrastructure as a Service (IaaS) and Cloud Platform as a Service (PaaS) in support of statewide grant operations. Funding will be allocated from the Student Enrollment, Data Management, and Systemwide Infrastructure & Services grants, and Integrated Technology Plan apportionment.

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 California 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 California Multiple Award Schedule CMAS Number 3-22-06-1030, as a source to purchase the required information technology services from InterVision Systems, LLC, as needed during the term July 1, 2025 through June 30, 2026, in the amount not to exceed \$2,500,000. District staff has reviewed the CMAS contract terms and conditions and finds that this purchase made from utilizing the CMAS contract will save administrative time and expense, deliver cost savings, and will be in the best interest of the District.

Recommendation

It is recommended that the Board of Trustees approve a contract to purchase the required information technology services from InterVision Systems, LLC utilizing California Multiple Award Schedule CMAS Number 3-22-06-1030 for the term of July 1, 2025 through June 30, 2026, in the amount not to exceed \$2,500,000.

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

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

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

May 21, 2025

Subject:	Approval of Contract to Purchase Information Technology Consulting Services from InterVision Systems, LLC utilizing California Multiple Award Schedule CMAS Number 3-18-70-2281J
Category:	Contracts
Submitted By:	Jessica Snelling, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

The District’s California Community Colleges Technology Center Department requires information technology consulting services to provide Managed Services for DevOps including architecture, design, build, migration, and management and support services to support the development and hosting of system-wide applications for the California community colleges. Funding will be allocated from the Student Enrollment, Data Management, and Systemwide Infrastructure & Services grants, and Integrated Technology Program apportionment.

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 California 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 California Multiple Award Schedule CMAS Number 3-18-70-2281J as a source to purchase the required information technology consulting services from InterVision Systems, LLC, as needed during the term July 1, 2025 through June 30, 2026, in the amount not to exceed \$3,300,000. District staff has reviewed the CMAS contract terms and conditions and finds that this purchase made from utilizing the CMAS contract will save administrative time and expense, deliver cost savings, and will be in the best interest of the District.

Recommendation

It is recommended that the Board of Trustees approve a contract to purchase the required information technology consulting services from InterVision Systems, LLC utilizing California Multiple Award Schedule CMAS Number 3-18-70-2281J for the term of July 1, 2025 through June 30, 2026, in the amount not to exceed \$3,300,000.

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

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

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

May 21, 2025

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

Background

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

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 California 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 the use of the awarded California Multiple Award Schedule CMAS Number 3-23-01-1035, as a source to purchase the required information technology consulting services from Pariveda Solutions, Inc. as needed during the term July 1, 2025 through June 30, 2026, in the amount not to exceed \$2,000,000. District staff has reviewed the terms and conditions and finds that this purchase made from utilizing the CMAS contract will save administrative time and expense, deliver cost savings, and will be in the best interest of the District.

Recommendation

It is recommended that the Board of Trustees approve a contract to purchase the required information technology consulting services from Pariveda Solutions, Inc. utilizing California Multiple Award Schedule CMAS Number 3-23-01-1035, for the term of July 1, 2025 through June 30, 2026, in the amount not to exceed \$2,000,000.

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

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

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

May 21, 2025

Subject:	Approval of the 2025-27 PFA/CWA Collective Bargaining Agreement
Category:	Labor Relations
Submitted By:	Virginia Guleff, Superintendent/ President
Attachment:	Yes
Type:	Action
Agenda Section:	Regular

Background

The Collective Bargaining Agreement between the District and the Butte College Part-Time Faculty Association/Communication Workers of America (PFA/CWA) expired on June 30, 2024.

Status

The District and PFA/CWA reached a tentative agreement for a new contract in February 2025. PFA members voted to ratify the agreement in May 2025. The new agreement will be for the term of May 1, 2025 – June 30, 2027.

Recommendation

It is recommended that the Board approve the PFA/CWA 2025-27 Collective Bargaining Agreement.

**SUMMARY OF ALL
TENTATIVE AGREEMENTS BETWEEN PFA AND DISTRICT
FOR COLLECTIVE BARGAINING AGREEMENT**

May 1, 2025 – June 30, 2027

MOU 12/21 & TA 4/24 Article 6.6.3. Evaluation Virtual Tour

Add the following language to section 6.6.3:

Associate faculty who are required to give an on-line course tour of their Canvas platform as part of their formal evaluation shall be compensated for time spent giving the on-line course tour at the meeting rate for up to 1.5 hours. This will be in addition to the pre-conference meeting, also remunerated at the meeting rate. References to "face-to-face" meetings may include via "Zoom" or other on-line video conferencing.

MOU 11/21 Article 6.8. Compensation for Evaluation Virtual Tours for Online Classes

Add the following language to section 6.8:

Associate faculty who are required to give an on-line course tour of their Canvas platform as part of their formal evaluation shall be compensated for time spent giving the on-line course tour at the meeting rate for up to 1.5 hours. This will be in addition to the pre-conference meeting, also remunerated at the meeting rate. References to "face-to-face" meetings may include via "Zoom" or other on-line video conferencing.

MOU 11/22 & 10/23 Article 6.10 Timing Sequence

Replace previous section 6.10 with the following:

6.10 Timing Sequence

The pre-observation conference and all post-observation conference meetings (at least once every six semesters of service) will be conducted face-to-face, by Zoom or other video teleconferencing platform. Once the initial pre-observation conference has been completed, associates may elect to conduct pre-observation conferences by phone, email, or by scheduling a face-to-face or video teleconferencing meeting. The District will pay the associate faculty member being evaluated for these conference meetings, and any off-cycle conference meetings. This payment will be at the current meetings rate contained in the Extra Duty Stipend Schedule for Associate Faculty. (See the HR website for current schedule.)

1. Evaluators must set up a pre-observation conference prior to the actual observation.
2. Except by mutual agreement to the contrary or as specified in a previous Instructor Improvement Plan, evaluators must provide at least two weeks prior notice before conducting the initial classroom teaching observation. If additional observations are necessary, they may be made during subsequent class meetings.
3. The formal post-observation conference, which includes the completed Evaluation Report of Associate Faculty Performance (H3) and the narrative evaluation, must be pursued in a timely manner and preferably held no later than two weeks after the classroom teaching observation. Whenever serious concerns are identified, this conference must take place within two weeks of the classroom observation.

4. If an improvement plan will be created, the post-observation conference will be used to discuss the improvement plan and another meeting will be scheduled to finalize the draft and sign if needed.
5. The evaluator and the faculty member must sign the final version of the Evaluation Report of Associate Faculty Performance (H3). The instructor's signature indicates only that they have read and understand the contents of the report.
6. The original copy of each formal evaluation report (and any related substantiating information) shall be forwarded to the area dean, who will hold it for ten working days before forwarding it, along with any comments from the instructor, to the Vice President for Instruction, requesting that it be placed in the associate instructor's personnel file. The associate faculty must request that any comments be added to the final evaluation prior to the end of the ten day waiting period.

MOU 11/22 & TA 10/23 Course Tour Guidance

Replaces previous version of Course Tour Guidance located on the HR website evaluation Forms. This document can be modified by mutual agreement between PFA and the District.

Course Tour Guidance

The faculty will conduct a tour of the selected course for the administrative evaluator or designee. This tour will be used as one piece of evidence along with SFF's and Self Evaluation.

These questions reflect the intent and contents of the Administrative Evaluation of Associate Instructors form and are designed to assist with understanding the online class being observed. The evaluation team does not need to ask these questions verbatim; they are only a guide to help identify the types of information that should be shared by the instructor during the tour.

The examples listed under each question are samples of the types of evidence the instructor can demonstrate as a means of meeting the expectation. They are not meant to be an exhaustive list nor are they meant to set a guide for what must be included.

1. Has the instructor developed course content that aligns with the Student Learning Outcomes (SLO) on the Course Outline of Record (COR)?
 - a. The goal of this is to demonstrate that the course as a whole meets the SLOs on the COR. The intent is not to evaluate each individual assessment's linkage to the SLOs.
 - b. Ways the instructor can demonstrate this:
 - The SLO document from the DE addendum
 - Assignment topics linked to SLOs
 - Assessment with SLOs listed in the titles or descriptions
 - SLOs linked to assignments in the syllabus
2. Is there instructor generated content?
 - a. The goal of this is to demonstrate that there is "instructor presence" and that the instructor of record is teaching the course content.
 - b. Ways the instructor can demonstrate this:
 - Lectures or demonstrations – via text, recorded video, or synchronous sessions
 - Instructor generated introductory content for each unit. For example, the instructor may use third-party content but creates introductions or context for the external readings
 - Assignments and discussions created by the instructor

- Announcements or emails sent to the entire class
- c. Consideration
 - Using third-party content (such as publisher test banks) is permissible but does not on its own meet the “instructor generated content” requirement
 - Using content created by other Butte instructors is permissible but does not qualify for “instructor generated content”
 - d. This requirement also measures instructor presence, which requires the contact to be instructor initiated rather than student initiated. Replying to student emails or providing feedback on student assignments are student initiated and are not enough to meet this requirement.
3. Is the class clearly organized?
 - a. The goal of this requirement is to demonstrate that there is a clear workflow for students. The instructor may want to walk the committee through the expected pathway a student would follow in the course.
 - b. Ways the instructor can demonstrate this:
 - Modules organized by week or units
 - Regular announcements that guide students through their work
 - Assignments organized in a clear and logical pattern
 4. Is the delivery of instruction moderated by the instructor (and not self-paced)?
 - a. The course must include regular due dates throughout the semester and/or a course schedule. This would most likely be shown in the syllabus or grading scheme.
 - b. The course must include student work that is assessed throughout the semester.
 - c. The learning content of the course must span the full duration of the scheduled semester.
 - d. Assignments can include discussions, peer review work, group work, projects, publisher content, homework systems, labs, activities, performances, etc. These assignments can be shown via the syllabus, assignments page, etc.
 5. Does the instructor articulate a communication plan for regular and effective contact with students?
 - a. This communication plan can be found in the syllabus, orientation materials, announcements, etc.
 - b. The communication plan can include information such as:
 - How should students contact you?
 - How will you reach out to the class?
 - Information about office hours
 - Expected response plan (When feasible, faculty will respond to students within two work days)
 6. Is there regular and effective contact among students?
 - a. Student Interactions must be a required part of the course and occur at multiple points throughout the course.
 - b. Examples of how to meet this criterion:
 - Graded student discussions, peer review or group work
 - Synchronous class meetings
 7. Are there clear grading standards and expectations?
 - a. The overall grading plan should be found in the syllabus and/or orientation materials.
 - b. Information about individual assessments may be found on the assessments themselves (assignments, quizzes, discussions, etc.)

MOU 8/22 – Appendix D: Assistant Cross Country Coach

Cross Country Assistant Coach added to the Associate Faculty Coaching Salary Schedule. The salary for the Cross County Assistant Coach is set at the same level as Volleyball Assistant Coach.

Change Title of PFA President to PFA Chair throughout the entire agreement.

3.12.1 Change "\$300.00 per month" to "for up to 12 hours per month at the ancillary rate. Add at the end of the section "These hours include time in bargaining meetings and in preparation for bargaining.

3.12.3 Change from:
The District will provide up to \$2,500 per semester to the Association’s President for union work provided on behalf of the District and the Association. Any additional pay for union work will be paid for by the Association. This stipend will be subject to COLA increases.

Change to read as follows:

The District will provide compensation to the Association’s Chair for union work provided on behalf of the District and the Association for up to 58 hours per semester at the ancillary rate. Any additional pay for union work will be paid for by the Association.

3.12.4 Remove "by the Association’s Chair and the Vice President for Administration".

6.8. Change to read as follows:
Change "in addition to the pre-conference meeting" to read "in addition to the pre-observation conference meeting".

8.2 Replace 8.2 to read as follows:
Maximum Workload

The workload for full-time faculty is 40 hours per week, of which 75%, or 30 hours, is for assigned teaching or counseling, preparation, grading, assessment, with some variations for student development faculty as outlined in the BCEA CBA. Under California Education Code, associate faculty are limited to 67% of a full-time faculty workload, including teaching and outside-of-class hours required for preparation, grading, assessment, student communication, textbook selection, lesson planning, LMS preparation, and all other duties specified in the faculty job description. For part-time parity calculations, 67% of a full-time workload for teaching and teaching-related activities, including preparation, grading, assessment, student communication, and all other responsibilities as described in the associate faculty job description is 20 hours per week. In no case may an associate faculty member work more than 30 hours per week, inclusive of all work either directed or permitted by the District without prior approval of the supervising administrator.

Category	Load Contact Hour	BCEA Load Hour Factor	Actual Contact Hours	Expected Prep and Grading
Lecture	1	1	1	1
Activity	1	1	1	1
Lecture/Lab	1	0.83	1.2	0.8
Lab	1	0.79	1.27	0.73
AD Nursing	1	0.83	1.2	0.8

LV Nursing	1	0.83	1.2	0.8
Certified Nursing A.	1	0.83	1.2	0.8
Resp Care	1	0.83	1.2	0.8
EMS/Paramedic	1	0.83	1.2	0.8
EMS 111, 203	1	0.625	1.6	0.4
Fire Science 24+	1	0.625	1.6	0.4
Law Enforcement	1	0.625	1.6	0.4

- 9.2.5 Definitions add as follows:
 Informal Meeting: An informal meeting is a meeting requested by the unit member with their Chair (or Director, if there is no Chair) pertaining to an alleged violation of the agreement. The unit member must inform the Chair (or Director, if there is no Chair) prior to the meeting that the meeting is an informal meeting in accordance with this article.
- 9.4.5 Change to read as follows:
 All management responses to grievances will be sent by District email. The grievant timelines will start on the day the email was sent. Emails sent after the administrative office has closed will be considered sent the following day that the office is open. Management timelines will commence on the day the grievance is received. In the event that District email is not available to the unit member, the unit member’s personal email will be used.
- 9.3 renumber and becomes 9.4
- 9.4 renumber and becomes 9.5
- 9.5 renumber and becomes 9.3
- 9.5.1 Change to reads as follows:
 Within fifteen (15) days of the time a unit member knew or could reasonably be expected to have known of the occurrence of an alleged violation of the agreement, the unit member will schedule a meeting with their Chair (or Director if there is no Chair) to discuss an alleged violation of the agreement. The unit member must declare prior to the meeting that the purpose of the meeting is to satisfy the informal step of the grievance process. Meetings between the unit member and their Chair (or Director, if there is no Chair) that are not so designated by the unit member will not be considered an informal meeting as defined in this section.
- 11.1 Remove "(This additional step does not include non-credit, lab, non-instructional, P.E. activity, or special load.)"
- 11.1.1, 11.1.2, 11.1.3 – Remove and this information to be moved to new sections
- 11.1.4 Renumber to 11.1.1 and change this section to read as follows:
 “In the even a unit member’s assignment is cancelled during the week prior to the beginning of the assignment, the District will compensate the unit member \$125 **for each course cancelled**. If the

course(s) was considered a new prep or a course not taught by the unit member in the past **twelve (12) months**, then the compensation will be \$175.”

11.1.5 Remove and this information to be moved to new section

11.2 Make the following the new 11.2:
Per Unit Compensation

Associate instructional faculty assigned as the instructor of record will be compensated per unit of credit for credit courses or the credit hour equivalent for noncredit courses. This rate includes payment for assigned teaching hours and all teaching-related activities, including preparation, grading, assessment, student communication, textbook selection, lesson planning, LMS preparation, and all other duties in the associate faculty job description. Teaching-related activities represent a maximum of 1 hour of outside work for every student contact hour, prorated for activity, lab, and noncredit courses. Each unit of lecture includes 17 student contact hours and 17 outside hours. Each unit of activity includes 34 student contact hours and 17 outside hours. Each unit of lab includes 51 student contact hours and no outside hours. Per unit payment will be no less than .5 unit increments. Outside hours in excess of this maximum is not permitted. Associate faculty compensated at the per unit rate must sign and turn in monthly certifications of hours worked. Office hours, service on committees, hiring committees, professional development, and other elective tasks are subject to prior administrator approval and are compensated separately at an hourly rate as specified in this CBA.

11.2.1 – 11.2.6 – Remove and this information to be moved to new sections

11.3 Make the following the new 11.3:
Hourly Compensation

Associate instructional faculty teaching in public safety academies or otherwise not assigned as the instructor of record for a section, librarians, counselors, and other non-instructional student development faculty are only expected to work the assigned hours and will be compensated at an hourly rate as described in Appendix D. Outside work within the District is not permitted without prior administrator approval. Associate faculty compensated at an hourly rate must sign and turn in monthly time sheets and in no case may work more than the assigned hours. Office hours, service on committees, hiring committees, professional development, and other elective tasks are compensated separately as specified in this CBA.

11.3.1 – 11.3.4 – Remove and this information to be moved to new sections

11.4 Make the following the new 11.4:
Cost of Living Adjustments

For the term of this agreement, salary schedules will be increased using funding available to increase part-time faculty salary schedules by the same cost-of-living (COLA) percentage granted to full-time instructional faculty. The COLA funding will be split as mutually agreed to by PFA and the District to help bring individual salary schedules to the 20-district average in the first year of this contract. For each of the following years, the same COLA awarded to full-time instructional faculty will then be added each year to the salary schedule for the duration of the contract. The Supervisor/Coordinator Salary Schedule, the Extra Duty Stipend Schedule and the mandatory meeting rate will be increased by the same percentage granted to full-time instructional faculty for the term of this agreement.

- 11.4.1 Add the following as 11.4.1:
The 20 District Average is calculated, where possible, by adding the highest hourly rate and the lowest hourly rate and determining the average paid for the associate faculty for the same 20 districts selected from the Recalculation Apportionment Reports (Exhibit C) for the preceding year as used by BCEA. The ten districts whose funded apportionment FTES is above Butte College, and the ten districts below will be selected. The benchmark salary equals the highest non-doctorate without special increments paid by the comparable districts. The highest two and lowest two districts are excluded; the average of the remaining districts are then compared to Butte College.
- 11.4.2 Add the following as 11.4.2:
In the event that a salary schedule "correction" would decrease the hourly rates from the previous year, that decrease would not be implemented but would offset future increases.
- 11.4.3 Add the following as 11.4.3:
Associate faculty will be compensated for coaching per the attached schedule. This schedule will be adjusted by the method described in 11.4.
- 11.4.4 Add the following as 11.4.4:
In addition to other compensation described in this agreement associate faculty coaches required to transport student athletes to athletic competition or other team-related events will be paid the current minimum wage for all time spent actively engaged in the transportation of students. Associate faculty coaches will be required to turn in a monthly record of hours worked in this manner.
- 11.4.5 Add the following as 11.4.5:
The extra duty stipend will be adjusted by the method described in Section 11.4 (Appendix D).
- 11.4.6 Add the following as 11.4.6:
All salary schedule adjustments made to Appendix D will be effective for any work agreements made after July 1.
- 11.5 Add the following as 11.5:
Educational Incentives

Unit members enrolled in courses at Butte College will have their fees waived as allowed by law.
- 11.6 Add as 11.6 - Flex Hours
- 11.6.1 Add the following as 11.6.1:
Approved flex hours earned by an associate faculty in any semester in excess of their allowable flex opportunity may be applied to either semester within an academic year. Fall semester flex hours earned but not used may be carried over into the spring semester. If Spring semester flex hours are to be applied to Fall flex activities, the associate faculty will not receive the compensation until after it is earned. Associate faculty will be compensated only for flex hours completed in the academic year.
- 11.6.2 Add the following as 11.6.2:
Flex hours from Fall and Spring terms may be used for flex opportunities occurring through the end of the academic year (June 30). Requests for payment of flex hours earned during the Fall and Spring semesters must be submitted no later than the end of the current fiscal year, June 30.

11.7 Add the following as 11.7:
Pre and Post-term Compensation

Associate faculty serving as the instructor of record for a primary term and compensated at the per-unit rate will be compensated for up to two additional hours for actual time worked of pre-term course material preparation and communication with students and the district at the ancillary rate per unique course taught during each semester they receive a teaching assignment. These hours must be completed in the week prior to the date the course starts and will be reported via timecard. Associate faculty serving as the instructor of record for a primary term and compensated at the per-unit rate will be compensated for up five hours of learning outcomes assessment, grading, and grade reporting at the ancillary rate per section taught during each term they receive a teaching assignment. These hours must be completed no later than the post-semester grade submission deadline. Timecards must be submitted in the month these hours are worked.

11.8 Add the following as 11.8:
Orientation

New Associate faculty hires will be required to attend the PFA/District Part -Time Orientation (2.5 hours) either the first semester of their hire or by the second semester should their hiring occur after Institute Week of their first semester. As a mandatory flex activity, the orientation will be in addition to any other flex opportunities awarded through the hiring contract. This opportunity is applicable one time only and paid at the flex rate (hourly rate based on the Associate Faculty Salary Schedule).

11.8.1 Add the following as 11.8.1:

The District will conduct new employee orientations for newly hired unit members, and will provide ten (10) days advance notice to the Association of said orientation. In the event that ten (10) days advance notice cannot be given, as much notice as practicable will be provided to the Association. The Association will be allowed up to thirty (30) minutes to participate in the new employee orientation.

11.9 Add the following as 11.9:
Office Hours

Associate faculty are not required to have scheduled office hour. However, they may provide office hours to students for consultation and advising as it pertains to their individual teaching assignments with prior approval from their supervising administrator. In an effort to contribute to the success of students, the District will provide a limited number of paid office hours for associate faculty for both the fall and spring semesters.

11.9.1 Add the following as 11.9.1:

The District will establish an office hour pool of money each year in an amount equal to the Part-time Faculty Office Hour funding provided by the state, but no less than \$100,000.

11.9.2 Add the following as 11.9.2:

In order to be eligible for office hour pay, an associate faculty member must teach at least 10% lecture hour equivalent. Eligible office hours will be paid at a rate of \$25 per hour. Eligibility for funding will be determined using criteria in section 11.2.5. Office hour pay will be available to those associate faculty members who choose to apply for office hour funding. Hours paid may vary based on the number of faculty applying and the availability of funding provided by the state Part-time Faculty Office Hour reimbursement program.

- 11.9.3 Add the following as 11.9.3:
Associate faculty who desire compensation for office hours must complete the “Application/Payroll Document for Associate Faculty Office Hours” form and submit it to the appropriate Dean. The following criteria will be applied in selecting funding for office hours: (Appendix E)
- A demonstrated student need.
 - A significant chance that office hours will contribute to student success.
 - Availability of funding
- 11.9.4 Add the following as 11.9.4:
The Chief Instructional Officer will have final approval for all office hour applications. The number will be dictated by the pool of District support dollars as per this contract for office hours and the State reimbursement program.
- 11.9.5 Add the following as 11.9.5:
An “Application/Payroll Document for Associate Faculty Office Hours” must be resubmitted to receive payment for approved office hours. Those office hours will be paid the last pay period of each semester (Appendix E).
- 11.10 Add the following as 11.10:
Compensation for Other Duties
- Compensation for all additional duties will be on an hourly basis at either the mandatory meeting rate or the ancillary duty rate as listed in Appendix D. Unless specified below, the appropriate vice president will determine which rate will be used for each additional duty assignment.
- 11.10.1 Add the following as 11.10.1:
Mandatory Department or District Meetings - If the administration deems it necessary to have associate faculty attend other meetings, i.e. department meetings or faculty-wide meetings, they will be paid at the mandatory meeting rate as listed in Appendix D.
- 11.10.2 Add the following as 11.10.2:
Mandatory Compliance Trainings - If the administration deems it necessary for associate faculty to complete mandatory online compliance trainings, including, but not limited to Blood Borne Pathogen and Sexual Harassment Prevention training, they will be paid the mandatory meeting rate for each hour of training required by the District.
- 11.10.3 Add the following as 11.10.3:
Additional Mandatory Training - If the administration deems it necessary for associate faculty to complete mandatory compliance trainings that require work outside of training time, they will be paid, depending on funding, at least the ancillary rate for each hour of training required by the District.
- 11.10.4 Add as 11.10.4 - Committee Appointments
- 11.10.4.1 Add the following as 11.10.4.1:
Associate faculty who are appointed to serve on college committees, workgroups, and taskforces by the Academic Senate as per the Institutional Effectiveness Manual will receive the mandatory meeting rate

per hour for a maximum of 10 hours per semester. Exceptions for committee service hours over ten hours per semester must be approved by the appropriate vice president prior to service.

11.10.4.2 Add the following as 11.10.4.2:

Associate faculty who are appointed to serve on a hiring committee will be paid the ancillary rate per hour of service to a maximum of ten hours per hiring committee. All service of associate faculty on hiring committees requires the prior approval of the appropriate vice president.

11.10.5 Add the following as 11.10.5:

Academic Senate - Associate faculty who are appointed to serve on the Academic Senate or the Curriculum Committee, will be paid at the ancillary rate for a maximum of 20 hours per semester.

11.11 Add the following as 11.11:

Multiple Assignments Travel

Employees who, during a continuous assignment, are required to travel from one worksite directly to another worksite, such as counselors during Reg-2-Go, will be paid for travel time and will be eligible for mileage reimbursement. Employees will not be eligible for compensation for travel time or mileage reimbursement to or from their remote worksite or their home. If an employee accepts separate assignments at different locations on the same day, such as an associate who teaches at the Main Campus and Glenn County Center on the same day, travel time will not be compensated, however, the employee will be eligible for mileage reimbursement.

Article 17 Change title of Article from Membership Dues & Service Fess to Membership Dues

17.1 Change from:

It is the expressed intention of the parties that the provisions of this article respectfully balance the rights of individual employees and the right of the parties to enter into a "fair share service fee" agreement. However, membership in the Association shall be the personal choice of each employee in the bargaining unit. This Section provides for membership dues or fair share service fee collection. The termination/expiration of this Agreement shall not constitute a basis for the cessation of the implementation of this Section. There shall be no charge to the Association for such dues/fair share service fee deductions.

Change to read as follows:

Membership in the Association shall be the personal choice of each employee in the bargaining unit. This Section provides for membership dues collection. The termination/expiration of this Agreement shall not constitute a basis for the cessation of the implementation of this Section. There shall be no charge to the Association for such dues deductions.

17.1.1 Change from:

Dues/Service Fees

No later than thirty (30) days following the implementation of this Section the District shall begin deducting membership dues for members and fair share service fees for nonmembers from the wages of bargaining unit members and shall thereafter continue to do so on a monthly basis. Additionally the Association shall be provided a second payroll deduction for other authorized and legitimate Association sponsored programs and activities

Change to read as follows:

Dues

No later than thirty (30) days following the implementation of this Section the District shall begin deducting membership dues for members from their wages and shall thereafter continue to do so on a monthly basis. Additionally the Association shall be provided a second payroll deduction for other authorized and legitimate Association sponsored programs and activities.

17.1.2 Remove the following information from the section:

whether for membership dues or fair share fees
including social security number
pending creation of the report

17.1.3 Remove entire section regarding religious beliefs

17.1.4 Renumber to 17.1.3

17.1.5 Renumber to 17.1.4

18.1.1 Edit to read as follows:

The District shall establish and maintain seniority lists by discipline for all unit members, both instructional and student development. The District will send to the PFA/UPTE Association office updated seniority lists within forty-five (45) days of the completion of each semester, including summer.

18.1.10 Remove whole section about site supervisor seniority and renumber 18.1.11 to the new 18.1.10.

18.1.7 Change first sentence of this section to read: "An associate faculty member may retire and retain their seniority if they submit a letter to the District indicating they are retiring with the intent to continue to teach; this is predicated on the need for associate faculty in the department."

18.3.6 b. Remove whole section related to right of assignment for site supervisor

18.3.3 Delete this section from the agreement regarding giving priority over associate instructors to full-time faculty for overload and assignments.

18.3.8 Change from "If a unit member *signs an agreement for* an assignment and then rescinds..." to "If a unit member *provides written acceptance of* an assignment *via an email response* and then rescinds...".

18.3.13 Remove section 18.3.13 visiting professors.

24.0 Duration – The Collective Bargaining Agreement, as amended, will be effective May 1, 2025, to June 30, 2027 with reopeners as follows:

- Article VI – Student Feedback, Student Concerns and Administrative Evaluation of Associate Instructors
- Article VII - Administrative Evaluation of Associate Student Development Faculty
- Article XVIII - Section 18.1.9 – New Associate Faculty “probationary” until unit member receives evaluation
- Appendix D – Associate Faculty Coaching Stipends
- Appendix G – Job Descriptions

Appendix D

Change note on salary schedule from "prior Approval of the Vice president of Instruction" to "prior approval of the appropriate area Vice President".

Supervisor/Coordinator Salary Schedule – Remove Site Supervisor: Class I and Site Supervisor: Class II

Remove Tennis Head Coach

Remove Wrestling Head Coach will be removed

Replace current Appendix D except for Initial Salary Placement information as follows:

I. Per Unit Compensation

The following tables apply to teaching assignments meeting the criteria delineated in Article XI.
The following values include a 1.07% COLA.

A. Butte Community College Per-unit Lecture and CDCP Noncredit Salary Schedule

The following table is per-unit compensation for instructional teaching assignments for lecture and Career Development and College Placement noncredit courses for faculty assigned as the instructor of record for a course and responsible for preparation, grading, assessment, and all other duties specified on the associate faculty job description. The lecture and CDCP designations are based on classifications of course hours on the official Course Outline of Record (COR). Each lecture or CDCP unit represents 17 hours of classroom instruction and 17 hours of teaching-related activities, such as preparation, grading, and assessment.

Step	Class 1	Class 2	Class 3
Step 1	1294.55	1359.32	1427.32
Step 2	1359.32	1427.32	1498.72
Step 3	1427.32	1498.72	1573.69
Step 4	1498.72	1573.69	1652.23
Step 5	1573.69	1652.23	1734.34

B. Butte Community College Per-unit Activity Salary Schedule

The following table is per-unit compensation for instructional teaching assignments for courses with hours designated as "Activity" on the COR. This table applies to faculty assigned as the instructor of record for a course and responsible for preparation, grading, assessment, and all other duties specified on the associate faculty job description. Each activity unit represents 34 hours of classroom instruction and 17 hours of teaching-related activities, such as preparation, grading, and assessment.

Step	Class 1	Class 2	Class 3
Step 1	2261.68	2375.92	2493.90
Step 2	2375.92	2493.90	2619.36
Step 3	2493.90	2619.36	2749.92
Step 4	2619.36	2749.92	2887.62

C. Butte Community College Per-unit Lab Salary Schedule

The following table is per-unit compensation for instructional teaching assignments for courses with hours designated as "Lab" on the COR. This table applies to faculty assigned as the instructor of record for a course and responsible for preparation, grading, and assessment. Each lab unit represents 51 hours of classroom instruction and hours of teaching-related activities, such as preparation, grading, and assessment.

Step	Class 1	Class 2	Class 3
Step 1	3392.52	3563.88	3740.85
Step 2	3563.88	3740.85	3929.04
Step 3	3740.85	3929.04	4124.88
Step 4	3929.04	4124.88	4331.43

II. Hourly Compensation Tables

The following tables apply for all hourly teaching and student development assignments as delineated in Article XI. This includes, but is not limited to, associate instructional faculty teaching in public safety academies, nursing clinicals, or otherwise not assigned as the instructor of record for a section and also includes librarians, counselors, and other non-instructional student development faculty who are only expected to work the assigned hours.

Lecture Hourly Rate			
	Class I	Class II	Class III
Step 1	75.34	79.11	83.07
Step 2	79.11	83.07	87.23
Step 3	83.07	87.23	91.59
Step 4	87.23	91.59	96.16
Step 5	91.59	96.16	100.94

Noncredit, Activity, Lab Hourly Rate			
	Class I	Class II	Class III
Step 1	65.82	69.14	72.57
Step 2	69.14	72.57	76.22
Step 3	72.57	76.22	80.02
Step 4	76.22	80.02	84.03

Student Development Hourly			
	Class I	Class II	Class III

Step 1	60.69	63.74	66.91
Step 2	63.74	66.91	70.28
Step 3	66.91	70.28	73.77
Step 4	70.28	73.77	77.47

III. Other Compensation

Compensation for all other hourly assignments will be at either the required meeting rate or the ancillary rate, depending on the nature of the assignment. Article XI delineates which rate will apply to each assignment. Unless otherwise specified in this agreement, the District will determine which rate should apply to all other assignments.

A. Required Meeting Rate

- Required meetings and training will be paid at \$29.12 per/hour

B. Ancillary Rate

- Ancillary professional assignments will be paid at \$50.00 per/hour

C. Supervisor / Coordinator Schedule

	STEP A	STEP B	STEP C
	1-6	7-12	13+
	Semesters	Semesters	Semesters
Public Service Center (PSC)			
Supervisor: Class I	30.57	30.57	30.57
Public Service Center (PSC) Coordinator: Class II	47.78	55.20	55.20
Student Athlete Success Program (SASP) Supervisor	34.14	39.28	45.17

D. Extra Duty Stipends for Associate Faculty

1. Extra duty stipends will not be used when determining load.
2. Serving on additional committees must have the approval of the appropriate vice president.
3. All approved flex activities will be paid at the hourly rate based on the Associate Faculty Salary Schedule.
4. Associate Faculty who are assigned positions referenced in Appendix D with an accompanying stipend will be informed of the stipend at time of assignment.

Associate Faculty Coaching Stipends

1.07% COLA

Football Head Coach	19,112.08
Football Assistant Coaches	
Offensive Coordinator	12,007.60
Defensive Coordinator	12,007.60
Assistant Coach-Level I	9,336.97
Assistant Coach-Level II	6,671.89
Assistant Coach-Level III	5,337.53
Cross Country Head Coach	11,034.63
Cross Country Assistant Coach	9,245.72
Basketball Head Coach	19,112.08
Basketball Assistant Coach	11,034.63
Volleyball Head Coach	11,034.63
Volleyball Assistant Coach	9,245.72
Softball Head Coach	12,836.31
Softball Assistant Coach	11,034.63
Track And Field Head Coach	12,027.64
Track And Field Assistant Coaches (3)	
Assistant Coach-level I	4,724.81
Assistant Coach-level II	3,650.84
Assistant Coach-level III	1,825.44
Baseball Head Coach	12,836.31
Baseball Assistant Coach	11,034.63
Soccer Head Coach	12,836.31
Soccer Assistant Coach	11,034.63
Journalism	2,511.79
Forensics	12,772.32
Club Advisor	1,257.74
Pep Team	7,075.31
Drama	12,772.32
Band	3,771.31

Appendix G – Update the Associate Faculty Instructor Job Description to read follows:

The following duties are representative of the duties normally required of a part-time Butte College instructor. Certain duties are common to the everyday operational needs of the College while other activities may be required on an as needed basis. All of the duties, however, are common requirements at various times for full-time instructional positions. The associate instructional faculty member is responsible for the following:

I. Teaching and Instruction

1. Teaches assigned courses at the days, times, and locations listed on the college schedule of classes.
2. Provides organized delivery of instruction.
3. Demonstrates appropriate mastery of subject matter and uses effective teaching practices.
4. Is courteous to and approachable by students.
5. Develops instructional content and lesson plans consistent with the requirements of the Course Outline of Record, including, but not limited to course content and learning outcomes.
6. Communicates clear course expectations through a syllabus, including standards for assignments and grading that adhere to college, state, and federal requirements.
7. Provides clear, timely, and fair student feedback
8. Grades and returns student assignments and tests in a reasonable period of time.
9. Maintains accurate student rosters and submits final grades on time.
10. Records and submits student learning outcomes assessments.
11. Orders instructional materials, supplies, and textbooks within the timelines established by the college.
12. Coordinates with Department Chair to synchronize course contents and methods with other faculty in the program/discipline as needed.

II. Other Responsibilities

1. Abides by College policies and procedures.
2. Meets deadlines for adds, drops, census rosters, grade submission, and all other instructional-related tasks with specific timelines for completion.
3. Exercises good judgment in the use of and/or management of facilities, equipment and supplies.
4. Attends required meetings.
5. Works well with peers, classified staff, and administration.

Appendix G – add the following job descriptions:

Associate Counselors

The responsibilities of all Associate Counselors include but are not limited to the following:

A. Job Specific

- Provide academic, vocational, and personal counseling to students on an individual basis.
- Provide group counseling for the accomplishment of specific objectives.
- Assist in the planning and implementation of registration, including new student orientation.
- Assist students with forms, petitions, and appeals.
- Assist in connecting students to resources, agencies, and services.
- Begin appointments promptly and be well-prepared for sessions.
- Provide clear and concise information regarding academic requirements.

B. Professional Growth and Currency

- Maintain currency with developments and changes in the counseling field.

C. Area or Departmental Responsibilities as applicable

- Communicate with the various instructional divisions, the administration, and the staff of the College.
- Assist other full-time, part-time, and/or new counselors, including training
- Attend assigned meetings.
- Maintain knowledge of College, Area, and Department policies and procedures.
- Assist with developing and assessing student learning outcome
- Other reasonably related duties as assigned.

EOPS Counselors will work with EOPS students per state regulations. EOPS Counselors will also assist or advise multicultural student organizations and programs and may assist EOPS students with transfer services.

Transfer Counselors will work with students who have identified their goal as transferring to a four-year institution.

In addition to the responsibilities associated with all counselors, the Athletics Counselor will be responsible for providing counseling services for student-athletes, to include advisement with eligibility requirements. The Athletics Counselor provides outreach to all Butte College athletic programs, fostering a collaborative partnership with coaches and the Athletic Director.

Associate Learning Resource Specialist

The responsibilities of the Associate Learning Resource Specialist (LRS) include, but are not limited to the following:

A. Job Specific

- Teach courses offered in the program, meeting "teacher of record" requirements as necessary.
- Oversee tracking of student use of Center for Academic Success (CAS) services for accuracy and to support continued growth.
- Provide effective learning assistance for students seeking CAS services.
- Maintain existing learning resource materials, identify new materials (including software), and make them available to faculty, tutors, and students.
- Assist in the recruitment and selection of, and work direction to, instructional aides, student assistants, SI leaders, and tutors at all Butte College locations.
- Assist with facilitating and supervising test proctoring as needed.
- Support the scheduling and staffing of workshops for students and staff in conjunction with appropriate Chairs.
- Provide assistance to the department as assigned by coordinator.
- Provide information on general and specific CAS services and activities to students, faculty, potential students, or family of potential students on a regular basis.
- Assume other reasonably related duties as assigned.

B. Professional Growth and Currency

- Maintain currency and update academic, professional, and/or technical knowledge

C. Area or Departmental Responsibilities (as applicable)

- Maintain a supportive learning environment in the Center for Academic Success both on and off campus during contracted time
- Help maintain and support a comprehensive tutor training program, including the possible teaching of tutor training courses.
- Assist implement and support a Supplemental Instruction Program.
- Help promote the Center and provide outreach to faculty and students.
- Serve as a liaison to faculty in various disciplines to ensure appropriate services are available.
- Serve as a liaison to student service personnel to ensure collaboration is maximized.
- Assist in measuring the success of Center efforts.
- Staff outreach events and tours.
- Assist in creation and dissemination of employee development resources and promotional materials.
- Assist with developing and assessing student learning outcomes.

Associate Reference Librarian

The responsibilities of the Associate Reference Librarian include but are not limited to the following:

A. Job Specific

- Schedule and give library instruction through presentations, both in-person and online.
- Provide reference service (in-person, telephone, email, and web-based chat) to students, faculty, and staff.
- Perform and coordinate outreach services to promote library services and resources.
- Responsible for collections development including materials selection according to curriculum needs, and serve as library liaison with other faculty.
- Assist in selecting, evaluating, and implementing electronic resources, databases, third-party web applications, and other information systems.
- Assist in the cataloging and bibliographic management of library materials in various formats.

B. Professional Growth and Currency

- Maintain currency and update academic, professional, and/or technical knowledge

C. Area or Departmental Responsibilities

- Develop and assess student learning outcomes.
- Provide input and assist with revising library policies.
- Assist, as needed, with budget development, long and short-term goals and strategic planning.
- Assist with maintaining library website.
- Assist with maintaining computers, technology, and computer labs.

Head Athletic Coach

Associate faculty who are selected for an athletic coaching assignment with the District will receive an athletic coaching stipend per the Associate Faculty Coaching Salary Schedule as outlined in Appendix D (PFA Contract).

The duties of Head Athletic Coaches include, but are not limited to the following:

1. Provide direction in all facets of the intercollegiate program.

2. Ensure understanding of 3C2A Constitution and Bylaws, respective Conference Constitution and Bylaws and respective sport supplement, and knowledge of 3C2A, NCAA, and NAIA recruiting and transfer rules.
3. Evaluate prospective student athletes and recruit to field a competitive intercollegiate team.
4. Develop recruiting materials, including but not limited to, printed materials, emails, social media messaging, etc. following District and department guidelines.
5. Provide campus tours; assist prospective students with the matriculation process (including but not limited to orientation, enrollment services, tours, etc.).
6. Develop and implement daily practice schedules and game plans.
7. Manage the program's budget in regard to District and/or Butte College Foundation funds for travel, including meals and hotels.
8. Manage equipment budget and order equipment based upon prioritized needs for the program.
9. Maintain and distribute seasonal statistics and records in compliance with 3C2A requirements.
10. Initiate and participate in department and team fundraising activities.
11. Communicate the importance of and monitor the health, physical strength and conditioning, and general welfare of the student athletes.
12. Monitor academic progress of student athletes, including establishing a communication system with the Athletic Counselor and the Student Athlete Success Program (SASP).
13. Work with the Athletic Eligibility Specialist and Athletic Counselor to monitor eligibility of the student athletes.
14. Participates in the recruitment of the assistant coaches and makes hiring recommendation to the appropriate administrator.
15. Recommend and provide direction to the assistant coaching position and provide input on the evaluations.
16. Maintain regular communication with the athletic training and strength and conditioning staff.
17. Attend and participate in athletic department meetings.
18. Attend, participate, and represent Butte College in conference and athletic coaches association meetings, as well as attend public speaking engagements and community activities, as assigned.
19. Assist with the enforcement of the student code of conduct.
20. Provide the necessary assistance for the matriculation of the student athletes to the four-year level.
21. Other duties as assigned.

Assistant Athletic Coach

Associate faculty who are selected for an assistant athletic coaching assignment with the District will receive an assistant athletic coaching stipend per the Associate Faculty Coaching Salary Schedule as outlined in Appendix D (PFA Contract).

The duties of Assistant Athletic Coach include, but are not limited to the following:

1. Assist with providing instruction, mentoring, and coaching to student athletes in the skills, techniques, and competitive strategies necessary for individual and team achievement of athletic standards of performance.
2. Ensure understanding of 3C2A Constitution and Bylaws, respective Conference Constitution and Bylaws and respective sport supplement, and knowledge of 3C2A, NCAA, and NAIA recruiting and transfer rules.
3. Assist with evaluating prospective student athletes and recruit to field a competitive intercollegiate team.
4. Assist with developing recruiting materials, including but not limited to, printed materials, emails, social media messaging, etc. following District and department guidelines.
5. Assist with providing campus tours; assist prospective students with the matriculation process (including but not limited to orientation, enrollment services, tours, etc.), as needed.
6. Assist with developing daily practice schedules and game plans.
7. Assist with developing and administering the program's budget.
8. Provide recommendations for purchasing of equipment, supplies, and uniforms for program, as needed.
9. Maintain and distribute seasonal statistics and records in compliance with 3C2A requirements.
10. Promote participation in department and team fundraising activities.
11. Communicate the importance of and monitor the health, physical strength and conditioning, and general welfare of the student-athletes, as necessary.
12. Assist in monitoring academic progress of student athletes and make recommendations for possible student athlete support services.
13. Understand eligibility rules as they pertain to the student athletes.
14. Communicate with the Head Athletic Coach and athletic training staff in regard to return to play status of student-athletes.
15. Attend and participate in athletic department meetings, as needed.
16. Assist with the enforcement of the student code of conduct.
17. Other duties as assigned.

Appendix H1S – Student Input Form for Associate Student Development Faculty Evaluation

FACULTY NAME: _____

DATE: _____

LOCATION(if applicable) _____

We would like to collect your feedback regarding your experience interacting with this faculty member. Please use the questions below to respond and provide input. (The identity of students providing feedback will remain anonymous and feedback will be provided in summary form only to the person being evaluated).

1. What did you find especially effective about this Student Development Faculty during your interactions with them?
2. What, if anything, could this Student Development Faculty do to be more effective?

_____ Student's Name (optional)

(PRE-FORMAL EVALUATION)

ASSOCIATE FACULTY SELF EVALUATION AND INPUT

Guidelines:

The Associate Faculty Self-Evaluation and Input Form is designed to provide another avenue by which your evaluators can be made aware of the breadth of contributions you feel you have made as an instructor and employee of the district. This form is designed to allow you the opportunity to have input into your evaluation process. This will enhance the probability that your overall evaluation will be better balanced and comprehensive. This document will allow the evaluator(s) to see how you would describe your overall contribution both as a teacher and a district employee BEFORE THE EVALUATOR(S) DEVELOPS YOUR FORMAL EVALUATION DOCUMENTS.

APPENDIX H2- PAGE 2

ASSOCIATE FACULTY SELF EVALUATION AND INPUT FORM

INSTRUCTOR NAME: _____ DATE: _____

TERM: _____ AREA: _____ DEPARTMENT: _____

EDUCATIONAL PROGRAM AREA: _____

Please list your accomplishments and contributions to teaching and your respective program area, professional growth and currency, area and departmental contributions and service to the college as a whole.

PLEASE REFER TO THE ASSOCIATE FACULTY JOB DESCRIPTION

USE ADDITIONAL SHEETS IF NEEDED

I. TEACHING AND INSTRUCTION: Classroom-oriented accomplishments and contributions including assessment of student learning.

II. PROFESSIONAL CURRENCY: List or describe activities which demonstrate academic, professional and/or technical updating and currency in your teaching field, i.e., courses taken (include dates), conferences, professional awards, staff development activities, visitations to other educational institutions, agencies or organizations, self-directed study, upgrading, etc.).

APPENDIX H2- PAGE 3

ASSOCIATE FACULTY SELF EVALUATION AND INPUT FORM

III. DEIA Self-Reflection Statement

Purpose: This statement is intended to foster a conversation among colleagues that reflects on how we can individually and collectively work to improve student outcomes for historically under-represented and disproportionately impacted populations. The self-reflection statement should be used to help advance individual professional development and institutional dialogue on change.

The contents of the statement must not be used as evidence to support a less than satisfactory rating on any item listed in Section 6.6 of our contract. However, nothing in the reflection process shall limit a performance review team's ability to address a faculty member's less than satisfactory performance issues utilizing evidence or information consistent with the criteria set forth in Section 6.6.

In your self-reflection statement, please answer the following Questions:

1) What have you done to improve your understanding of equity and equity-mindedness, and/or as it relates to your field and the Butte-Glenn Community College? This might include, but is not limited to, the following:

- curriculum modifications related to equity and/or anti-racism
- participation in equity and/or anti-racism related workshops/institutes; please include the date, title and location
- review of professional materials and best practices for equity in your field
- analysis of your student success data through an equity lens (If available)

2) How have you used or will you use this understanding to improve your instructional practice in your classes?

3) What additional training and resources, whether offered by Butte College or others, would be helpful in continuing your development of equity-minded practices?

APPENDIX H2 - PAGE 4

ASSOCIATE FACULTY SELF EVALUATION AND INPUT FORM

IV. OTHER INFORMATION: Please provide any other information you feel is relevant to a balanced and comprehensive evaluation of your performance and contributions to teaching and to the college district as a whole, i.e., unique situations, mitigating factors, etc.

Signature of Instructor

Date

Appendix H3 – Evaluation Report of Associate Faculty Performance – 10/23

Remove in the recommendations section:

“Choice 3 cannot be checked unless choice 2 was checked in the last evaluation”

“because of a failure to correct noted inadequacies. (See previous Faculty Improvement Plan(s) and Result(s))”

Appendix H5S – Process for Soliciting Student Input During Formal Observation of Student Development Faculty

During pre-observation conference the evaluator and the evaluatee will mutually agree upon the job site observation.

Regardless of setting or method, evaluators must assure students that every effort will be made to ensure their comments and feedback remain confidential and will only be provided in summary form to the evaluatee.

Prior to the start of an individual observation of a student appointment, evaluators should seek permission from the student before proceeding with the observation and assure them that the information that was gathered in group or individual sessions will remain confidential.

Prior to the distribution of Student Input Form (G1S) for group observations (e.g. workshops, trainings etc.), evaluators should inform students that a faculty member is being observed for evaluation purposes.

Student feedback for Student Development Faculty will be collected from students who have been served by the faculty member during individual appointments or from group observations. For certain student development faculty (CAS Learning Resources Specialists and DSPS Specialists) feedback may also be solicited from student workers as appropriate.

The evaluator must assure students of the confidentiality of the process. While a summary of the student's comments will be shared immediately with the instructor, individual student comments will not be identified by the evaluator and should not be communicated to the instructor by other students. (Any students with recording devices should be asked at this time to turn them off during evaluation session.)

Evaluators should note the importance of neutral body language and tone of voice when conducting any of the following processes. Students should be informed by the evaluator that he or she does not want to influence their responses and will be making every effort not to bias their input in any way.

Student input will be collected in person or electronically utilizing the Student Development Faculty Student Input Form (G1S). Student input should be solicited from a minimum of 15 students who have been served by the evaluatee during the semester the evaluation is being administered.

Appendix H7A – Associate Counselor (Career, EOPS, Transfer) Evaluation Form

FACULTY: _____ DATE: _____

POSITION: _____

EVALUATING ADMINISTRATOR(S) OR DESIGNEE(S): _____

Purpose: We at Butte College are striving for excellence in our programs and instruction. This is an opportunity to analyze your effectiveness in relationship to good practices.

Rating Scale:

N/A DOES NOT APPLY to this employee at this time, and/or there has been insufficient opportunity to observe and/or reasonably assess performance in this area .

- (1) Doing MUCH LESS and/or quality is MUCH LESS THAN EXPECTED (quality/quantity).
- (2) Doing LESS and/or quality is LESS THAN EXPECTED (quality /quantity).
- (3) Doing WHAT IS EXPECTED in this position (quality/quantity).
- (4) Doing MORE and/or BETTER THAN IS EXPECTED (quality/quantity).

The evaluator shall explain any rating of 1 or 2 under the comment section.

Additional comments are encouraged and should be entered in the appropriate areas on the back of this form. The evaluatee may by mutual agreement with the immediate supervisor add job-related criteria to this evaluation instrument.

The faculty member:

RATING

CRITERIA

A. Job Specific

- _____ 1. Provide academic, vocational, and personal counseling to students on an individual basis.
- _____ 2. Provide group counseling for the accomplishment of specific objectives.
- _____ 3. Assist in the planning and implementation of registration.
- _____ 4. Assist students with forms, petitions and appeals.
- _____ 5. Assist in connecting students to resources, agencies and services.

- _____ 6. Begin appointments promptly and are well-prepared for sessions.
- _____ 7. Provide clear and concise information regarding academic requirements.

APPENDIX H7A - PAGE 2

B. Professional Growth and Currency

- _____ 1. Maintain currency with developments and changes in the counseling field.

C. Area or Departmental Responsibilities (as applicable)

- _____ 1. Communicate with the various instructional divisions, the administration and the staff of the College.
- _____ 2. Assist other full-time, part-time and/or new counselors, including training.
- _____ 3. Attend assigned meetings.
- _____ 4. Maintain knowledge of College, Area and Department policies and procedures.
- _____ 5. Assist with developing and assessing student learning outcomes
- _____ 6. Other related duties as assigned

RECOMMENDATIONS

1. () Recommended for continued employment.
2. () Continued employment is questionable and is contingent upon correction of noted inadequacies.
(See Faculty Member Improvement Plan.)
3. () Not recommended for continued employment.

COMMENTS OR NARRATIVE BY EVALUATOR

(Attach additional sheets if needed)

JOB SITE VISIT

Counselor: _____ Date: _____

Department: _____ Time: _____

Location: _____

I. JOB DUTIES

II. PROFESSIONAL GROWTH AND CURRENCY

III. AREA AND DEPARTMENTAL RESPONSIBILITIES (AS APPLICABLE)

COMMENTS BY COUNSELOR

(Attach additional sheets if needed)

*SIGNATURES

 Typed Name, Counselor (Evaluatee) Date

 Typed Name, Chair/Coordinator Date

 Typed Name, Peer Evaluator (If applicable) Date

Typed Name, Administrator _____ Date _____

* This signature indicates that the counselor and evaluator, together, discussed this Formal Evaluation of Counselor Performance. It does not necessarily denote reciprocal agreement with all factors of the evaluation.

Appendix H8 – Librarian Evaluation Form

FACULTY: _____ DATE: _____ POSITION: _____

EVALUATING ADMINISTRATOR(S) OR DESIGNEE(S): _____

Purpose: We at Butte College are striving for excellence in our programs and instruction. This is an opportunity to analyze your effectiveness in relationship to good practices.

Rating Scale:

N/A DOES NOT APPLY to this employee at this time, and/or there has been insufficient opportunity to observe and/or reasonably assess performance in this area.

- (1) Doing MUCH LESS and/or quality is MUCH LESS THAN EXPECTED (quality/quantity).
- (2) Doing LESS and/or quality is LESS THAN EXPECTED (quality /quantity).
- (3) Doing WHAT IS EXPECTED in this position (quality/quantity).
- (4) Doing MORE and/or BETTER THAN IS EXPECTED (quality/quantity).

The evaluator shall explain any rating of 1 or 2 under the comment section.

Additional comments are encouraged and should be entered in the appropriate areas on the back of this form. The evaluatee may by mutual agreement with the immediate supervisor add job-related criteria to this evaluation instrument.

The faculty member:

RATING _____ CRITERIA _____

A. Job Specific

- _____ 1. Schedule and give library instruction through presentations, both in-person and online.
- _____ 2. Provide reference service (in-person, telephone, email, and web-based chat) to students, faculty, and staff.
- _____ 3. Perform and coordinate outreach services to promote library services and resources.

- _____ 4. Responsible for collections development including materials selection according to curriculum needs; and serve as library liaison with other faculty.
- _____ 5. Assist in selecting, evaluating, and implementing electronic resources, databases, third-party web applications, and other information systems.
- _____ 6. Assist in the cataloging and bibliographic management of library materials in various formats.

B. Professional Growth and Currency

- _____ 1. Maintain currency and update academic, professional, and/or technical knowledge.

C. Area or Departmental Responsibilities

- _____ 1. Develop and assess of student learning outcomes.
- _____ 2. Assist with revision of library policies.
- _____ 3. Participate in budget development, long and short-term goals, and strategic planning.
- _____ 4. Assist with maintaining library website.
- _____ 5. Assist with maintaining computers, technology, and computer lab

RECOMMENDATIONS

- 1. () Recommended for continued employment.
- 2. () Continued employment is questionable and is contingent upon correction of noted inadequacies. (See Faculty Member Improvement Plan.)
- 3. () Not recommended for continued employment .

APPENDIX H8 PAGE 3 – LIBRARIAN

COMMENTS OR NARRATIVE BY EVALUATOR

(Attach additional sheets if needed)

JOB SITE VISIT

Librarian: _____ Date: _____

Department: _____ Time: _____

Location: _____

I. JOB DUTIES

II. PROFESSIONAL GROWTH AND CURRENCY

III. AREA AND DEPARTMENTAL RESPONSIBILITIES

APPENDIX H8 PAGE 4 – LIBRARIAN

VII. COMMENTS BY LIBRARIAN

(Attach additional sheets if needed)

Typed Name, Librarian (Evaluatee)	Date
-----------------------------------	------

Typed Name, Administrator	Date
---------------------------	------

*This signature indicates that the faculty member and evaluator, together, discussed this Evaluation of Non-Instructor Performance. It does not necessarily denote reciprocal agreement with all factors of the evaluation.

Appendix H9 – Associate DSPS Specialist Evaluation Form

FACULTY: _____ DATE: _____

POSITION: _____

EVALUATING ADMINISTRATOR(S) OR DESIGNEE(S): _____

Purpose: We at Butte College are striving for excellence in our programs and instruction. This is an opportunity to analyze your effectiveness in relationship to good practices.

Rating Scale:

N/A DOES NOT APPLY to this employee at this time, and/or there has been insufficient opportunity to observe and/or reasonably assess performance in this area .

- (1) Doing MUCH LESS and/or quality is MUCH LESS THAN EXPECTED (quality/quantity).
- (2) Doing LESS and/or quality is LESS THAN EXPECTED (quality /quantity).
- (3) Doing WHAT IS EXPECTED in this position (quality/quantity).
- (4) Doing MORE and/or BETTER THAN IS EXPECTED (quality/quantity).

The evaluator shall explain any rating of 1 or 2 under the comment section.

Additional comments are encouraged and should be entered in the appropriate areas on the back of this form. The evaluatee may by mutual agreement with the immediate supervisor add job-related criteria to this evaluation instrument.

The faculty member:

RATING	CRITERIA
_____	1. demonstrates skills necessary to perform assigned duties.
_____	2. provides clear and concise professional objectives.
_____	3. meets deadlines.
_____	4. demonstrates fiscal responsibility.
_____	5. demonstrates supervising ability.
_____	6. organizes necessary programs and activities to increase efficiency and effectiveness.
_____	7. is willing to assist in the needs of the faculty.
_____	8. is willing to assist in the needs of the staff.
_____	9. is willing to assist in the needs of the students.
_____	10. is willing to assist the needs of the public.
_____	11. demonstrates organizational skills.
_____	12. demonstrates problem-solving techniques.
_____	13. possesses oral communication skills.
_____	14. possesses written communication skills.
_____	15. effectively communicates with supervisor.
_____	16. demonstrates creativity.
_____	17. demonstrates adaptability to flexible work scheduling.
_____	18. completes records and reports accurately and on schedule.
_____	19. engages in professional growth.
_____	20. assists in program improvements.

APPENDIX H9 PAGE 2

_____	21. effectively communicates with staff in other departments.
_____	22. works cooperatively with staff in other departments.

RATING

CRITERIA

COMMENTS

Date: _____ *Signature of Faculty Member: _____

Date: _____ *Signature of Administrator: _____

*This signature indicates that the faculty member and evaluator, together, discussed this Evaluation of Non-Instructor Performance. It does not necessarily denote reciprocal agreement with all factors of the evaluation.

APPENDIX H9 – PAGE 3

RECOMMENDATIONS

If full-time or tenure-track position (Choice 3 cannot be checked unless choice 2 was checked in the last evaluation):

1. () Recommended for continued employment.

2. () Continued employment is questionable and is contingent upon correction of noted inadequacies. (See Faculty Member Improvement Plan.)

3. () Not recommended for continued employment.

Appendix H9A – Associate Learning Resource Specialist Evaluation Form

FACULTY: _____ DATE: _____

POSITION: _____

EVALUATING ADMINISTRATOR(S) OR DESIGNEE(S): _____

Purpose: We at Butte College are striving for excellence in our programs and instruction. This is an opportunity to analyze your effectiveness in relationship to good practices.

Rating Scale:

N/A DOES NOT APPLY to this employee at this time, and/or there has been insufficient opportunity to observe and/or reasonably assess performance in this area .

- (1) Doing MUCH LESS and/or quality is MUCH LESS THAN EXPECTED (quality/quantity).
- (2) Doing LESS and/or quality is LESS THAN EXPECTED (quality /quantity).
- (3) Doing WHAT IS EXPECTED in this position (quality/quantity).
- (4) Doing MORE and/or BETTER THAN IS EXPECTED (quality/quantity).

The evaluator shall explain any rating of 1 or 2 under the comment section.

Additional comments are encouraged and should be entered in the appropriate areas on the back of this form. The evaluatee may by mutual agreement with the immediate supervisor add job-related criteria to this evaluation instrument.

The faculty member:

RATING

CRITERIA

D. Job Specific

- _____ 1. Teach courses offered in the program, meeting "teacher of record" requirements as necessary.
- _____ 2. LRS maintain and update a tracking system for students using the Center for Academic Success services.
- _____ 3. Provide effective learning assistance for students seeking tutorial help.
- _____ 4. Maintain existing learning resource materials, identify new materials (including software), and make them available to faculty, tutors and students.
- _____ 5. Assist in the hiring and supervision of instructional aides, student assistants, SI leaders, and tutors at all Butte College locations.
- _____ 6. Facilitate and supervise test proctoring.
- _____ 7. Schedule and staff appropriate workshops for students and staff in conjunction with appropriate Chairs.
- _____ 8. Provide assistance to the coordinator as assigned.

- _____ 9. Provide information on general and specific CAS services and activities to students, faculty, potential students or family of students on a regular basis.
- _____ 10. Assume other reasonably related duties as negotiated.

E. Professional Growth and Currency

- _____ 1. Maintain currency and update academic, professional, and/or technical knowledge.

F. Area or Departmental Responsibilities (as applicable)

- _____ 1. Maintain a supportive learning environment in the Center for Academic Success both on and off campus during contracted time.
- _____ 2. Help maintain and support a comprehensive tutor training program, including the possible teaching of tutor training courses.
- _____ 3. Help implement and support a Supplemental Instruction Program.
- _____ 4. Promote the Center and provide outreach to faculty and students.
- _____ 5. Serve as a liaison to faculty in various disciplines to ensure appropriate services are available.
- _____ 6. Serve as a liaison to student service personnel to ensure collaboration is maximized.
- _____ 7. Assist in measuring success of Center efforts via data collection.
- _____ 8. Staff tours and/or outreach events.
- _____ 9. Assist in creation and dissemination of employee development resources and promotional materials.
- _____ 10. Assist with developing and assessing student learning outcomes.

RECOMMENDATIONS

- 1. () Recommended for continued employment.
- 2. () Continued employment is questionable and is contingent upon correction of noted inadequacies. (See Faculty Member Improvement Plan.)
- 3. () Not recommended for continued employment.

APPENDIX H9A PAGE 3

COMMENTS OR NARRATIVE BY EVALUATOR

(Attach additional sheets if needed)

JOB SITE VISIT

Learning Resource Specialist: _____ Date: _____

Department: _____ Time: _____

Location: _____

IV. JOB DUTIES

V. PROFESSIONAL GROWTH AND CURRENCY

VI. AREA OR DEPARTMENTAL RESPONSIBILITIES (AS APPLICABLE)

APPENDIX H9A PAGE 4

VII. COMMENTS BY Learning Resource Specialist

(Attach additional sheets if needed)

*SIGNATURES

Typed Name, Learning Resource Specialist (Evaluatee)

Date

Typed Name, Chair

Date

Typed Name, Peer Evaluator (If applicable)

Date

Typed Name, Administrator

Date

*This signature indicates that the faculty member and evaluator, together, discussed this Evaluation of Non-Instructor Performance. It does not necessarily denote reciprocal agreement with all factors of the evaluation.

Appendix H12S – Associate Student Development Faculty Input

(PRE-FORMAL EVALUATION)

ASSOCIATE STUDENT DEVELOPMENT FACULTY INPUT INTO EVALUATION

GUIDELINES:

The Self-Evaluation Form is designed to provide another avenue by which your evaluators can be made aware of the breadth of contributions you feel you have made as an instructor and employee of the district. This form is designed to allow you the opportunity to have input into your evaluation process. This will enhance the probability that your overall evaluation will be better balanced and comprehensive. This document will allow the evaluator(s) to see how you would describe your overall contribution both as a faculty member and a district employee BEFORE THE EVALUATOR(S) DEVELOPS YOUR FORMAL EVALUATION DOCUMENTS.

ASSOCIATE STUDENT DEVELOPMENT FACULTY SELF EVALUATION AND INPUT FORM

EMPLOYEE: _____ DATE: _____

TERM: _____ AREA: _____ DEPARTMENT: _____

EDUCATIONAL PROGRAM AREA: _____

Please list your accomplishments and contributions as a faculty member in your respective program area, professional growth and currency, area and departmental contributions and service to the college as a whole.

**PLEASE REFER TO THE APPROPRIATE STUDENT DEVELOPMENT

FACULTY JOB DESCRIPTION***

USE ADDITIONAL SHEETS IF NEEDED

I. JOB SPECIFIC

II. PROFESSIONAL GROWTH AND CURRENCY: List or describe activities which demonstrate a pattern of academic, professional and/or technical updating and currency in your field, i.e., courses taken (include dates), conferences, professional awards, staff development activities, visitations to other educational institutions, agencies or organizations, self-directed study, upgrading, etc.

APPENDIX G12S - PAGE 3

III. AREA AND DEPARTMENTAL RESPONSIBILITIES: List or describe activities which demonstrate a pattern of contributions to your area, department and program including assessment of program level student learning outcomes.

IV. DEIA Self-Reflection Statement

Purpose: This statement is intended to foster a conversation among colleagues that reflects on how we can individually and collectively work to improve student outcomes for historically under-represented and disproportionately impacted populations. The self-reflection statement should be used to help advance individual professional development and institutional dialogue on change.

The contents of the statement must not be used as evidence to support a less than satisfactory rating on any item listed in Section 6.7 of the BCEA contract. However, nothing in the reflection process shall limit a performance review team's ability to address a faculty member's less than satisfactory performance issues utilizing evidence or information consistent with the criteria set forth in Section 6.7.

In your self-reflection statement, please answer the following Questions:

- 1) What have you done to improve your understanding of equity and equity-mindedness, and/or as it relates to your field and the Butte-Glenn Community College District? This might include, but is not limited to, the following:
 - curriculum modifications related to equity and/or anti-racism

- participation in equity and/or anti-racism related workshops/institutes; please include the date, title and location
- review of professional materials and best practices for equity in your field
- analysis of your student success data through an equity lens (if available)

2) How have you used or will you use this understanding to improve your working relationship with your students?

3) What additional training and resources, whether offered by Butte College or others, would be helpful in continuing your development of equity-minded practices?

APPENDIX G12S - PAGE 4

VI. OTHER INFORMATION: Please provide any other information you feel is relevant to a balanced and comprehensive evaluation of your performance and contributions to your profession and to the college district as a whole, i.e., unique situations, mitigating factors, etc.

SIGNATURE OF STUDENT DEVELOPMENT FACULTY DATE

Appendix H13 – Timeline for Associate Faculty Evaluation – signed 10/23

Faculty Member:
Department:
Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring 20_____
Administrator:
Department Chair/Administrative Evaluator (or designee):
Tenured Peer Evaluator(s):

Note: Administrative evaluator or designee must have received peer evaluation training.

Administrative evaluator or designees initials confirming training: _____

<p>IN CLASS PRE-OBSERVATION CONFERENCE:*</p> <p>For new hires, before the 40% instruction point (first semester of employment)</p> <p>✓ DISTRIBUTE EVALUATION OF INSTRUCTOR PERFORMANCE FORMS (H3)</p> <p>✓ Classroom Observation: (Selected by evaluatee and evaluation team)</p> <p><i>Will only take place outside of 40-80% of the course week for good reason</i></p> <p>Control # _____ Course: _____</p> <p>✓ Select Option for Student Input (G5)</p> <p>✓ SELECT CLASSES FOR SFF FORMS:</p> <p><i>Conducted no later than week before observation; must be between 40-80% instruction point of the primary term</i> -If you are teaching more than one section, a second evaluation will be conducted in the form of SFFs</p> <p>◆ Evaluatee choice class # 2:</p> <p>Control # _____ Course _____</p>	<p>Date: _____</p> <p>Room: _____</p> <p>Time: _____</p> <p>Option # _____</p> <p>◆Administer <i>after</i> _____,</p> <p>return by _____</p> <p>◆Administer <i>after</i> _____,</p> <p>return by _____</p>
<p>DISTANCE EDUCATION PRE-OBSERVATION CONFERENCE:*</p> <p>For new hires, before the 40% instruction point (first semester of employment)</p> <p>✓ DISTRIBUTE EVALUATION OF INSTRUCTOR PERFORMANCE FORMS (H3)</p> <p>✓ PREPARE FOR COURSE TOUR AND OBSERVATION</p> <p>Determine the course to tour</p> <p>Determine the day and time of the course tour and observation (not to exceed 1.5 hours)</p> <p>Cover the course tour guidance (See HR website)</p> <p>✓ Course Tour and Observation: (Selected by evaluatee and evaluation team)</p> <p><i>Will only take place outside of 40-80% of the course week for good reason</i></p> <p>Control # _____ Course: _____</p>	<p>Course: _____</p> <p>Tour Date: _____</p> <p>Time: _____</p>

<p>✓ SELECT CLASSES FOR SFF FORMS:</p> <p>Conducted no later than week before observation; must be between 40-80% instruction point of the primary term</p> <p>✓ Course Tour and Observation class:</p> <p>Control # _____ Course _____</p> <p>✓ Evaluatee choice class #1:</p> <p>Control # _____ Course _____</p> <p>Note: After the pre-observation conference, if the instructor has valid concerns that indicate they may not receive a fair evaluation, they may request another evaluator, in the same or in another department, through the evaluator's next most immediate supervisor.</p>	<p>◆Administer <i>after</i> _____, return by _____</p> <p>◆Administer <i>after</i> _____, return by _____</p>
<p>✓ PROVIDE INSTRUCTOR SELF-EVALUATION INPUT FORM (H2)</p> <p>Evaluatee submits to Evaluation Team 1 week prior to class observation</p> <ul style="list-style-type: none"> ◆ Course syllabus for class to be observed. ◆ Objectives for class being observed for in person only ◆ Completed Instructor Self-Evaluation Input Form (H2). ◆ Completed DEIAA Self-Reflection Form 	<p>Date Due: _____</p>
<p>PRIOR TO POST-OBSERVATION CONFERENCE:</p> <p>Minimum 1 day prior to post-observation conference; 2 days if improvement plan included</p> <p>✓ Provide instructor with copy of narrative(s), summary of student Input, and H3 form.</p>	<p>Date Due: _____</p>

<p>POST-OBSERVATION CONFERENCE:</p> <ul style="list-style-type: none"> ✓ Discuss Performance Rating Sheet (H3). ✓ Discuss narrative comments including student comments/evaluations. ✓ Sign evaluation forms. <p>If an improvement plan will be created, the post-observation conference will be used to discuss the improvement plan and another meeting will be scheduled to finalize the draft and sign if needed.</p>	<p>Date: _____</p> <p>Room: _____</p> <p>Time: _____</p>
---	--

*Subsequent to the pre-observation conference, a summary of this form will be sent electronically to all participants in the evaluation process.

Appendix H13S – Timeline for Associate Student Development Faculty Evaluation

Faculty Member:
Department:
Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring 20
Administrator:
Department Chair (or designee):
Tenured Peer Evaluator(s) (optional):

Note: Dept Chair or designee must have received peer evaluation training.

Dept. Chair or designee’s initials confirming training: _____

<p>PRE-OBSERVATION CONFERENCE <i>For new hires, before the 40% instruction point (first semester of employment)</i></p> <ul style="list-style-type: none"> • Distribute Associate Student Development Faculty Performance Forms • Select Observation Settings, Times, Dates and Locations (Minimum of 1 and Maximum of 3) • Select Student Input Collection Method(s) (In-Person and/or Electronic) <p><i>Note: After the pre-observation conference, if the instructor has valid concerns that indicate they may not receive a fair evaluation, they may request another evaluator, in the same or in another department, through the evaluator’s next most immediate supervisor.</i></p>	<p>Observation #1 Date: _____ Location: _____ Time: _____ Setting: _____</p> <p>Observation #2 Date: _____ Location: _____ Time: _____ Setting: _____</p> <p>Observation #3 Date: _____ Location: _____ Time: _____ Setting: _____</p>
<p>PROVIDE FACULTY MEMBER WITH SELF EVALUATION INPUT FORM (H12S)</p> <ul style="list-style-type: none"> • Evaluee submits to the Dept. Chair or designee at least 1 week prior to observation 	<p>Date Due: _____</p>
<p>PRIOR TO POST-OBSERVATION CONFERENCE <i>Minimum 1 day prior to post-observation conference; 2 days if improvement plan included</i></p> <ul style="list-style-type: none"> • Provide instructor with copy of narrative(s), summary of student input, and student development evaluation form 	<p>Date Due: _____</p>

<p>POST-OBSERVATION CONFERENCE</p> <ul style="list-style-type: none"> • Discuss student development evaluation form • Discuss narrative comments including student comments/evaluations • Sign evaluation forms <p><i>Note: If an improvement plan will be created, the post-observation conference will be used to discuss the improvement plan and another meeting will be scheduled to finalize the draft and sign if needed.</i></p>	<p>Date: _____ Location: _____ Time: _____</p>
--	--

*After the pre-observation conference, a summary of this form will be sent electronically to all participants in the evaluation process.

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

May 21, 2025

Subject:	Public Hearing and Adoption of the District and the California School Employees Associate Chapter no. 511 Initial Proposals for the Collective Bargaining Agreement 2025-28
Category:	Labor Relations
Submitted By:	Virginia L. Guleff, Superintendent/President
Attachment:	Yes
Type:	Action
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.

Pursuant to Government Code §3547(a), the initial proposals for successor collective bargaining agreements by the BCEA and the District were presented to the Board on April 9, 2025.

Status

According to the Educational Employment Relations Act, the Board must provide an open hearing to allow the public to comment on initial proposals before negotiations begin.

Recommendation

It is recommended that the Board open a Public Hearing to allow public comment regarding the initial proposals from both parties.

It is further recommended that the Board of Trustees adopt the Initial Proposals between CSEA and the District for the 2025-28 Collective Bargaining Agreement.

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.



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

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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.

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

May 21, 2025

Subject:	Approval of Emeritus Recommendations, 2024-2025
Category:	Administration
Submitted By:	Virginia L. Guleff, Superintendent/President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

In accordance with Board Policy 3950, recommendations for emeritus status were submitted by the Academic Senate, Management Association, and Classified Senate. Recommendations were reviewed and approved by the appropriate vice presidents and forwarded to the superintendent/president for consideration.

Status

The superintendent/president forwards and recommends the following to the Board for the conferring of emeritus status:

- Christie Boggs – 39 years, Executive Assistant to the Vice President for Instruction
- Kim McCall – 17 years, Executive Assistant to the Assistant Superintendent/Vice President for Administrative Services
- George Medina – 21 years, Automotive Technology Faculty
- Christine Miller – 24 years, Financial Aid/Veterans Services Senior Assistant
- Rita Nutsch – 26 years, Mathematics Faculty
- Nancy Turner – 22 years, Financial Aid/Veterans Services Assistant II

Recommendation

It is recommended that the Board of Trustees grant emeritus status to the above listed individuals.

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

May 21, 2025

Subject:	Approval of Administrative Procedure 2745 (Board Self-Evaluation)
Category:	Administration
Submitted By:	Virginia L. Guleff, Superintendent/President
Attachment:	Yes
Type:	Action
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 presented proposed revisions to Administrative Procedure 2745, the instrument used for Board Self-Evaluation, at the April 9, 2025, meeting.

Recommendation

It is recommended that the Board of Trustees approve AP 2745 (Board Self-Evaluation).



Butte-Glenn Community College District

ADMINISTRATIVE PROCEDURE

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: