



BOARD OF TRUSTEES
Notice of Regular Meeting

Wednesday, August 13, 2025 | 1:00 p.m.
Butte College Glenn County Center, Room 127
1366 Cortina Drive, Orland, CA

[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. Jared Smith, Student Trustee

Pledge of Allegiance to the Flag

Page

1. Agenda Approval

2. Communications from the Public - Consent Agenda

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

3. Approval of Consent Agenda

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

3.1	Approval of Minutes of Special Meeting 6-25-25 	6 - 8
3.2	Approval of Minutes of Regular Meeting 6-25-25 	9 - 14
3.3	Approval of Warrants 	15
3.4	Ratification of Contracts  Contracts Ratification Report 	16 - 20
3.5	Approval of Spring 2025 Curriculum Activity  Spring 2025 Curriculum Activity - Courses  Spring 2025 Curriculum Activity - Programs 	21 - 29
3.6	Approval of Faculty Using Accumulated Load Bank 	30
3.7	Approval of Out-of-State Student Travel - Aurora, CO 	31
3.8	Awarded Grants during the Period: January 1, 2025 – June 30, 2025  Grant Awards Report: January 1, 2025 - June 30, 2025 	32 - 33
3.9	Approval and/or Ratification of Personnel Actions  Management <i>Employments, reclassifications, placements on 39-month re-employment list</i> Academic Employees <i>Employments, at-will employments, temporary employments</i> Classified Employees <i>Employments, reclassifications, out of class assignments, voluntary transfers, placements on 39-month re-employment list</i> Temporary Employees <i>Substitutes, short-term/seasonal, professional experts, and volunteers</i>	34 - 39

4. Reports

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

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



5. Communications from the Public




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

6. Contracts

- 6.1 [Approval of Contracts](#)  40 - 41
[Contracts Approval Report August 2025](#) 
- 6.2 [Approval of Contract to Purchase Adobe Products and Services from ComputerLand utilizing Foundation for California Community Colleges Enterprise Term License Agreement Number 01155888](#)  42 - 43
- 6.3 [Approval of Contract Award for Request for Proposals RFP No. CCCTC-24-03 California Community Colleges Canvas Accessibility Remediation Tool](#)  44 - 45
- 6.4 [Resolution No. 830: Approval of Contract with California Department of Parks and Recreation for State Parks Law Enforcement Academy](#) 
[Resolution No. 830](#) 

7. Human Resources

- 7.1 [Recension of Resolution No. 827 Reduction of Classified Employee Services](#)  48
- 7.2 [Approval of Equal Employment Opportunity Annual Certification Form](#)  49 - 76

- 7.3 [Adoption of Resolution No. 831 Appointing an Interim Vice President for Human Resources, Training and Employee Development](#) 
[Resolution 831](#) 
[Employment Contract for Interim Vice President for Human Resources](#) 

8. Future Dates

09/10/2025	Regular Meeting	Main Campus	1:00 p.m.
10/08/2025	Regular Meeting	Main Campus	1:00 p.m.
11/12/2025	Regular Meeting	Main Campus	1:00 p.m.

9. Closed Session

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

Pursuant to Government Code Section 54957:

- 9.1 EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT

Pursuant to Government Code Section 54957:

- 9.2 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Superintendent/President

Pursuant to Government Code Section 54957.6:

- 9.3 CONFERENCE WITH LABOR NEGOTIATOR
Name of Agency Negotiator: Theresa Richmond, Jessica Snelling
Name of Organization Representing Employees: CSEA

Pursuant to Government Code Section 54956.95:

- 9.4 LIABILITY CLAIM – Update on claim against the District
Claimant: Martin, et al. vs. CCC, et al.

Pursuant to Government Code Section 54956.9

9.5 CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED
LITIGATION

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

1 potential case

10. Adjournment

10.1 Adjourn Meeting

For Information concerning this Agenda, please contact:

Butte College President's Office

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

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

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



MINUTES OF SPECIAL MEETING

June 25, 2025 | 9:00 A.M.

District Board Room
Student and Administrative Services Building

The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, June 25, 2025, at 9:00 a.m., in the District Board Room at Butte College in Oroville, California.

- Board Members Present** Mr. William McGinnis, President
Mr. John Blacklock, Vice President
Mr. John Nock, Clerk
Mr. Mike Boeger
Mr. John Dahlmeier
Mr. Rick Krepelka
Mr. Eugene Massa
- Board Members Absent** Mr. Rick Krepelka
Mr. Liam Eller, Student Trustee
- Staff Members Present** Ms. Virginia L. Guleff, Superintendent/President
Mr. Erik Shearer, Vice President
Ms. Jessica Snelling, Vice President
Ms. Melissa Cafferata-Ainsworth, Executive Assistant to the President & Board of Trustees
- Guests** None

Pledge of Allegiance

Trustee Massa led the Pledge of Allegiance.

1. Agenda Approval

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

Motion carried unanimously.

2. Communications from the Public

There were no public comments.

3. Discussion Items

3.1 2025-2026 Tentative Budget

Superintendent/President Guleff introduced Vice President Snelling and commended the work that she and the Planning & Budget Committee did on this year's tentative budget to make it accessible to readers. She noted that the final budget will be presented for adoption at the September Board of Trustees meeting.

Vice President Snelling reported that as part of the budget development process, she, along with the other vice presidents, met with more than 100 employees across the district to review and re-bench department budgets. She presented the 2025-2026 tentative budget, which was built in accordance with Board Policy 6200, Title 5 regulation, and the California Community Colleges Chancellor's Office Budget & Accounting Manual to reflect Butte College's priorities. She noted that 2025-2026 marks the start of the college's phase out of its emergency conditions allowance and reviewed the impact on the budget. Vice President Snelling reported that by 2026-2027, the college will no longer have any full-time equivalent students (FTES) protection. She indicated that of the three possible calculations for total computational revenue (TCR), the prior year TCR stability calculation is best for Butte College. Vice President Snelling concluded by providing a summary of anticipated total revenue and total expenditures, as well as the five-year projection. The Board discussed the 2025-2026 tentative budget.

Board President McGinnis called a 15-minute recess at 10:00 a.m.

3.2 Student Performance Indicators

Vice President Shearer explained that the Board of Trustees reviews the student performance indicators every year in accordance with accreditation standards, but it is also good practice. The college uses the data throughout the year to monitor its standards for performance. Vice President Shearer provided a high-level overview of seven measures of success that align with Vision for Success, Guided Pathways, and student equity goals: application, persistence, successful course completion, transfer level math and English completion, degrees awarded, credit certificates awarded, and transfer to baccalaureate. He noted that the 2024-2025 data is still being finalized; the data presented today represents 2023-2024.

3.3 Strategic Enrollment Management Plan Update

Vice President Shearer reported that the projected FTES for 2024-2025 was 9,187. Institutional research is working on the final report for submission next month and anticipates it will be approximately 9,300 FTES. Vice President Shearer presented the projected enrollment recovery for the next four years and enrollment by location. He noted that the biggest change has been in online education – slightly more than 30% of enrollments are in online classes. Additionally, in 2024-2025 Butte College increased the number of dual enrollment sections, which generated 345 FTES. Summer 2025 is anticipated to be 625 FTES, with approximately half of courses online.

Vice President Shearer reported that as of today, fall 2025 enrollment is up 9% compared to fall 2024. He cautioned that the college will likely see an enrollment slowdown, even if it isn't evident in these numbers. He presented data showing which academic programs have experienced the most growth, adding that this information is used to assess the budget and resource allocation.

Vice President Shearer reported that Butte College lost significant enrollment of older adults when course repetition rules changed. The college is addressing the issue by adding non-credit courses, including English as a Second Language courses in a rapidly growing program. The college also continues to investigate new and expanded degree programs. Vice President Shearer concluded by reviewing the criteria for developing new academic programs.

3.4 Board Training and Spotlight Presentation Cycle

The Board discussed which topics they'd like for 2025-2026 spotlight presentations and trainings. Suggestions included: disaggregated completion data, planetarium utilization, visits to various academic programs, the ethnic studies program, a tour of the new facilities at Glenn County Center, a tour of the music facilities, modules from the Community College League of California (CCLC), how to use the Chancellor's Office Datamart, EEOC training, and Guided Pathways. The Board also discussed a potential visit to and joint meeting with Chico State.

Board President McGinnis called a recess at 11:55 a.m. until 12:30 p.m. for lunch.

4. **Board Annual Goals**

Superintendent/President Guleff reviewed the Board of Trustees' 2024-2025 strategic focus items and led a discussion of the Board's group goals. The Board increased the trustee scholarship award to \$750, but did only one rather than two diversity, equity, inclusion, anti-racism, and accessibility (DEIA²) trainings. The Board discussed how to approach DEIA² trainings going forward. Trainings available through the Chancellor's Office and CCLC were discussed, as well as the potential for training on Title VI and proposition 209. The Board discussed whether to create a philanthropic goal for next year and how to recognize all donors.

The Board reviewed their individual 2024-2025 goals and discussed retaining them for 2025-2026. They discussed adding an additional goal to conduct a joint meeting with an outside agency.

5. **Superintendent/President Annual Goals**

Superintendent/President Guleff reviewed her goals, which were developed to align with the Board's strategic focus items. Butte College put a great deal of focus on Guided Pathways this year, including moving the counseling department to a Guided Pathways model. Superintendent/President Guleff explained how implementing new platforms like AchieveIt and Smart Plan support the board's strategic focus. She noted that creating an operational improvement and institutional efficiency plan has proven to be a larger and more complicated project than anticipated, although the college has been working on improvements in operations and efficiencies in numerous areas. She reported on progress to date, including maximizing the use of NeoEd, Colleague, and Slate. Superintendent/President Guleff indicated that she would like to continue to work on a plan in fall 2025, in collaboration with the constituent groups.

Superintendent/President Guleff concluded by reviewing her personal goals. In 2024-2025 she attended a community event with every trustee and scheduled a meeting with each trustee both semesters. She noted that she's been engaging in more legislative and advocacy work even though it was not defined as a 2024-2025 goal.

6. **Adjournment**

Board President McGinnis adjourned the meeting at 2:00 p.m.



MINUTES OF REGULAR MEETING

June 25, 2025 | 3:00 p.m.

District Board Room
Student and Administrative Services Building

The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, June 25, 2025, at 3:00 p.m., in the District Board Room at Butte College in Oroville, California.

- Board Members Present** Mr. William McGinnis, President
Mr. John Blacklock, Vice President
Mr. John Nock, Clerk
Mr. Mike Boeger
Mr. John Dahlmeier
Mr. Eugene Massa
- Board Members Absent** Mr. Rick Krepelka
Mr. Liam Eller, Student Trustee
- Staff Members Present** Ms. Virginia L. Guleff, Superintendent/President
Mr. Erik Shearer, Vice President
Ms. Jessica Snelling, Vice President
Dr. Jess Vickery, Outgoing Academic Senate President
Ms. Irma Gonzalez Cuadros, Incoming Academic Senate President
Mr. Chris Westbay, Outgoing Classified Senate President
Mr. Alan Burwell, Classified Senate President Elect
Ms. Melissa Cafferata-Ainsworth, Executive Assistant to the President & Board of Trustees
- Guests** Mr. Jeff Pickett, Isom Advisors

Pledge of Allegiance

Trustee Dahlmeier led the Pledge of Allegiance.

1. Agenda Approval

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

Motion carried unanimously.

2. Communications from the Public – Consent Agenda

There were no public comments.

3. Approval of Consent Agenda, Items 3.1-3.9

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

Motion carried unanimously.

4. **Reports**

Academic Senate President's Report – Jess Vickery/Irma Gonzalez Cuadros

Outgoing Academic Senate President Vickery thanked the Board for working with him for the past three years and introduced the next Academic Senate president, Professor Irma Gonzalez Cuadros. Irma is a faculty member in child development and served as Academic Senate vice president. He then turned the floor over to President Irma Gonzalez Cuadros.

Incoming Academic Senate President Gonzalez Cuadros thanked Dr. Vickery for his commitment to the Academic Senate. She reported that since the last Board of Trustees meeting, the Academic Senate approved revisions to several administrative procedures. The Senate also approved the newly created charter and bylaws for the Student Learning Outcomes Committee for consideration by College Council in the fall. The Academic Senate also approved membership for a number of college committees and received reports from their standing committees. Incoming Academic Senate President Gonzalez Cuadros concluded by reporting that the Academic Senate closed out the semester by honoring outgoing senators and welcoming new members for the 2025-2026 term.

Classified Senate President's Report – Chris Westbay/Alan Burwell

Outgoing Classified Senate President Westbay introduced the incoming Classified Senate president, Alan Burwell, and thanked the Board for their support and leadership in creating a safe and welcoming environment. He concluded by stating what he learned about leadership during his time as Classified Senate president.

Incoming Classified Senate President Burwell thanked Mr. Westbay for his leadership example. He reported that Classified Professionals Day was a success. The Classified Senate also held elections and had an unusually high turnout. Incoming Classified Senate President Burwell reported that the group's charter and bylaws have been approved, including the implementation of Brown Act adherence. He concluded by reporting that six classified employees are currently at the Classified Leadership Institute.

Superintendent/President's Report – Virginia Guleff

Superintendent/President Guleff reported that Butte College held a joint cabinet meeting with Chico State earlier this month, focusing on potential partnerships and an "excellence at home" campaign. She also reported on various advocacy activity she's undertaken, including adding Butte College's logo to two CCLC letters – one supporting bachelor's degrees in nursing at select community colleges and one opposing allowing students to live in their cars on campus. She noted that she's also following legislative actions at the federal level, particularly with respect to TRIO funding.

Superintendent/President Guleff reported on several events she attended since the last Board meeting, including the Inspire School of Arts and Sciences groundbreaking. She also attended numerous certificate ceremonies and other graduation celebrations. She expressed appreciation for the staff who make those events happen. Superintendent/President Guleff concluded by noting that the spring semester culminated in commencement, where almost 500 students walked across the stage.

Board Comments

Trustee Boeger reported that we are entering into a period of global uncertainty, but he believes Butte College will continue to move forward. Trustee Dahlmeier reported that he appreciated seeing students at the various graduation celebrations. He also expressed concern about the

deferred payments in the state budget, but congratulated the college on the financial stability reflected in the tentative budget. He concluded by thanking staff for their work in maintaining "BC pride." Board Vice President Blacklock reported that thanks to a contact he made at the Butte College Foundation Spring Gala he was able to tour a local agricultural company and learn about their international reach and Butte College connections. He noted that he also attended a number of graduation celebrations. Board Clerk Nock thanked Dr. Vickery and Mr. Westbay for their participation and representation at Board meetings and building the culture of the college. He reported that he attended more graduation celebrations this year than in the past, and it was wonderful to see the accomplishments of so many students. He concluded by recognizing the staff who played a role in getting them there. Board President McGinnis reported that he started reading the 2025-2026 book in common and thanked the selection committee for their choice because it is relevant to water issues in our area. He reported that he has also been thinking about potential partnerships with Chico State, specifically the opportunity for nursing students to complete their bachelor's degree in nursing after completing Butte College's nursing program.

5. **Communications from the Public**

There were no public comments.

6. **Contracts**

Approval of Contracts, Item 6.1

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

Motion carried unanimously.

Approval of Contract to Purchase Ellucian Smart Plan and Ellucian Award from Ellucian Company LLC utilizing Foundation for California Community Colleges Cooperative Agreement Number 00004497, Item 6.2

It was moved by Board Clerk Nock, seconded by Trustee Massa, to approve the contract to purchase Ellucian Smart Plan and Ellucian Award from Ellucian Company LLC utilizing Foundation for California Community Colleges Cooperative Agreement Number 00004497 in accordance with Board Policy 6340.

Motion carried unanimously.

Approval of Contract Amendment #1 to JK Architecture Engineering for Architectural Services for the Agriculture/Natural Resources Building Remodel Project, Item 6.3

It was moved by Trustee Massa, seconded by Board Vice President Blacklock, to approve contract amendment #1 to JK Architecture Engineering for architectural services for the agriculture/natural resources building remodel project in accordance with Board Policy 6340.

Motion carried unanimously.

Approval of Contract to Purchase Information Technology Consulting Services from Experis US LLC utilizing California Multiple Award Schedule CMAS Number 3-22-10-1028, Supplement Number 1, Item 6.4

It was moved by Trustee Dahlmeier, seconded by Board Vice President Blacklock, to approve the contract to purchase information technology consulting services from Experis US LLC utilizing

California Multiple Award Schedule CMAS Number 3-22-10-1028, Supplement Number 1, in accordance with Board Policy 6340.

Motion carried unanimously.

Approval of Contract to Purchase Information Technology Consulting Services from Roth Staffing Companies, L.P. doing business as Ledgent Technology utilizing California Multiple Award Schedule CMAS Number 3-25-05-1001, Item 6.5

It was moved by Trustee Massa, seconded by Board Vice President Blacklock, to approve the contract to purchase information technology consulting services from Roth Staffing Companies, L.P. doing business as Ledgent Technology utilizing California Multiple Award Schedule CMAS Number 3-25-05-1001, in accordance with Board Policy 6340.

Motion carried unanimously.

Approval of Contract to Purchase Information Technology Consulting Services from Patricio Systems LLC utilizing California Multiple Award Schedule CMAS Number 3-21-07-1028, Item 6.6

It was moved by Board Vice President Blacklock, seconded by Trustee Dahlmeier, to approve the contract to purchase information technology consulting services from Patricio Systems LLC utilizing California Multiple Award Schedule CMAS Number 3-21-07-1028, in accordance with Board Policy 6340.

Motion carried unanimously.

Approval of Contract Award for Request for Proposals RFP No. CCCTC-24-01 California Community Colleges New Student Application System to Liaison International, Item 6.7

It was moved by Trustee Boeger, seconded by Board Vice President Blacklock, to approve the contract award for request for proposals RFP No. CCCTC-24-01 California Community Colleges new student application system to Liaison International, in accordance with Board Policy 6340.

Motion carried unanimously.

Approval of Contract Award for Request for Proposals RFP No. 2024-25-02 Exclusive Pouring and Beverage Vending Services to Pespico, Item 6.8

It was moved by Board Clerk Nock, seconded by Trustee Boeger, to approve the contract award for request for proposals RFP No. 2024-25-02 exclusive pouring and beverage vending services to Pespico, in accordance with Board Policy 6340.

Motion carried unanimously.

Approval to Award Design-Build Construction Contract for the Butte College Cosmetology and Barbering Building Project to DH Slater & Son, Item 6.9

It was moved by Board Vice President Blacklock, seconded by Trustee Massa, to approve the award design-build construction contract for the Butte College cosmetology and barbering building project to DH Slater & Son, in accordance with Board Policy 6340.

Motion carried unanimously.

7. Human Resources

Adoption of Resolution No. 827: For the Reduction of Classified Employee Services, Item 7.1

It was moved by Board Vice President Blacklock, seconded by Trustee Dahlmeier, to approve the resolution no. 827 for the reduction of classified employee services.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Trustees Eller (advisory vote) and Krepelka

8. Finance

Adoption of the 2025-2026 Tentative Budget, Gann Limit Worksheet, EPA Spending Determination Report and Notice of Public Hearing on the 2025-2026 Budget, Item 8.1

It was moved by Board Vice President Blacklock, seconded by Trustee Massa, to adopt the 2025-2026 Tentative Budget, Gann Limit Worksheet, EPA Spending Determination Report and notice of public hearing on the 2025-2026 budget.

Motion carried unanimously.

Board President McGinnis announced that the proposed 2025-2026 Final Budget will be available for public inspection beginning September 5, 2025, at the Office of the Vice President for Administrative Services. A public hearing will be held at 1:00 p.m. at the board meeting on September 10, 2025, to be followed by the adoption of the 2025-2026 Final Budget.

Adoption of Resolution No. 828: Resolution Authorizing the Issuance and Sale of Election of 2016 General Obligation Bonds, Series D, in an Aggregate Principal Amount Not to Exceed \$48,500,000 and Approving Related Documents and Actions, Item 8.2

It was moved by Board Clerk Nock, seconded by Board Vice President Blacklock, to adopt resolution no. 828: Resolution Authorizing the Issuance and Sale of Election of 2016 General Obligation Bonds, Series D, in an Aggregate Principal Amount Not to Exceed \$48,500,000 and approve related documents and actions.

Jeff Pickett of Isom Advisors answered Board members' questions about the sale of the bonds in question.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Trustees Eller (advisory vote) and Krepelka

Adoption of Resolution No. 829: Resolution Requesting the Board of Supervisors of Butte County to Establish a Tax Rate for Bonds of Butte-Glenn Community College District Expected to Be Sold During Fiscal Year 2025-26 and Authorizing Necessary Actions in Connection Therewith, Item 8.3

It was moved by Trustee Dahlmeier, seconded by Board Vice President Blacklock, to adopt resolution no. 829: Resolution Requesting the Board of Supervisors of Butte County to Establish a Tax Rate for Bonds of Butte-Glenn Community College District Expected to Be Sold During Fiscal Year 2025-26 and authorize necessary actions in connection therewith.

Motion carried by the following roll call vote:

Ayes: Trustees McGinnis, Blacklock, Nock, Boeger, Dahlmeier, and Massa
Nos: None
Abstentions: None
Absent: Trustees Eller (advisory vote) and Krepelka

Authorization to Submit Five-Year Construction Plan, Item 8.4

It was moved by Board Vice President Blacklock, seconded by Trustee Dahlmeier, to authorize the submission of the Five-Year Construction Plan.

Motion carried unanimously.

9. Labor Relations

Approval of the 2025-28 BCPOA Collective Bargaining Agreement, Item 9.1

It was moved by Trustee Dahlmeier, seconded by Board Vice President Blacklock, to approve the 2025-28 BCPOA Collective Bargaining Agreement.

Motion carried unanimously.

10. 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.

11. Adjournment

Board President McGinnis adjourned the meeting at 5:25 p.m.

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

August 13, 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 June 1, 2025, to July 31, 2025.

Type of Warrant	Quantity of Checks	Total
Vendor	1,455	\$30,227,963
Payroll	156	\$9,361,267
Financial Aid	1,543	\$2,179,037

Warrant registers are available for review in the Business Office.

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

August 13, 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 June 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
June 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
6/10/25	6/30/25	Creative Imaging	Photography Services Amendment to Fees	(\$1,180.00)	Unrestricted General	President's Office	Guleff
4/30/25	4/30/26	Fitguard, Inc.	Athletic Equipment Preventative Maintenance	(\$265.00)	Unrestricted General	Athletics	Shearer
7/1/25	6/30/28	Foundation for California Community Colleges	Smog Check Referee and Student Technician Training Program	\$36,000.00	Unrestricted General	Automotive Technology	Shearer
5/20/25	6/20/25	DK Web Design	Google Recaptcha Software Updates for Adult Ed Consortium Website	(\$300.00)	Restricted General	Career Technical Education	Shearer
Upon Payment	One Year	Flowlab Inc.	Flowlab Education Subscription License	(\$249.00)	Unrestricted General	Computer Science	Shearer
Upon Payment	One Year	Piazza Technologies, Inc.	Piazza Instructor Licenses	(\$758.00)	Unrestricted General	Computer Science	Shearer
7/1/25	6/30/26	Butte County Department of Employment and Social Services	Employee Training	\$39,500.00	Restricted General	Contract Education	Shearer
6/9/25	7/23/25	California Employment Training Panel	Employer Workforce Training Funds Project Amendment to Contract Amount, Support Costs, and Average Number Trainees	(\$390.00)	Restricted General	Contract Education	Shearer
2/24/25	6/30/26	Davey Resource Group, Inc.	EOVM Project Management Enhanced PI Training	(\$11,140.00)	Restricted General	Contract Education	Shearer
5/1/25	12/31/25	Davey Resource Group, Inc.	Utility Line Clearance Pre-Inspector and Arborist Program	(\$4,800.00)	Restricted General	Contract Education	Shearer
5/30/25	12/31/25	Eocene Environmental Group of the West, Inc.	Utility Line Clearance Pre-Inspector and Arborist Program Amendment to Term, Fees, and Statement of Work	(\$12,000.00)	Restricted General	Contract Education	Shearer
7/31/25	7/31/25	Golden Valley Bank	Employee Training	\$1,850.00	Restricted General	Contract Education	Shearer
7/8/25	7/31/25	Johns Manville	Employee Training	\$4,575.00	Restricted General	Contract Education	Shearer
6/18/25	6/30/25	Mountain F. Enterprises, Inc.	Utility Line Clearance Pre-Inspector and Arborist Program Amendment to Fees and Statement of Work	\$55,840.00	Restricted General	Contract Education	Shearer
10/7/25	10/30/25	MWS Properties	Employee Training	\$2,100.00	Restricted General	Contract Education	Shearer
6/27/25	3/30/27	Oroville Hospital	Employer Participation Agreement Employment Training Panel (ETP) Project	(\$75,863.20)	Restricted General	Contract Education	Shearer
7/1/25	6/30/26	SpaceData, LLC	TrackPoint Trainee Management Services	(\$42,000.00)	Restricted General	Contract Education	Shearer
5/1/25	5/29/26	State Center Community College District	California Resilient Careers in Forestry Project	(\$15,000.00)	Restricted General	Contract Education	Shearer
6/2/25	10/31/25	Trindel Insurance Fund	Employee Training	\$4,200.00	Restricted General	Contract Education	Shearer
4/21/25	12/31/28	Utility Arborist Association	Scholarship Support Services for PG&E EOVM Project Management Enhanced PI Training Project to provide Contract Utility Line Clearance Arborist Training (ULCAT) and Utility Vegetation Management Pre-Inspector (UVMPI) Training	(\$691,560.00)	Restricted General	Contract Education	Shearer
6/17/25	6/27/25	Your OSHA Trainer, Inc.	Utility Line Clearance Arborist Training Amendment to Fees and Scope of Work	(\$1,230.00)	Restricted General	Contract Education	Shearer
7/1/25	6/30/30	Cotati-Rohnert Park Unified School District	Field Experience for Introduction to Education Program	\$0.00	N/A	Family and Community Services	Shearer
7/1/25	6/30/28	Butte County Department of Employment and Social Services	Education and Training for Resource and Relative Caregiver Services	\$0.00	N/A	Foster/Kinship Care Education Program	Shearer
5/22/25	7/31/25	Placer County Office of Education	Healthy Relationships, Online Safety and Child Trafficking & Sexual Exploitation Safety Training	(\$1,250.00)	Restricted General	Foster/Kinship Care Education Program	Shearer
6/25/25	6/25/26	Foundation for California Community Colleges	Program Pathways Mapper Onboarding and Licensing	\$0.00	N/A	Guided Pathways	Shearer
6/25/25	6/30/28	Oroville Hospital	Clinical Experience Amendment to Term	\$0.00	N/A	Health Occupations	Shearer
6/25/25	8/30/25	Koa Hills Consulting	Experiential Education Partnership Agreement	(\$10,000.00)	Restricted General	MESA	Shearer

Page 17 of 82
Business Contracts and Risk Management

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

Contracts Signed by the Superintendent/President or Vice President for Administrative Services
June 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
6/2/25	8/29/25	Sierra Nevada Brewing Company	Experiential Education Partnership Agreement	\$0.00	Restricted General	MESA	Shearer
6/24/25	8/30/25	Sierra Nevada Brewing Company	Experiential Education Partnership Agreement Addendum for Intern Assignment	(\$10,000.00)	Restricted General	MESA	Shearer
7/1/25	6/30/26	Codestorm	RegionalCTE.org Website Support and Maintenance	(\$7,500.00)	Restricted General	North Far North Regional Consortium	Shearer
6/30/25	12/31/26	Feather River College District	Strong Workforce Program K14 Technical Assistance Provider	(\$230,000.00)	Restricted General	North Far North Regional Consortium	Shearer
6/30/25	12/31/26	Fort Bragg Unified School District	Strong Workforce Program K12 Pathway Coordinator	(140,000.00)	Restricted General	North Far North Regional Consortium	Shearer
6/30/25	12/31/26	Humboldt County Office of Education	Strong Workforce Program K12 Pathway Coordinator	(\$140,000.00)	Restricted General	North Far North Regional Consortium	Shearer
6/30/25	12/31/26	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	Pacific Sky	NFNRC Website Maintenance and Support	(\$6,000.00)	Restricted General	North Far North Regional Consortium	Shearer
6/30/25	12/31/26	Placer Union High School District	Strong Workforce Program K12 Pathway Coordinator	(\$140,000.00)	Restricted General	North Far North Regional Consortium	Shearer
6/30/25	12/31/26	Plumas Charter School	Strong Workforce Program K12 Pathway Coordinator	(\$140,000.00)	Restricted General	North Far North Regional Consortium	Shearer
6/30/25	12/31/26	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	6/30/28	ARC of Butte County	Clinical Experience	\$0.00	N/A	Nursing	Shearer
9/1/25	8/31/26	University of Texas at Arlington	Educational Experience Graduate Nursing Education	\$0.00	N/A	Nursing	Shearer
7/1/25	6/30/27	Willows Post Acute	Clinical Experience	\$0.00	N/A	Nursing	Shearer
6/18/25	6/30/28	Foundation for California Community Colleges	Vision Resource Center Project Services Amendment Extending Term	\$0.00	N/A	Professional Development	Shearer
8/10/25	8/13/25	SGI Resort Properties, LLC dba Nakoma Resort	Great Teachers Seminar Venue and Accommodations	(\$25,000.00)	Unrestricted General	Professional Development	Shearer
7/1/25	6/30/26	Work Training Center for the Handicapped, Inc.	Instructional Service Agreement to provide Community Partners in Education Courses	(\$202,640.00)	Unrestricted General	Special Programs	Shearer
4/16/25	6/30/26	Arise Careers, Inc.	Resume Building Software License Amendment to Term and Fees	(\$3,300.00)	Restricted General	Career Center	Simos-Valdez
10/22/25	10/23/25	Damon Brooks & Associates, LLC	Keynote Speaker for the Disability Employment Awareness Event	(\$11,500.00)	Unrestricted General	Disabled Student Programs & Services	Simos-Valdez
5/13/25	5/12/26	Automatic Sync Technologies, LLC d/b/a Verbit	Live Captions and Streaming Services for Commencement	(\$500.00)	Unrestricted General	Student Services	Simos-Valdez
6/1/25	7/15/25	Catherine M. Avila-Linn	Planning and Facilitation of Student Services Retreat	(\$8,000.00)	Unrestricted General	Student Services	Simos-Valdez
8/1/25	6/30/30	Ellucian Company, LLC	Smart Plan and Award Cloud Software	(\$521,547.00)	Unrestricted General	Student Services	Simos-Valdez
5/23/25	5/24/25	Salvador Ochoa	Photography Services Amendment to Terms	\$0.00	Restricted General	TRIO	Simos-Valdez
1/2/25	6/30/26	Immigrant Legal Defense	Immigration Legal Services and Support	\$0.00	N/A	UndocuCenter	Simos-Valdez
6/11/25	7/30/25	Paradise Ridge Chamber of Commerce	Party in the Park Music and Marketplace Outreach and Tabling	(\$280.00)	Unrestricted General	Welcome Center	Simos-Valdez
6/25/25	6/24/30	California Department of General Service, Office of Administrative Hearings	Administrative Law Judge Services	(\$48,000.00)	Unrestricted General	Administrative Services	Snelling
25	6/30/26	Constant Contact, Inc.	Email Marketing Software License	(\$2,604.00)	Restricted General	CCC Technology Center	Snelling

Page 18 of 82

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

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

June 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
5/21/25	6/30/25	Experis US, LLC	Information Technology Consulting Services to Provide Specialized Technical and Engineering Expertise for a Variety of Projects Amendment to Fees	(\$2,000,000.00)	Restricted General	CCC Technology Center	Snelling
7/1/25	6/30/26	Experis US, LLC	Information Technology Consulting Services to Provide Specialized Technical and Engineering Expertise for a Variety of Projects	(\$13,000,000.00)	Restricted General	CCC Technology Center	Snelling
5/31/25	8/31/25	Figma, Inc.	Organization Figma Design Seats and Organization FigJam Seats License	(\$270.00)	Restricted General	CCC Technology Center	Snelling
7/1/25	6/30/26	Foundation for California Community Colleges	Communications, Marketing, and User Testing Services	(\$80,000.00)	Restricted General	CCC Technology Center	Snelling
5/2/25	5/1/26	Hartgen Consultancy	JAWS and Leasy Accessibility Software License	(\$127.15)	Restricted General	CCC Technology Center	Snelling
6/9/25	6/30/25	InterVision Systems, LLC	Information Technology Services to Provide Cloud Amazon Web Services (AWS) Management Services to Provide Cloud Infrastructure as a Service (IaaS) and Cloud Platforms as a Service (PaaS) Amendment to Fees	(\$30,000.00)	Restricted General	CCC Technology Center	Snelling
6/9/25	6/30/25	InterVision Systems, LLC	Information Technology Consulting Services to Provide Managed Services for DevOps including Architecture, Design, Build, Migration, and Management and Support Services Amendment to Fees	(\$12,000.00)	Restricted General	CCC Technology Center	Snelling
7/1/25	6/30/26	InterVision Systems, LLC	Information Technology Consulting Services to Provide Managed Services for DevOps including Architecture, Design, Build, Migration, and Management and Support Services	(\$3,300,000.00)	Restricted General	CCC Technology Center	Snelling
7/1/25	6/30/26	InterVision Systems, LLC	Information Technology Services to Provide Cloud Amazon Web Services (AWS) Management Services to Provide Cloud Infrastructure as a Service (IaaS) and Cloud Platforms as a Service (PaaS)	(\$2,500,000.00)	Restricted General	CCC Technology Center	Snelling
7/1/25	6/30/26	IPQualityScore, LLC	Enterprise Student Application Filtering Services License	(\$105,011.88)	Restricted General	CCC Technology Center	Snelling
7/1/25	6/30/26	Manybrain, LLC Mailinator	Mailinator Business Subscription License	(\$3,198.00)	Restricted General	CCC Technology Center	Snelling
7/1/25	6/30/26	Pariveda Solutions, Inc.	Information Technology Consulting Services to Develop and Deploy Modernized Fraud Identification Solution	(\$2,000,000.00)	Restricted General	CCC Technology Center	Snelling
5/27/25	6/30/25	Patricio Systems, LLC	Cyber Threat Detection Services	(\$15,750.00)	restricted General	CCC Technology Center	Snelling
7/4/25	7/3/26	Postman, Inc.	Collection Runner and Postman Enterprise Subscription	(\$9,408.00)	Restricted General	CCC Technology Center	Snelling
7/1/25	6/30/26	Praecipio Consulting, LLC	Information Technology Consulting Services for Atlassian Products	(\$110,000.00)	Restricted General	CCC Technology Center	Snelling
7/1/25	6/1/26	Unify Consulting, LLC	Fraud Analytics and Reporting Project	(\$114,800.00)	Restricted General	CCC Technology Center	Snelling
25	6/30/26	XAP, LLC	Software Development and Maintenance Services for eTranscript California	(\$760,479.00)	Restricted General	CCC Technology Center	Snelling
25	8/15/26	DH Slater and Son, Inc.	Agriculture and Natural Resources Renovation Project	(\$8,970,000.00)	Measure J	Facilities Planning & Management	Snelling

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

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

June 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
5/5/25	7/31/25	Mallinson's Tile	Flooring Replacement in Scenario Village Restrooms	(\$11,729.11)	Measure J	Facilities Planning & Management	Snelling
3/1/25	6/30/25	North Sierra Consultants	Project Consultation for Science Building Project	(\$125,794.50)	Measure J	Facilities Planning & Management	Snelling
7/1/25	6/30/26	Sunset Services	Grade III Operator for the Waste Water Treatment Plant	(\$36,000.00)	Unrestricted General	Facilities Planning & Management	Snelling
Upon Payment	One Year	Directable, Inc.	Digital Signage Software	(\$1,343.75)	Unrestricted General	Information Technology	Snelling
6/30/25	Upon Payment	ePlus Technology, Inc.	Hewlett Packard Enterprise Hardware and Nimble Software Support	(\$25,465.86)	Unrestricted General	Information Technology	Snelling
4/1/25	5/14/26	Hewlett Packard Enterprise Company	Nimble License	\$0.00	Unrestricted General	Information Technology	Snelling
6/15/25	Upon Payment	Foundation for California Community Colleges	NetTutor Tutoring Solution and Proctorio Automated Proctoring Solution	(\$39,483.00)	Unrestricted General	Information Technology	Snelling
7/1/25	6/30/26	Link-Systems International, Inc.	NetTutor License	\$0.00	Unrestricted General	Information Technology	Snelling
7/1/25	6/30/26	Proctorio Inc.	Proctorio License	\$0.00	Unrestricted General	Information Technology	Snelling
			TOTAL REVENUE CONTRACTS	\$144,065.00			
			TOTAL EXPENSE CONTRACTS	(\$36,035,716.45)			

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

August 13, 2025

Subject:	Approval of Spring 2025 Curriculum Activity
Category:	Office of Instruction
Submitted By:	Erik Shearer, Assistant Superintendent/Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Consent

Background

Board Policy 4020 – Program, Curriculum, and Course Development states: The Faculty Senate Curriculum Committee will review and approve all curriculum proposals in cooperation with the Vice President of Instruction. The Board shall rely primarily on the advice of the Academic Senate on all matters pertaining to the curriculum.

The district will be reporting all curriculum activity (courses and programs) to the Board twice a year. Fall activity will be reported the following spring; spring activity will be reported the following fall. Attached is the spring 2025 curriculum activity.

Status

The appropriate instructional areas on campus and the Academic Senate Curriculum Committee have approved the attached curriculum activity. The Vice President of Instruction concurs with these approvals.

Recommendation

It is recommended that the Board of Trustees approve the spring 2025 curriculum activity as described in the attached.

Curriculum Consent Agenda Date	Course	Title	Major/Minor/ Delete	Course #/Subject	Title change	Units	Hours	Prerequisite	Corequisite	Description	Objectives	Unit Titles	Methods	Materials	Assignments	MIS Code	Ped Cap
4.7.25	ACCT 2	Financial Accounting	Minor									x	x	x	x		
4.7.25	ACCT 4	Managerial Accounting	Minor									x	x	x	x		
4.7.25	ACCT 20	Introduction to Accounting	Minor										x	x	x		
4.7.25	ACCT 30	Accounting Capstone	Minor										x	x			
4.7.25	ACCT 100	QuickBooks and Computerized Accounting	Major		x	x	x			x	x	x		x	x		
4.7.25	ACCT 105	Income Tax Preparation	Minor											x	x		
4.7.25	ACCT 110	Accounting for Payroll	Minor									x		x	x		
5.19.25	ACCT 128	Small Business Accounting	Major														
3.10.25	AJLE 100	Law Enforcement Academy Physical Training	Major				x										
3.10.25	AJLE 130	Law Enforcement Academy; Basic/State Parks Emphasis	Major				x										
3.10.25	AJLE 140	Law Enforcement Academy	Major				x										
3.10.25	AJLE 141	Law Enforcement Academy; Fish and Wildlife Emphasis	Major				x										
3.10.25	AJLE 151A	PC 832 Arrest Module	Major				x										
3.10.25	AJLE 151B	PC 832 Firearms Module	Major			x	x										
3.10.25	AJLE 162	Academy Instructor Certification	Major				x										
3.10.25	AJLE 164	POST Dispatcher Course	Major				x										
2.3.25	ALH 3	Introduction to Public Health	Minor							x	x	x		x	x		
2.3.25	AUT 1	Introduction to Automotive Technology	Delete														
2.3.25	AUT 2	Honda Express Service	Delete														
3.10.25	AUT 6	Automotive Electrical Systems Lec	Major				x										
3.10.25	AUT 7	Automotive Elect Systems Lab	Major				x										
3.10.25	AUT 22	Automotive Heating & AC Lec	Major				x										
3.10.25	AUT 23	Automotive Heating & AC Lab	Major				x										
3.10.25	AUT 56	Manual Transmission Lec	Major				x										
3.10.25	AUT 57	Manual Transmission Lab	Major				x										
3.10.25	AUT 83	Honda PACT Skills Cert	Major				x										
5.5.25	BCIS 16	Project Management	Minor							x	x			x	x		
5.5.25	BCIS 18	Introduction to Business Technology	Minor								x	x	x	x	x		
3.10.25	BCIS 20	Beginning Keyboarding	Major			x	x										

4.7.25	COS 17	Trimming and Shaving I	Major						x										
4.7.25	COS 19	Hair Styling Services I	Major							x									
4.7.25	COS 20	Chemical Hair Services Theory	Major						x	x	x	x	x	x	x	x			x
4.7.25	COS 21	Chemical Hair Services Practicum	Major						x	x									
4.7.25	COS 23	Skin Care	Major						x										
4.7.25	COS 32	Advanced Manicuring and Pedicuring	Major						x										
4.7.25	COS 300	Cosmetology Practicum	Major						x		x	x	x	x	x	x			x
2.24.25	DFT 4	Print Reading for Construction and Architecture	Minor								x					x	x		
3.10.25	EDUC 10	Critical Skills for College Success	Major					x											
3.10.25	EDUC 110	Critical Skills for College Success	Major					x											
3.10.25	EMS 111	Emergency Medical Technician	Major					x											
3.10.25	EMS 171	Paramedic Clinical	Major					x											
3.24.25	ESL 300	American Citizenship	Minor								x			x	x	x	x		
2.24.25	ESL 350	ESL Workforce Training Adult Education	Major	x				x		x	x	x	x	x	x	x	x	x	x
2.24.25	ESL 352B	ESL Workforce Training Lab	Delete																
3.24.25	FASH 6	Introduction to Fibers, Fabric and Textiles	Minor														x	x	
3.24.25	FASH 9	Clothing Construction I	Minor								x		x	x	x				
3.24.25	FASH 10	Clothing Construction II	Minor										x	x	x				
3.24.25	FASH 18	Visual Merchandising	Minor										x		x				
3.24.25	FASH 64	Introduction To Fashion/Retail Careers	Minor										x		x				
3.10.25	FSC 105	Fire Academy Physical Training	Major					x											
3.10.25	FSC 106	Firefighter I Academy	Major					x											
3.10.25	FSC 107	Firefighter II Academy	Major					x											
3.10.25	KIN 23	Weight Training I	Major					x											
3.10.25	KIN 24	Weight Training II	Major					x											
3.10.25	KIN 25	Olympic Weightlifting	Major					x											
3.10.25	KIN 27	Core Crossfit Training	Major					x											
3.10.25	KIN 28	Plyometric Training	Major					x											
2.3.25	KIN 29	Body Sculpting	Delete																
3.10.25	KIN 31	Quickfits	Major					x											
3.10.25	KIN 33	Aerobic Mix	Major					x											
2.3.25	KIN 34	Step Aerobics	Delete																
2.3.25	KIN 35	Aerobic Dance	Delete																
3.10.25	KIN 38	Ballroom Dance I	Major					x											
3.10.25	KIN 39	Ballroom Dance II	Major					x											
3.10.25	KIN 40	Jazz Dance I	Major					x											

3.10.25	KIN 41	Gentle Yoga	Major					x											
3.10.25	KIN 42	Yoga I	Major					x											
3.10.25	KIN 43	Yoga II	Major					x											
3.10.25	KIN 44	Jazz Dance II	Major					x											
3.10.25	KIN 45	Pilates	Major					x											
3.10.25	KIN 47	Stress Management Techniques and Exercise	Major					x											
3.10.25	KIN 48	Stretching for Life	Major					x											
3.10.25	KIN 49	Fit Mix	Major					x											
3.10.25	KIN 52	Walking for Fitness	Major					x											
3.10.25	KIN 53	Jogging/Running for Fitness	Major					x											
3.10.25	KIN 57	Archery	Major					x											
3.10.25	KIN 58	Badminton	Major					x											
3.10.25	KIN 59	Pickleball	Major					x											
3.10.25	KIN 60	Bowling	Major					x											
3.10.25	KIN 61	Golf	Major					x											
2.3.25	KIN 62	Tennis	Delete																
3.10.25	KIN 63	Track and Field	Major					x											
3.10.25	KIN 64	Baseball	Major					x											
3.10.25	KIN 65	Soccer	Major					x											
3.10.25	KIN 66	Softball	Major					x											
3.10.25	KIN 67	Non-Contact Football	Major					x											
3.10.25	KIN 68	Volleyball I	Major					x											
3.10.25	KIN 69	Volleyball II	Major					x											
3.10.25	KIN 70	Basketball I	Major					x											
3.10.25	KIN 71	Basketball II	Major					x											
3.10.25	KIN 73	Self Defense	Major					x											
3.10.25	KIN 74	Boxing	Major					x											
2.3.25	KIN 75	Jujitsu	Delete																
3.10.25	KIN 77	Karate	Major					x											
2.3.25	KIN 78	Taekwondo	Delete																
3.10.25	KIN 90	Skill Development for Intercollegiate Athletes	Major					x											
3.10.25	KIN 91	Strength & Cond for Athletes	Major					x											
3.10.25	KIN 93	Pep Activities	Major					x											
3.10.25	KIN 94	Adaptive Physical Education	Major					x											
4.21.25	MUS 1	Music Appreciation	Minor										x	x	x	x	x	x	
4.21.25	MUS 5	American Popular Music	Minor													x	x	x	

4.21.25	MUS 6	Women and Music	Minor								x	x	x		x	x		
4.21.25	MUS 7	Jazz Appreciation	Minor										x	x	x	x		
4.21.25	MUS 30	Voice I	Minor				x				x	x	x	x	x	x		
4.21.25	MUS 31	Voice II	Major				x				x	x	x	x	x	x		
4.21.25	MUS 32	Voice III	Major				x				x	x	x	x	x	x		
4.21.25	MUS 33	Voice IV	Major				x				x	x	x	x	x	x		
4.21.25	MUS 40	Piano I	Minor								x	x	x	x	x			
4.21.25	MUS 41	Piano II	Minor								x	x	x	x	x	x		
4.21.25	MUS 42	Piano III	Minor								x	x	x		x			
4.21.25	MUS 43	Piano IV	Minor								x	x	x		x			
3.10.25	MUS 60	Orchestra	Major			x	x											
4.21.25	MUS 60	Orchestra	Minor														x	
4.21.25	MUS 61	Pop Ensemble	Minor												x	x	x	
3.10.25	MUS 63	Symphonic Band	Major			x	x											
3.10.25	MUS 64	Jazz Ensemble	Major			x	x											
4.21.25	MUS 64	Jazz Ensemble	Minor													x	x	
4.21.25	MUS 66	Pep Band	Minor													x		
4.21.25	MUS 67	Percussion Ensemble	Minor													x		
4.21.25	MUS 68	Guitar Ensemble	Minor													x		
4.21.25	MUS 70	Choir	Major															
4.21.25	MUS 80	Theory & Musicianship I	Minor								x	x	x	x	x	x		
4.21.25	MUS 82	Theory and Musicianship II	Minor								x	x	x	x	x	x		
4.21.25	MUS 84	Theory and Musicianship III	Minor								x	x	x	x	x	x		
4.21.25	MUS 86	Theory and Musicianship IV	Minor									x	x		x	x		
4.21.25	MUS 88	Applied Music	Minor												x	x	x	
3.10.25	MUS 92	Intro to Music Education	Major				x											
3.10.25	MUS 360	Orchestra	Major				x											
4.21.25	MUS 361	Pop Ensemble	Minor													x	x	
3.10.25	MUS 363	Symphonic Band	Major				x											
3.10.25	MUS 364	Jazz Ensemble	Major				x											
3.10.25	NSG 3	Accelerated Track Medical Surgical Nursing IA	Major				x											
5.19.25	NSG 3	Accelerated Track Medical Surgical Nursing IA	Minor								x	x			x	x		
3.10.25	NSG 4	Accelerated Track Medical Surgical Nursing IB	Major				x											
5.19.25	NSG 4	Accelerated Track Advanced Medical Surgical Nursing IB	Minor								x	x			x	x		
3.10.25	NSG 5	Accelerated Track Foundations Clinical	Major				x											
3.10.25	NSG 6	Accelerated Track Clinical I	Major				x											

3.10.25	NSG 7	Accelerated Track Normal and Advanced Obstetrics Nursing	Major				x												
3.10.25	NSG 8	Accelerated Track Normal and Advanced Pediatric Nursing	Major				x												
3.10.25	NSG 9	Accelerated Track Mental Health and Psychiatric Nursing	Major				x												
3.10.25	NSG 10	Accelerated Track Advanced Medical Surgical Nursing II	Major				x												
5.19.25	NSG 10	Accelerated Track Advanced Medical Surgical Nursing II	Major			x	x					x				x	x		
3.10.25	NSG 11	Accelerated Track Obstetrics and Pediatric Nursing Clinical	Major				x												
3.10.25	NSG 12	Accelerated Track Clinical Medical/Surgical II and Mental Health Nursing	Major				x												
3.10.25	NSG 17	Accelerated Track Clinical III	Major				x												
3.10.25	NSG 50	Principles of I.V. Therapy and Blood Withdrawal	Major			x	x												
3.10.25	NSG 52	Accelerated Track Transition to ADN Nursing II	Major				x												
3.10.25	NSG 56	Clinical Nursing I	Major				x												
3.10.25	NSG 66	Clinical Nursing II	Major				x												
3.10.25	NSG 68	Clinical Nursing III	Major				x												
3.10.25	NSG 78	Clinical Nursing IV	Major				x												
3.10.25	NSG 100	CNA Basic Nursing Care-Theory	Major			x	x												
3.10.25	NSG 102	CNA Acute Care	Major				x												
3.10.25	NSG 103	Home Health Aide for the CNA	Major			x	x												
5.5.25	PHO 1	History of Photography	Minor														x	x	
5.5.25	PHO 2	Introduction to Photography	Minor							x						x	x	x	
5.5.25	PHO 4	Beginning Digital Photography	Minor														x	x	
5.5.25	PHO 6	Intermediate Black and White Darkroom Photography	Major					x											
5.5.25	PHO 8	Commercial and Studio Photography	Major					x											
5.5.25	PHO 11	Alternative Photographic Processes	Major					x											
5.5.25	PHO 14	Introduction to Photographic Portfolios and Books	Major					x											
5.5.25	PHO 15	Intermediate Digital Photography	Major					x											
5.5.25	PHO 20	Photoshop for Photographers	Delete																
3.10.25	RT 115	Clinical Preparation for Respiratory Care	Major			x	x												
3.10.25	RT 125	Introduction to Clinical Respiratory Care	Major				x												
3.10.25	RT 135	Fundamentals of Clinical Respiratory Care	Major				x												
3.10.25	RT 142	Neonatal and Pediatric Respiratory Care	Major				x												
3.10.25	RT 145	Advanced Respiratory Care Procedures	Major				x												
3.10.25	RT 155	Respiratory Care Practicum I	Major				x												
4.21.25	SPAN 2	Second Semester Spanish	Minor							x								x	

Curriculum Consent Agenda Date	Type	Program	Title Change	Major/Minor/Delete	New Units	Existing Units	Core Requirements	Electives	PLOs	2 YR CE Review
5.19.25	AS	Accelerated Track Registered Nursing		Major	37	36	x			
5.19.25	AS	Accelerated Track Registered Nursing: LVN to ADN		Major	29.5	28.5	x			
5.19.25	CA	Accelerated Track Registered Nursing: LVN to ADN		Major	29.5	30	x			
4.7.25	CERT	Account Clerk		Major	12-13	14-15		x		
4.7.25	AS	Accounting		Major	40	39			x	
4.7.25	CA	Accounting		Major	29	28			x	
2.3.25	AS-T	Administration of Justice		Minor				x		
2.3.25	AS-T	Agriculture Business		Minor				x		
4.21.25	AS-T	Agriculture Business		Minor			x			
2.3.25	AS	Agriculture Business		Major	29-30	26	x			
3.24.25	2 YR CE	Agriculture Business		Review						x
4.7.25	2 YR CE	Agriculture Engineering Technology		Review						x
5.5.25	2 YR CE	Agriculture Science		Review						x
2.3.25	AA-T	Art History		Minor			x	x		
5.19.25	AS	Business Management		Major	38-39	37-39		x		
5.5.25	AS	Computer Programming		Major	20	24	x			
5.19.25	AS	Computer Programming		Major	23	20	x			
5.5.25	CA	Computer Programming		Major	20	24	x			
5.19.25	CA	Computer Programming		Major	23	20	x			
5.19.25	2 YR CE	Computer Science		Review						x
4.7.25	2 YR CE	Construction		Review						x
4.7.25	AS	Cosmetology		Minor						
2.3.25	2 YR CE	Drafting		Review						x
4.21.25	2 YR CE	Drafting		Review						x
2.3.25	AA-T	Elementary Teacher Education		Minor				x		
3.10.25	AA-T	Elementary Teacher Education		Major	33-36	49	x	x		

5.19.25	2 YR CE	Engineering		Review						x
5.5.25	2 YR CE	Environmental Horticulture		Review						x
3.10.25	AS-T	Film, Television and Electronic Media		Minor				x		
2.3.25	AA-T	Geography		Minor			x	x		
4.7.25	2 YR CE	Heating/Ventilation/Air Conditioning		Review						x
2.3.25	AA-T	History		Minor				x		
2.3.25	AA-T	Kinesiology		Minor				x		
2.3.25	AA	Kinesiology		Minor				x		
4.7.25	2 YR CE	Manufacturing		Review						x
5.5.25	AS	Marketing		Minor				x		
2.3.25	2 YR CE	Multimedia Studies		Review						x
4.21.25	2 YR CE	Natural Resources		Review						x
2.24.25	NC	Noncredit Certificate of Completion in VESL		Delete						
2.3.25	AA-T	Philosophy		Minor				x		
2.24.25	2 YR CE	Photography		Review						x
4.7.25	CA	Professional Accountant		Major	18	17			x	
3.10.25	AA-T	Psychology		Minor				x		
2.3.25	AS-T	Public Health Science	x	Major			x	x		
3.10.25	AS-T	Public Health Science		Minor				x		
2.3.25	AA-T	Spanish		Minor				x		
2.24.25	AA-T	Spanish		Minor			x			
4.7.25	CERT	Tax Preparer		Major	13	15		x		
2.3.25	2 YR CE	Welding Technology		Review						x

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

August 13, 2025

Subject:	Approval of 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> Jason Trento	<u>Discipline</u> Physical Sciences	<u>Term Used</u> Spring 2026	<u>Load Used</u> 10.00
--	---	--	----------------------------------

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

August 13, 2025

Subject:	Approval of Out-of-State Student Travel to Aurora, CO
Category:	Student Services
Submitted By:	Imelda Simos-Valdez, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Consent

Background

The Title V - Developing Hispanic Serving Institution grant, CASA Project, would like to send four students and one chaperone to the 39th Annual Hispanic Association of Colleges and Universities (HACU) conference. HACU's Annual Conference provides a unique forum, developed for the sharing of information and ideas for the best and most promising practices in the education of Hispanic students. The strategies and best practices learned can support the closure of equity gaps at Butte College.

Status

Butte College CASA Project Grant Manager, Liliana Guzman, will accompany four students to Aurora, CO, to attend the 39th Annual Hispanic Association of Colleges and Universities (HACU) conference. This opportunity is open to all CASA students in good standing with Butte College.

Travel expenses will be paid from student equity funds and the CASA Project. The total estimated cost is: \$9,000.

Recommendation

It is recommended the Board authorize out-of-state travel to Aurora, CO, from October 31, 2025- November 4, 2025, for Liliana Guzman and four students to attend the 39th Annual Hispanic Association of Colleges and Universities (HACU) Conference.

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

August 13, 2025

Subject:	Awarded Grants during the Period: January 1, 2025 – June 30, 2025
Category:	Grants Research & Development
Submitted By:	Jessica Snelling, Vice President
Attachment:	Yes
Type:	Information
Agenda Section:	Consent

Background

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

Status

The attached Grant Awards Report represents grants awarded to the District during the following time period: 1/1/2025 –6/30/2025. The Superintendent/President or Vice President for Administrative Services has executed the necessary grant agreement documents.

**Butte-Glenn Community College District
Grant Awards Report**

Grant Performance Period Start Date	Grant Performance Period End Date	Funding Agency	Grant Award Purpose	Amount Awarded	Originated by: District Department	Approved by: District Administrator
9/1/2025	8/31/2026	U.S. Department of Education	CFDA 84.042A TRIO Student Support Services (SSS)_Classic GAN#: P042A251174 Year 1 of 5	\$272,364.00	Student Services	Simos-Valdez
9/1/2025	8/31/2026	U.S. Department of Education	CFDA 84.042A TRIO Student Support Services (SSS)_Disabled GAN# P042A251114 Year 1 of 5	\$272,364.00	Student Services	Simos-Valdez
7/1/2025	9/30/2028	BOG, California Community Colleges Chancellor's Office - 6870	Grant Agreement - Division: Workforce and Economic Development Division. Project: Fire and Forestry Pathways Grant GAN # GFA0129	\$300,000.00	Instruction	Shearer
7/24/2023	3/31/2026	BOG, California Community Colleges Chancellor's Office - 6870	Grant Agreement - Division: Information Security, Technology, and Innovation. Project: Student Enrollment Grant GAN # G0885, Amendment 1. Time Extension Only (CCC Technology Center)	\$0.00	Administrative Services	Snelling
7/1/2025	6/30/2027	BOG, California Community Colleges Chancellor's Office - 6870	Grant Agreement - Division: Digital Innovation and Infrastructure Project: 2025 Student Enrollment Project Grant GAN # G1225 (CCC Technology Center)	\$20,000,000.00	Administrative Services	Snelling
6/1/2025	8/31/2027	BOG, California Community Colleges Chancellor's Office - 6870	Grant Agreement - Division: Information Security, Technology, and Innovation. Project: ReImagine CCC Apply Grant GAN # G0145 (CCC Technology Center)	\$20,000,000.00	Administrative Services	Snelling
11/18/2024	6/30/2026	BOG, California Community Colleges Chancellor's Office - 6870, Grantor Rancho Santiago Community College District, Fiscal Agent	Grant Agreement - Division: Educational Services and Support. Project: Modification to Chancellor's Office Curriculum Inventory to Integrate Common Course Numbering Courses GAN # GFA 0075 (CCC Technology Center)	\$3,249,799.00	Administrative Services	Snelling
7/1/2025	6/30/2026	Foundation for CA Community Colleges	Finish Line Scholars Program (2025-26) Grant Agreement # 00011422	\$150,000.00	Student Services	Simos-Valdez
7/1/2025	6/30/2027	BOG, California Community Colleges Chancellor's Office - 6870	Rebuild Nursing Infrastructure (RNI) Program Grant - GAN # G1238	\$850,000.00	Instruction	Shearer
3/1/2025	8/31/2027	BOG, California Community Colleges Chancellor's Office - 6870	Foster Youth College Access Demonstration Pilot Program Letter of Interest	\$180,000.00	Student Services	Simos-Valdez
3/1/2025	6/30/2026	BOG, California Community Colleges Chancellor's Office - 6870	ZTC Acceleration II Grant - Apportionment	\$140,000.00	Instruction	Shearer
			Total Awards for Period: 1/1/2025 - 6/30/2025	\$45,414,527.00		

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

August 13, 2025

Subject:	Approval and/or Ratification of Personnel Actions
Category:	Human Resources
Submitted By:	Theresa Richmond, Interim Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Consent

Recommendation

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

Management*

1. Employment of Supervisor, Accounts Payable (Business Office) – Arlinda Black
Full-time, 40 hours per week, 12 months per year
Salary: MSC – 11
Effective: August 1, 2025
2. Employment of Operations Manager, Foundation – Megan Sheehan
Full-time, 40 hours per week, 12 months per year
Salary: MSC – 14
Effective: August 4, 2025
3. Employment of Interim Associate Dean, Special Programs – Teresa Ward
Full-time, 40 hours per week, 12 months per year
Salary: MSC – 22
Effective: July 1, 2025 – June 30, 2026
4. Employment of Interim Executive Director, Institutional Effectiveness & Planning – Jess Vickery
Full-time, 40 hours per week, 12 months per year
Salary: MSC – 26
Effective: July 14, 2025 – June 30, 2026
5. Employment of Interim Executive Director, North Far North Regional Consortium (NFNRC) – Jennifer Macarthy
Full-time, 40 hours per week, 12 months per year
Salary: MSC – 26
Effective: July 7, 2025 – June 30, 2026
6. Reclassification of Position – Amber Brousseau
From: Executive Assistant (Office of Instruction) (MSC 9)
To: Executive Assistant to the Assistant Superintendent/Vice President (MSC 10)
Effective: July 1, 2025

7. Reclassification of Position – Thomas Flesher
 From: Supervisor, Dining Services (MSC 9)
 To: Director, Dining Services (MSC 18)
 Effective: July 1, 2025
8. Reclassification of Position – Douglas Sloan
 From: Campus Police Sergeant (POA 4)
 To: Campus Police Sergeant (MSC 15)
 Effective: July 1, 2025
9. Reclassification of Position – Kathy Turner
 From: Administrative Coordinator, Human Resources (MSC 7)
 To: Executive Assistant (Human Resources) (MSC 9)
 Effective: July 21, 2025
10. Placement on 39 Month Re-Employment List, Supervisor, Construction & Building Maintenance (FPM)
 – Mark Allen
 Effective: June 20, 2025

Academic*

11. Employment of Full-Time, Tenure Track, English Instructor – Jasmine Corona-Alcazar
 Status: Probationary
 Salary: Placement on the Academic Salary Schedule as determined by education and experience
 Effective: August 1, 2025
12. Employment of Full-Time, Tenure Track, Chemistry Instructor – Thea Wilson
 Status: Probationary
 Salary: Placement on the Academic Salary Schedule as determined by education and experience
 Effective: August 1, 2025
13. Employment of Full-Time, Temporary, Non-Tenure Track, Nursing Instructor – Lisa Bocks
 Status: Temporary
 Salary: Placement on the Academic Salary Schedule as determined by education and experience
 Effective: August 1, 2025 – May 29, 2026
14. Employment of Full-Time, Temporary, Non-Tenure Track, Music Instructor – Ayako Nakamura
 Status: Temporary
 Salary: Placement on the Academic Salary Schedule as determined by education and experience
 Effective: August 1, 2025 – May 29, 2026
15. Employment of Full-Time, Temporary, Non-Tenure Track, Health, Kinesiology & Athletics Instructor – Claire Abele
 Status: Temporary
 Salary: Placement on the Academic Salary Schedule as determined by education and experience
 Effective: August 1, 2025 – May 29, 2026
16. Employment of Full-Time, Temporary, Non-Tenure Track, Agriculture Engineering Instructor – Jeremiah Zane
 Status: Temporary
 Salary: Placement on the Academic Salary Schedule as determined by education and experience
 Effective: August 1, 2025 – May 29, 2026

17. Employment of Full-Time, Temporary, Non-Tenure Track, Learning Resources Specialist – Sobia Khan
 Status: Temporary
 Salary: Placement on the Academic Salary Schedule as determined by education and experience
 Effective: July 1, 2025 – May 29, 2026
18. Employment of Temporary Academic Employees (Instructors and Student Development) Part-time faculty recommended for employment effective Summer Session 2025 – See Attachment “A”

Classified Employees*

19. Employment of Accountant (Business Services) – Erika Lozano
 Full-time, 40 hours per week, 12 months per year
 Salary: CSEA – 37
 Effective: July 14, 2025
20. Employment of Accountant (Business Services) – Kylee James
 Full-time, 40 hours per week, 12 months per year
 Salary: CSEA – 37
 Effective: August 4, 2025
21. Employment of Clinical Assistant (Student Health Clinic) – Veronika Guillen
 Full-time, 40 hours per week, 12 months per year
 Salary: CSEA – 17
 Effective: August 4, 2025
22. Reclassification of Position – Lauren LeDuc
 From: Administrative Secretary to the Assistant/Associate Dean (CSEA 26)
 To: Administrative Secretary to the Dean (CSEA 27)
 Effective: July 21, 2025
23. Voluntary Transfer of Position – Melissa Maxey
 From: Account Clerk, Senior (CSEA 25)
 To: Administrative Secretary III (CSEA 24)
 Effective: August 1, 2025
24. Voluntary Transfer of Position – Chandler Sloan
 From: Custodian I (CSEA 14)
 To: Grounds Technician I (CSEA 14)
 Effective: August 1, 2025
25. Placement on 39 Month Re-Employment List, Custodian I (FPM) – Toni Bartolini
 Effective: July 1, 2025
26. Placement on 39 Month Re-Employment List, Administrative Secretary to the Dean (SBS/SCS) – Jennifer Haney
 Effective: July 23, 2025
27. Employee working Out-of-Class, Administrative Secretary to the Dean (SBS/SCS) – Dayna Collett
 Effective: July 1, 2025 – December 31, 2025
28. Employee working Out-of-Class, Administrative Secretary III (SBS/SCS) – Krista Collett
 Effective: July 1, 2025 – December 24, 2025

29. Employee working Out-of-Class, Food Services Assistant, Senior (Dining Services) – Renelle Sepulveda
Effective: July 1, 2025 – June 30, 2026

Temporary Employees*

30. Substitutes

Custodian I (FPM) – Mike Perrin
Salary: \$21.25** per hour 7/1/25 – 6/30/26

31. Short Term/Seasonal

Food Services Assistant II – Kristy Wan
Salary: \$19.50** per hour 7/1/25 – 8/18/25

Food Services Assistant II – Jerry Moua
Salary: \$20.50** per hour 7/1/25 – 8/18/25

Manipulative Skill/Evaluator – Samuel Allmon, Colton Daugherty, Riley Dunning, Jaina Johnson, Dylan Lamb, Cody McCallum, Carlos Munoz, Josh Neal, Dominick Perez, Esteban Robles, Sean Stalie, Scott Stevenson, Makalia Stritzel, Henry Whitney

Salary: \$16.50/16.75 per hour 7/1/25 – 6/30/26

Bus Operator (FPM) – Dulce Jarrard

Salary: \$23.75 per hour 6/1/25 – 6/30/25

Salary: \$23.75** per hour 7/1/25 – 7/31/25

Transportation Mechanic (FPM) – Christopher Schoof

Salary: \$30.25** per hour 7/1/25 – 7/31/25

Shipping Receiving & Mail Services (FPM) – Hunter Ackerman

Salary: \$23.50 per hour 6/10/25 – 6/30/25

Bus Operator (FPM) – Michelle Dodele-Monnot

Salary: \$29.75** per hour 7/1/25 – 7/31/25

Student Services Assistant (Chico Center) – Alexis Eggleston

Salary: \$23.50** per hour 7/1/25 – 6/30/26

Administrative Secretary II (Contract Education) – Carmy Miller

Salary: \$25.25** per hour 7/1/25 – 6/30/26

Student Success Specialist (Dual Enrollment/Instruction) – Bailey Henry

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

Deputy Director, North Far North Regional Consortium (NRNRC) – Kevin Wu

Salary: \$51.75** per hour 7/1/25 – 6/30/26

Administrative Secretary II (Arts) – Kimberly Ibanez

Salary: \$25.25** per hour 7/1/25 – 6/30/26

Financial Aid/Veterans Assistant, II (Financial Aid) – Jenna Griffith

Salary: \$25.25** per hour 7/1/25 – 10/28/25

Administrative Secretary III (PSETC) – Kari Gallaher

Salary: \$27.25 per hour 8/1/25 – 12/31/25

Program Manager (CCCTC) – Catherine McKenzie

Salary: \$53.00 per hour 7/1/25 – 7/31/25

Kinesiology Equipment Technician (Health, Kinesiology & Athletics) – Eric Robles

Salary: \$24.00 per hour 8/1/25 – 5/31/26

Administrative Secretary III (PSETC) – Catherine White

Salary: \$27.25 per hour 8/1/25 – 12/31/25

Student Success Specialist (Counseling) – Christopher Carrero

Salary: \$28.00 per hour 8/4/25 – 6/30/26

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

Salary: \$75.50** per hour 7/1/25 – 6/30/26

32. Professional Expert

Crime Scene Actors – Colby Boyd, Joangy Gonzalez-Jarero, Kobe Kenney, Ian Lerch, Alyssa Libby, Selena Medeiros, Magen Miranda, Ana Orozco-Velazquez, Luke Roberts, Kristen Schutz, Alexandra Smith, Carson Smith, Kayla Von Seggern, Brenton Warr

Salary: \$16.50 per hour 7/1/25 – 6/30/26

Crime Scene Actors – Josiah Condit, Josiah Lawrence

Salary: \$16.50 per hour 7/10/25 – 6/30/26

Doctor – Lindsey Cafferata

Salary: \$140 per hour 7/1/25 – 6/30/26

Trainer (FKCE) – Meka Klungtvet-Morano

Salary: \$65.00 per hour 7/1/25 – 6/30/26

Trainer (FKCE) – Joyce Gonzales

Salary: \$55.00 per hour 7/1/25 – 6/30/26

EMT – Ashlyn Zeigler

Salary: \$25.00 per hour 7/1/25 – 6/30/26

Manipulative Skill/Evaluator – Colin O'Donnell, Alexis Gee, Jeremy Richardson, Miranda Santana

Salary: \$16.50/16.75 per hour 7/1/25 – 6/30/26

Manipulative Skills Assistant – Mary Barker

Salary: \$26.00 per hour 7/10/25 – 6/30/26

Manipulative Skills Assistant – William Olive

Salary: \$26.00 per hour 7/29/25 – 6/30/26

Nursing –Rebecca Beecham, Jared Boaz, Jared Bracewell, Emily Cervantes, Kyli Cowdin, Krista Ramirez, Emma Rosendin, Christine Smith, Tyler Logan

Salary: \$45.00 per hour 7/1/25 – 6/30/26

Nursing –Kashmir Snyder

Salary: \$45.00 per hour 7/18/25 – 6/30/26

33. Volunteer

Volunteer (Roadrunner Hub) – Maria Gonzalez-Kruger, Daniel Reinhard

Volunteer (Athletics) – Bobby Bernal-Wood, Devin Flesher, Kelvin Jeffrey, Kehmarr McMillan, Miguel Rubio, Jacob Vazquez

Volunteer (CASA) – Mayte Garcia Garcia

Volunteer (Veterans Services) – Joselyn Castro, Isais Marrufo

34. Retirements/Resignations

Retirement, Scheduling & Curriculum Analyst (Office of Instruction) – Heather Rau

Effective – August 16, 2025

Resignation, Director Student Health Clinic (Student Health Clinic) – Jordan Frazer

Effective – July 26, 2025

Retirement, Supervisor of Transportation (FPM) – James Carlson

Effective – August 12, 2025

Resignation, Support Center Representative (Student Services) – Christopher Carrero

Effective – August 1, 2025

Retirement, Custodian I (FPM) – Calvin Weinberg

Effective – October 2, 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

Attachment "A"

Arteaga, Rachel
Beller, James
Brown, Henry
Candelaria, Kelly
Duch, Andrew
Ellis, Amanda
Funk, Herbert
Grothe, Kerstin
King, Daniel
Koch, Geoffrey
McElhinney, Jamie
Mendez, Guadalupe
Minton, Douglas
Nelms, Kimberly
O'Donnell, Daniel Kimberly
Perez, Jenna
Peterson, Katie
Ping, Jean
Pooni, Tajinder
Quilici, Channing
Utnehmer, Kaitlin
Vazquez, Cathy

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

August 13, 2025

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

Background

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

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

Status

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

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

Recommendation

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

Butte-Glenn Community College District

CONTRACTS APPROVAL REPORT

Contract Effective Date	Contract Expiration Date	Contractor	Contract Purpose	Contract Value Revenue/(Expense)	Funding Source	Originated by: District Department	Approved by: District Administrator
9/1/25	8/31/30	California Department of Parks and Recreation	Instructional Service Agreement State Parks Law Enforcement Academy	(731,250.00)	Unrestricted General	Public Safety Education & Training	Shearer
7/1/25	6/30/26	State of California Commission on Peace Officer Standards & Training	Emergency Vehicle Operations Course Training for Law Enforcement Officers	\$120,000.00	Unrestricted General	Public Safety Education & Training	Shearer
10/1/25	9/30/26	Foundation for California Community Colleges and Microsoft Corporation (Payment facilitated through ComputerLand)	Microsoft Campus Agreement Licensing Renewal for Microsoft 365 and Other Microsoft Products	(158,820.20)	Unrestricted General	Information Technology	Snelling
			TOTAL REVENUE CONTRACTS	\$120,000.00			
			TOTAL EXPENSE CONTRACTS	(\$890,070.20)			

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

August 13, 2025

Subject:	Approval of Contract to Purchase Adobe Products and Services from ComputerLand utilizing Foundation for California Community Colleges Enterprise Term License Agreement Number 01155888
Category:	Contracts
Submitted By:	Jessica Snelling, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

The District’s Information Technologies Department requires Adobe electronic signature and document routing services, and Adobe application services for District operations. Funding will be allocated from the general fund.

Public Contract Code Section 20661 authorizes the Chancellor of the California Community Colleges to enter into contract on behalf of one or more community college districts and authorizes districts to participate in any such contract. The Foundation for California Community Colleges (FCCC), a nonprofit organization, serves as the official foundation supporting the Board of Governors, Chancellor’s Office, and the entire California Community College system. FCCC operates CollegeBuys, a cooperative purchasing program designed to leverage the buying power of the 73 community college districts. CollegeBuys secures the most advantageous pricing from enterprise level vendors using system-wide agreements.

Status

District staff recommends use of the awarded Foundation for California Community Colleges Enterprise Term License Agreement Number 01155888, managed by ComputerLand, as a source to purchase the required Adobe electronic signature and document routing services, and Adobe application services from Adobe Inc. as needed during the term August 26, 2025 through August 25, 2028 in the amount not to exceed \$184,237.11. District staff has reviewed the terms and conditions and finds that this purchase made by utilizing the FCCC 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 purchase of the required Adobe electronic signature and document routing services, and Adobe application services from ComputerLand, utilizing Foundation for California Community Colleges Enterprise Term License Agreement Number 01155888, per the terms of the FCCC contract, for the term of August 26, 2025, through August 25, 2028, in the amount not to exceed \$184,237.11.

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

It is further recommended that the Board authorize District staff to execute the necessary contract documents related to the purchase of Adobe products and services from ComputerLand 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**

August 13, 2025

Subject:	Approval of Contract Award for Request for Proposals RFP No. CCCTC-24-03 California Community Colleges Canvas Accessibility Remediation Tool
Category:	Contracts
Submitted By:	Jessica Snelling, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

On April 22, 2025, the District’s California Community Colleges Technology Center Department released Request for Proposals (RFP) RFP No. CCCTC-24-03 California Community Colleges Canvas Accessibility Remediation Tool. The purpose of the RFP was to seek proposals to provide a comprehensive accessibility solution for websites and Canvas course content for the California Community Colleges.

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

Status

Two firms submitted proposals by the submittal deadline date as follows:

FIRM NAME	PROPOSAL VALUE (5-Year Total Cost)
Pope Tech LLC	\$1,966,689.00
UDOIT	\$7,267,625.00

A proposal evaluation team considered the qualifications, experience, technical approach, and cost in the evaluation of the responsive proposals and selected the two firms to invite to participate in interviews.

Upon completion of the interviews and scoring evaluation, the proposal evaluation team determined that Pope Tech LLC is the best qualified to provide the comprehensive accessibility solution because: 1) Pope Tech’s accessibility solution includes two accessibility tools: Accessibility Guide and Accessibility Dashboards to help create more accessible courses and provide a class, set of classes, or instance wide view of the accessibility errors that need to be remediated across all Canvas courses; 2) No information is stored outside of Canvas allowing courses to retain their accessibility when copied or

moved; and 3) Pope Tech's Instructor Accessibility Guide provides built-in accessibility documentation, inline guidance, suggestions, and ability to remediate accessibility errors.

District staff recommends award of a contract to Pope Tech LLC to purchase the required comprehensive accessibility solution in the amount not to exceed \$1,966,689 for the term October 15, 2025 through October 14, 2030.

Recommendation

It is recommended that the Board of Trustees approve the award of a contract for the Request for Proposals RFP No. CCCTC-24-03 California Community Colleges Canvas Accessibility Remediation Tool to Pope Tech LLC in the amount not to exceed \$1,966,689 and for the term of October 15, 2025 through October 14, 2030.

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

It is further recommended that the Board of Trustees authorize District staff to execute necessary contract documents related to the award of the contract for the Request for Proposals RFP No. CCCTC-24-03 California Community Colleges Canvas Accessibility Remediation Tool to Pope Tech LLC prior to ratification by the Board at a subsequent meeting in accordance with Board Policy 6340.

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

August 13, 2025

Subject:	Resolution No. 830: Approval of Contract with California Department of Parks and Recreation for State Parks Law Enforcement Academy
Category:	Contracts
Submitted By:	Jessica Snelling, Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Regular

Background

The District has maintained a contract with California Department of Parks and Recreation (PARKS) for the provision of educational courses required for the State Parks Law Enforcement Academy and student fee payment. The partnership has been instrumental in preparing students for positions as State Park Peace Officer Rangers or Lifeguards.

Status

The District’s Public Safety Education and Training Center will provide curriculum and instruction required for State Park Peace Officer Cadets to complete the State Parks Law Enforcement Academy. PARKS will provide payment of all applicable enrollment, service and course fees for each PARKS-sponsored student enrolled in the courses within the State Parks Law Enforcement Academy.

District staff recommends entering a contract with the PARKS in the amount of \$580,000 to provide educational courses and receive payment of student fees for the period of September 1, 2025, through August 31, 2030.

PARKS requires a Board resolution to establish authority to contract.

Recommendation

It is recommended that the Board of Trustees adopt Resolution No. 830 to approve the California Department of Parks and Recreation Contract Number C25067001 and to authorize the designated District staff to sign the necessary contract documents and any future amendments to this contract prior to ratification by the Board at a subsequent meeting.

**BUTTE-GLENN COMMUNITY COLLEGE DISTRICT
Meeting of the Board of Trustees**

August 13, 2025

RESOLUTION NO. 830

**AUTHORIZATION TO CONTRACT WITH THE CALIFORNIA DEPARTMENT OF PARKS
AND RECREATION**

WHEREAS, the Butte-Glenn Community College District wishes to enter into a contract with the California Department of Parks and Recreation (PARKS), under Contract Number C25067001, in the amount of \$580,000 for the purpose of providing educational courses required for the State Parks Law Enforcement Academy and receiving payment of student fees for PARKS-sponsored students for the period of September 1, 2025, through August 31, 2030;

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

NOW THEREFORE BE IT RESOLVED, that the Butte-Glenn Community College Board of Trustees authorizes the District to enter into the above-described contract with PARKS; and

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

The foregoing resolution was introduced by Board Member _____ who moved its adoption, seconded by Board Member _____, and adopted on August 13, 2025, by the following roll call vote:

AYES:

NOES:

ABSENT:

SO ORDERED:

William McGinnis, President
Board of Trustees

ATTEST:

Virginia L. Guleff, Secretary
Board of Trustees

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

August 13, 2025

Subject:	Recension of Resolution No. 827 Reduction of Classified Employee Services
Category:	Human Resources
Submitted By:	Theresa Richmond, Interim Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

The District was notified that the Federal grant which provides funding for the TRIO program was to end on August 31, 2025. Pursuant to District rules and regulations and applicable Education Code of the State of California, the District is required to serve notice to classified employees who may be affected by layoff not less than 60 days prior to the effective date. Resolution No. 827: for the Reduction of Classified Employee Services was adopted by the Board of Trustees at their regular meeting on June 25, 2025.

Status

Subsequent to the adoption of Resolution No. 827, District staff learned that the funding for those positions authorized for layoff would not be ending and have determined that there is currently sufficient work to warrant maintaining those positions.

Recommendation

It is recommended that the Board rescind Resolution No. 827.

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

August 13, 2025

Subject:	Approval of Equal Employment Opportunity Annual Certification Form
Category:	Human Resources
Submitted By:	Theresa Richmond, Interim Vice
Attachment:	Yes
Type:	Action
Agenda Section:	Regular

Background

The Butte-Glenn Community College District is required by the California Community Colleges Chancellor's office to certify the Equal Employment Opportunity Annual Certification Form for fiscal year 2023-2024.

Status

The Equal Employment Opportunity Annual Certification Form for fiscal year 2023-2024 is hereby presented to the Board of Trustees at the August 13, 2025, meeting.

Recommendation

It is recommended that the Board of Trustees approve the Equal Employment Opportunity Annual Certification Form for fiscal year 2023-2024.

**2025 Equal Employment Opportunity (EEO)
Annual Certification Form**

District Name:	Butte-Glenn Community College District
District Contact:	Theresa Richmond
Title:	Interim Vice President, Human Resources
Email:	richmondth@butte.edu
Phone no.:	530-879-4049 ofc; 707-337-0350 cell

In July of 2021, the Board of Governors of the California Community Colleges adopted new Equal Employment Opportunity (EEO) regulations to provide the necessary framework for more robust and accountable EEO programs. As a part of the framework, districts must complete annual reporting of EEO-related activities to receive EEO funds appropriated by the Legislature.¹

California Code of Regulations, title 5, Section 53024.2 sets forth the categories of information that must be reported as part of this annual certification:

(a) Districts shall certify annually to the Chancellor that they have timely complied with all the following:

- (1) recorded, reviewed, and reported the data required regarding qualified applicant pools and longitudinal data;
- (2) reviewed and updated, as needed, the Strategies Component of the district's EEO Plan;
- (3) investigated and appropriately responded to formal harassment or discrimination complaints filed pursuant to subchapter 5 (commencing with section 59300) of chapter 10 of this division;
- (4) expended Equal Employment Opportunity funds in accordance with the purposes set forth in subdivision (c) of section 53030.

This form combines the reporting of all items listed in Section 53024.2 into a single document, expressly subsuming and replacing the EEO Fund District Expenditure Report and the Multiple Method Allocation Certification Forms used in past years.

Instructions:

1. Complete Section B, Part 1.
2. Use the provided Excel template to complete Section B, Part 2: Longitudinal Data Reporting.
3. Complete Sections C, D, and E.
4. Complete Section A.
5. Obtain the required signatures for Section F.
6. Submit the Annual Certification Form and the Section B, Part 2 data (using the provided Excel template) in one email to eeosubmissions@CCCCO.edu by **September 1, 2025**.

Section 87102 of the Education Code provides in relevant part: (a) As a condition for the receipt of funds pursuant to Section 87107, the governing board of the community college district that opts to participate under the article shall periodically submit to the board of governors an affirmation of compliance with this article, and, to promote faculty diversity, commencing with the 2023-24 academic year, shall implement strategies from the Multiple Methods identified by the office of the Chancellor of the California Community Colleges. Each participating community college district's equal employment opportunity program shall ensure participation in, and commitment to, the program by community college district personnel. Each participating community college district's equal employment opportunity plan shall include steps that the community college district will take to eliminate improper discrimination or preferences in its hiring and employment practices. Each plan shall address how the community college district will make progress in achieving the ratio of full-time to part-time faculty hiring, as indicated in Section 87482.6, while still ensuring equal employment opportunity.

Contents

Section A: Certification Components Checklist..... 3

Section B: Collection and Analysis of Recruitment, Retention, and Longitudinal Data 4

 Section B, Part 1: Summarizing Actions, Strategies, Measurements, and Outcomes 4

 Section B, Part 2: Longitudinal Data Reporting 10

Section C: EEO Strategies Updates (EEO Plan Component 13 and other EEO Plan Components)..... 12

 Section C, Part 1: EEO Plan Component 13 12

 Section C, Part 2: Additional EEO Plan Components (if Applicable)..... 18

 Section C, Part 3: Supports for Strategy Implementation (If Applicable) 19

Section D: Response to Harassment and Discrimination Complaints 20

Section E: Use of EEO Funds..... 24

Section F: Signatures – Affirmation of Accuracy and Completeness 27

Section A: Certification Components Checklist

As required by California Code of Regulations, Title 5, Section 53024.2(a), districts must annually certify compliance with the items listed below.

Before submitting this Annual Certification Form to the Chancellor's Office, ensure this checklist is complete.

Collection and Analysis of Recruitment, Retention, and Longitudinal Data

- (1) The district has **recorded and reviewed** the required data regarding qualified applicant pools and employees. (Sections 53004 & 53006)
- Yes
 No
- (2) The district has **reported** the required data regarding qualified applicant pools and employees. (Sections 53004 & 53006)
- Yes
 No

EEO Strategies Updates

- (3) The district has reviewed and updated, as needed, the Strategies Component of the district's EEO Plan. (Sections 53003(c)(1), 53024.1)
- Yes
 No

Response to Harassment and Discrimination Complaints

- (4) The district has investigated and appropriately responded to formal harassment or discrimination complaints filed pursuant to subchapter 5 (commencing with Section 59300) of chapter 10 of division 6 of title 5. (Sections 53003(c)(4), 53026)
- Yes
 No

Use of EEO Funds

- (5) The district has expended EEO funds in accordance with the purposes set forth in subdivision (c) of Section 53030.
- Yes
 No

Section B: Collection and Analysis of Recruitment, Retention, and Longitudinal Data

Section B, Part 1: Summarizing Actions, Strategies, Measurements, and Outcomes

Instructions:

1. Refer to your district's EEO Plan Components 10-12 and report on your strategies for recording and reviewing data related to the recruitment and retention of monitored groups. For reference:
 - Component 10: A Process for Gathering Information and Periodic Longitudinal Analysis of the District's Employees and Applicants
 - Component 11: A Process for Utilizing Data to Determine Whether Monitored Groups Are Underrepresented Within District Job Categories
 - Component 12: Methods for Addressing Underrepresentation

<ul style="list-style-type: none"> • Briefly describe the tools and methods your district uses to collect applicant and employee data. • Describe any efforts made during the EEO Plan period to increase voluntary self-identification of race/ethnicity, gender and/or disability. • Explain how your district collects data for longitudinal hiring phase analyses or steps being taken to begin doing so. 	<p>EEO Plan: Data Collection and Review for Applicants and Employees</p> <p>Butte-Glenn Community College District collects information on applicants and employees by two methods. When applicants apply for positions with the District, they apply through NeoEd. Applicants choose to self-report.</p> <p>When an employee is on-boarded and completing their new hire paperwork, employees are given the opportunity to once again self-report.</p> <p>Longitudinal data is collected from Human Resources reports by a member of the Institutional Research group. In the past, Butte has not taken the opportunity to completely study and thoroughly use the information to inform a cohesive recruitment and hiring plan.</p> <p>The District will review the longitudinal data monthly and use the data to inform our Human Resources recruitment plan.</p>
---	--

<p>Reviewing applicant and employee data for adverse impact</p>	<p>How does your district review data to identify potential adverse impact?</p> <p>The District on a recruitment by recruitment basis reports on adverse impact. The HR Specialist staff conducts the analysis of the data to determine if the recruitment has an adverse impact. The Vice President, Human Resources, reviews each adverse impact report and determines the best plan of action. A plan of action is then developed and implemented. Generally, if there is adverse impact, the recruitment period is extended and targeted advertising occurs.</p>	<p>List analysis methods and statistical measures (e.g., longitudinal hiring analyses, longitudinal hiring phase analyses; 80% rule, statistical probability measures):</p> <p>The District follows the 80% rule.</p>	<p>Indicate frequency (e.g., quarterly, annually):</p> <p>Review of applicants for each recruitment is reviewed.</p>
<p>Reviewing applicant and employee data for underrepresentation</p>	<p>How does your district review data to determine potential underrepresentation?</p> <p>The District uses the same method on a recruitment by recruitment basis for underrepresented candidates as it does for adverse impact.</p>	<p>List analysis methods and statistical measures (e.g., data sources used to measure external availability; 80% rule, statistical probability measures):</p> <p>The District follows the 80% rule.</p>	<p>Indicate frequency (e.g., quarterly, annually):</p> <p>Review of applicants for each recruitment is reviewed for underrepresentation.</p>

Actions Taken (including actions in progress prior to EEO Plan submission)

Describe key actions taken to address any findings of **adverse impact** at different hiring phases (e.g., minimum qualifications review, first interview, second interview, job offer, etc.):

The District is currently implementing a Salary Survey Study which included a review of all classified job descriptions. The job descriptions align with the current laws (when to require a DMV license, etc) and a detailed review of minimum qualifications. Upon completion of the survey, the District and CSEA reviewed and negotiated job descriptions that were contested. If an adverse impact is determined in a recruitment, the District increases the time to apply, advertises to the targeted population, or both. Even though the salary survey reviewed minimum qualifications, Human Resources may review again in light of adverse impact and/or low applicants. If it is determined by Human Resources that the qualifications need to be revised, Human Resources completes the revision as soon as possible.

In addition, the Vice President, Human Resources, reviews the scoring/ranking of applicants for the first and second round interviews to determine if applicants were adversely impacted.

Describe key actions taken to address any findings of **underrepresentation**, including modifications to recruitment strategies:

The District has been exploring a new onboarding program through NeoEd software. Newly hired employees will experience a consistent and rewarding onboarding experience. A component of the EEOAC group has developed a program using NeoEd onboarding software. The onboarding will be combination of high touch starting with a letter and introduction by the Superintendent/President, the vice presidents of each area, and others including benefits analyst, and the Vision Resource courses. This program will allow all new employees a sense of belonging from the beginning of onboarding, continuing for the first 12 months.

The Vice President, Human Resources, the Inclusion Diversity Equity & Anti-Racism Officer, and the EEOAC members will continue to build a program for underrepresented applicants and new employees.

Assessing the Success of Key Actions Implemented	
<p>How did you assess the success of the actions taken to mitigate adverse impact?</p> <p>Include evaluation methods and data used.</p>	<p>Step 1 Group Total App Pool MQ's Percent Notes Race 23 9 39% Divide Interview by Applicant Pool White 28 13 46%</p> <p>Step 2 Group Percent Divide Impact Ratio Adverse Impact? Race 39% Divide by higher # 84.28% White 46% No</p> <p>The above table is calculated for adverse impact on gender, age, disability, and race using the 80% rule.</p> <p>Assessing outcomes success is determined in a number of methods. (1) by the size and diversity of the applicant pool. (2) reviewing the advertising data to determine the number of applicants coming from each ad space (3) Ensuring ease and expediency of interviewing for applicants and accommodating their requests such as video interviews (4) reimbursement of travel expenses once the recruitment is closed.</p> <p>Each recruitment has an adverse impact determination.</p>
<p>How did you assess the success of key actions taken to reduce underrepresentation?</p> <p>Include evaluation methods and data used.</p>	<p>As above with adverse impact, underrepresentation is evaluated and outcome success determined by:</p> <p>(1) by the size and diversity of the applicant pool. (2) reviewing the advertising data to determine the number of applicants coming from each ad space (3) Ensuring ease and expediency of interviewing for applicants and accommodating their requests such as video interviews (4) reimbursement of travel expenses once the recruitment is closed.</p> <p>Each recruitment has an underrepresentation determination.</p> <p>The District is developing how best to evaluate adverse impact and underrepresentation. it is an area of improvement for the District.</p>

Observed Outcomes (Include Data Examples If Available)		
Adverse impact	<p>As a result of your district's actions to address adverse impact, what specific outcomes have you observed (e.g., changes in applicant pool composition by race, ethnicity, and/or gender; reduction or elimination of adverse impact in specific selection process phases; reduction or elimination of adverse impact in hiring outcomes)?</p> <p>Increases in applicant pools has been steady over the past year. The District has yet to determine the cause - economy, layoffs, or newly retired individuals looking for additional work. As the District continues to research, it is hoped that the reason will be discovered. Open positions that generally have less than 30 applicants now have 60 or more.</p> <p>Other observations include little or no adverse impact of applicants; believed to be due to the increase in applicants.</p>	<p>List any significant conditions impacting your district's efforts during the EEO Plan period (e.g., hiring freezes, creation of new positions, elimination/consolidation of positions)</p> <p>Changes in leadership in Human Resources and other new Vice Presidents of less than 18 months have contributed to lack of a more cohesive plan for successful outcomes.</p>
Underrepresentation	<p>As a result of your district's actions to address underrepresentation, what specific outcomes have you observed (e.g., reduction or elimination of underrepresentation in specific job categories; changes in workforce composition by race, ethnicity, and/or gender; changes in external availability data and/or sources)?</p> <p>As with Adverse Impact, increases in applicant pools has been steady over the past year thus lowering the impact of underrepresentation. The District has yet to determine the cause - economy, layoffs, or newly retired individuals looking for additional work. As the District continues to research, it is hoped that the reason will be discovered. Open positions that generally have less than 30 applicants now have 60 or more.</p> <p>Other observations include less underrepresentation of applicants; believed to be due to the increase in applicants.</p>	<p>List any significant conditions impacting your district's efforts during the EEO Plan period (e.g., lack of hiring opportunities, creation of new positions, elimination/consolidation of positions)</p> <p>Changes in leadership in Human Resources and other new Vice Presidents of less than 18 months have contributed to lack of a more cohesive plan for successful outcomes.</p>

Innovative Strategies Reporting (If Applicable)

If applicable, highlight any innovative strategies, resources, or tools your district has used and their observed and/or anticipated impact:

While not particularly innovative, the EEOAC began work on the committee charter and bylaws. The committee has completed a tremendous amount of work identifying and recommending membership, purpose, as well as the determination of responsibilities of EEO Office and the committee.

Section B, Part 2: Longitudinal Data Reporting

Instructions:

1. Submit **applicant and employee** data for the **2022-23, 2023-24, and 2024-25** years using the provided [Excel template](#).

Data must include the number of applicants and employees, broken down by race, ethnicity, gender, and disability status, for each EEO6 job category.

- **Applicant Data Timeframe:** Include all applicant data from **July 1-June 30** of each reporting year.
- **Employee Data Timeframe:** Report **active employees as of November 1st** of each reporting year.
- **Compile demographic data** for applicants and employees, including:
 - Job Classification Reporting Categories
Classify employees following CCCC's [MIS EB07](#) data element dictionary, using Chancellor's Office MIS standards and **EEO6 category labels:**
 - Academic, **Tenured/ Tenure-Track**
 - Academic, **Temporary**
 - Clerical/ Secretarial
 - Executive, Admin., Managerial
 - Professional (Non-Faculty)
 - Service/ Maintenance
 - Skilled Crafts
 - Technical/ Paraprofessional
 - Race and Ethnicity Reporting Categories
Categorize applicants and employees by race/ethnicity per CCCC's [MIS EBD1](#) data element dictionary:
 - American Indian/ Alaska Native
 - Asian
 - Black/African American
 - Hispanic/Latino
 - Multi-Ethnicity
 - Pacific Islander/HI Native
 - Unknown/Blank
 - White/Non-Hispanic
 - Gender Reporting Categories
Categorize applicants and employees by gender per CCCC's [MIS EB03](#) data element dictionary:
 - Female
 - Male
 - Non-Binary
 - Unknown/Blank

➤ Disability Status Categories

Categorize applicants and employees by ability status per CCCC's MIS EB06 data element dictionary:

- Disabled
- Not Disabled
- Unknown/Blank

2. **Enter data into the Section B, Part 2 Longitudinal Data Reporting Excel template** available [here](#). Using this template is required for submission.
3. **Save your workbook** using the following format:
year_district_EEOAnnualCert (e.g., **2025_LRCCD_EEOAnnualCert**).
4. **Submit** your Excel workbook along with the **EEO Annual Certification Form** to eeosubmissions@cccoco.edu. Submission is **incomplete** without the **Section B, Part 2 Longitudinal Data Reporting Excel workbook**.

Section C: EEO Strategies Updates (EEO Plan Component 13 and other EEO Plan Components)

In this section, provide updates on district pre-hiring, hiring, and post-hiring strategies expressed in the EEO Plan.

Section C, Part 1: EEO Plan Component 13

Instructions:

1. Use your district's EEO Plan Component 13 submission to guide the completion of this section. If your district did not use the Component 13 template in its EEO Plan, transfer your EEO Plan Component 13 submission into the template before completing this section.
2. Remove any rows (e.g., implementation strategies) that do not apply to your district's Component 13 submission.
3. Add lines for any additional or alternative strategies, as necessary.
4. Only include the strategies and metrics relevant to the current point in time when completing the Annual Certification Form, as reported by year in the Component 13 matrix (Year 1, Year 2, Year 3).

Example:

Implementation	What/When	Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?
PRE-HIRING			
Addressing diversity issues in a transparent and collaborative fashion. (53024.1(o))	Year 1: Implement new applicant tracking software in which applicant pool data can be disaggregated by EEO categories, and prospective division/department.	Year 1: Review applicant pool data for all full-time faculty and part-time faculty for 2023-2024 academic year.	90% of applicants were tracked using the new software, 10% of applicants completed their applications prior to the full transition to the new software. Analysis of Adverse Impact and Underrepresentation is underway utilizing data collected. Preliminary findings indicate Black (2%) and Latinx (9%) applicants continue to be underrepresented in faculty application submissions. Year 2: District intends to complete and analyze Year 1 data and develop strategies to address identified Adverse Impact and Underrepresented groups.

[Form begins on the next page]

Implementation	What/When	Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?
PRE-HIRING			
Provide training to employees, students & trustees. (53024.1(d))	Training is provided to employees, students, the Board of Trustees and hiring committees on a regular basis.	A pre-test and post-test will be provided after each training session. Evaluations are given to participants.	Scheduling the training and locating effective instructors are challenging.
Convey in publications and website the district's commitment to diversity & EEO. (53024.1(j))	Ongoing - The District posts its commitment to equity and inclusion on their website, class catalog, and other social media platforms.	The District webpage and all job announcements contain language pertaining to EEO and commitment to equity and inclusion	The District's commitment to equity and inclusion is found online at: https://www.butte.edu/departments/hr/job-opportunities-eo/equal-employment-opportunity.php The Dis
Review and update District EEO/DEI policy statement. (53024.1(k))	EEO policy statement was updated with the 2024-2027 EEO Plan.	Interview committees are reminded of the District's at the initial meeting of the group. An EEO representative is present at all interviews.	Ensuring there are enough trained EEO representatives for each training.
Providing EEO/diversity enhancement resources and assistance to other districts. (53024.1(m))	The District has participated in other districts' hiring committees as well as Accreditation Committees.	Professional experts outside of the District may provide other points of view and a level of expertise.	Finding qualified experts with available time is challenging. Offering District staff to other Districts is challenging as well especially when classes are offered.
Addressing diversity issues in a transparent and collaborative fashion. (53024.1(o))	Ongoing through the Equity and inclusion office and other resources. The EEOAC committee takes a proactive approach to addressing issues of transparency and collaboration.	The Equity and Inclusion Officer interfaces with all constituent groups to address equity issues in a transparent and collaborative fashion.	A challenge is that employees are reluctant to report issues around equity and inclusion. This next year, the District has arranged for manager training in equity and inclusion practices. In addition, reviewing complaints through various resources will inform the District's planning for more transparency.
Recurring activities related to improving student access and student success—with a nexus to EEO hiring.	Ongoing-this is accomplished in the recruitment process with an increased emphasis given to applicant responses to diversity related questions. In some instances, Title IX training provides for student success.	Members of the interview committees are trained in the EEO principles at the beginning of each committee. The goal is to reflect the diversity of the District's student population.	An ongoing challenge encountered is that some applicants do not provide full or thorough responses in their application materials. The District is considering options to increase applicant awareness of the importance providing full and adequate responses in this area. The District has implemented a revised job announcement to better inform applicants of the required materials.
Inclusion of (lawful) EEO deliverables in CEO and other administrator performance goals.	The District's evaluation form for administrators includes inclusion of EEO performance.	Administrators are evaluated on their demonstrated commitment to diversity and inclusion as part of their regular evaluation process. In addition, the District seeks to work with unions to ensure equity and diversity performance in all evaluations.	

Implementation	What/When	Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?
HIRING			
ADD ADDITIONAL/ ALTERNATIVE STRATEGIES IN ADDITIONAL ROWS HERE.			
Consistent and ongoing training for hiring committees.* (53024.1(c)) *Cross reference EEO Plan Component 8.	Interview committees and EEO representatives are trained regularly on EEO practices and policies. EEO is introduced at each interview committee.	EEO representatives are trained on EEO practices. Training includes case studies and scenarios.	A challenge is the time commitment required of a limited number of Human Resources employees to provide this service. A success is that the EEO representatives have been trained and provides information. Training & employee development has been moved under the VP, Human Resources. Working with Professional Development office, the District is implementing a year-long training calendar including EEO, equity and inclusion. In addition, the District is providing training on Title IX, discrimination, and harassment for all managers and supervisors.
Maintain updated job descriptions and job announcements. (53024.1(f))	A salary study was conducted and included in that study was job description updates.	When the job descriptions are all negotiated and implemented with salary, the project will be successful.	For contested job description, the District and the Union must come to an agreement on the specific job description. Success is that over 50% of the job descriptions have been agreed.
Board of trustees receives training on elimination of bias in hiring and employment at least once every election cycle. (53024.1(g))	The Board of Trustees receives training on a regular basis in compliance with the EEO plan.	The training includes and pre-test and post-test as well as an evaluation upon completion of the training.	The challenge is time. At the board meeting, there is limited time to conduct training. The District is exploring other times and venues for training the Trustees.
Assess "sensitivity to diversity" of all applicants. (53024.1(l))	Ongoing assessment of applicant sensitivity to diversity is accomplished through the recruitment and selection process.	A diversity question is included in the application. The interview committee reviews the answers to determine how well the applicant understands and is sensitive to diversity.	Applicants who do not respond to the diversity question of the job application have their applications rejected as incomplete. Applicants with poor scores to this question may also be denied an interview or may not pass an interview. The District must develop a rubric to evaluate the applicants response to the diversity question.
Maintaining updated curricula, texts, and/or course descriptions. (53024.1(n))			
Dedication of specified staff to EEO.	The VP, HR, is the EEO officer. There is a Equity and Inclusion Officer as well.	The EEO Plan names standing participants to the EEO Advisory Committee. Their membership is required and does not lapse.	There is evidence of increased continuity by maintaining a group of positions that are permanently involved with and in support of EEO. The EEOAC is an active and participatory group.

Implementation	What/When	Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?
Incentives for hard-to-hire areas/disciplines.	Relocation expenses are offered at the time of job offer.	The District continues to leverage relocation incentives to attract out of the area applicants to relocate here. Also, additional information specific to each position can be added to our job applicants in the event of the addition of a more accurate view of the position.	There are times when the relocation funds do not cover the move for the final candidate. In addition, the District is in a somewhat rural area and some candidates are hesitant to move to the area. This is more of an exception than the norm.
Focused outreach and publications.	The District has on-going outreach at job fairs and in publications. The District advertises job opportunities in approximately 20 difference areas.	The District attends the CCC job fairs in northern and southern California. Recruiters also attend the WRIPAC conference annually.	As stated earlier, the District has observed a greater increase in applications for all positions. A challenge is determining how to get information from the applicants on where they found the position.
Procedures for addressing diversity throughout hiring steps and levels	Ongoing. Several actions are undertaken to address diversity throughout hiring steps and levels. A trained EEO representative is in each interview, including the final interviews.	The VP, HR, reviews the composition of each interview committee to determine equity among the committee members. If there is disparity, the make-up of the members is changed.,	A challenge is getting enough trained EEO representatives. It is a struggle at times. However, with each EEO training, a few more employees are willing to participate. With every precaution in place, there remains issues with interview members. The VP, HR, as EEO Officer, reviews the situation and makes the decision on whether to move forward as planned or stop the process until the issue is resolved.
Recruitment efforts and strategies such as: <ul style="list-style-type: none"> • Use of demographic data • Job Fairs • Community College Career Connect • Relationships with external organizations & colleges 	Recruitment efforts are ongoing. With each interview, the adverse impact table is provided to the VP, HR. If there are adverse impacts, the VP reviews with the recruitment staff to resolve.	The District attends the CCC job fairs in northern and southern California. Recruiters also attend the WRIPAC conference annually.	Increased applicant interest in Butte College as an employer after interacting with District staff at a job fair or other event. A challenge is how beswt to
ADD ADDITIONAL/ ALTERNATIVE STRATEGIES IN ADDITIONAL ROWS HERE.			

Implementation	What/When	Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?
POST-HIRING			
Conduct campus climate surveys & use this information. (53024.1(a))	The District does not have a recent climate survey. With new administrative leadership, the District will discuss how best to implement a survey. However, in Human Resources department an assessment is in progress. The department will use the information to implement an action plan for the department.		Challenges include the implementation of a climate survey and the tool to use for the survey. Analyzing the results of the survey and action planning will also be a challenge.
Conduct exit interviews & use this information. (53024.1(b))	The District regularly ends exit interview questionnaires to exiting employees.	The District has applied for a grant to implement NeoEd Onboarding. In the software also includes an offboarding component. This component will ensure consistency in the offboarding process.	Challenge is getting the funds to implement NeoEd Onboarding. If the District does not receive the grant, the leadership team will determine how best to move forward. A challenge is having the staff to implement the software program.
Professional development, mentoring, support and leadership opportunities for new employees. (53024.1(e))	Ongoing-professional development is provided to new employees. The District has applied for a grant to incorporate onboarding to all new employees which includes development and mentoring.	If NeoEd onboarding is implemented, there is a mentor component. Metrics will need to be created and implemented.	Challenge is identifying staff that are ready to seek leadership opportunities. With the 12-month plan for new hires, staff will be able to take advantage of the training and development opportunities offered. Creating and implementing matrix will be a challenge.
Timely and thoroughly investigate all harassment & discrimination complaints & take appropriate corrective action in all instances where a violation is found. (53024.1(h))	Ongoing- The District timely investigates harassment and discrimination complaints and takes appropriate corrective action where violations are found. Due to lack of HR staff with the skill to investigate, the District often contracts with outside investigators to determine issues.	All complaints and taken seriously and investigated as coordinated by Human Resources in accordance will applicable Board Policies and Administrative Procedures.	
Survey applicants who decline offers & use the information. (53024.1(p))	Ongoing. The District survey applicants who decline offers of interview or employment.	Each time a candidate declines an offer, the recruiters ask the question. It is then discussed with the VP, HR and the area VP.	Challenge is individuals refusing to answer the question of why they declined. Another challenge is the taken by a candidate who declines the offer especially on hard-to-fill positions.

Implementation	What/When	Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?
Describe strategies developed to address any adverse impact identified in the process of carrying out the requirements of Component 10 of the EEO Plan.	The District analyzes the longitudinal data regularly. In addition, an adverse impact analysis is provided to the VP, HR for review with each recruitment.	The District will develop strategies in addition to those already in place. Extending recruitment time and targeting specific advertising platforms are two such strategies.	Challenges are in time to evaluate and develop new strategies, forming communications plan to address the adverse impact, and determining the best course of action to address the adverse impact. Success includes the two HR Specialists/Recruiters. They are responsive, timely, experienced, and have excellent reviews from their "clients."
Describe strategies developed to address any underrepresentation identified in the process of carrying out the requirements of Components 11 & 12 of the EEO Plan.	The District analyzes the longitudinal data regularly. In addition, an underrepresentation analysis is provided to the VP, HR for review with each recruitment.	The District will develop strategies in addition to those already in place. Extending recruitment time and targeting specific advertising platforms are two such strategies.	Challenges are in time to evaluate and develop new strategies, forming communications plan to address underrepresentation, and determining the best course of action to address the underrepresentation. Success includes the two HR Specialists/Recruiters. They are responsive, timely, experienced, and have excellent reviews from their "clients."
ADD ADDITIONAL/ ALTERNATIVE STRATEGIES IN ADDITIONAL ROWS HERE.			

Section C, Part 2: Additional EEO Plan Components (if Applicable)

Some districts submitted pre-hiring, hiring, and post-hiring strategies beyond the Component 13 form. Section B outlined a detailed update on strategies used to address elements of Components 10, 11, and 12. If applicable, use the following table to report on strategies from the EEO Plan that fall outside of Components 10-13.

Instructions:

1. Use your district's EEO Plan submission to guide the completion of this section.
2. For reviewers' reference, include the relevant EEO Plan Component number in the "Component Number" column.
3. Add lines as necessary.
4. Only include the strategies and metrics relevant to the current point in time when completing the Annual Certification Form.

Component Number	Actions Taken	Actions Taken Toward Effectiveness Metrics and Review	Observed Outcomes: What successes have you observed? What challenges have you encountered?

Section C, Part 3: Supports for Strategy Implementation (If Applicable)

If applicable, what kinds of supports would benefit your district's efforts to implement EEO strategies?

A true understanding of longitudinal data and analysis would be excellent. For this District, it is a priority request.

A gathering of EEO representatives at least two times per year to discuss innovation strategies for community colleges.

An assigned "mentor" to provide guidance and answer questions.

Section D: Response to Harassment and Discrimination Complaints

In addition to the requirement that community college districts investigate and appropriately respond to formal harassment or discrimination complaints filed pursuant to section 59300 et seq. of title 5 of the California Code of Regulations, section 59340(b) requires districts to provide an annual report detailing the number and disposition of complaints alleging unlawful discrimination.

Instructions:

1. **Enter the district officer or designee’s contact details** in the “District Officer or Designee” table. Use the designated box to note any changes in appointment during 2024-25.
2. **Enter the total number of discrimination complaints and informal charges received** for employees and non-employees in 2024–25 in the appropriate boxes.
3. **Enter the total number of resolved discrimination complaints and informal charges** for employees and non-employees in 2024–25 in the appropriate boxes.
4. **For employees**, use the “Employee Types of Complaints and Resolution” table to report the number of complaints and informal charges received in 2024–25 by protected category (e.g., race, gender).
 - For each category, enter the number of complaints and informal charges in the applicable resolution column.
 - The “Total” column will calculate automatically.
 - If reporting in the “Other” category, list the specific protected category (e.g., Religion) in the text box and provide totals and resolution details for each.
5. **For non-employees**, complete the corresponding “Non-Employee Types of Complaints and Resolution” table.
 - For each category, enter the number of complaints and informal charges in the applicable resolution column.
 - The “Total” column will calculate automatically.
 - If reporting in the “Other” category, list the specific protected category (e.g., Religion) in the text box and provide totals and resolution details for each.

District Officer or Designee	
Name of District Officer or Designee responsible for receiving complaints:	Theresa Richmond
Title of District Officer or Designee responsible for receiving complaints:	Interim Vice President, Human Resources,
Email of District Officer or Designee responsible for receiving complaints:	richmondth@butte.edu
Indicate changes to District Officer or Designee appointment during 2024-25:	Chris Little, Executive Director of Human Resources, was the District Officer, until July 2025. Mr. Little is on leave. Vice President, Human Resources is a new position in recruitment. Ms. Richmond is the interim VP.

Employee Complaints Received		
Employee Complaints	Number of discrimination complaints received in 2024-25:	3
	Number of informal charges received in 2024-25:	
Non-Employee Complaints Received		
Non-Employee Complaints	Number of discrimination complaints received in 2024-25:	2
	Number of informal charges received in 2024-25:	
	Total number of discrimination complaints and informal charges received: <i>The total is calculated automatically.</i>	5

Employee Complaints Resolved		
Employee Complaints	Number of discrimination complaints resolved in 2024-25:	3
	Number of informal charges resolved in 2024-25:	
Non-Employee Complaints Resolved		
Non-Employee Complaints	Number of discrimination complaints resolved in 2024-25:	2
	Number of informal charges resolved in 2024-25:	
	Total number of discrimination complaints and informal charges resolved: <i>The total is calculated automatically.</i>	5

Employee Types of Complaints and Resolution					
Based on the total number of discrimination complaints and informal charges received in 2024-25, provide the following information:					
Provide the number of complaints and informal charges based on the following protected categories:			Provide the number of complaints and informal charges that are:		
	Total Calculated automatically	Sustained in Whole	Sustained in Part	Not Sustained	Currently Unresolved
Race	0				
Gender	0				
Sexual harassment	1		1		
Disability/Medical Condition	1			1	
Other	1			1	
In the box below, list the specific "Other" protected categories, report the total number for each, and describe the status (e.g., Religion (4 total; 1 Sustained in Whole; 2 Not Sustained; 1 Currently Unresolved)).					

Non-Employee Types of Complaints and Resolution					
Based on the total number of discrimination complaints and informal charges received in 2024-25, provide the following information:					
Provide the number of complaints and informal charges based on the following protected categories:			Provide the number of complaints and informal charges that are:		
	Total Calculated automatically	Sustained in Whole	Sustained in Part	Not Sustained	Currently Unresolved
Race	0				
Gender	1			1	
Sexual harassment	0				
Disability/Medical Condition	0				
Other	1			1	
In the box below, list the specific "Other" protected categories, report the total number for each, and describe the status (e.g., Religion (4 total; 1 Sustained in Whole; 2 Not Sustained; 1 Currently Unresolved)).					
Other: Bias reported by applicant when one interview member had to leave the interview.					

Unresolved Complaints from Previous Academic Years

If applicable, provide the number of complaints from previous academic years (i.e., complaints that arose before the 2024-25 academic year) that remain unresolved.

Employee:

Non- Employee:

For each unresolved complaint, briefly explain the factors preventing resolution:

--

Section E: Use of EEO Funds

EEO Funds do not include EEO One-Time Funding or funding from Innovative Best Practices Grants. Expenditures from these sources should be reported in the “other funds” columns.

Instructions:

1. **Enter the total unexpended allocation from 2022-23** in the "Total Unexpended Allocation from 2022-23" box.
2. **Enter the total amount allocated to the EEO/Diversity Allocation Fund for 2023-24** in the "2023-24 Allocation" box.
3. **Enter the total 2023-24 expenditures** in the "2023-24 Expenditures" box.
4. **Break down expenditures by controlling accounts.** If funds other than the EEO/Diversity Allocation Fund were used, provide the total amount in the “other funds” column.
5. If applicable, explain unspent funds, planned use, and expected timelines.
6. **Break down expenditures by performance indicators.** If funds other than the EEO/Diversity Allocation Fund were used, provide the total amount and the funding source in the “Other Fund Expenditures” column.
7. Where relevant, explain how activities align with the Strategies Component of the district’s EEO Plan.

Report	EEO/Diversity Allocation Fund (Ed. Code § 87108)
Total Unexpended Allocation from 2022-23 (Carry Over)	\$ 204,023.77
2023-24 Allocation	\$ 138,888.00
2023-24 Expenditures (Provide a breakdown of expenditures in the columns outlined in green below)	\$ 78,634.95
Unexpended Allocations <i>calculated automatically</i>	\$ 264,276.82

Controlling Account	EEO/Diversity Allocation Fund (Ed. Code § 87108)	Other Funds	Total <i>Calculated automatically</i>
1000 Academic Salaries			\$ 0.00
2000 Classified Salaries			\$ 0.00
3000 Employee Benefits			\$ 0.00
4000 Supplies & Materials	\$ 1,936.77		\$ 1,936.77
5000 Other Oper. Exp. & Svcs.	\$ 76,698.18		\$ 76,698.18
6000 Capital Outlay			\$ 0.00
7000 Other Outgo			\$ 0.00
Total <i>Calculated automatically</i>	\$ 78,634.95	\$ 0.00	\$ 78,634.95

Unexpended Allocations (If Applicable)

<p>Explain why funds are unexpended.</p>	<p>Our EEO expenditures during COVID were significantly reduced since we were not reimbursing for applicant travel which resulted in a larger carryover amount for several years. Since COVID our District has been working towards trying to increase EEO and DEIA offerings for employees to utilize our EEO funds. We are making headway on utilizing the funds and will continue to find ways to increase recruitment and outreach, EEO and DEIA trainings, as well as send staff to trainings focused on accommodations.</p>
<p>Describe any actions or strategies to utilize the funds and outline the anticipated dates.</p>	<ul style="list-style-type: none"> - work with DEIA office to fund training opportunities on DEIA topics within District - continuing to reimburse applicant travel - offer EEO training for employees - fund recruitment and outreach activities through specific vendors to increase applicant pools for all position types - Utilize funds for accommodations for applicants and employees, as needed - These items will be ongoing items funded using EEO funds

Performance Indicators	EEO Diversity Fund Expenditures (Ed. Code § 87108)	Other Fund Expenditures Identify amount and source	Description of Activities Where relevant, explain how activities align with the Strategies Component of the district's EEO Plan.
1. Activities designed to encourage students to become qualified for, and seek, employment as community college faculty or administrators.		Enter funding source below:	
2. Outreach and recruitment.	\$ 58,256.44	Enter funding source below:	Applicant recruiting/tracking, applicant travel reimbursement, job fairs
3. Professional development on equal employment opportunity.	\$ 3,134.44	Enter funding source below:	EEO training for employees and HR staff
4. Professional development on DEIA.	\$ 13,827.07	Enter funding source below:	Anti-racism training for employees and board members
5. Accommodations for applicants and employees with disabilities pursuant to title 5, section 53025.	\$ 3,417.00	Enter funding source below:	HR staff training related to accommodations for employees and applicants
6. Other reasonable and justifiable activities to promote equal employment opportunities. Please list activities in "Description of Activities" column.		Enter funding source below:	

Section F: Signatures – Affirmation of Accuracy and Completeness

I CERTIFY THAT THIS ANNUAL CERTIFICATION FORM IS ACCURATE AND COMPLETE.

Chair, Equal Employment Opportunity Advisory Committee

Name: Theresa Richmond	Title: Interim Vice President Human Resources
Signature:	Date:

Chief Human Resources Officer

Name: Theresa Richmond	Title: Interim Vice President Human Resources
Signature:	Date:

Chief Executive Officer (Chancellor or President/Superintendent)

Name: Virginia Guleff	Title: Superintendent/President
Signature:	Date:

President/Chair, District Board of Trustees

Date of governing board’s approval/certification: August 13, 2025	
Name: William McGinnis	Title: Board President
Signature:	Date:

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

August 13, 2025

Subject:	Adoption of Resolution No. 831 Appointing an Interim Vice President for Human Resources, Training and Employee Development
Category:	Human Resources
Submitted By:	Virginia L. Guleff, President/Superintendent
Attachment:	Yes
Type:	Action
Agenda Section:	Regular

Background

Government Code Section 21221(h) allows for a retired person to serve without reinstatement from retirement or loss or interruption of benefits provided by the Public Employees' Retirement System (PERS) upon an interim appointment by the governing body of the contracting agency to a vacant position during recruitment for a permanent appointment and deemed by the governing body to require specialized skills or during an emergency to prevent the stoppage of public business.

Status

The Vice President for Human Resources, Training, and Employee Development position is critically needed for the Butte-Glenn Community College District (District) and this appointment is necessary to fill the position of Vice President for Human Resources, Training and Employee Development for the Butte-Glenn Community College District to fill unmet strategic and operational needs. The District will initiate a recruitment to identify a permanent replacement in 2025-26 academic year.

Recommendation

It is recommended that the Board of Trustees adopt Resolution No. 831 appointing Theresa Richmond as an interim retired annuitant to the vacant position of Vice President for Human Resources, Training and Employee Development for the Butte-Glenn Community College District effective July 1, 2025, through February 28, 2026.

BUTTE-GLENN COMMUNITY COLLEGE BOARD OF TRUSTEES
Meeting of the Board of Trustees
August 13, 2025
RESOLUTION 831

**APPOINTMENT OF INTERIM VICE PRESIDENT FOR HUMAN RESOURCES, TRAINING
AND EMPLOYEE DEVELOPMENT AS PER GOVERNMENT CODE SECTION 21221(h)**

WHEREAS, Government (Gov.) Code section 21221(h) of the Public Employees' Retirement Law permits the governing body to appoint a CalPERS retiree to a vacant position requiring specialized skills during recruitment for a permanent appointment, and provides that such appointment will not subject the retired person to reinstatement from retirement or loss of benefits so long as it is a single appointment that does not exceed 960 hours in a fiscal year; and

WHEREAS, the Board of Trustees desires to appoint Theresa Richmond as an interim appointment retired annuitant to the vacant position of Vice President for Human Resources, Training and Employee Development for the Butte-Glenn Community College District under Gov. Code section 21221(h), effective July 1, 2025; and

WHEREAS, the Board of Trustees, the Butte-Glenn Community College District and Theresa Richmond certify that Theresa Richmond has not and will not receive a Golden Handshake or any other retirement-related incentive; and

WHEREAS, an appointment under Gov. Code section 21221(h) requires the retiree is appointed into the interim appointment during recruitment for a permanent appointment; and

WHEREAS, the District has authorized the search for a permanent appointment on July 1, 2025, and

WHEREAS, this Gov. Code section 21221(h) appointment shall only be made once and therefore will end on February 28, 2026; and

WHEREAS, the entire contract between Theresa Richmond and the Butte-Glenn Community College District has been reviewed by this body and is attached herein; and

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, the maximum base salary for this position is \$21,971.30 per month and the hourly equivalent is \$126.76; the minimum base salary for this position is \$18,058.85 per month and the hourly equivalent is \$104.19; and

WHEREAS, the hourly rate paid to Theresa Richmond will be \$126.76; and

WHEREAS, Theresa Richmond has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate; and

THEREFORE, BE IT RESOLVED THAT the Board of Trustees hereby certifies the nature of the employment of Theresa Richmond as described herein and detailed in the attached employment appointment document and that this appointment is necessary to fill the critically needed position of Vice President for Human Resources, Training and Employee Development for the Butte-Glenn Community College District by July 1, 2025 to fill unmet strategic and operational needs. The District will initiate a recruitment to identify a permanent replacement in 2025-26 academic year. The District will need a short-term interim to oversee the Human Resources, Training and Employee Development department while a permanent employee is being selected.

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

AYES:

NOES:

ABSENT:

SO ORDERED:

William McGinnis
President, Board of Trustees

ATTEST:

I, Virginia Guleff (secretary) of the Board of Trustees of the Butte-Glenn Community College District, hereby certify that the above is a true copy of a resolution passed by the Board of Trustees of the Butte-Glenn Community College District at a meeting of the Board held on August 13, 2025.

Virginia Guleff
Secretary Board of Trustees

**BUTTE-GLENN COMMUNITY COLLEGE DISTRICT
AGREEMENT FOR ADMINISTRATIVE EMPLOYMENT OF
INTERIM VICE PRESIDENT FOR HUMAN RESOURCES, TRAINING, AND EMPLOYEE
DEVELOPMENT**

This Agreement for Administrative Employment ("Agreement") is made between the Butte-Glenn Community College District ("District") and Theresa Richmond ("Administrator"). This contract is made and entered into this 1st day of July 2025.

RECITALS

1. **Employment:** The Board hereby agrees to employ Theresa Richmond as the Interim Vice President for Human Resources, Training, and Employee Development who possess specialized skills and expertise and hereby accepts employment as the Interim Vice President for Human Resources, Training, and Employee Development upon the terms and conditions set forth below.
2. **General Terms and Conditions of Employment:** This Contract is subject to all applicable laws of the State of California, the rules and regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, and policies of the Butte Glenn Community College District. Said laws, rules, regulations, and policies are hereby made a part of the terms and conditions of this Contract.
3. **Duties and Responsibilities:** By signing this Contract, the Interim Vice President for Human Resources, Training, and Employee Development agrees to devote their time, skill, labor, and attention to performing faithfully all the duties and accepts all of the responsibilities as specified in the job specifications for the forenamed position, and all duties and responsibilities which may be delegated to the Interim Vice President for Human Resources, Training, and Employee Development by the Superintendent/President.
4. **Job Specifications:** The Interim Vice President for Human Resources, Training, and Employee Development will perform the duties as described in the attached job description.
5. **Term:** District agrees to employ, and the Interim Vice President for Human Resources, Training, and Employee Development agrees to serve in the position, on a month-to-month basis commencing July 1, 2025, through February 28, 2026, unless otherwise terminated or the permanent Vice President for Human Resources, Training, and Employee Development position is filled or when 960 hours of work have been completed, whichever event occurs first.
6. **Work Schedule:** The Interim Vice President for Human Resources, Training, and Employee Development shall perform regular work hours or as needed by the Superintendent/President and agreed upon with the Interim Vice President for Human Resources, Training, and Employee Development.
7. **Sick Leave and Vacation Accrual:** The Interim Vice President for Human Resources, Training, and Employee Development shall not be entitled to sick time or vacation time. If the need for sick time arises, they shall request to make up the sick time at another day approved by the Superintendent/President.
8. **Compensation:** The compensation shall be Step F, Range 1 of the Executive Salary Schedule, or \$21,971.30 per month. The base salary may be subject to prorating for service that is less than the schedule determined by the Superintendent/President, for this assignment. The Board reserves the right to adjust the salary rate and other compensation


- for any and all months of this Contract, with the mutual consent of the Interim Vice President for Human Resources, Training, and Employee Development. It is further provided, however, that by so doing, it shall not be considered that a new Contract has been entered into or that the termination dates of the existing Contract have been extended.
9. **Lodging Expense:** Lodging for the Interim Vice President for Human Resources, Training, and Employee Development will not be paid for by the District.
 10. **Mileage reimbursement:** Mileage reimbursement shall be paid in accordance with Administrative Procedure 7400, Travel.
 11. **Health and Welfare Benefits:** The Interim Vice President for Human Resources, Training, and Employee Development shall not receive Health and Welfare Benefits from the District.
 12. **Evaluation:** Interim Vice President for Human Resources, Training, and Employee Development shall not be evaluated by the Superintendent/President unless the Superintendent/President deems it necessary.
 13. **Hold Harmless Clause:** Whenever any civil action is brought against the Interim Vice President for Human Resources, Training, and Employee Development during the term of this Contract or in the future for any action or omission other than acts of intentional misconduct or gross negligence arising out of the course and scope of the duties of the Interim Vice President for Human Resources, Training, and Employee Development, the District agrees to pay the costs of defending such action including the cost of counsel and of appeals, if any, and shall hold harmless from and protect the Interim Vice President for Human Resources, Training, and Employee Development from any financial loss resulting there from insofar as permitted by law.
 14. **Removal Without Cause:** Interim Vice President for Human Resources, Training, and Employee Development serves in the administrative assignment at the pleasure of the Board and may be removed from such assignment by the Superintendent/President without cause or any reason after ten (10) days advance written notice, or as otherwise agreed by both parties. The Interim Vice President for Human Resources, Training, and Employee Development shall have no right of appeal or any other rights except as set forth and herein or otherwise required by law.
 15. **Termination by Vice President for Human Resources, Training, and Employee Development:** The Interim Vice President for Human Resources, Training, and Employee Development may terminate this Contract by giving the Superintendent/President at least ten (ten) days advance written notice, or as otherwise mutually agreed by both parties.
 16. **Savings Clause:** If any provision of this Contract is held to be contrary to law by a court of competent jurisdiction, such provision shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions shall continue to remain in full force and effect.
 17. **Miscellaneous Provisions:**
 - a. This Contract contains the entire agreement and understanding between the parties. There are no oral understandings or terms and conditions not contained or referenced in this Contract.
 - b. This Contract cannot be changed orally. It may be modified or superseded only by a written amendment executed by both parties.
 - c. This Contract shall be construed and interpreted under the laws of the State of California.

- d. This Contract is deemed to include the provisions of Government Code Section 53260 regarding maximum cash settlements in the event of the District's termination of the Contract prior to its term.

IN WITNESS WHEREOF, the parties hereto have duly executed this Contract of the dates indicated below.

Aug 4, 2025


Date


Virginia L. Guleff (Aug 4, 2025 09:28:22 PDT)

Virginia L. Guleff, President/Superintendent

Aug 4, 2025

Date


Theresa Richmond (Aug 4, 2025 09:30:05 PDT)

Theresa Richmond