



BOARD OF TRUSTEES
Notice of Regular Meeting

Wednesday, December 10, 2025 | 1:00 p.m.
District Board Room
Student and Administrative Services Building
[Non-interactive Zoom Link](#)

Butte College is a student-ready, rural community college that provides high-quality, accessible education and support. Our career and transfer pathways cultivate curiosity and critical thinking through instruction, workforce training, and the achievement of associate degrees and certificates. Butte College is a Hispanic-Serving Institution that affirms its commitment to equity for the diverse, intersectional communities we serve.

AGENDA

Call to Order

- Mr. William McGinnis, President
- Mr. John Blacklock, Vice President
- Mr. John Nock, Clerk
- Mr. Mike Boeger
- Mr. John Dahlmeier
- Mr. Rick Krepelka
- Mr. Eugene Massa
- Mr. Jared Smith, Student Trustee

Pledge of Allegiance to the Flag

Page

- 1. Agenda Approval**
- 2. Sabbatical Leave Report to the Board of Trustees**
 - 2.1 Dr. Katherine MacKinnon
 - 2.2 Vahan Hovsepian
- 3. Annual Reorganization of Governing Board**

- 3.1 Election of President
- 3.2 Election of Vice President
- 3.3 Election of Clerk
- 3.4 Appointment of Trustee to Foundation Board

4. Board Committee Appointments









- 4.1 Board Self-Evaluation Committee
- 4.2 Evaluation of the Superintendent/President Committee
- 4.3 Board Policy Review Committee
- 4.4 Finance Committee

5. 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.

6. 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.

- 6.1 [Approval of Minutes](#)  6 - 11
- 6.2 [Approval of Warrants](#)  12
- 6.3 [Ratification of Contracts](#)  13 - 15
[Contracts Ratification Report](#) 
- 6.4 [Approval of Quarterly Financial Status Report for the First Quarter Ending September 30, 2025](#)  16 - 19
[Quarter 1 2025 Financial Status Report](#) 
- 6.5 [Approval of Faculty Using Accumulated Load Bank](#)  20
- 6.6 [Approval and/or Ratification of Personnel Actions](#)  21 - 23

Management

Employments

Academic Employees

At-will employments, temporary employments, and assignments

Classified Employees

Employments and reclassifications

Temporary Employees

Substitutes, short-term/seasonal, professional experts, and volunteers




7. Reports





- 7.1 Academic Senate President's Report
- 7.2 Classified Senate President's Report
- 7.3 Student Senate President's Report
- 7.4 Student Trustee Comments
- 7.5 Vice President Report
- 7.6 Superintendent/President's Report
- 7.7 Board Comments

8. 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.

9. Contracts

- 9.1 [Approval of Contracts](#)  24 - 25
[Contracts Approval Report](#) 
- 9.2 [Approval of Contract to Purchase Professional Services from Robert Ferrilli, LLC dba Ferrilli utilizing Foundation for California Community Colleges Agreement Number 00006199](#) 26 - 27


- 9.3 [Adoption of Resolution No. 834: Approval of Contract with California Department of Fish and Wildlife for the California Department of Fish and Wildlife Academy](#)  28 - 29
[Resolution No. 834](#) 
- 9.4 [Adoption of Resolution No. 835: Approval of Contract with the California Department of Social Services for California General Child Care Development \(CCTR\) Program Fiscal Year 2026-27](#)  30 - 31
[Resolution No. 835](#) 

10. Administration

- 10.1 [Adoption of Board Policies](#)  32 - 47
 - [BP 2320 Special and Emergency Board Meetings](#) 
 - [BP 2330 Quorum and Voting](#) 
 - [BP 2340 Agendas](#) 
 - [BP 2345 Public Participation at Board Meetings](#) 
 - [BP 2350 Speakers](#) 
 - [BP 2355 Decorum](#) 
 - [BP 2360 Minutes](#) 
 - [BP 2365 Recording](#) 
 - [BP 2370 Distribution of Materials to the Board of Trustees](#) 
 - [BP 2410 Board Policy and Administrative Procedure](#) 
 - [BP 2430 Delegation of Authority to Superintendent/President](#) 
 - [BP 2431 CEO Selection](#) 
 - [BP 2435 Evaluation of Superintendent/President](#) 

11. Future Dates

01/28/2026	Board Retreat	Main Campus	9:00 a.m.
01/28/2026	Regular Meeting	Main Campus	3:00 p.m.
02/11/2026	Regular Meeting	Main Campus	1:00 p.m.

12. 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:

- 12.1 EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT

Pursuant to Government Code Section 54957.6:

- 12.2 CONFERENCE WITH LABOR NEGOTIATOR
Name of Agency Negotiator: Jessica Snelling, Thomas Gauthier
Name of Organization Representing Employees: CSEA

Pursuant to Government Code Section 54956.95:

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

13. Adjournment

- 13.1 Adjourn Meeting

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

Persons requiring disability accommodation, please notify this office 48 hours prior to the scheduled meeting. Meetings are held in wheelchair accessible locations. Any public records distributed to the Board of Trustees less than 72 hours in advance of the meeting, and relating to an open session item, are available for public inspection at the Office of the President during normal business hours.



MINUTES OF REGULAR MEETING

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

District Board Room
Student and Administrative Services Building

The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, November 12, 2025, at 1:00 p.m., in the District Board Room at Butte College in Oroville, California.

Board Members Present	Mr. William McGinnis, President Mr. John Blacklock, Vice President Mr. John Nock, Clerk Mr. Mike Boeger Mr. Rick Krepelka Mr. Jared Smith, Student Trustee
Board Members Absent	Mr. John Dahlmeier Mr. Eugene Massa
Staff Members Present	Ms. Virginia L. Guleff, Superintendent/President Mr. Erik Shearer, Assistant Superintendent/Vice President Ms. Imelda Simos-Valdez, Vice President Ms. Jessica Snelling, Vice President Ms. Denise Adams, Interim Vice President Ms. Irma Gonzalez Cuadros, Academic Senate President Mr. Alan Burwell, Classified Senate President Ms. Melissa Cafferata-Ainsworth, Executive Assistant to the President & Board of Trustees
Guests	None

Pledge of Allegiance

Trustee Nock led the Pledge of Allegiance.

1. Agenda Approval

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

Motion carried by the following roll call vote:

Ayes: Trustees McGinnis, Blacklock, Nock, Boeger, Krepelka, and Smith (advisory vote)

Nos: None

Abstentions: None

Absent: Trustees Dahlmeier and Massa

2. Communications from the Public – Consent Agenda

There were no public comments.

3. Approval of Consent Agenda, Items 3.1-3.7

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

Motion carried by the following roll call vote:

Ayes: Trustees McGinnis, Blacklock, Nock, Boeger, Krepelka, and Smith (advisory vote)

Nos: None

Abstentions: None

Absent: Trustees Dahlmeier and Massa

4. **Reports**

Academic Senate President's Report –Irma Gonzalez Cuadros

Academic Senate President Gonzalez Cuadros reported on recent Academic Senate activities, including committee appointments and the October 29 forum on artificial intelligence. She also reported that three members of the Academic Senate Executive Committee attended the state-wide fall plenary along with Articulation Officer Jessica Jackson. Academic Senate President Gonzalez Cuadros reported that in conjunction with the president's office, the Academic Senate submitted a nomination for the 2025-26 Exemplary Program Award for the Butte College Speech and Debate team. She concluded by expressing gratitude to college leadership, particularly Facility Director Kim Jones, for taking a collaborative approach to resolving faculty concerns about classroom temperatures.

Classified Senate President's Report – Alan Burwell

Classified Senate President Burwell reported that Classified Senate recently completed a reimagined Butte Strong project consisting of a display on the fence across from the Butte Strong tree. The project includes more than 300 messages of strength and resilience. He noted that submissions to the Friendsgiving cookbook may be made until the end of the week. A free digital version of the cookbook will be available along with a limited edition printed version. Classified Senate will hold a cookie exchange potluck on December 5. Classified Senate President Burwell reported that the Senate has reconstituted their bylaws committee to explore strengthening language around committee appointment procedures, committee appointment terms, and term limits.

Student Trustee Comments – Jared Smith

Student Trustee Smith commended Butte College for its proactive approach and compassionate response to students' loss of SNAP benefits. He noted that he has received feedback about meal stipends for student travel being inadequate, as well as constrained to limited timeframes, and recommended looking into the issue. Student Trustee Smith reported that the loss of funding for the Center for Access, Success, and Achievement (CASA) and associated student anxiety around losing community building opportunities has also been brought to his attention. He suggested that the issue is part of a broader pattern that the college lacks a dedicated Hispanic center on campus. He added that he has also heard student requests for more third spaces – informal spaces to build community – on campus. Student Trustee Smith concluded that students are also worried about a lack of prerequisites for the mathematics course sequence.

Vice President's Report – Denise Adams

Interim Vice President Adams reported that the human resources department will now be called the human resources, training, and employee development department to better describe the work they do. The department also has a new structure with a vice president and director. Additionally, the Title IX coordinator and inclusion, diversity, equity, and anti-racism officer will move into the department. Recruitment for the director and executive assistant positions is open now. Interim Vice President Adams reported that she's working with consultant Dr. Kindred Murillo, who will provide the college with an assessment of the department. Dr. Murillo is also

working with staff to improve the reference check procedure and classified and MSC hiring guidelines, as well as updating human resources-related administrative procedures. Interim Vice President Adams reported on staff's district-wide collaboration efforts including in regional organizations, negotiations, and college committees. She concluded by thanking the human resources, training, and employee development team for all of their hard work.

Superintendent/President's Report – Virginia Guleff

Superintendent/President Guleff started her report by thanking Interim Vice President Adams and the human resources, training, and employee development team for their excellent work.

Superintendent/President Guleff reported on several recent events. At the end of October, she participated in a panel on emerging issues for the Leadership Institute for Tomorrow (LIFT). She also served as a judge for Chico's Parade of Lights. Also in October, she attended the Disability Awareness Month student panel. Superintendent/President Guleff thanked IDEA Officer Tray Robinson, Dean Rebecca Berner, and DSPS Director Jaimie Dillard for hosting a powerful event. She reported on several takeaways from the student panel including the following: slow down, understand that not all disabilities are visible, be patient, and practice kindness while withholding judgement. Superintendent/President Guleff also reported that she attended the Glenn County Farm Bureau annual meeting and dinner, where it is always impressive to hear about the economic impact of agriculture in our area.

Superintendent/President Guleff reported that after conversations with the Classified Senate and faculty union (BCEA) about morale and campus climate, Butte College will embark on a campus climate survey. The goal is gather tangible action items that the institution can address. She noted that she expects to conduct the survey in fall 2026, and added that she will also recommend conducting the Community College Survey of Student Engagement (CCSSE) as well.

Superintendent/President Guleff reported that as part of her work on the Community College League of California (CCLC) Advisory Committee on Legislation (ACL) she learned about several key legislative actions. The governor vetoed AB 1400 which would have created a baccalaureate degree in nursing pilot program at community colleges. The passing of SB 98 requires the college to provide notification of immigration activities on campus and will necessitate an update to AP 3415 Immigration Enforcement Activities. Finally, SB 640 passed, allowing direct admission to the California State Universities to students who meet eligibility requirements. At the ACL meeting, she also learned about the CCLC's budget advocacy priorities and sobering news about the upcoming state budget which has a \$15 billion shortfall with more anticipated in the future.

Superintendent/President Guleff concluded her report with information about recent college activities. The Butte College football and cross country teams were named Golden Valley Champions, and student Steven Chatdelaine was named Northern California Cross Country Individual Champion. Superintendent/President Guleff reported that there has been a great deal of activity around food insecurity with the delay in SNAP benefits, noting that food insecurity is a long-standing issue for our students that requires attention throughout the year. Superintendent/President Guleff thanked everyone who has contributed to the food drive and Roadrunner Hub.

Board Comments

Trustee Krepelka expressed appreciation for the concerns brought forward by Classified Senate President Burwell and Student Trustee Smith. Trustee Boeger indicated that he was impressed by the number of contracts on the ratification report on the agenda, which demonstrates how much Butte College is involved in. Board Vice President Blacklock expressed appreciation for the suggestions that came out of the disability awareness event, suggesting that they apply to life in general. He added that he's happy to hear the college is moving forward with a campus climate

survey. Board Clerk Nock indicated that Butte College has done an excellent job building instructional and study spaces, but third spaces are an important part of the student experience. He requested further conversation about the development of third spaces. Board President McGinnis announced that tickets are available for the Athletics Crab Feed on January 17. He reported that he serves on an Accreditation Commission for Community and Junior Colleges (ACCJC) monitoring group that plans to recommend that colleges' annual student achievement reports be evaluated by the commission which will provide a response, potentially including recommendations. He suggested forming a board committee to review the student achievement report before it's submitted to ACCJC and to review the response. He asked the incoming Board of Trustees president to appoint him and two other trustees to the committee.

5. **Communications from the Public**

There were no public comments.

6. **Contracts**

Approval of Contracts, Item 6.1

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

Motion carried by the following roll call vote:

Ayes: Trustees McGinnis, Blacklock, Nock, Boeger, Krepelka, and Smith (advisory vote)

Nos: None

Abstentions: None

Absent: Trustees Dahlmeier and Massa

Approval of Contract to Purchase Mechanical Equipment and Installation Services from ACCO Engineered Systems utilizing Foundation for California Community Colleges Agreement Number 00010253, Item 6.2

It was moved by Board Vice President Blacklock, seconded by Board Clerk Nock, to approve the contract to purchase mechanical equipment and installation services from ACCO Engineered Systems utilizing Foundation for California Community Colleges Agreement Number 00010253, in accordance with Board Policy 6340.

Motion carried by the following roll call vote:

Ayes: Trustees McGinnis, Blacklock, Nock, Boeger, Krepelka, and Smith (advisory vote)

Nos: None

Abstentions: None

Absent: Trustees Dahlmeier and Massa

Approval of Contract to Purchase Mechanical Equipment and Installation Services from ACCO Engineered Systems utilizing Foundation for California Community Colleges Agreement Number 00010253, Item 6.3

It was moved by Trustee Boeger, seconded by Board Vice President Blacklock, to approve the contract to purchase mechanical equipment and installation services from ACCO Engineered Systems utilizing Foundation for California Community Colleges Agreement Number 00010253, in accordance with Board Policy 6340.

Motion carried by the following roll call vote:

Ayes: Trustees McGinnis, Blacklock, Nock, Boeger, Krepelka, and Smith (advisory vote)

Nos: None
Abstentions: None
Absent: Trustees Dahlmeier and Massa

Approval of Contract to Purchase Information Technology Goods and Services from SHI International Corp. utilizing Foundation for California Community Colleges Agreement Number 00006779, Item 6.4

It was moved by Trustee Krepelka, seconded by Board Vice President Blacklock, to approve the contract to purchase information technology goods and services from SHI International Corp. utilizing Foundation for California Community Colleges Agreement Number 00006779, in accordance with Board Policy 6340.

Motion carried by the following roll call vote:
Ayes: Trustees McGinnis, Blacklock, Nock, Boeger, Krepelka, and Smith (advisory vote)
Nos: None
Abstentions: None
Absent: Trustees Dahlmeier and Massa

7. Finance

Adoption of the Board Budget Criteria for 2026-27 Budget Development, Item 7.1

It was moved by Board Clerk Nock, seconded by Trustee Krepelka, to adopt the board budget criteria for 2026-2027 budget development.

Motion carried by the following roll call vote:
Ayes: Trustees McGinnis, Blacklock, Nock, Boeger, Krepelka, and Smith (advisory vote)
Nos: None
Abstentions: None
Absent: Trustees Dahlmeier and Massa

Donation of District Personal Property: Miscellaneous Electronic Equipment, Item 7.2

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

Motion carried by the following roll call vote:
Ayes: Trustees McGinnis, Blacklock, Nock, Boeger, Krepelka, and Smith (advisory vote)
Nos: None
Abstentions: None
Absent: Trustees Dahlmeier and Massa

8. Student Services

Approval of the 2025-2028 Student Equity Plan, Item 8.1

It was moved by Board Vice President Blacklock, seconded by Trustee Krepelka, to approve the 2025-2028 Student Equity Plan.

Motion carried by the following roll call vote:
Ayes: Trustees McGinnis, Blacklock, Nock, Boeger, Krepelka, and Smith (advisory vote)
Nos: None
Abstentions: None
Absent: Trustees Dahlmeier and Massa

9. Administration

Adoption of Resolution No. 833 Approval to Utilize Design-Build Contract for Butte College Indoor Shooting Range Building Project, Item 9.1

It was moved by Trustee Boeger, seconded by Board Clerk Nock, to adopt resolution no. 833 to approve utilization of a design-build contract for the Butte College indoor shooting range building project.

Motion carried by the following roll call vote:

Ayes: Trustees McGinnis, Blacklock, Nock, Boeger, Krepelka, and Smith (advisory vote)

Nos: None

Abstentions: None

Absent: Trustees Dahlmeier and Massa

Proposed Revisions and Review of Board Policies, Item 9.2

Board President McGinnis noted that these board policies are presented to the board for review in advance of adoption at the December meeting. Board Clerk Nock questioned revisions to BP 2350 Speakers that would reduce the time limit for public comment. Board Policy Committee Chair Blacklock explained that a three-minute limit is common for public agencies, noting that the board has the ability to allow more time at their discretion.

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 3:07 p.m.

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

December 10, 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 October 31, 2025 to November 20, 2025.

Type of Warrant	Quantity of Checks	Total
Vendor	1,467	\$6,716,221
Payroll	98	\$5,383,557
Financial Aid	767	\$1,364,513

Warrant registers are available for review in the Business Office.

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

December 10, 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 November 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

November 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
10/17/25	Until Terminated	Diligent Corporation	Diligent Community Platform Subscription	(\$17,500)/Year + 2.5% Increase/Year	Unrestricted General	President's Office	Guleff
7/1/25	6/30/28	BSN Sports, LLC	BSN Multi Branded Rewards Program	\$0.00	N/A	Athletics	Shearer
11/7/25	11/7/25	California State University, Chico	Facilities Use Agreement for Soccer Match	(\$400.00)	Unrestricted General	Athletics	Shearer
8/25/25	9/10/25	McHale Sign Company	National Champions Sign Installation at Football Press Box	(\$9,000.00)	Foundation Agency Account	Athletics	Shearer
11/14/25	11/14/25	Oroville Union High School District	Facilities Use Agreement for Soccer Match	(\$200.00)	Unrestricted General	Athletics	Shearer
7/1/26	6/30/27	California Department of Education	California State Preschool Program	\$361,240.00	Restricted General	Child Development Center	Shearer
12/1/25	11/30/30	California Department of Water Resources	Education, Services, and Workforce Training for Staff	\$700,000.00	Restricted General	Contract Education	Shearer
11/1/25	12/31/25	Kern Community College District	Utility Line Clearance Arborist Training	\$44,000.00	Restricted General	Contract Education	Shearer
10/29/25	6/30/26	Mountain F. Enterprises, Inc.	Training Delivery Services Amendment to Fees	(\$5,000.00)	Restricted General	Contract Education	Shearer
11/18/25	Until Terminated	Prime Healthcare Services - Shasta, LLC, dba Shasta Regional Medical Center	Clinical Experience Agreement Amendment to add Program	\$0.00	N/A	Respiratory Care	Shearer
2/8/25	2/7/26	Alldata, LLC	Alldata Repair and Access Automotive Software	(\$975.00)	Unrestricted General	Industrial Tech Programs	Shearer
11/3/25	Upon Completion	Rental Guys	Equipment Rental and Supplies for Construction Class	(\$397.98)	Unrestricted General	Industrial Tech Programs	Shearer
11/3/25	Upon Completion	Rental Guys	Equipment Rental and Supplies for Construction Class	(\$397.98)	Unrestricted General	Industrial Tech Programs	Shearer
11/3/25	Upon Completion	Rental Guys	Equipment Rental and Supplies for Construction Class	(\$397.98)	Unrestricted General	Industrial Tech Programs	Shearer
7/1/25	7/11/25	Deyci Lopez-Rangel	Preparation for Calculus Boot Camp	(\$500.00)	Restricted General	MESA	Shearer
10/20/25	12/11/25	Darian Hagstrom	Sound for Fall 2025 Concert Series	(\$3,750.00)	Unrestricted General	Music	Shearer
11/3/25	11/4/25	Hotel Katerina	NFRC Planning Meeting Catering and Facility Rental	(\$7,391.00)	Restricted General	North Far North Regional Consortium	Shearer
11/20/25	11/20/25	Yadira Nieto	Mental Health Workshop for Students	(\$600.00)	Restricted General	CASA	Simos-Valdez
10/1/25	9/30/26	Ladybird S.R.L.	WeUni Marketing and Promotion Services	(\$10,000.00)	Unrestricted General	International Program	Simos-Valdez
11/17/25	5/17/26	Helen & Company Advertising, Inc.	Bus Wraps and Advertising on Glenn Ride Transit	(\$3,909.45)	Unrestricted General	Marketing	Simos-Valdez
10/31/25	Until Terminated	Robert Ferrilli, LLC dba Ferrilli	Pledge 1% Program 100 Complimentary Hours Technology Professional Services	\$0.00	N/A	Administrative Services	Snelling
10/31/25	1/31/26	Robert Ferrilli, LLC dba Ferrilli	Technology Professional Services	(\$93,600.00) Plus Travel & Exps	Unrestricted General	Administrative Services	Snelling
10/27/25	Upon Payment	ComputerLand of Silicon Valley	Azure Usage Fees Amendment	(\$635.86)	Restricted General	CCC Technology Center	Snelling
Upon Payment	8/31/25	L-Soft International, Inc.	ListPlex License	(\$173.42)	Restricted General	CCC Technology Center	Snelling
11/20/25	Until Completed	ACCO Engineered Systems	HVAC Rooftop Unit AC2 Repairs for Learning Resource Center	(\$136,950.00)	Measure J	Facilities, Planning, & Management	Snelling
12/22/05	1/16/26	Buttes Electric	Display Wall Light Installation for Geology Lab	(\$7,026.00)	Measure J	Facilities, Planning, & Management	Snelling
12/25	8/15/26	DH Slater and Son, Inc.	Agriculture and Natural Resources Renovation Project Change Order No. 1 Drywall at Underside of Roof Framing	(\$66,762.65)	Measure J	Facilities, Planning, & Management	Snelling
12/25	6/30/26	Martin Construction	Handicap Door Actuator Installation at Roadrunner Hub	(\$12,875.94)	Restricted General	Facilities, Planning, & Management	Snelling
TOTAL REVENUE CONTRACTS				\$1,105,240.00			

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

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

November 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
			TOTAL EXPENSE CONTRACTS	(\$267,343.26)			

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

December 10, 2025

Subject:	Approval of Quarterly Financial Status Report for the First Quarter Ending September 30, 2025
Category:	Finance
Submitted By:	Jessica Snelling, Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Consent

Background

Education Code Section 84040 specifies that financial information be periodically reported to the California Community Colleges Board of Governors. To comply with this requirement, the District prepares a Quarterly Financial Status Report (Form CCFS-311Q) each fiscal quarter for submission to the Chancellor’s Office.

The Chancellor’s Office report requires the reporting of unrestricted revenues, expenditures, and fund balance. The supporting documentation reflects a four-year annual trend for actual unrestricted general fund revenue, expenditure, and fund balance. Additionally, the current year-to-date actual financial information is presented as a percentage of the total annual budgeted activity.

Status

The Quarterly Financial Status Report for the first quarter ending September 30, 2025, reflects the following year to date activity as a percentage of the budget projection:

- \$107.5 million/34.8% of the total budgeted unrestricted revenue has been received
- The District’s expenditures are \$115.6 million/19.9% of the total projected annual spend

Recommendation

It is recommended that the Board of Trustees approve the Quarterly Financial Status Report (CCFS-311Q) for the quarter ended September 30, 2025.

QUARTERLY FINANCIAL STATUS REPORT

(Financial Report for Fiscal Year 2025-2026, Quarter: 1)

District: BUTTE

District Code: 110

I, the District Chief Business Officer, hereby certify that the information in the Quarterly Financial Status Report (CCFS-311Q) is prepared in accordance with Title 5, Section 58310 and is accurate and complete to the best of my knowledge.

Chief Business Officer: Jessica Snelling

Electronic Certification Date: Tuesday, November 18, 2025

Contact: Robert Parker	Director, Fiscal Services
(530) 879-6154	Ext: parkerro@butte.edu

<p>The Chancellor's Office no longer requires a report to be submitted electronically (PDF) or by mail, as districts certify through the application. No further action is required by the district.</p>

Fiscal Year: 2025

Quarter Ended: 1

As of June 30 for the fiscal year specified

Line	Description	Actual 2022-2023	Actual 2023-2024	Actual 2024-2025	Projected 2025-2026
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	93,769,644	106,503,399	106,060,221	105,462,020
A.2	Other Financing Sources (Object 8900)	1,467,088	1,475,542	2,101,153	2,000,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	95,236,732	107,978,941	108,161,374	107,462,020
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	80,255,605	89,241,482	97,129,938	106,880,470
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	9,502,951	11,439,939	6,606,609	8,781,724
B.3	Total Unrestricted Expenditures (B.1 + B.2)	89,758,556	100,681,421	103,736,547	115,662,194
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	5,478,176	7,297,520	4,424,827	(8,200,174)
D.	Fund Balance, Beginning	33,527,920	39,006,096	46,303,616	50,728,443
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	33,527,920	39,006,096	46,303,616	50,728,443
E.	Fund Balance, Ending (C. + D.2)	39,006,096	46,303,616	50,728,443	42,528,269
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	43.5%	46.0%	48.9%	36.8%

As of the specified quarter ended for each fiscal year

Line	Description	2022-2023	2023-2024	2024-2025	2025-2026
II. Total General Fund Cash Balance (Unrestricted and Restricted)					
H.1	Cash, excluding borrowed funds	88,871,283	135,644,352	119,143,473	147,577,796
H.2	Cash, borrowed funds only	0	0	0	0
H.3	Total Cash (H.1+ H.2)	88,871,283	135,644,352	119,143,473	147,577,796

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
III. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	105,462,020	105,462,020	36,534,159	34.6%
I.2	Other Financing Sources (Object 8900)	2,000,000	2,000,000	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	107,462,020	107,462,020	36,534,159	34.8%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	106,832,809	106,880,470	22,876,776	21.4%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	8,781,724	8,781,724	4,266	0.0%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	115,614,533	115,662,194	22,881,042	19.8%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	(8,152,513)	(8,200,174)	13,653,117	
L.	Fund Balance, Beginning	50,728,443	50,728,443	50,728,443	
L.1	Prior Year Adjustments + (-)	0	0	0	
L.2	Adjusted Fund Balance, Beginning (L + L.1)	50,728,443	50,728,443	50,728,443	
M.	Fund Balance, Ending (K. + L.2)	42,575,930	42,528,269	64,381,560	
N.	Percentage of GF Fund Balance to GF Expenditures (M. / J.3)	36.8%	36.8%		

IV. Has the district settled any employee contracts during this quarter?

NO

V. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds

NO

If yes, list events and their financial ramifications.

VI. Does the district have significant fiscal problems that must be addressed?

This Year?

NO

If yes, what are the problems and what actions will be taken?

Next Year?

NO

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

December 10, 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 CIO and the Superintendent/President have reviewed and approved the Application for Use of Accumulated Banked Time.

Recommendation

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

<u>Instructor</u>	<u>Discipline</u>	<u>Term Used</u>	<u>Load Used</u>
Daniel Barnett	Philosophy	Fall 2026	20.00
Michael Matiasek	Biology	Fall 2026	49.96
Sarah McArthur	Chemistry	Spring 2026	15.29
Teresa Ward	Reading	Fall 2026	50.00
Teresa Ward	Reading	Spring 2027	49.96

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

December 10, 2025

Subject:	Approval and/or Ratification of Personnel Actions
Category:	Human Resources
Submitted By:	Denise Adams, 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 Director, Student Health Center/Nurse Practitioner (SHC) – Jordan Frazer
Full-time, 40 hours per week, 12 months per year
Salary: MSC – 20
Effective: December 1, 2025
2. Employee working additional duties, Dean of Instruction (15%) – Kam Bull
Effective: November 15, 2025 – January 31, 2026

Academic*

3. Assignment as BCEA President (15%) – Kenneth Bearden
Effective: Academic Year 2025-2026
4. Assignment as BCEA Grievance Officer (20%) – Kenneth Bearden
Effective: Academic Year 2025-2026
5. Assignment as BCEA Vice President (5%) – Jason Trento
Effective: Academic Year 2025-2026
6. Assignment as BCEA Lead Negotiator (15%) – Jason Trento
Effective: Academic Year 2025-2026
7. Assignment as BCEA Negotiator (15%) – Deborah McCabe
Effective: Academic Year 2025-2026
8. Assignment as BCEA Grievance Officer (20%) – Deborah McCabe
Effective: Academic Year 2025-2026
9. Assignment as Co-Principal Investigator - National Science Foundation-ATE (10%) – Jennifer Bryant, John Dahlgren

Effective: Academic Year 2025-2026

10. Assignment as BCEA Negotiator (30%) – John Soldate
Effective: Academic Year 2025-2026
11. Assignment as Accelerated Nursing Assistant Program Director (25%) – Lynda Gomes
Effective: Academic Year 2025-2026
12. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Career and College Access Pathways Instructor Agreement – Chico Unified School District) – Gavin Cockrell
Effective: November 3, 2025 - June 30, 2026
13. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Career and College Access Pathways Instructor Agreement – Anderson Union High School District) – Derrick Jones
Effective: November 6, 2025 - June 30, 2026
14. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Career and College Access Pathways Instructor Agreement – Durham Unified School District) – Anyssa Trujillo
Effective: November 20, 2025 - June 30, 2026
15. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Instructional Service Agreement – California Department of Parks and Recreation) – Micah Moore
Effective: November 5, 2025 – August 31, 2030
16. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Instructional Service Agreement – California Department of Parks and Recreation) – Addison Fisher
Effective: November 18, 2025 – August 31, 2030
17. Employment of At-Will and Uncompensated Temporary Academic Employee (Employed through Instructional Service Agreement – California Department of Parks and Recreation) – Rodney Sanford
Effective: November 21, 2025 – August 31, 2030
18. Employment of Temporary Academic Employees (Instructors and Student Development) Part-time faculty recommended for employment effective Fall Semester 2025 – Laurie Meyer, Teresa Ward

Classified Employees*

19. Employment of Administrative Secretary, Grants (Student Belonging and Empowerment) – Raishawna Pollard
Full-time, 40 hours per week, 12 months per year
Salary: CSEA – 25
Effective: December 1, 2025
20. Employment of Administrative Secretary, Office Coordinator (Native American Center) – Anthony Tyler
Full-time, 40 hours per week, 12 months per year
Salary: CSEA – 27
Effective: December 1, 2025
21. Employment of Information Technology Support Specialist (IT) – Cody Schumacher

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

Salary: CSEA – 27

Effective: December 1, 2025

22. Employment of Administrative Secretary III (Industrial Technology Programs) – Jacqlyn Smith

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

Salary: CSEA – 24

Effective: December 1, 2025

23. Reclassification of Position – Nancy Yates

From: Administrative Secretary III (Industrial Technology Programs) (CSEA 24)

To: Program Assistant (Industrial Technology Programs) (CSEA 29)

Effective: November 1, 2025

24. Reclassification of Position – Kelsey Harvey

From: Administrative Secretary III (PSETC) (CSEA 24)

To: Program Assistant (PSETC) (CSEA 29)

Effective: January 3, 2024

Temporary Employees*

25. **Substitutes**

Custodian I (FPM) – Mason Meza

Salary: \$21.25 per hour 11/10/25 – 6/30/26

26. **Short Term/Seasonal**

Food Services Assistant II (Dining Services) – Bailey Salez

Salary: \$25.25 per hour 11/6/25 – 12/19/25

Administrative Secretary II (Health Occupations) – Kimmy Ibanez

Salary: \$25.25 per hour 11/17/25 – 6/30/26

27. **Professional Expert**

Nursing – Kristen Bracewell

Salary: \$45.00 per hour 11/1/25 – 6/30/26

28. **Volunteer**

Volunteer (Career Services) – Lawrence Langwell

Volunteer (Athletics) – Manuel Diaz, Brett Smyth, Johnny Williams

29. **Retirements/Resignations**

Amended: Resignation, Program Coordinator (SAOR) – Maximilian Cordeiro

Effective – October 28, 2025

Resignation, Instructional Technology Specialist (CCCTC) – Thomas Siechert

Effective – November 22, 2025

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

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

December 10, 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
7/1/25	6/30/26	Butte County Office of Education	California Adult Education Program Allocation	(\$243,718.00)	Restricted General	Career & Technical Education	Shearer
7/1/25	6/30/26	Glenn County Office of Education	California Adult Education Program Allocation	(\$643,798.00)	Restricted General	Career & Technical Education	Shearer
7/1/25	6/30/26	Hamilton Unified School District	California Adult Education Program Allocation	(\$273,236.00)	Restricted General	Career & Technical Education	Shearer
7/1/25	6/30/26	Oroville Union High School District	California Adult Education Program Allocation	(\$1,516,680.00)	Restricted General	Career & Technical Education	Shearer
1/1/26	12/31/30	California Department of Fish and Wildlife	Instructional Services Agreement for Fish and Wildlife Academy	(\$600,600.00)	Unrestricted General	Public Safety Education & Training	Shearer
3/21/25	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 Amendment to Compensation	(\$474,600.00)	Restricted General	Contract Education	Shearer
			TOTAL REVENUE CONTRACTS	\$0.00			
			TOTAL EXPENSE CONTRACTS	(\$3,752,632.00)			

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

December 10, 2025

Subject:	Approval of Contract to Purchase Professional Services from Robert Ferrilli, LLC dba Ferrilli utilizing Foundation for California Community Colleges Agreement Number 00006199
Category:	Contracts
Submitted By:	Jessica Snelling, Vice President
Attachment:	No
Type:	Action
Agenda Section:	Regular

Background

The District’s Information Technology Department requires professional services to provide leadership and specialized expertise in technology services. Funding for this engagement will be allocated from the unrestricted general fund.

Public Contract Code Section 20661 authorizes the Chancellor of the California Community Colleges to enter into contracts on behalf of one or more community college districts and permits districts to participate in such contracts. The Foundation for California Community Colleges (FCCC), a nonprofit organization serving the Board of Governors, Chancellor’s Office, and all California Community Colleges, operates CollegeBuys—a cooperative purchasing program that leverages the combined buying power of the 73 districts. Through system-wide agreements, CollegeBuys secures advantageous pricing from enterprise-level vendors, enabling the District to procure services efficiently and cost-effectively.

Status

District staff recommends use of the awarded Foundation for California Community Colleges Agreement Number 00006199, as a source to purchase the required technology professional services from Robert Ferrilli, LLC dba Ferrilli, as needed during the term January 1, 2026 through December 31, 2026, in the amount not to exceed \$374,400. District staff has reviewed the terms and conditions and finds that this purchase made from 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 technology professional services from Robert Ferrilli, LLC dba Ferrilli, utilizing Foundation for California Community Colleges Agreement No. 00006199, per the terms of the FCCC contract, for the term of January 1, 2026 through December 31, 2026, in the amount not to exceed \$374,400.

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 technology professional services from Robert Ferrilli, LLC dba Ferrilli 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**

December 10, 2025

Subject:	Adoption of Resolution No. 834: Approval of Contract with California Department of Fish and Wildlife for the California Department of Fish and Wildlife Academy
Category:	Contracts
Submitted By:	Jessica Snelling, Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Regular

Background

The District has maintained a contract with the California Department of Fish and Wildlife (CDFW) for the provision of training courses and instructional services required for the Fish and Wildlife Academy and payment of student fees. The partnership has been instrumental in preparing students for positions as Wildlife Officers.

Status

The District's Public Safety Education and Training Center will provide training courses and instructional services required for the CDFW cadets to complete the Fish and Wildlife Academy. CDFW will provide payment of all applicable enrollment, service and course fees for each CDFW-sponsored student enrolled in the courses for the Fish and Wildlife Academy.

District staff recommend entering a contract with CDFW in the amount of \$639,655 to provide training courses and instructional services and to receive payment of student fees for the period of January 1, 2026 through December 31, 2030.

CDFW requires a Board resolution to establish authority to contract.

Recommendation

It is recommended that the Board of Trustees adopt Resolution No. 834 to approve the California Department of Fish and Wildlife Contract Number P2595020 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**

December 10, 2025

RESOLUTION NO. 834

AUTHORIZATION TO CONTRACT WITH THE CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE

WHEREAS, the Butte-Glenn Community College District wishes to enter into a contract with the California Department of Fish and Wildlife (CDFW), under Contract Number P2595020, in the amount of \$639,655, for the purpose of providing training courses and instruction services required for the Fish and Wildlife Academy and receiving payment of student fees for CDFW sponsored students for the period of January 1, 2026 through December 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 CDFW; 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 December 10, 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**

December 10, 2025

Subject:	Adoption of Resolution No. 835: Approval of Contract with the California Department of Social Services for California General Child Care Development (CCTR) Program Fiscal Year 2026-27
Category:	Contracts
Submitted By:	Jessica Snelling, Vice President
Attachment:	Yes
Type:	Action
Agenda Section:	Regular

Background

The District’s Child Development Center operates a General Child Care and Development (CCTR) Program administered by the California Department of Social Services to provide childcare and development services for children. The program provides full-day services that provides a core class curriculum that is developmentally, culturally, and linguistically appropriate for the children served. The program also provides meals and snacks for children, parent education, referrals to health and social services for families, and staff development opportunities to employees. The program uses centers operated by public or private agencies and local educational agencies.

Status

The Child Development Center intends to submit a 2026-27 Continued and Expansion Funding Application Fiscal Year 2026-27 to the California Department of Social Services to continue providing services under the General Child Care and Development (CCTR) Program and receive funding in the amount of \$339,861 for the term July 1, 2026 through June 30, 2027. The application indicates that the District wishes to automatically renew its current General Child Care and Development (CCTR) Program contract for Fiscal Year 2026-27 and, if approved, accepts all of the terms and conditions of the contract.

The California Department of Social Services requires a Board resolution to establish authority to contract.

Recommendation

It is recommended that the Board of Trustees adopt Resolution No. 835 authorizing the District submit the Continued and Expansion Funding Application Fiscal Year 2026-27 for the General Child Care and Development (CCTR) Program in the amount of \$339,861 for the term July 1, 2026 through June 30, 2027, authorizing a contract be made with California Department of Social Services, and delegating District staff to execute the required contract documents and any future contract amendments to the contract prior to ratification by the Board at a subsequent meeting.

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

RESOLUTION NO. 835

**APPROVAL OF CONTINUED FUNDING APPLICATION AND CONTRACT WITH THE CALIFORNIA
DEPARTMENT OF SOCIAL SERVICES**

WHEREAS, the Butte-Glenn Community College District Child Development Center wishes to provide childcare and development services for children under the California Department of Social Services General Child Care and Development (CCTR) Program.

WHEREAS, the Butte-Glenn Community College District will submit a Continued and Expansion Funding Application for Fiscal Year 2026-27 to the California Department of Social Services in the amount of \$339,861 for the term July 1, 2026 through June 30,2027, to be considered for continued services and funding.

WHEREAS, the Butte-Glenn Community College District will, if approved, renew the current contract for Fiscal Year 2026-27, and accept all terms and conditions of the contract.

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

NOW THEREFORE BE IT RESOLVED, that the Butte-Glenn Community College District Board of Trustees authorizes the District to submit a Continued and Expansion Funding Application for Fiscal Year 2026-27 and authorizes the District to renew its General Child Care and Development (CCTR) Program contract with the California Department of Social Services for Fiscal Year 2026-27; 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 any necessary application and contract documents, including any future amendments to the 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 December 10, 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**

December 10, 2025

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

Background

The Board of Trustees Board Policy Review Committee met in October 2025 and reviewed the board policies listed below.

Board Policy	Title	Action
BP 2320	Special and Emergency Board Meetings	Revision
BP 2330	Quorum and Voting	Revision
BP 2340	Agendas	Revision
BP 2345	Public Participation at Board Meetings	Revision
BP 2350	Speakers	Revision
BP 2355	Decorum	Revision
BP 2360	Minutes	Revision
BP 2365	Recording	Revision
BP 2370	Distribution of Materials to the Board of Trustees	Rescind
BP 2410	Board Policy and Administrative Procedure	Revision
BP 2430	Delegation of Authority to Superintendent/President	Revision
BP 2431	CEO Selection	Revision
BP 2435	Evaluation of Superintendent/President	Revision

Status

Per BP 2410, Policy and Administrative Procedure, proposed changes or additions shall be introduced not less than one meeting prior to the meeting at which action is recommended. The board policies listed above were presented to the Board of Trustees at the November 12, 2025, meeting.

Recommendation

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



BP 2320 Special and Emergency Board Meetings

References: Government Code Section 54956, 54956.5, and 54957;
Education Code Section 72129
Adopted: May 28, 2008
Last Revised: ~~XXXX 2025~~
Last Reviewed: October 10, 2018

Special meetings may from time to time be called by the President of the Board or by a majority of the members of the Board. Notice of such meetings ~~sh~~awill be posted at least 24 hours before the time of the meeting, and ~~sh~~awill be noticed in accordance with Brown Act requirements. No business other than that included in the notice may be transacted or discussed.

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Emergency meetings may be called by the President of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.

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No closed session ~~sh~~awill be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.

The Superintendent/President ~~sh~~awill be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

See Administrative Procedure 2320



BP 2330 Quorum and Voting

References: Education Code Section 15266, 72000 subdivision (d)(3), [72023.5 subdivision \(a\)\(5\)](#), 81310 et seq., [81360](#), 81365, 81511, and 81432; Government Code Section 53094 and 54950 et seq. Code of Civil Procedure Section 1245.240

Adopted: May 28, 2008

Last Revised: October 10, 2018; October 16, 2019; [XXXX 2025](#)

Last Reviewed: October 10, 2018;

A quorum of the Board ~~sh~~will consist of a simple majority of its voting members. A meeting may be adjourned if less than a quorum is present.

[Pursuant to Education Code §7200\(d\)\(3\)](#) ~~Th~~e Board ~~sh~~will act by majority vote of all of the membership of the Board ~~present~~, except as noted below. The student trustee's advisory vote will be recorded but will not be included in determining quorum or the vote required to carry any measure. No action ~~sh~~will be taken by secret ballot. The Board will publicly report any action taken in open session and the vote or abstention of each individual member present.

The following actions require a two-thirds majority of all members of the Board:

- Resolution of intention to sell or lease real property (except where a unanimous vote is required);
- Resolution of intention to dedicate or convey an easement;
- Resolution authorizing and directing the execution and delivery of a deed;
- Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- Appropriation of funds from an undistributed reserve;
- Resolution to condemn real property;
- Resolution to pursue the authorization and issuance of bonds pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution.

The following actions require a unanimous vote of all members of the Board:

- Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- Resolution authorizing lease of District property under a lease for the production of gas.

There are no administrative procedures for this policy.



BP 2340 Agendas

References: [Education Code Sections 72121 and 72121.5](#)
Government Code Sections 54950~~4~~ et seq. and [6250-7920.000](#) et seq.;
~~Education Code Sections 72121 and 72121.5~~

Adopted: December 10, 2008

Last Revised: October 10, 2018; June 2023; [XXXX 2025](#)

Last Reviewed: October 10, 2018

An agenda ~~sh~~will be posted [in a location physically accessible 24 hours per day, adjacent to the place of meeting](#) as well as on the District's website at least 72 hours prior to the meeting time for regular meetings. The agenda ~~sh~~will include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda ~~sh~~will be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an "emergency situation" as defined for emergency meetings;
- two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board.

The Superintendent/President, in consultation with the Board President, ~~sh~~will develop agendas.

If requested by a member of the public, a copy of the agenda, or documents constituting the agenda packet, ~~sh~~will be provided by mail or email. The Superintendent/President ~~sh~~will establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may request matters directly related to the business of the District be placed on an agenda for a Board meeting, subject to approval by the Superintendent/President in consultation with Board President, by submitting a signed written summary of the item to the Superintendent/President. [The written summary must be signed by the initiator.](#) Agenda items submitted by members of the public must be received in the Office of the Superintendent/President two weeks prior to the regularly scheduled meeting. [If approved,](#) aAgenda items initiated by members of the public ~~sh~~will be placed on the Board's agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90-day period following the initial submission. The Board reserves the right to

consider and take action in closed session on items submitted by members of the public as permitted or required by law.

See Administrative Procedure 2340



BP 2345 Public Participation at Board Meetings

References: Education Code 72121.5;
Government Code Section 54954.3 and 54957.5
Adopted: December 10, 2008
Last Revised: October 10, 2018; ~~XXXX 2025~~
Last Reviewed: October 10, 2018

The Board ~~shall~~will provide opportunities for members of the general public to participate in the business of the Board. Members of the public may bring matters directly related to the business of the District to the attention of the Board in one of two ways:

1. There will be a time at each regularly scheduled board meeting for the general public to discuss items not on the agenda. Members wishing to present such items are requested to submit a written request at the beginning of the meeting to the Superintendent/President or President of the Board that summarizes the item and provides his or her name and organizational affiliation, if any. No action may be taken by the Board on such items.
2. Members of the public may request placement of items on the prepared agenda in accordance with Board Policy 2340 Agendas. A written summary of the item must be submitted to the Superintendent/President at least two weeks prior to the board meeting. ~~The summary must be signed by the initiator, contain his or her residence or business address and phone number, and organizational affiliation, if any.~~

Members of the public also may submit written communications to the Board on items on the agenda and/or speak to agenda items at the board meeting. Written communication regarding items on the Board's agenda should reach the Office of the President not later than the Monday preceding the meeting of the Board at which the matter concerned is to be before the Board. ~~All such written communications shall be dated and signed by the author, and shall contain the residence or business address and phone number of the author, and the author's organizational affiliation, if any.~~

If requested, writings that are public records ~~shall~~will be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Claims for damages are not considered communications to the Board under this rule, but ~~shall~~will be submitted to the District in accordance with Board Policy 3810 Claims Against the District.

There are no administrative procedures for this policy.



BP 2350 Speakers

References: Government Code Sections 54950 et seq.†
Education Code Section 72121.5
Adopted: December 10, 2008
Last Revised: XXXX 2025
Last Reviewed: October 10, 2018

Persons may speak to the Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board. Oral presentations relating to a matter on the agenda, including those on the consent agenda, ~~shall~~will be heard before a vote is called on the item. Persons wishing to speak to matters not on the agenda ~~shall~~will do so at the time designated at the meeting for public comment.

Those wishing to speak to the Board are subject to the following:

- The President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- A written request to address the Board ~~may~~ust be presented at the beginning of the meeting and may. ~~The request shall~~ include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.
- No member of the public may speak without being recognized by the President of the Board.
- Each speaker will be allowed a maximum of ~~three~~five minutes per topic; speakers using a translator will receive at least twice the allotted time, unless simultaneous translation equipment is provided by the District. ThirtyFifteen minutes ~~sh~~awill be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one board meeting. At the discretion of a majority of the Board, these time limits may be extended.
- Each speaker coming before the Board is limited to one presentation per specific agenda item before the Board, and to one presentation per meeting on non-agenda matters.

Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy;† but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code ~~Section §~~3547 and the policies of this Board implementing that section.

There are no administrative procedures for this policy.

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BP 2355 Decorum

References: Education Code Section 72121.5;
 Government Code Section 54954.3(b), 54957.9, and 54957.95
Adopted: December 10, 2008
Last Revised: XXXX 2025
Last Reviewed: October 10, 2018

In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room pursuant to Government Code §54957.95.

The presiding officer will rule out of order:

- Remarks or discussion in public meetings on charges or complaints which the Board has scheduled to consider in closed session.
- Profanity, obscenity, and other offensive language.
- Disrupting, disturbing, impeding, or rendering infeasible the ordering conduct of the meeting.
- Physical violence and/or threats of physical violence directed towards any person or property.

Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the Board for the duration of the meeting.

Before removal for conduct other than an individual's use of force or a true threat of force, the President of the Board will make a warning that the behavior is disrupting the meeting and that failure to cease the behavior may result in the individual's removal. ~~request that the person(s) curtail the disruptive activity.~~ If the behavior continues, the person(s) may be removed by a ~~vote of~~ the Board President, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.

If order cannot be restored by the removal, in accordance with these rules, of individuals who are willfully interrupting the meeting, the Board President may order the meeting room cleared and may continue in session. The Board will only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, ~~shall~~ will be allowed to attend any session held pursuant to this rule.

There are no administrative procedures for this policy.



BP 2360 Minutes

References: Education Code Section 72121(a);
 Government Code Section 54957.5
Adopted: December 10, 2008
Last Revised: October 10, 2018; ~~XXXX~~ 2025
Last Reviewed: October 10, 2018

The Superintendent/President ~~shall~~will arrange for minutes to be taken of all meetings of the Board. The minutes ~~shall~~will record all actions taken by the Board and be kept in sufficient detail to show compliance with the law. The minutes ~~shall~~will be public records and ~~shall~~will be available to the public on the District's website once approved by the Board.

If requested, the minutes ~~sh~~awill be made available in appropriate alternative formats so as to be accessible to persons with a disability.

There are no administrative procedures for this policy.



BP 2365 Recording

References: [Education Code Section 72121\(a\)](#)
Government Code Sections [7920.000 et seq.](#), 54953.5 and 54953.6;
~~Education Code Section 72121(a)~~

Adopted: December 10, 2008

Last Revised: October 10, 2018; [XXXX 2025](#)

Last Reviewed: October 10, 2018

Any audio or video recording of an open and public Board meeting made by or at the direction of the Board ~~shall~~ be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code ~~Sections §§6250~~[7920.000](#), et seq. Any such recordings will be maintained in the Office of the Superintendent/President for at least thirty days following the taping or recording until the minutes of that Board meeting are approved.

Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera, or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person ~~shall~~ be directed by the President of the Board to stop.

There are no administrative procedures for this policy.



BP 2370 Distribution of Materials to the Board of Trustees

References:

Adopted: December 10, 2008

Last Revised:

Last Reviewed: October 10, 2018

All written material and documents delivered for distribution to the Board by a Butte College employee, committee, or constituent group acting in an official capacity shall be provided to the Board through the Superintendent/President.

Material for distribution shall be provided to the Board at an open session of the Board, or in the packet of materials provided to the Board prior to a regular or special meeting.

All material delivered to the Board shall be considered a public document unless said material is clearly covered by a specific exception contained in code.

There are no administrative procedures for this policy.



BP 2410 Board Policy and Administrative Procedure

References: Education Code Section 70902;
Accreditation Standard [IV.C.7, IV.D.4, I.B.7, and I.C.54.4](#)
Adopted: December 10, 2008
Last Revised: October 10, 2018; May 2023; [XXXX 2025](#)
Last Reviewed: October 10, 2018

Education Code ~~Section 5~~70902 establishes the policy-making authority of the Board. The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to District activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to, or amended by majority vote at any regular board meeting. Proposed changes or additions ~~sh~~will be introduced not less than one meeting prior to the meeting at which action is recommended. In unusual circumstances, the Board may change, amend, or add to ~~B~~board ~~P~~policies at the same meeting at which they are introduced.

The Board ~~sh~~will regularly ~~asse~~ss its policies for effectiveness in fulfilling the District's Mission.

Administrative procedures are to be issued by the Superintendent/President as statements of method to be used in implementing ~~B~~board ~~P~~policy. Such administrative procedures ~~sh~~will be consistent with the intent of ~~B~~board ~~P~~policy, and may be revised as deemed necessary by the Superintendent/President.

The Superintendent/President ~~sh~~will annually provide each member of the Board access to copies of the administrative procedures or any revisions since the last time they were provided. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

All policies and procedures ~~sh~~will be readily available on the District's website in such a format that allows for reading and/or printing by District employees and the public.

See Administrative Procedure 2410



BP 2430 Delegation of Authority to Superintendent/President

References: Education Code Sections 70902(d), and 72400;
Accreditation Standards [IV.B.5, IV.C.12, and IV.D.14.5](#)
Adopted: June 24, 2009
Last Revised: April 17, 2019; [XXXX 2025](#)
Last Reviewed: April 17, 2019

The Board delegates to the Superintendent/President full responsibility, authority, and accountability for the operation of the district, college, and all associated facilities.

The Superintendent/President ensures the implementation of statutes, regulations, and Governing Board policies, and ensures that institutional practices are consistent with institutional mission and policies.

The Superintendent/President ~~sh~~awill be the professional advisor to the Board in policy formation.

The Superintendent/President is empowered to reasonably interpret board policy. In situations where there is no board policy direction, the Superintendent/President will have the power to act, but such decisions will be subject to review by the Board. It is the duty of the Superintendent/President to inform the Board of such action and to recommend written board policy if one is required.

The Superintendent/President has authority to appoint an ~~A~~acting ~~P~~president to serve in ~~his/her~~their absence for up to 30 days without prior approval from the Board of Trustees.

There are no administrative procedures for this policy.



BP 2431 Superintendent/President (CEO) Selection

References: Title 5, Sections 53000 et seq.;
ACCJC Accreditation Standards ~~IV.B and IV.C.3~~ 4.5

Adopted: December 10, 2008

Last Revised: April 17, 2019; ~~XXXX~~ 2025

Last Reviewed: April 17, 2019

In the case of a Superintendent/President (CEO) vacancy, the Board ~~sh~~awill establish a search process to fill the vacancy. The process ~~sh~~awill be fair and open and comply with relevant regulations and appropriate Governing Board ~~P~~policies.

There are no administrative procedures for this policy.



BP 2435 Evaluation of Superintendent/President

References: ~~Accreditation Standard IV.C.3~~
Education Code Section 87663
~~Accreditation Standard 4.5~~

Adopted: April 22, 2009

Last Revised: April 17, 2019, May 2022; ~~XXXX 2025~~

Last Reviewed: April 17, 2019

The appointment of the Superintendent/President will be made by the Board of Trustees for a period of time agreed upon by the Board and the Superintendent/President. Three years will be considered a normal contract period for revised contracts subject to a favorable review by the Board of the Superintendent/President's performance. The initial contract period will be at the discretion of the Board of Trustees but will in no event exceed three years.

The Board ~~sh~~will conduct an evaluation of the Superintendent/President at least annually. Each year the President of the Board will appoint a committee of three Trustees to evaluate the performance of the Superintendent/President. These appointments will consist of the Board President, Vice President, and Immediate Past President. If the Immediate Past President is no longer on the Board, the Board will appoint a third committee member from the current Board members. The review should reflect the full spectrum of Board opinion. Such evaluation ~~sh~~will comply with any requirements set forth in the contract of employment with the Superintendent/President as well as this policy and associated procedures.

The Board ~~sh~~will evaluate the Superintendent/President using an evaluation process as described in Administrative Procedure 2435 Evaluation of Superintendent/President. The criteria for evaluation ~~sh~~will be based on Board procedures, the Superintendent/President's job description, and performance goals and objectives jointly developed by the Board and the Superintendent/President. The criteria for evaluation for the Superintendent/President ~~sh~~will also include performance goals and objectives related to the District's commitment to diversity, equity, inclusion, and anti-racism ~~success for all students.~~

A written report will be presented by the Board President for consideration by the full Board in closed session. The Superintendent/President will receive a copy of the final report and will be invited to discuss the report with the Board.

In the final year of the contract, the Board will follow this policy and associated procedures, and if the review is favorable, a new contract will be negotiated to begin at the conclusion of the final year. If the review is negative the Superintendent/President will be given a terminal year.

See Administrative Procedure 2435.