



Butte-Glenn Community College District
3536 Butte Campus Drive
Oroville, CA 95965

BOARD OF TRUSTEES

MINUTES OF REGULAR MEETING

December 13, 2023 | 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, December 13, 2023, at 1:00 P.M., in the District Board Room at Butte College in Oroville, California.

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

Board Members Absent None

Staff Members Present Ms. Virginia L. Guleff, Superintendent/President
Mr. Andy Suleski, Asst Superintendent/Vice President
Mr. Erik Shearer, Vice President
Mr. Brad Zuniga, Interim Vice President
Dr. Jess Vickery, Academic Senate President
Mr. Chris Westbay, Classified Senate President
Ms. Melissa Cafferata-Ainsworth, Interim Executive Assistant to the President & Board of Trustees
Various staff also in attendance

Guests None

Pledge of Allegiance

Board President Krepelka led the Pledge of Allegiance.

1. Agenda Approval

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

Motion carried unanimously. Student Trustee – aye.

2. Sabbatical Leave Report to the Board of Trustees – Shannon Troxel

Superintendent/President Guleff asked Dean Carrie Monlux to introduce Shannon Troxel. Dean Monlux introduced Communication Studies instructor Shannan Troxel who completed her sabbatical project on wildfire crisis communication. Dean Monlux noted that Ms. Troxel will be conferred with her doctorate this weekend.

Ms. Troxel provided statistics on the top 20 most destructive wildfires in California, more than half of which were in northern California. At the time of the Camp Fire, she lived in Paradise but received no emergency notices on the morning of the fire while waiting for her evacuation zone to be called. Ms. Troxel noted that the only official messages she received were from Butte College, which prompted her to think about community colleges' ability to communicate during wildfires. Ms. Troxel reviewed the four objectives of her project: to collect and analyze existing research in the areas of crisis and emergency communication, specifically for natural disasters and fires; to collect and interpret data from northern California colleges with communities impacted by fire; to develop recommendations for future crisis and emergency communication involving natural disasters and fires; and to disseminate findings and recommendations to local and state entities. She indicated that Butte College is doing well when compared against the set of recommendations she developed. Ms. Troxel recommended reconsidering how we think about wildfires to communicate about them effectively. She concluded by expressing her appreciation for the time to do this project.

Trustee McGinnis recommended that the college help communicate this project to IEPI (Institutional Effectiveness Partnership Initiative) because other colleges need help with their disaster communication programs. Board Clerk Boeger asked if the college has similar crisis communication plans for active shooter scenarios. Superintendent/President Guleff responded that the college has alert systems and emergency protocols for those types of situations.

3. Annual Reorganization of Governing Board

3.1 Election of President

It was moved by Trustee McGinnis to nominate Board Vice President Massa to serve as Board President, seconded by Trustee Blacklock.

Motion carried unanimously. Student Trustee – aye.

3.2 Election of Vice President

It was moved by Board Clerk Boeger to nominate Trustee McGinnis to serve as Board Vice President, seconded by Trustee Krepelka.

Motion carried unanimously. Student Trustee – aye.

3.3 Election of Clerk

It was moved by Board Clerk Boeger to nominate Trustee Blacklock to serve as Board Clerk, seconded by Trustee Dahlmeier.

Motion carried unanimously. Student Trustee – aye.

3.4 Appointment of Trustee to Foundation Board

It was moved by Board President Massa to nominate Trustees Krepelka and Nock to serve on the Foundation Board, seconded by Board Clerk Blacklock.

Motion carried unanimously. Student Trustee – aye.

4. Board Committee Appointments

4.1 Board Self-Evaluation Committee

Board President Massa appointed Trustee Dahlmeier chair of the Board Self-Evaluation Committee, and Board Vice President McGinnis and Board Clerk Blacklock to the committee.

4.2 Evaluation of the Superintendent/President Committee

Board President Massa appointed Board Clerk Blacklock chair of the Evaluation of the Superintendent/President Committee, and himself and Trustee Krepelka to the committee.

4.3 Board Policy Review Committee

Board President Massa appointed Board Vice President McGinnis chair of the Board Policy Review Committee, and Board Clerk Blacklock and Trustee Nock to the committee.

4.4 Finance Committee

Board President Massa appointed Trustee Krepelka chair of the Finance Committee, and Trustees Boeger and Nock to the committee.

5. **Communications from the Public – Consent Agenda**

There were no public comments.

6. **Approval of Consent Agenda, Items 6.1-6.8**

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

Motion carried unanimously. Student Trustee – aye.

7. **Reports**

Academic Senate President's Report – Jess Vickery

Academic Senate President Vickery reported that Academic Senate approved AP 5521, Academic Integrity, which includes provisions for the use of artificial intelligence (AI). This AP was authored in collaboration with the Office of Instruction and is currently being reviewed by College Council. The Senate also established a task force to author APs 5070 and 5075, which address attendance and course adds, drops, and withdrawals. Drafts are expected in the spring for consideration by the Senate and the other shared governance constituency groups. Dr. Vickery concluded that the Executive Committee attended the ASCCC Plenary conference, voting on resolutions such as the inclusion of DEIA² in faculty evaluations and course outlines of record, AB-1111 common course numbering requirements, and revised local GE patterns designed to align with the Cal-GETC transfer pattern. He added that the revision of our local GE pattern is currently underway in the Curriculum Committee and will come before the Senate for approval this spring, effective for Fall 2024.

Classified Senate President's Report – Chris Westbay

Classified Senate President Westbay reported that Classified Senate has been working on season-ending activities and fundraisers. They held Friendsgiving in November and recently held a bunco event to raise money for student scholarships and professional development. The Senate did a coffee and Scantron giveaway this week with snacks provided by Proud to be First Gen. The Senate kicked off its classified employee scholarship search. Any classified employee taking three units at any accredited college is eligible. Classified Senate President Westbay reported that there was a friendly competition with Academic Senate to raise \$25 gift card donations for the Roadrunner Hub, which Classified Senate won. He concluded that in spring Classified Senate will work on emeritus nominations and elections.

Student Trustee Comment – Liz Heaton

Student Trustee Heaton reported that a car seat drive was held December 7 with the support of Butte County Public Health and the California Highway Patrol. Free car seats were given out and Campus Police received four car seats to keep on campus. The Student Senate attended the Advocacy Academy hosted by the Student Senate for California Community Colleges. Student Trustee Heaton noted that the college's district is lacking representation, so the Butte College Associated Students plan to volunteer. She concluded by expressing her appreciation to the Board for a great semester.

Vice President Report – Brad Zuñiga

Vice President Zuñiga reported that Student Services has seen a dramatic increase in the use of mental health services at the Student Health Clinic (SHC). More students are seeking support, and

they have more acute needs. In fall 2022, 236 students made mental health appointments; for fall 2023, 547 students made appointments. This semester, the SHC conducted a student survey through the JED Foundation to collect data on our students' mental health; 623 students responded. Data will be analyzed in the spring and work with the JED Foundation will continue to create a culture of caring for students. Over winter the college will hold its second Mental Health First Aid Training for staff. Additionally, a variety of January Flex presentations will focus on wellness and mental health issues.

Vice President Zuñiga reported that new spring students will attend in-person orientation sessions in January. Sessions filled quickly and the department is exploring how to create more capacity to support growing enrollment. The recruitment and outreach team attended nearly 40 events during fall and will continue recruitment efforts into the spring. Reg2Go held approximately 70 visits to participating high schools, resulting in approximately 1,000 fall applications.

Vice President Zuñiga noted that the Associated Students reopened the Chico Center student lounge recently to increase student engagement and sense of community. They and other groups will also host events in the space. He added that the A.S. has provided more than \$70,000 in funding for projects and travel.

In terms of community, Vice President Zuñiga reported that the International Student Services Office participated in International Education Week, hosting a variety of events for the college's 91 international students from 32 countries. New this year was an opportunity for administration to have lunch with international students. He added that yesterday the Foundation for California Community Colleges released data indicating that only 22 California Community Colleges have a dedicated space for LGBTQ+ students and only 40 have dedicated staff. Butte College has both.

Vice President Zuñiga concluded with a story about a high school tour group that arrived on campus unannounced. Staff from several Student Services programs jumped into action to give them a campus tour and introduce them to our programs, proof that Butte College is working to be student-ready and that staff continually puts students first.

Superintendent/President's Report – Virginia Guleff

Superintendent/President Guleff started her report by thanking past Board President Krepelka, remarking on his ability to use humor to move through difficult situations. She presented him with a piece of student artwork as a token of appreciation. Next, she thanked everyone who contributed to last month's food drive, which brought in more than 1,000 pounds of donated items to support our students.

Superintendent/President Guleff reported on the events she attended since the last board meeting. The first was the Community College League of California (CCLC) annual convention in Palm Springs. She noted that the CEO meeting was excellent, with ongoing discussions about the 50% law and a renewal of the system's commitment to DEIA². She also attended the Paradise Ridge Chamber of Commerce Awards dinner with several Butte College employees, Foundation Board members, and Board Clerk Blacklock. Superintendent/President Guleff indicated that she attended the law academy graduation, also with Board Clerk Blacklock, where Sheriff Honea gave an excellent keynote speech. She expressed pride in our graduates. Finally, Superintendent/President Guleff attended the Fall Music Department Showcase, where a wide range of music was performed. She noted that our music department provides wonderful opportunities for students to perform.

Superintendent/President Guleff reported that our Advanced Manufacturing program hosted students from 18 local high schools last week for AMP Training, which gave students an opportunity to tour the college's welding and manufacturing facility. The second day consisted of a career exploration expo in partnership with the Grow Manufacturing Initiative. She praised the event for bringing students to

campus to expose them to potential career opportunities and show them how Butte College can help prepare them.

Superintendent/President Guleff commended the Tech Center for winning the 2023 Focus on Efficiency Award for the CCC Accessibility Capability Maturity Model at the California Higher Education Collaborative conference. Butte College piloted the Accessibility Capability Maturity Model, which is now being rolled out system wide.

Superintendent/President Guleff reminded the Board that the RN pinning ceremony will be held tomorrow. She concluded by thanking everyone for an excellent semester, noting that she's so proud to be part of such an outstanding institution.

Board Comments

Board Clerk Blacklock described his takeaways from the CCLC conference, primarily that educators have the most important job in the country right now. He noted that the college's facilities are fantastic but suggested work on the web site. He noted that the Spanish translation is difficult to locate. He concluded by reading Superintendent/President Guleff's email to the campus community and expressed his gratitude for her leadership. Trustee Boeger reported that he also attended the CCLC conference. His takeaways were that Butte College was fortunate not to have taken part in the program to build dorms or in the baccalaureate program. He concluded that the college has done great work in dual enrollment and should continue. Trustee Krepelka expressed appreciation for Vice President Zuñiga's comments about mental health services on campus, adding that the world is more complex for young people; the college needs to do what it can to support them. Trustee Dahlmeier indicated that the most important thing he took from the CCLC conference was to listen for understanding and to try to understand where people are coming from rather than guessing, which includes asking students what they need. He expressed appreciation for the student's trustee's role in speaking for students. Board Vice President McGinnis noted that there's a potential for a large deficit at the state level, which would have ramifications at the community college level, and suggested considering a cost analysis or process mapping. He added that it sounds like there may be the potential for funds for nursing education and advised the college to watch for that opportunity. Trustee Nock noted that he appreciated Board Clerk Blacklock's reading the Superintendent/President's email, adding that he appreciates her leadership in setting the tone for the campus community. He thanked past Board President Krepelka for his leadership. Trustee Nock noted that upon completing his first year on the board he continues to be excited to serve in an environment where students are put first. Board President Massa spoke about a recent family gathering featuring both Butte College and Yuba College alumni, where the former outnumbered the latter. He explained that his father served on the Princeton Unified School District board and was part of the vote when the district determined whether to go with Butte or Yuba College. He concluded that he's proud to be on this board and continuing to serve the college.

8. Communications from the Public

There were no public comments.

9. Contracts

Approval of Contract Award for Request for Proposals (RFP) No. 2023/24-01 Utility Line Clearance Arborist and Utility Vegetation Management Pre-Inspector Contract Training Services, Item 9.1

It was moved by Board Clerk Blacklock, seconded by Board Vice President McGinnis, to approve the contract award for request for proposals (RFP) no. 2023/24-01 Utility Line Clearance Arborist and Utility Vegetation Management Pre-Inspector Contract Training Services in accordance with Board Policy 6340.

Trustee Nock asked about the rationale for selecting the two identified providers. Director of Contract Education Training and Development Annie Rafferty responded that it was a complex RFP process in response to a federal grant; this represents the first phase of contracts. The proposals were evaluated according to a set of criteria; the two initial awardees scored the highest on the rubric.

Motion carried unanimously. Student trustee – aye.

Approval of Contract Award for Request for Proposals (RFP) No. 2023-24-02 for Bookstore Operations Services, Item 9.2

It was moved by Trustee Nock, seconded by Student Trustee Heaton, to approve the contract award for request for proposals (RFP) No. 2023-24-02 for Bookstore Operations Services in accordance with Board Policy 6340. Trustee Dahlmeier asked if the contract will prevent school groups from purchasing licensed merchandise from other vendors. Vice President Suleski responded that he'll ensure there's no non-compete language in the contract, adding that Athletics and other groups currently obtain their gear from vendors other than the bookstore. He noted that the terms of the contract haven't been negotiated yet. Board Vice President McGinnis suggested that bookstore is a misnomer and challenged the college to think about the future of bookstore operations. Trustee Nock commented that the college controls how its name and images are used and asked if it will lose that control with an outside entity running the bookstore. Vice President Suleski explained that the college's Auxiliary Manager will be responsible for managing the bookstore contract and those requirements will continue to go through the college.

Motion carried unanimously. Student trustee – aye.

Approval of Contract to Purchase Smart Classroom Technology Equipment from One Diversified, LLC, utilizing University of California Purchasing Agreement #2019.001433 and California Multiple Award Schedule (CMAS) Number 3-16-70-2382B, Item 9.3

It was moved by Board Vice President McGinnis, seconded by Trustee Krepelka to approve the contract to purchase smart classroom technology equipment from One Diversified, LLC, utilizing University of California Purchasing Agreement #2019.001433 and California Multiple Award Schedule (CMAS) Number 3-16-70-2382B in accordance with Board Policy 6340.

Motion carried unanimously. Student trustee – aye.

10. Administration

Butte College Strategic Plan

Superintendent/President Guleff indicated that she's pleased to present the Board with the Butte College Strategic Plan because it represents so much work on the part of many people. She thanked the board for setting the college's strategy, as well as Christian Gutierrez and Melissa Cafferata-Ainsworth for their work on the document. She noted that College Council played a large role in its creation, along with members across the campus community, making it truly a collaborative document.

Superintendent/President Guleff reviewed the plan, noting that today is their first read. Their input will be incorporated before the January meeting when it will come to the Board for approval.

11. Finance

Acceptance of 2022-23 Independent Audit Report and Measure J Financial and Performance Audits Reports, Item 11.1

It was moved by Trustee Boeger, seconded by Trustee Krepelka, to accept the 2022-23 Independent Audit Report and Measure J Financial and Performance Audits. Trustee Boeger reported that the Board Finance Committee, which includes Board President Massa and Trustee Krepelka, met last week to hear the accounting firm present the audit. He noted that the college is in good shape, as well as in

compliance with the bond requirements for Measure J. He concluded that the general audit was a glowing report, adding that he believes Butte College is one of the best run colleges in California.

Motion passed unanimously. Student trustee – aye.

12. **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 Massa reported the Board took no reportable action.

13. **Adjournment**

Board President Massa adjourned the meeting at 3:04 PM.