



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

BOARD OF TRUSTEES

## MINUTES OF REGULAR MEETING

September 11, 2024 | 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, September 11, 2024, at 1:00 P.M., in the District Board Room at Butte College in Oroville, California.

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

**Board Members Absent** Mr. John Dahlmeier

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

**Guests** None

### Pledge of Allegiance

Trustee Blacklock led the Pledge of Allegiance.

### 1. Ratification of Board of Trustees Meeting Location Change

Board President Massa stated that the President's Office consulted with legal counsel about the ability to relocate this meeting due to space constraints at the Glenn County Center and technical capabilities required for closed session. Legal counsel advised that Ed Code 72000 (d) and the Brown Act allow a change in location up to 72 hours ahead of time. Further, Board Policy 2305 and 2410 allow for amendment of policies, which would include acting to modify the Board of Trustees meeting schedule adopted in December 2022.

It was moved by Trustee Krepelka, seconded by Board Clerk Blacklock, to modify the board meeting schedule to hold the September 11, 2024, meeting at main campus.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None  
Absent: Trustee Dahlmeier

## 2. **Agenda Approval**

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

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Trustee Dahlmeier

## 3. **Spotlight Presentation**

Superintendent/President Guleff introduced Director of Facilities Planning and Management Kim Jones to give a presentation about the LVN expansion to Glenn County Center. Director Jones explained that Butte College Glenn County Center opened in 2022, after the college initiated the property purchase in 2019. The first building was placed on the property in a way to allow future growth. Butte College purchased portable classrooms as part of the process of building the Math Building; three of them will be moved to Glenn County Center for the LVN program. Two will serve as classrooms while one will provide office space and a conference room. A lab and prep/storage area for the program will be provided inside the Glenn County Center building. Director Jones concluded by reviewing the project schedule, which has a goal of being able to start classes in August 2025.

## 4. **Communications from the Public – Consent Agenda**

There were no public comments.

## 5. **Approval of Consent Agenda, Items 5.1-5.8**

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

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Trustee Dahlmeier

## 6. **Reports**

### Academic Senate President's Report – Jess Vickery

Academic Senate President Vickery reported that the Academic Senate held its first meeting of the academic year last week and appointed members to several standing subcommittees, including the Curriculum, Academic Technology, Student Learning Outcomes, and Program Research and Recommendations Committees. The Senate also received updates from the Curriculum and Distance Education Committees and approved updates to the Senate bylaws. Academic Senate President Vickery concluded by noting that Senate considered drafts to administrative procedures including those involving distance education, travel, and dining services. The Senate also formed a taskforce to draft revisions to AP 4235, which outlines Credit for Prior Learning policies.

### Classified Senate President's Report – Chris Westbay

Classified Senate President Westbay reported that the Classified Senate welcomed new Student and Academic Senates representatives to Classified Senate. The Senate is reviewing several administrative procedures to provide feedback to College Council. He reported that Caring Campus led the Ask Me Booth program during the first week of school after hosting an Ask Me Booth Flex workshop to teach

interested staff how to welcome students at the booths. Classified Senate President Westbay reported that approximately 230 students were helped at the booths. He concluded that the Senate Engagement Committee is preparing for campus events, the first of which will be Harvest Fest; the Senate also continues to work on fundraising.

#### Student Senate President's Report – Mercedes Cortez-Nava

Superintendent/President Guleff welcomed Student Senate President Mercedes Cortez-Nava to give her first presentation to the Board of Trustees. Student Senate President Cortez-Nava reported that Student Senate participated in Welcome Weeks events. The Senate is working on updating their constitution and bylaws, including a name change from Associated Students to Student Senate. The Senate also reestablished a mural taskforce to consider a mural for the Roadrunner Nest. She concluded by noting that Student Senate will participate in the Belonging at Butte Event on September 25.

#### Student Trustee Comments – Liam Eller

Student Trustee Eller reported that he attended Welcome Weeks, where there was a great turnout to showcase how students can connect on campus. He added that it was a great way to help students feel involved. He reported that he also enjoyed the Peak Performance Wellness Fair, which provided a lot of good information to students as well as showing how much Butte College cares for students.

#### Vice President's Report – Jessica Snelling

Vice President Snelling indicated that the 2024-2025 final budget on today's agenda has no major changes from the tentative budget presented in June. It includes a 1.07% COLA applied to wages and apportionment revenue. Vice President Snelling indicated that she expects to see some budget variances; she will monitor and report on the budget throughout the year. She added that she's very excited to bring a request for proposals for financial software to the Board of Trustees for approval because the software will help the college continue the good work on the budget while providing better visibility and reporting tools.

#### Superintendent/President's Report – Virginia Guleff

Superintendent/President Guleff introduced Suzanne Watroba, new Executive Director of the Butte College Foundation, and thanked Linda Zorn and Tristan Bosch for all the work they've done on the Foundation in the last year.

Superintendent/President Guleff reported that she, along with Vice President Shearer, Dean Bob White and Director of Equitable Pathways & Achievement Amanda Montgomery, will present at the Community College League of California's Annual Convention in November. The presentation is about Guided Pathways, focusing on how it's a shift in thinking rather than an implementation.

Superintendent/President Guleff also reported that she's working with Interim Vice President of Student Services Brad Zuniga to reimagine the Butte County Promise program after having a kick-off meeting with Chico State President Steve Perez and Butte County Office of Education Superintendent Mary Sakuma. Superintendent/President Guleff noted that she'd eventually like to include Glenn County Office of Education Ryan Bentz in the project, which Butte College will take the lead on.

Superintendent/President Guleff reported that because she had to cancel Convocation due to Covid, she instead sent a short video announcing the college's Building Butte theme for this year. She expressed appreciation for Caring Campus's work on the Ask Me Booths, noting that many events are scheduled to make students feel welcome. Superintendent/President Guleff concluded that even without the traditional kick-off provided by Convocation, the semester is off to a great start.

#### Board Comments

Trustee Nock welcomed Butte College Foundation Executive Director Watroba and praised Linda Zorn

and Tristan Bosch for their leadership of the Foundation during the interim period and their tremendous effort to continue building the Foundation. Trustee Nock reported that the Scholarship Awards Ceremony was held on August 17, and approximately \$200,000 in scholarships was awarded. Trustee Boeger reported that all seven Trustees attended the Scholarship Awards Ceremony. He noted that he also attended a retirement party for Christie Boggs, adding that it's important to ensure we recognize all of the people who built Butte College over the years and maintain the history of the college. Board Vice President McGinnis suggested listing Butte College sports events in District Announcements. He added that he's proud of the college's ability to rebuild enrollment and looks forward to the expansion of the healthcare education program. Board Clerk Blacklock reported that he enjoyed all of the videos included in Superintendent/President Guleff's email last week; he expressed appreciation for all of the people who make the education system work. Trustee Krepelka reported that he also enjoyed the videos and expressed his appreciation for Linda Zorn's work on the Foundation. Board President Massa thanked Chris Westbay for his work on the welcome video and expressed appreciation for the work of everyone on campus.

## 7. **Communications from the Public**

There were no public comments.

## 8. **Contracts**

### **Approval of Contracts, Item 8.1**

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

Trustee Boeger asked about the \$3 million contract for the Chancellor's Office curriculum inventory. California Community College Tech Center Project Manager Monica Matousek explained that the contract awards funds to the Tech Center; the funds will be used for consultants to work on the curriculum inventory project. Board Vice President McGinnis asked about the contact with the Shasta-Tehama-Trinity Community College District. Vice President Shearer responded that these funds pay for North Far North Regional Consortium employment engagement personnel employed by Shasta College, although they work across the region.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Trustee Dahlmeier

### **Approval of Contract Award to Syntellis Performance Solutions, LLC., for Request for Proposals 2024-25-01 Budget and Financial Reporting Software, Item 8.2**

It was moved by Board Clerk Blacklock, seconded by Trustee Krepelka, to approve the contract award to Syntellis Performance Solutions, LLC, for request for proposals 2024-25-01 budget and financial reporting software in accordance with Board Policy 6340.

Trustee Krepelka asked if Vice President Snelling has used this software before. Vice President Snelling confirmed that she has.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Trustee Dahlmeier

## 9. Finance

### **Public Hearing and Adoption of 2024-2025 Final Budget Item 9.1**

Board President Massa opened the public hearing for the 2024-2025 Final Budget; hearing no comment, Board President Massa closed the public hearing.

It was moved by Trustee Nock, seconded by Board Vice President McGinnis, to adopt the 2024-2025 Final Budget.

Trustee Boeger asked about OPEB. Vice President Snelling responded that she'll be able to provide that information soon.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Trustee Dahlmeier

## 10. Human Resources

### **Approval of Equal Employment Opportunity Annual Certification Form, Item 10.1**

Human Resources Executive Director Chris Little explained that the Equal Employment Opportunity Annual Certification Form is required by the Chancellor's Office and is the mechanism by which Butte College reports how its equal employment opportunity funds are expended.

It was moved by Trustee Krepelka, seconded by Board President Massa, to approve the Equal Employment Opportunity Annual Certification form.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Trustee Dahlmeier

## 11. Administration

### **Adoption of Board Policies, Item 11.1**

Board Vice President McGinnis reported that the Board Policy Review Committee met with Superintendent/President Guleff and staff to review proposed changes to these policies recommended by the Community College League of California and the committee. These policies were presented for review at the last meeting; the committee now requests adoption of them.

It was moved by Board Vice President McGinnis, seconded by Board Clerk Blacklock, to adopt the board policies as presented.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Trustee Dahlmeier

### **Approval of 2024-2025 Board Goals, Item 11.2**

Board Clerk Blacklock reported that he, along with Trustees Dahlmeier and Krepelka, met with Superintendent/President Guleff to refine the board goals discussed at the June retreat.

It was moved by Trustee Krepelka, seconded by Board Clerk Blacklock, to approve the 2024-2025 Board Goals as presented.

Board Vice President McGinnis asked about the second goal to increase the Trustee Scholarship to \$750 per year. Trustee Krepelka explained that in an effort to create measurable goals, the goal is to increase the \$500 Trustee Endowment Scholarship to \$750. Board Vice President McGinnis commended the committee for their commitment to DEI. Trustee Nock expressed appreciation for the support of the Foundation. Superintendent/President Guleff noted that the strategic focus items determined by the committee will help the college set goals at every level.

Motion carried by the following roll call vote:

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

Nos: None

Abstentions: None

Absent: Trustee Dahlmeier

### **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 that the Board took no reportable action.

### **13. Adjournment**

Board President Massa adjourned the meeting at 3:44 P.M.