



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

BOARD OF TRUSTEES

MINUTES OF SPECIAL MEETING

January 24, 2024 | 9:00 A.M.

District Board Room
Student and Administrative Services Building

The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, January 24, 2024, at 9:00 A.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. John Dahlmeier
Mr. Rick Krepelka
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 Zuñiga, Interim Vice President
Ms. Melissa Cafferata-Ainsworth, Executive Assistant to the President & Board of Trustees
Ms. Linda Zorn, Interim Executive Director of the Butte College Foundation
Ms. Tristan Bosch, Program Administrator – Institutional Advancement

Guests None

Pledge of Allegiance

Board President Massa led the Pledge of Allegiance.

1. Agenda Approval

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

Motion carried unanimously. Student Trustee – aye.

2. Communications from the Public

There were no public comments.

3. Presentation from the Butte College Foundation

Linda Zorn, Interim Executive Director of the Butte College Foundation, provided background information about the Butte College Foundation, which is a 501(c)(3) non-profit and auxiliary organization of the college. Like the college, its mission is student centric.

Tristan Bosch, Program Administrator-Institutional Advancement, provided an overview of the Foundation's 2022-23 finances. The Foundation awarded 512 scholarships totaling \$417,619, and 17 grants and donations totaling \$9,608. The Foundation also supported grants to departments and provided department account and grant management. Ms. Bosch reported that the Foundation received eight new endowments this year. In 2023, the college's Giving Tuesday campaign followed a different model focusing on donations to specific departments or programs and raised \$43,775. The 2023 Butte College Foundation Spring Gala was the most successful to date. Ms. Bosch reminded the Board of Trustees that the 2024 gala will be held March 2.

Ms. Zorn reported that the Foundation Board undertook strategic planning in November and will approve their strategic plan at their next meeting. The plan includes the development of five goals, which Ms. Zorn reviewed. She concluded by summarizing the ongoing events and programs the Foundation supports, noting that the Foundation conducts a great deal of external relationship building for Butte College.

Board Vice President McGinnis asked about student need compared to the number of scholarships provided. Ms. Zorn explained that the Foundation is working to encourage more students to apply for scholarships in part to gauge need. She added that the Foundation is looking at avenues other than scholarships to support students. Trustee Krepelka thanked Foundation staff for the excellent presentation. Trustee Nock indicated that he's excited about the foundation's future direction as outlined in the Foundation strategic plan.

4. Strategic Enrollment Management Plan Update

Superintendent/President Guleff indicated that the Board of Trustees received Butte College's Strategic Enrollment Management (SEM) plan in June. Today's presentation will be about progress the college has made to date. She commended Vice President for Instruction Shearer and Interim Vice President for Student Services Zuñiga and their staff for the work they've done in this area.

Vice President Shearer provided a high-level overview of the college's SEM plan to provide a sense of the college's trajectory. FTES is the primary metric for the plan as the college seeks restoration to 10,400 FTES by 2027-28. Additionally, the goal for the Chico Center is 1,000 FTES and 250 FTES at Glenn Center. Vice President Shearer reported that the college implemented a daily enrollment report this year. As of this morning, the spring 2024 semester's credit enrollments are up 11%, but he cautioned that he expects it to drop slightly in the next two weeks. The fall 2023 semester FTES increased 10% over the previous fall. He noted that for spring 2024, head count shows less of an increase which indicates that students are enrolling in more units. For the 2022-23-year, Butte College reported 7,784 FTES. The projection for 2023-24 is 8,300 FTES.

Vice President Shearer reported that the Office of Instruction is looking at non-standard class scheduling including Friday and Saturday classes to accommodate students' schedules. At the centers in particular, weekend classes are under consideration but they also require additional staffing.

Vice President Shearer reviewed the SEM plan's eight major goals and the metrics used to track progress. He noted that some of the metrics are long-term longitudinal measures that can't be reported six months into the plan. The SEM plan contains 65 actions – four have been

implemented, 39 are well underway, and 21 are in the early planning stages or dependent on other parts of the plan to be implemented. The five primary actions this year consist of center workgroups; opt-out scheduling; new scheduling software, timelines, and process; a dual enrollment plan; and the expansion of non-credit courses. Highlights from this year include the expansion of dual enrollment courses in Oroville, particularly general education (GE) courses; the expansion of Career Technical Education (CTE) programs such as the accelerated nursing program; and the creation of a taskforce to address coming changes to GE requirements. Vice President Shearer noted that starting in fall 2024, Glenn Center will offer the entire allied health preparation sequence. Student Trustee Heaton commented that Glenn Center would benefit from more study rooms and additional shared student spaces.

Vice President Zuñiga presented Butte College's opt-out scheduling program, which is called Dash Scheduling and is aligned with Guided Pathways. It encourages students to enroll in a 15-unit full-time schedule but allows them to opt out. He explained that data shows that students who take 15 units in their first year are more likely to complete, as are students who complete transfer-level English and math their first year. There's also a financial aid benefit to students enrolled in 15 or more units. Vice President Zuñiga concluded that encouraging new students to enroll in 15 units will require a philosophical shift and the college to provide students with the support they need.

Superintendent/President Guleff concluded that she's very proud of the college's thoughtful, systematic, data-driven work on the SEM plan.

Trustee Massa called a 10-minute recess at 10:40am.

5. Budget and Five-Year Plan Update

Superintendent/President Guleff introduced Assistant Superintendent/Vice President Suleski to discuss the budget and five-year plan.

Assistant Superintendent/Vice President Suleski indicated that Butte College's budget is based on our vision and values, as is the state budget, and although the 2024-25 state budget is a bit different, it seeks to protect gains made in the last few years. The proposed budget expands on the community college system's equity-based goals and reflects the chancellor's Vision 2030. Assistant Superintendent/Vice President Suleski noted that the deficit was less than projected. The proposed budget maintains funding for career education, mental health, homelessness, public safety, and climate action. Part of the deficit will be covered by reserves to protect schools and colleges from cuts. However, the COLA will be very small and there's no prior year restoration.

Assistant Superintendent/Vice President Suleski reviewed the funding Butte College receives per student under the Student-Centered Funding Formula (SCFF).

Assistant Superintendent/Vice President Suleski noted that Butte College's auxiliary programs provide critical support to our students but are no longer self-supporting and cost almost \$2.5 million per year. He noted that this year, the college focused on the bookstore and transportation. He indicated that the Board of Trustees will be asked to increase the transportation fee while the college continues to look at how to reduce costs. Bookstore operations have been contracted out to Follett starting in March. Board Vice President McGinnis asked about bookstore operations closing at Chico Center. Assistant Superintendent/Vice President Suleski responded that Follett will have a presence there at the beginning and end of every semester and the college will provide vending machines. He added that the college will work on addressing the Student Health Clinic, dining services, and the Child Development Center

(CDC) next. He emphasized that the college does not want to eliminate services but must reduce the impact on the general fund.

Assistant Superintendent/Vice President Suleski provided an overview of the five-year projection and noted that 2024-25 is the last year the college will receive funding for COLA, but fixed costs will continue to increase. However, the college will retain the ability to increase salaries if it chooses in order to remain a competitive employer. He noted that this projection does not include use of reserves and continues to grow them. The self-insurance fund will grow by \$2.5 million this year due to the settlement from the Fire Victims fund. The Board of Trustees can redesignate those funds as it sees fit.

Assistant Superintendent/Vice President Suleski provided a planning overview for the Measure J bond. Series A through C have been issued. Series D and E will be issued in 2025 and 2028, respectively. Trustee Boeger asked about the bond's refinancing terms and the ability to pay it off sooner. Assistant Superintendent/Vice President Suleski responded that he will look into the college's options.

President Guleff thanked Assistant Superintendent/Vice President Suleski for his presentation, noting that this is the last comprehensive presentation he'll have the opportunity to give to the Board before retirement.

During lunch, the Board discussed the transition to the Board Docs platform and the need for devices to access agendas during meetings.

6. Review of Board Code of Ethics

Board Vice President McGinnis explained that the accrediting commission and league recommend that boards review their code of ethics annually, most importantly to remind trustees of their ethical obligations. Butte College Board Policy 2715, Board Code of Ethics, was last reviewed in 2021 and won't be up for formal review for a few years. He noted that the college's board is well versed in their ethical requirements. Board President Massa suggested that it might be prudent to have legal counsel provide ethics training periodically, as well as any other required training. Board Clerk Blacklock noted that trustees might also benefit from IT training. Board President Massa suggested that the Board should consider taking any training the college requires for employees.

7. Update on Board Goals

Superintendent/President Guleff reviewed the goals the board set at their October 2022 retreat, which will remain in place through the end of this academic year. The development of the SEM plan addresses goal 1. For goal 2, the Board has approved software purchases that will improve organizational and operational efficiencies, as well as worked on the strategic plan. Trustee Krepelka noted that in addition to software purchases, he'd like to see evidence that infrastructure has been put into place to ensure efficiency, set goals, and make sure progress is being tracked. Trustee Blacklock indicated that he's interested in the processes the college uses to engage with new and better ways of operating. Trustee Nock noted that he'd like some sort of regular update about cyber security. Goal 3 relates to the use of data. The Board has reviewed student success data, as well as approving the Equal Employment Opportunity (EEO) and Student Equity plans. To increase community connections for goal 4, President Guleff has attended a variety of functions with various stakeholders in our service area. She noted that she'd like to include a goal specific to the Butte College Foundation in the next iteration of goals. The October board retreat and strategic plan both addressed developing and advancing innovation for goal 5. The Board has had study sessions and continues to review board policies through a DEIA² lens to

meet goal 6. President Guleff noted that she'd like to discuss communication, which constitutes goal 7, at the June retreat or as part of the Superintendent/President evaluation process. With respect to goal 8 and Board support for the development of the Superintendent/President, she noted that attendance at Community College League of California (CCLC) conferences has been particularly helpful.

8. Update on Superintendent/President Goals

Superintendent/President Guleff provided an overview of progress on her goals, which largely reflect the board's goals. In addition to the items discussed with respect to the Board's goals, she also made recommendations regarding the new building at Chico Center to expand the college's cosmetology and science programs. Work on the mission statement and strategic plan addressed her goals, as did the 18-month accreditation follow-up report. Superintendent/President Guleff noted that the college is working on position control software. To strengthen institutional data collection, the college continues to contract with MIS and curriculum analysts. A system for leadership to review data reports before they are submitted is also in development. The college also continues to update and revise the unit planning process. With respect to DEIA², the college is making progress on improving the accessibility of the web site. Superintendent/President Guleff concluded by summarizing the professional development opportunities she has benefitted from. Trustee Dahlmeier reminded her to include her attendance at the CASE conference as an accomplishment with respect to the Foundation.

9. Superintendent/President Evaluation Timeline

The evaluation committee will proceed with the evaluation of the Superintendent/President according to timeline described by AP 2435.

10. Adjournment

Board President Massa adjourned the meeting at 1:51 P.M.