



## MINUTES OF SPECIAL MEETING

January 29, 2025 | 9:00 A.M.

District Board Room  
Student and Administrative Services Building

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The Board of Trustees of the Butte-Glenn Community College District met on Wednesday, January 29, 2025, at 9:00 a.m., in the District Board Room at Butte College in Oroville, California.

**Board Members Present** Mr. William McGinnis, President  
Mr. John Blacklock, Vice President  
Mr. John Nock, Clerk  
Mr. Mike Boeger  
Mr. John Dahlmeier  
Mr. Rick Krepelka  
Mr. Eugene Massa  
Mr. Liam Eller, Student Trustee (9:00 a.m. until 10:50 a.m.)

**Board Members Absent** None

**Staff Members Present** Ms. Virginia L. Guleff, Superintendent/President  
Mr. Erik Shearer, Vice President  
Ms. Imelda Simos-Valdez, Vice President  
Ms. Jessica Snelling, Vice President  
Ms. Melissa Cafferata-Ainsworth, Executive Assistant to the President & Board of Trustees

**Guests** None

### Pledge of Allegiance

Board Vice President Blacklock led the Pledge of Allegiance.

### 1. Agenda Approval

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

Motion carried unanimously.

### 2. Communications from the Public

There were no public comments.

### 3. Presentation from the Butte College Foundation

Superintendent/President Guleff introduced Butte College Foundation Executive Director Suzanne Watroba to deliver the foundation's impact report. Executive Director Watroba started by recognizing Butte College Foundation staff and board executive committee members, as well as thanking the foundation's volunteers, supporters, and donors.

Executive Director Watroba reviewed the trustees' endowment, which is now large enough to fund a \$750 scholarship. She also reviewed fundraising activity and proceeds from the 2024 spring gala, as well as donor acquisition and retention. Finally, she reported the foundation's assets and operating expenses. In the 2023-24 fiscal year, the Butte College Foundation raised \$1.9 million and granted 246 foundation scholarships totaling more than \$125,000. Executive Director Watroba concluded by providing an update on the foundation strategic plan, noting that she's been focusing on building infrastructure and a culture of philanthropy.

#### **4. Strategic Plan Prioritization Update**

Superintendent/Guleff reviewed the college's six strategic initiatives and four foundations. She then reported on the status of action items related to the objectives of each strategic initiative. The board discussed ideas for strategic initiative number 5, modeling sustainability.

Superintendent/President Guleff concluded by updating the board on the implementation of Achieve It software to track progress on the Butte College Strategic Plan, as well as other college plans, for accountability and transparency.

#### **5. Strategic Enrollment Management Plan Update**

Vice President Shearer provided an update on the Strategic Enrollment Management (SEM) Plan, noting that the college is making incredible progress toward enrollment recovery. He reported on enrollment for the last three years, adding that 9,100 full-time equivalent students (FTES) is projected for the 2024-2025 year. After reviewing progress on the eight goals articulated in the plan, he discussed the importance of noncredit courses in Butte College's enrollment numbers and reviewed the credit/noncredit split for the last five years. The size of the credit program has almost recovered from 2017-2018. Vice President Shearer reported on retention and persistence rates, as well as reviewing upcoming challenges such as declining transitional kindergarten through grade 12 population. He cautioned that the college should anticipate a slowdown in percentage growth as credit enrollment approaches 2017-2018 levels. Vice President Shearer concluded by reviewing the priority SEM work in the next two years.

#### **6. Budget Update**

Vice President Snelling provided an update on the governor's budget proposal, a PG&E easement request proposal, negative apportionment for Glenn County, and an internal controls audit. The budget includes a 2.8% increase for community colleges and a 2.43% COLA for apportionment, which Butte College will not receive until enrollment restoration is achieved. She cautioned that the college is facing minimal increases in revenue and an increasing cost structure.

Vice President Snelling reported that PG&E has requested an easement on college property along Clark Road to install underground powerlines. The board discussed the easement request and potential benefits to the college.

Vice President Snelling reported that there has been a large loss of property taxes in Glenn County, which follows the Teeter Method of distribution of tax levies. The county has requested that the college return \$540,000 for the negative apportionment. The district is working with the California Community College Chancellor's Office, the county, and legal counsel to reach resolution. The county also plans to withhold bond funds, but the college's bond account contains enough to meet obligations.

Vice President Snelling reviewed results of the Business Office internal controls audit performed by Moss Adams. The results validated previously articulated concerns. She discussed a remediation work plan and next steps to mitigate the areas of concern, including possible restructuring of the area.

#### **7. Update on Board and Superintendent/President Goals**

Superintendent/President Guleff reviewed the Board of Trustees' seven strategic focus items, which were used to develop the superintendent/president goals. A team from Butte College had the opportunity to work with Chancellor's Office staff to align the Butte College Strategic Plan with Vision 2030, an activity that supported the superintendent/president goals. The team identified nine objectives to prioritize in support of Vision 2030. Superintendent/President Guleff reported progress on the board's strategic focus, reporting on district actions.

Superintendent/President Guleff indicated that the board developed group and individual goals. Board President McGinnis encouraged the board to review the goals monthly rather than only at board retreats. The board discussed how to hold themselves accountable for their goals. They also discussed what kind of DEIA<sup>2</sup> training they'd like to receive this year.

Superintendent/President Guleff reviewed her personal goals related to personal development and statewide connectivity.

#### **8. Superintendent/President Evaluation Timeline and Communication**

Board President McGinnis reported that he will meet with Superintendent/President Guleff on February 10 to start her annual evaluation process. Board President McGinnis indicated that the committee will not solicit feedback from individuals outside Butte College this year. The committee will conduct a meeting on main campus on March 3 to hear feedback from the campus community.

#### **9. Adjournment**

Board President McGinnis adjourned the meeting at 2:23 p.m.