



## MINUTES OF SPECIAL MEETING

June 25, 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, June 25, 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
- Board Members Absent** Mr. Rick Krepelka  
Mr. Liam Eller, Student Trustee
- Staff Members Present** Ms. Virginia L. Guleff, Superintendent/President  
Mr. Erik Shearer, Vice President  
Ms. Jessica Snelling, Vice President  
Ms. Melissa Cafferata-Ainsworth, Executive Assistant to the President & Board of Trustees
- Guests** None

### Pledge of Allegiance

Trustee Massa led the Pledge of Allegiance.

### 1. Agenda Approval

It was moved by Trustee Dahlmeier, 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. Discussion Items

#### 3.1 2025-2026 Tentative Budget

Superintendent/President Guleff introduced Vice President Snelling and commended the work that she and the Planning & Budget Committee did on this year's tentative budget to make it accessible to readers. She noted that the final budget will be presented for adoption at the September Board of Trustees meeting.

Vice President Snelling reported that as part of the budget development process, she, along with the other vice presidents, met with more than 100 employees across the district to review and re-bench department budgets. She presented the 2025-2026 tentative budget, which was built in accordance with Board Policy 6200, Title 5 regulation, and the California Community Colleges Chancellor's Office Budget & Accounting Manual to reflect Butte College's priorities. She noted that 2025-2026 marks the start of the college's phase out of its emergency conditions allowance and reviewed the impact on the budget. Vice President Snelling reported that by 2026-2027, the college will no longer have any full-time equivalent students (FTES) protection. She indicated that of the three possible calculations for total computational revenue (TCR), the prior year TCR stability calculation is best for Butte College. Vice President Snelling concluded by providing a summary of anticipated total revenue and total expenditures, as well as the five-year projection. The Board discussed the 2025-2026 tentative budget.

Board President McGinnis called a 15-minute recess at 10:00 a.m.

### 3.2 Student Performance Indicators

Vice President Shearer explained that the Board of Trustees reviews the student performance indicators every year in accordance with accreditation standards, but it is also good practice. The college uses the data throughout the year to monitor its standards for performance. Vice President Shearer provided a high-level overview of seven measures of success that align with Vision for Success, Guided Pathways, and student equity goals: application, persistence, successful course completion, transfer level math and English completion, degrees awarded, credit certificates awarded, and transfer to baccalaureate. He noted that the 2024-2025 data is still being finalized; the data presented today represents 2023-2024.

### 3.3 Strategic Enrollment Management Plan Update

Vice President Shearer reported that the projected FTES for 2024-2025 was 9,187. Institutional research is working on the final report for submission next month and anticipates it will be approximately 9,300 FTES. Vice President Shearer presented the projected enrollment recovery for the next four years and enrollment by location. He noted that the biggest change has been in online education – slightly more than 30% of enrollments are in online classes. Additionally, in 2024-2025 Butte College increased the number of dual enrollment sections, which generated 345 FTES. Summer 2025 is anticipated to be 625 FTES, with approximately half of courses online.

Vice President Shearer reported that as of today, fall 2025 enrollment is up 9% compared to fall 2024. He cautioned that the college will likely see an enrollment slowdown, even if it isn't evident in these numbers. He presented data showing which academic programs have experienced the most growth, adding that this information is used to assess the budget and resource allocation.

Vice President Shearer reported that Butte College lost significant enrollment of older adults when course repetition rules changed. The college is addressing the issue by adding non-credit courses, including English as a Second Language courses in a rapidly growing program. The college also continues to investigate new and expanded degree programs. Vice President Shearer concluded by reviewing the criteria for developing new academic programs.

### 3.4 Board Training and Spotlight Presentation Cycle

The Board discussed which topics they'd like for 2025-2026 spotlight presentations and trainings. Suggestions included: disaggregated completion data, planetarium utilization, visits to various academic programs, the ethnic studies program, a tour of the new facilities at Glenn County Center, a tour of the music facilities, modules from the Community College League of California (CCLC), how to use the Chancellor's Office Datamart, EEOC training, and Guided Pathways. The Board also discussed a potential visit to and joint meeting with Chico State.

Board President McGinnis called a recess at 11:55 a.m. until 12:30 p.m. for lunch.

#### 4. **Board Annual Goals**

Superintendent/President Guleff reviewed the Board of Trustees' 2024-2025 strategic focus items and led a discussion of the Board's group goals. The Board increased the trustee scholarship award to \$750, but did only one rather than two diversity, equity, inclusion, anti-racism, and accessibility (DEIA<sup>2</sup>) trainings. The Board discussed how to approach DEIA<sup>2</sup> trainings going forward. Trainings available through the Chancellor's Office and CCLC were discussed, as well as the potential for training on Title VI and proposition 209. The Board discussed whether to create a philanthropic goal for next year and how to recognize all donors.

The Board reviewed their individual 2024-2025 goals and discussed retaining them for 2025-2026. They discussed adding an additional goal to conduct a joint meeting with an outside agency.

#### 5. **Superintendent/President Annual Goals**

Superintendent/President Guleff reviewed her goals, which were developed to align with the Board's strategic focus items. Butte College put a great deal of focus on Guided Pathways this year, including moving the counseling department to a Guided Pathways model. Superintendent/President Guleff explained how implementing new platforms like AchieveIt and Smart Plan support the board's strategic focus. She noted that creating an operational improvement and institutional efficiency plan has proven to be a larger and more complicated project than anticipated, although the college has been working on improvements in operations and efficiencies in numerous areas. She reported on progress to date, including maximizing the use of NeoEd, Colleague, and Slate. Superintendent/President Guleff indicated that she would like to continue to work on a plan in fall 2025, in collaboration with the constituent groups.

Superintendent/President Guleff concluded by reviewing her personal goals. In 2024-2025 she attended a community event with every trustee and scheduled a meeting with each trustee both semesters. She noted that she's been engaging in more legislative and advocacy work even though it was not defined as a 2024-2025 goal.

#### 6. **Adjournment**

Board President McGinnis adjourned the meeting at 2:00 p.m.