Notice of Special Meeting
Butte-Glenn CCD Board of Trustees and the Butte College Foundation Board
January 28, 2015 | 9:00 AM - 11:00 AM
District Board Room | Student and Administrative Services Building

Butte College provides quality education, services, and workforce training to students who aspire to become productive members of a diverse, sustainable, and global society. We prepare our students for life-long learning through the mastery of basic skills, the achievement of degrees and certificates, and the pursuit of career and transfer pathways.

AGENDA

Call to Order
Mr. Fred R. Perez, President
Mr. Rick Krepelka, Vice President
Mr. Eugene Massa, Clerk
Mr. Michael Boeger
Mr. Louis Cecchi
Mr. William McGinnis
Mr. Thomas McLaughlin
Mr. Andrew Napier, Student Trustee

Pledge of Allegiance to the Flag

1. Agenda Approval

2. Communications from the Public
This item on the agenda provides an opportunity for the public to address the Board of Trustees on any topic that is not on the Agenda. The Board may also hear any written correspondence addressed to the Trustees at this time.

As a reminder, members of the audience may also submit a card to address the Board of Trustees at any time prior to the Board’s consideration of a specific item on the agenda.

3. Discussion Items
   - Indicators of Student Success at Butte College
   - Butte College Facilities Master Plan

4. Adjournment

For Information concerning this Agenda, please contact:
Butte College President’s Office | 3536 Butte Campus Drive | Oroville, CA 95965 | (530) 895-2484

Persons requiring disability accommodation, please notify this office 48 hours prior to the scheduled meeting.
Meetings are held in wheelchair accessible locations.

Any public records distributed to the Board of Trustees less than 72 hours in advance of the meeting, and relating to an open session item, are available for public inspection at the Office of the President during normal business hours.
Notice of Special Meeting  
January 28, 2015 | 11:15 AM  
District Board Room | Student and Administrative Services Building  

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Mr. Thomas McLaughlin  
Mr. Andrew Napier, Student Trustee

Pledge of Allegiance to the Flag

1. Agenda Approval

2. Communications from the Public – Consent Agenda
Since no discussion of individual Consent items will occur, this time is set aside for comments on the Consent Agenda. By filling out a form with the Executive Assistant to the Superintendent/President and Board of Trustees, citizens can make known their interest in addressing the Board on matters of general district business. A five minute time limit will be allotted to each speaker, unless extended by the Board President. Thirty minutes shall be the maximum time allotted for public speakers on any one subject regardless of the number of speakers at the board meeting. The Board may undertake discussion only to provide clarification to the public or schedule a matter for a future meeting.

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3. Approval of Consent Agenda
 Approval of Personnel Consent Agenda  
 Management Employees  
 Employment  
 Academic Temporary Employees  
 Change of status  
 Action 15-7132
4. **Communications from the Public**
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   *As a reminder, members of the audience may also submit a card to address the Board of Trustees at any time prior to the Board’s consideration of a specific item on the agenda.*

5. **Review of Board Code of Ethics**
   - BP 2715 – Board Code of Ethics
   - AP 2715 – Board Code of Ethics Violations

6. **Update on 2014-2015 Board Goals**

7. **Update from Superintendent/President**

8. **Updates from the President’s Leadership Team**

9. **Closed Session**
   The Board of Trustees of the Butte- Glenn Community College District will adjourn to closed session under authority of Government Code Section 54954.5 to conduct the following business:

   Pursuant to Government Code Section 54957:
   a. EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

10. **Adjournment**

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Recommendation
It is recommended that the Board of Trustees approve the personnel agenda as follows:

MANAGEMENT*
1. Employment of Interim Director, Child Development Center (Due to Incumbent Resignation) – Julia Vandereyck
   40 hours per week, 10 months per year
   Status: Interim
   Salary: $31.25 per hour
   Effective: January 14, 2015

ACADEMIC*
2. Assignment of Interim Chairperson II, Biology (20%) – Gary Lechner
   Effective: Spring Semester 2015

3. Reassignment of Chairperson I, Biology, to Instructor – Suzanne Wakim
   Effective: Fall Semester 2014

CLASSIFIED*
4. Employment of Clerk II, Contract Education (50%) and Economic Workforce Development (40%) (Due to Incumbent Retirement) – Kate Houchin
   40 hours per week, 12 months per year
   Status: Probationary
   Salary: Range 10
   Effective: February 2, 2015

5. Employment of Clerk I, Chico Center – Deanna Salas
   20 hours per week, 11 months per year
   Status: Probationary
   Salary: Range 6
   Effective: February 2, 2015
**Information Items**: The following retirement were previously accepted by the Superintendent/President on behalf of the Board per Board Policy:

6. **Retirement of Financial Aid Assistant, Senior** – Debbie Plocek  
   Effective: February 28, 2015

**TEMPORARY EMPLOYEES**

7. **Special Projects**:  
   HR Special Project Assistant – Joye McCormick  
   Salary: $42.00 per hour (01/21/15-06/30/15)

8. **Substitutes**:  
   Secretary II, Child Development Center – Amanda Bruce  
   Salary: $17.50 per hour (01/05/15-06/30/15)

*Contingent upon successful completion of background check.

All regular salary placements will be in accordance with the rules and regulations for placement on the Board of Trustees approved salary schedules.
BP 2715 - Board Code of Ethics

Last Board Review/Adoption: January 15, 2014

Reference: Accreditation Standard IV.B.1.a, e. and h.

The Board of Trustees of the Butte-Glenn Community College District maintains high standards of ethical conduct for its members and hereby adopts this Code of Ethics.

- Be bound by approved District policies and act only in the best interests of the entire community served by the District.

- Practice the highest ideals of honor and integrity in all public and personal relationships in order that the trustees may merit the respect and confidence of other elected officials, appointed staff, and the public.

- Be informed about the district, educational issues, and responsibilities of trusteeship.

- Respect others and act with civility irrespective of the differences of opinion that may arise during discussion or motions on the floor.

- Board members shall comply with the Brown Act concerning communication among themselves regarding items that are within the jurisdiction of the Board and/or District, and in conducting open meetings and appropriate closed sessions.

- Recognize that all the trustees, as a Board, establish the College’s policies and implementation of those policies rests with the appointed staff. Further, recognize that individual trustees have no legal authority outside the Board meetings. No Board member shall interpret Board authority in a manner that diminishes the administrative and professional responsibilities of any District employee.

- Handle all personnel matters on the basis of fairness and impartiality regardless of race, creed, sex, religion, age, physical ability, national origin, or political ideals.

- Seek no favor; believe that personal aggrandizement or profit secured by confidential information or by misuse of public office is dishonest. Avoid situations that may constitute a conflict of interest, or the perception of conflicts of interest.

- Participate in all Board meetings possible and notify the President of the Board or the Secretary to the Board of an expected absence from a Board meeting.

- Direct all requests for information through the Superintendent/President.

- In the event a matter arises which apparently is not provided for in the above standards, both individual Board members and the Board will resolve the issue from the highest possible principles of honor and integrity.
In the event of a violation of this Code of Ethics, the board will take appropriate action (see Administrative Procedure 2715).

The initial Code of Ethics was adopted on October 1, 1992, and is reviewed annually.
A complaint of trustee misconduct will be referred to an ad hoc committee of the Board comprised of three trustees not subject to the complaint. In a manner deemed appropriate by the committee, a fact-finding process shall be initiated and completed within a reasonable period of time to determine the validity of the complaint. The committee shall be guided in its inquiry by the standards set forth in the Code of Ethics as defined in BP 2715. The trustee subject to the charge of misconduct shall not be precluded from presenting information to the committee. The committee shall, within a reasonable period of time, make a written report of its findings to the Governing Board for action.

Possible courses of action include:

- If alleged behavior violates laws governing Board behavior, legal counsel may be sought and the violations referred to the District Attorney or Attorney General as provided for in law.

- Should the ad hoc committee find that the complaint constitutes a minor violation that is not a violation of any applicable law, the committee may recommend that the Board President or Vice President discuss the violation with the Board Member by describing the impact of such violation and by offering mentoring or coaching assistance in order to assist the trustee to become more effective and to improve future Board performance.

- Should the ad hoc committee find that the complaint constitutes repetitive minor violations or is an additional complaint but does not constitute a violation of any applicable law, the ad hoc committee may recommend that the Board President and the Superintendent/President schedule a Board retreat with the entire Board of Trustees to focus on the issues identified in the ad hoc committee’s written report and recommendations and place the individual Board Member on warning of a possible censure unless the Board Member’s performance improves.

- Should the ad hoc committee find that the complaint constitutes repetitive and/or significant violations not constituting the violation of any applicable law the ad hoc committee may recommend that the Board of Trustees consider the censure of the Board Member. A censure of a Board Member by a majority vote of the Board may include penalties of not recognizing motions made by the censured Board Member, not responding to the censured Board Member’s comments, and/or not allowing the censured Board Member to hold any Board officer position.

- If the full Board, acting upon the ad hoc committee’s written report, finds the actions of the trustee to be so egregious and compelling, the Board could request that the Trustee resign at once.