

**Butte College Classified Senate
Approved Minutes
September 17, 2008**

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Present:

Teri Jo Buckman, VP
Lorraine Hamberg
Janet Larson
Michelle Medlin
Cari Plyley
Dave Stephens
Peter Dahl
Norma Talley
Jack Lemley
Michael Duch
Josh Woodward
John Mantle
Eileen Ahern

Absent:

Ruth Ann Hansen
Jack Eutsler
Linda Cobler
Judy Beck

Guests:

Carol Stanley-Hall

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4 1. Call to Order

5 President Teri Jo Buckman called the meeting to order at 11:38 am.

6 2. Agenda Approval

7 Cari Plyley motioned to amend the agenda to include the new governance survey. Dave
8 Stephens Second. Motion approved. Dave motioned to amend the agenda to include on update
9 on the governance committee. Cari second, motion approved. Agenda approved as amended.

10 3. Approval of Minutes

11 Minutes of September 3, 2008 approved.

12 4. Reports

13 A. *President.*

14 President Buckman informed the senate that the guest speaker would be coming at noon.
15 She announced that at last weeks Board of Trustees meeting, there were some new hires.
16 Cari Plyley, Senate Parliamentarian, will announce those names during her report. The
17 next Board of Trustees meeting will be in Glenn County on October 15th at 2:00 PM. She
18 reminded senators that they should be attending at least one board meeting during their
19 term.

20 Teri Jo stated that the Technology Committee is working on their charter and future
21 technology plan. There were some concerns brought to her attention about there not
22 being times accepted or completion time estimations on the work requests submitted to
23 IT and IS. She submitted to the Technology Committee a recommendation that the
24 estimated completion time and the individual who was assigned be on the work request.
25 She also let the senate know that it is no longer called "the Help Desk". It is now called
26 "User Support Services".

27 President Buckman announced a new opportunity for those with computers on campus
 28 that are five years old or older. There will be one-time funds available through the
 29 computer lab budget to set up replacements for computers more than five years old. If
 30 you would like to be involved in this opportunity, contact Users Support Services.

31 Vice President Stephens and President Buckman met with President Van Der Ploeg on
 32 Monday and discussed finding a place for the Classified Senate Office when the new
 33 building is ready. Dr. Van Der Ploeg said that she would talk with the leadership team at
 34 the next meeting to discuss accommodations. President Buckman and VP Stephens were
 35 very encouraged by the meeting and thought it was a good and productive conversation.

36 *B. Vice President of Elections and Appointments, Dave Stephens.*

37 Vice President Stephens reported on a recent request to appoint a classified staff to the
 38 Diversity Committee. The committee seems to be an informal committee, but there is
 39 still discussion as to where exactly this and other committees fit in the governance
 40 structure. He is still working on a way to formalize committees on campus. Dave let us
 41 know that he had four employees interested in joining the Diversity Committee and five
 42 employees interested in the Textbook Affordability Task Force headed by Jack Lemley.
 43 Dave is actively working with the Governance Committee to define such terms as task
 44 force. Both the Diversity Committee and the Textbook Affordability Task Force are
 45 welcoming as many members as would like to join. Dave was excited to see classified
 46 employee participation up and encouraged all senators and constituency that have
 47 knowledge of committees that they think he may not know about to contact him so that
 48 he can get them on our list.

49 *C. Vice President of Public Relations, Peter Dahl.*

50 Vice President Dahl announced that due to all the reorganization of websites and such he
 51 will probably have to push the first edition of the Classified Senate Newsletter to
 52 October, but he has started moving content from the old Classified Senate website to the
 53 new one. He requests that all senators submit a photo of themselves to him. Peter also
 54 asked that anyone on the senate interested in being in the book club, including those that
 55 have already borrowed the book, should email him.

56 *D. Treasurer: Cari Plyley.*

57 Cari Plyley thanked everyone who help with the book sale and announced that we made
 58 \$333 for our scholarships. Cari is working on a newsletter article about it and hopes to
 59 get even more classified staff interested in donating and getting involved. She emailed
 60 the senate a copy of the treasurer's report outlining the current senate budget just before
 61 today's meeting. The only changes from the last meeting are the reimbursement for
 62 Dave Stephens for the Senate orientation in the amount of \$118.68 and the 4CS breakfast
 63 which should come in under \$50. Cari thanked Eileen Ahern for putting together little
 64 gifts for the 4CS visiting senators and the Welcome Center for contributing the free
 65 notebooks. Cari Plyley took the opportunity to report on the Parliamentary position,
 66 stating that Butte College hired several new employees:

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 68 Michelle Medlin – Administrative Secretary II, TRiO-SSS

69 Jennifer Oman – Administrative Secretary III, Fine Arts

70 Lorna Smallwood – Instructional Career Specialist, Career Services

71 Charles Wright – Expansion of Position from 16 hours per week to 40 hours per week

72 Judith Nakagawara – Voluntary Reduction of Hours from 32 per week to 25 per week

73 Vicki Tam – Expansion of Position from 37 hours per week to 40

74 Doug Sloan – Promotion from Camus Police Officer to Campus Police Sergeant
75 Retirements are as follows:
76 Linda Galloway – Secretary III, DSPS, effective November 12, 2008
77 Russell (Rusty) Angle – Campus Police Sergeant, effective August 11, 2008
78 Annabel Raygoza the Glenn County Center clerk resigned as of September 1, 2008. Cari
79 will be including a section in the newsletter for new hires in the future.

80 E. *Secretary: Michelle Medlin.*

81 Michelle reported that she is working on reorganizing the Senate Office. She, in
82 collaboration with Cari Plyley, have been organizing the files and getting supplies for the
83 office. Michelle is hoping to get the very old files boxed up and the new information,
84 pertinent to today's Senate, organized in a user friendly manner for all senators. She
85 informed the senate that it had been difficult since taking on her new position to work on
86 this issue, but that the budget for her program was past yesterday and she can now hire
87 her student aid for ten hours a week instead of five. She also expressed gratitude to the
88 senate for assisting her with the student aid for the month of September and would be
89 giving the treasurer a report on the expense.

90 F. *CSEA: No report*

91 G. *Associated Students Representative: VP of AS John Mantle.*

92 President Buckman welcomed John Mantle the Vice President of Associated Students.
93 Vice President Mantle reported on the Associated Students regular board meeting held
94 yesterday. They have decided to appoint a new legislative Analyst, Helen Haggler who is
95 also their California Community College Student Senate representative. Brian Corcoran
96 was appointed Parliamentarian and is also their Student Trustee. The Associated
97 Students passed a proposed funding amendment that the students must read any proposal
98 transaction that is more than \$2500. The Family Music Festival went well and the senate
99 agreed that many of the bands were great.

100 H. *Academic Senate Report: Dave Stephens*

101 Dave reported that the Academic Senate is discussing diversity in hiring. There is a
102 Diversity Committee being formed that he had reported on earlier for classified
103 involvement. There was also some discussion on the finalization of the draft for standard
104 IV and the Book of the Year Club. The Academic Senate is talking about the need to be
105 transparent in their workings and discussed that larger issue of groups meeting and
106 having discussions that are different than what they report in the open.

107 I. *MSC Report: Jack Lemley*

108 Jack reported that he was unable to make it to the last MSC meeting so he was unable to
109 discuss the Classified Senates upcoming projects. He did have the MSC minutes and
110 reported that group took action to contribute \$300 to the student book loan fund. Andy
111 Suleski updated the MSC on the state budget. There are still enough in general funds to
112 pay September salaries. The College has experienced an 11% growth so far this year and
113 Les Jeron provided information on the new governance draft document. They are also
114 discussing Make a Difference Day and have decided to take on two separate things as
115 their contribution. Peter Dahl requested that Jack ask the MSC for an article to be placed
116 in our upcoming newsletter.

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119 J. *4CS Report: Cari Plyley*
 120 Cari announced the 4CS annual business meeting is moved to the LRC 236 this Friday.
 121 Lunch will be from 12:00 – 1:00. They don't have the funds for the entire senate so
 122 they've narrowed it down to the officers and then the senators because it's about \$8.50 a
 123 person. Cari went to Foothill College, Classified Senate Retreat last week and met with
 124 the committee for the Excellence in Governance competition paper. The 4CS will be
 125 here 8 – 5 PM Friday and Saturday and Cari invited everyone to join them if they can.

126 5. Old Business

- 127 A. Senate Goals. President Buckman presented the 2008-2009 goals and reminded the
 128 senators that we had formed them during the Classified Senate Orientation and had a
 129 discussion about them at the last meeting. Motion to approve the Classified Senate's
 130 2008-2009 goals. Plyley/Medlin approved. Jack Lemley commended the Senate's goal
 131 to document historical events of the senate and explained that the MSC was also looking
 132 at a documentation of each past president and the things that were accomplished during
 133 their tenure. John Mantle suggested that we change the word "document" to
 134 documenting due to the other verbs being in that tense. Cari accepted the amendment,
 135 Medlin agreed. Motion approved. Adopt a Highway falls under our goals. Dave Stevens
 136 mentioned that we would be bringing this up for discussion in the future and Jack Lemley
 137 discussed the possibility of the MSC and the Classified Senate doing a joint effort in
 138 adopting Durham/Pentz Road form Highway 99.
- 139 B. Butte College Family Music Festival Book Sale. Teri Jo let everyone know that the book
 140 sale earned \$333 for our scholarships and Cari Plyley added that we need \$1500 total for
 141 the year. She again encouraged classified employees to contribute in any way they can.
- 142 C. Governance Survey. This item was added at the beginning of the meeting. This new
 143 governance survey was presented to the faculty on Institute Day. Jo Ann Cripe was
 144 interested in getting more well rounded results by including the classified employees.
 145 Dave Stephens didn't have any problems with the content of the survey, but expressed
 146 concern that the paper delivery of this survey was counter to our sustainability values and
 147 wished that an electronic version were available to employees.

148 6. New Business

- 149 A. Make a Difference Day. Ruth Ann was supposed to present to the senate on this topic,
 150 but Josh Woodward would report what he knows. Josh let everyone know that Make a
 151 Difference Day will be October 25, 2008 and there is a list of projects that any group can
 152 sign up for to complete on that day. Extreme Home Makeover is this year's theme. Josh
 153 will email the list to the executive board so they can choose two or three projects for the
 154 senate. There will be a lunch for everyone at the main campus that day for all those that
 155 volunteered. Any Classified employee that wants to get involved can join any project
 156 being hosted that day. If you're interested in volunteering, go to the website below to
 157 search for all MaDD projects.
 158 <http://www.butte.edu/services/community/slp/makeadifferenceday/>
- 159 B. Governance Committee. Dave Stevens presented a draft document of the Governance
 160 Committee Charter and Bylaws. This is one of the final steps in formalizing the
 161 committee. The Charter has been approved by most of the constituency and he asked that
 162 the senators weigh in with their thoughts. The Senate will be asked at a later date to vote
 163 to approve the Charter and Bylaws. Dave expressed concern that the A.S advisor was the
 164 representative instead of the A.S. appointee. John Mantle expressed concern about the
 165 turnover in student participation and consistency in the committee. Dave suggested he

166 bring it to the AS and maybe see if the AS advisor can be a non-voting member of the
167 committee in order to keep history and consistency in the committee. This committee
168 will be a recommending committee for governance policy decisions. Dave commended
169 Les Jeron for all his work in creating the governance committee. Cari also reminded the
170 senators that the governance committee was established because of the accreditation
171 standard obligation of having policies in place regarding governance. A draft will be
172 available at the next meeting for distribution to constituency for review. President
173 Buckman talked about the need for this committee to be a place where people can come if
174 there is an issue about the inability to participate. Dave Stephens, Cari Plyley and
175 Michelle Medlin talked about the fact that all constituencies were being represented on
176 this committee and Teri Jo, as the primary representative for classified employees, could
177 bring an employee's concerns to this committee for consideration in policy decisions.

178 7. Guest Speaker

179 A. Carol Stanley-Hall was excited to report that they were in the final count down of the
180 accreditation process and were trying very hard to be inclusive in the final draft. She
181 expressed some nervousness about last minute changes and was being diligent to adhere
182 to the process. We had 12 recommendations when the visiting team came in 2003. We
183 made a progress report in 2005, 2006 and now in 2008. Included in these reports are 83
184 planning agendas in 2002. Now we are looking at 35 planning agendas. We took the
185 2002 planning agendas and wrote how we accomplished them. It's called the summary
186 of the 2002 planning agendas. Les tried to summarize how we did with the 83 and put
187 them in the four standards. This was done in the last two weeks. That document will be
188 widely distributed to the campus. The 30 to 35 planning agendas will be coming out for
189 all to see. We are at the final count now with Marianne Werner volunteering to be the
190 one voice editor for fluidity and consistency. On Friday the Chairs will look at Mary
191 Ann's changes and hopefully approve everything. It will go before the Board on October
192 15 to see if they have anything to add and there will be one final approval from the
193 Board. There will be a big party on November 14th for all those who participated on the
194 standard committees. The accreditation team meets March 19th. Baba is responsible for
195 the visit and they will be stationed in the Center For Excellence with all the evidence
196 available. All evidence will be in electronic format so they can down load in advance as
197 well.

198 8. Public Comments/Announcements - None

199 9. Adjournment

200 President Buckman adjourned the meeting at 1:03 PM.
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Recorder: Michelle Medlin