



**Butte-Glenn Community College District
CLASSIFIED SENATE**

3536 Butte Campus Drive – Oroville, CA 95965

Minutes

Regular Meeting

Wednesday, August 3, 2022

Via Zoom

Present: Chris Westbay, Amy Duncan, Sheryl Dysthe, Dayna Collett, Anna Fairbanks, Dan Buzan, Jill Hedman, Matt Roak, Susan Roberts, Magian Smith, Dave Stephens, Caitlin Torres, Kim McCall, Jess Vickery, Sarah Houston.

Absent: Alicia Mendizaval-Hernandez, Julius McCall.

Guests: Rebecca Belser, Nicole Cancilla, Melissa Groze, Meredith Marasco, Erin Shimizu.

1. Call to Order

Call to order at 11:03 a.m.

2. Approval of Agenda

Approved.

3. Approval of Minutes

July 6, 2022 (approved)

4. Introduction of Visitors

Rebecca Belser, Nicole Cancilla, Melissa Groze, Meredith Marasco, Erin Shimizu.

5. Presentations

None.

6. Action Items

None.

7. New Business

1. New employee introduction to Classified Senate

We would like to re-start our process of giving new classified professionals an introduction to the senate as part of the onboarding process. Senators would contact new employees personally, offer a tour of the campus, and notify them of resources. We could also give them a brief overview of Butte College values and strategic initiatives. C. Westbay will notify senators of new constituents.

8. Unfinished Business

1. Retreat planning

The senate retreat will be Friday, August 12. We will meet at 9 a.m. in the Media Center (room TBD) for the technical portion of the day—setting up email distribution lists, getting acquainted with OneDrive and the dfs, etc. We will then convene at C. Westbay's home for a taco bar lunch and to set senate goals for the year and fill out our standing committees. Please email C. Westbay and S. Dysthe the names of the committee(s) you are interested in serving on this year. It is expected that each senator will serve on at least one committee.

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51 2. *Caring Campus*
52 *Several people attended the Caring Campus webinar, and there is a lot of interest from our campus.*
53 *President Guleff has been updated and is onboard. Peter Gitau's office has some reservations but is*
54 *having Rebecca Berner research it further to make sure the goals and processes of the program align*
55 *with Butte College's. The funding comes from the Chancellor's Office, so there will be no cost to us, and it*
56 *involves six to twelve months of training leadership and classified here on campus. There is a fall and a*
57 *spring cohort; we are hoping to be ready to join the Spring 2023 cohort upon leadership approval.*
58

59 **9. Committee Reports**
60 *None.*

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62 **10. Representative Reports**

63 1. *Associated Students (S. Houston): Sarah has moved on to Chico State, but she will make sure that we*
64 *have student representation from Associated Students. Thank you, Sarah!*
65 2. *Academic Senate (J. Vickery): Jess will not be able to attend senate meetings in fall as it conflicts with*
66 *his teaching schedule, but he will find someone else to represent Academic Senate for this semester and*
67 *may join us again for spring semester.*
68 3. *CSEA (A. Fairbanks): There was no meeting in July, and the next meeting will be August 18, 11 a.m.,*
69 *via Zoom.*
70 4. *Foundation (A. Fairbanks): August 17 at 5:30 p.m. will be the scholarship awards ceremony at the*
71 *Elks Lodge in Chico. J. Hedman will be on-site and might be able to present our two scholarships.*
72 5. *MSC (K. McCall): None.*
73 6. *Classified Professional Development (M. Smith): FLEX week will be August 11-18, and the Calendar-*
74 *at-a-Glance is currently posted online. There will be Safe Zone 2 and Bias Awareness trainings being*
75 *offered. Institute Day will be Wednesday, August 17, with the theme being Return to Process. There will*
76 *be a BBQ lunch following the president's address, and an RSVP is required. BEEP III will be Friday,*
77 *August 12, from 9-10:50 a.m. and focus on Butte College student issues. There will be presentations from*
78 *Financial Aid, Roadrunner Hub, and Inspiring Scholars.*
79

80 **11. Regular Reports**

81 1. *President: None.*
82 2. *Vice-President of Elections: None.*
83 3. *Vice-President of Public Relations: None*
84 4. *Treasurer/Fundraising: Our District fund is at \$5,656, same funding as last year. Foundation*
85 *scholarship account is at about \$1,700, and our Foundation general fund is at \$938.21. We will not be*
86 *receiving any more funds this year from ProDev for Classified Professionals' Day; our funding will*
87 *remain at \$4,000. We will need to get our fundraising efforts going so that we can contribute more.*
88

89 **12. Senator Comments**

90 *A. Fairbanks mentioned that it's still important for students and staff to report positive tests for COVID*
91 *(covidreporting@butte.edu).*
92

93 **13. Visitor/Public Comments**

94 *Melissa Groze mentioned that Classified Professionals' Day planning will commence shortly, and she has*
95 *agreed to be the Chair. The committee so far consists of S. Dysthe, A. Fairbanks, and A. Duncan.*
96 *M. Roak is considering joining as well.*
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98 **14. Adjournment: 12:37 p.m.**

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100 *Next meeting: September 7, 2022, 11 a.m., hybrid (in the CFE and via Zoom).*
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Secretary: A. Duncan