



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

**3536 Butte Campus Drive – Oroville, CA 95965**

**Minutes**

**Regular Meeting**

**Wednesday, October 5, 2022**

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*Present: Chris Westbay, Sheryl Dysthe, Alicia Mendizaval-Hernandez, Susan Roberts, Amy Duncan, Dan Buzan, Dayna Collett, Krista Collett, Anna Fairbanks, Jill Hedman, Julius McCall, Dave Stephens, Caitlin Torres, Magian Smith, Deb McCabe, Kyle Landrum.*

*Absent: Matt Roak, Kim McCall.*

*Guests: Jennifer Bramlage.*

**1. Call to Order**

*Call to order at 11:03 a.m.*

**2. Approval of Consent Agenda**

*Agenda for October 5, 2022, and Minutes from September 21, 2022 (Approved)*

**3. Introduction of Visitors**

*Jennifer Bramlage.*

**4. Presentations**

*None.*

**5. Action Items**

*None.*

**6. New Business**

*1. Temporary senator for Area F*

*We need a temporary senator for Area A to fill in for M. Roak while he is on leave. K. Collett will fill in as senator for Area F until M. Roak returns.*

*2. Veterans' Day planning*

*The annual Veterans' Day celebration will be held on November 9. We will help with a banner to student veterans that can be signed by students and staff with thank you messages. We will need volunteers to staff the tables. D. Buzan suggested purchasing a banner showing our support for veterans that could also be used for future years. We will purchase one for all three sites. S. Dysthe, A. Mendizaval-Hernandez, and D. Buzan volunteered to research that purchase.*

*3. Classified hiring procedures*

*Human Resources is reviewing guidelines for hiring classified positions. We will need a task force to review and suggest edits and submit to the senate for approval. Task force will be C. Westbay, S. Dysthe, S. Roberts, and A. Mendizaval-Hernandez.*

- 50 **7. Unfinished Business**
- 51 1. *Committee assignments for senators*
- 52 *Committees are now all covered; no need for discussion.*
- 53 2. *Butte Strong remembrance task force*
- 54 *The event will be held on November 8 at the Butte Strong tree. President Guleff will say a few words, and*
- 55 *C. Westbay will read a personal story from that day from D. Collett. There will be a moment of silence*
- 56 *for the lives lost on that day. D. McCabe will ask faculty if they would like to speak at the event as well.*
- 57 *We will have a fundraiser opportunity drawing for a Ponderosa Pine and any other items we can get*
- 58 *donated to raffle. Task force will be C. Westbay and A. Duncan.*
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- 60 **8. Committee Reports**
- 61 *College Council: They are working on the Institutional Effectiveness manual. A task force has been*
- 62 *formed for a mission statement editing group, which includes K. Collett and Eddie Aguilar. They are also*
- 63 *working on centralizing campus committees and having regular report outs. College Council now has a*
- 64 *website.*
- 65 *Caring Campus: A. Mendizaval-Hernandez and C. Westbay met with the health and wellness committee*
- 66 *on campus. We will be joining the spring 2023 cohort.*
- 67 *Planning & Budget: The 2022/23 budget has been approved and is good. The unit planning guidance*
- 68 *document is being revised and includes a reminder that unit planning should include consideration of*
- 69 *strategic priorities and initiatives of the college. The next budget forum will be November 8.*
- 70 *Fundraising: There are several fundraising events planned for fall semester, including an opportunity*
- 71 *drawing for another Butte Strong tree, a book sale at the Chico Center in early November, a restaurant*
- 72 *takeover in early December, and bunco for Spring FLEX.*
- 73 *Mission Statement task force: They are reviewing section two of our current senate constitution, which*
- 74 *might partially achieve the purpose of an organizational mission statement but will need to be re-worked*
- 75 *to include EDI elements.*
- 76 *Student Equity and Achievement Program Advisory Committee (SEAPAC): K. Collett reported that there*
- 77 *will be more accountability and data collection required with budget spending. They would like to see*
- 78 *measurable outcomes from projects funded.*
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- 80 **9. Representative Reports**
- 81 1. *Associated Students (K. Landrum): They are reviewing club projects and proposals for travel and*
- 82 *trying to promote club growth. K. Landrum is looking to expand student representation at the satellite*
- 83 *centers.*
- 84 2. *Academic Senate (D. McCabe): They have created a task force to deal with curriculum issues,*
- 85 *specifically looking at AB928 and dual enrollment, and to create a standing oversight committee to*
- 86 *make sure it's being administered and tracked appropriately.*
- 87 3. *CSEA (A. Fairbanks): A survey has been sent out regarding communication preferences. They still*
- 88 *desperately need job stewards; training is available. It is expected that Knight & Associates will submit a*
- 89 *revised salary schedule based on the classification study by early spring. The next meeting will be*
- 90 *October 20. Contact Shannon Hamlyn-Burton if you'd like to be added to the agenda.*
- 91 4. *Foundation (A. Fairbanks): Reminder: Giving Tuesday will be November 29, and you can give online*
- 92 *at [butte.edu/give](http://butte.edu/give).*
- 93 6. *Classified Professional Development (M. Smith): The Pro Dev Funding task force has reviewed one*
- 94 *application for which they are going to request that the applicant resubmit the application to align with*
- 95 *our vision for success goals. There is a workshop planning form on the pro dev website for those who*
- 96 *want to suggest or request putting on a workshop.*
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- 98 **10. Regular Reports**
- 99 1. *President: None.*
- 100 2. *Vice-President of Elections: Raquel Holmstrom-Pena has joined the FLEX committee to represent*
- 101 *classified.*
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103 3. *Vice-President of Public Relations: Emergency drills for departments can be requested from campus*  
104 *police; make sure to let constituents know about that. Help get the word out for this year's Halloween*  
105 *event, "Friendsgivenning." There will be an in-person potluck on October 31 in the CFE from 11 a.m. to 1*  
106 *p.m.—make sure to list ingredients in food you bring for allergy purposes.*  
107 *11 a.m. to 1 p.m. All food needs to have a list of the ingredients for allergy purposes.*  
108 4. *Treasurer/Fundraising: None.*

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110 **11. Senator/Visitor/Public Comments**  
111 *None.*

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113 **12. Adjournment: 12:29 p.m.**

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115 *Next meeting: October 19, 2022, 11 a.m., hybrid (in the Boardroom and via Zoom).*

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117 *Secretary: A. Duncan*  
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