



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

3536 Butte Campus Drive – Oroville, CA 95965

Minutes

Regular Meeting

Wednesday, November 2, 2022

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

Present: Chris Westbay, Alicia Mendizaval-Hernandez, Susan Roberts, Amy Duncan, Dan Buzan, Dayna Collett, Krista Collett, Jill Hedman, Julius McCall, Dave Stephens, Magian Smith, Kim McCall, Deb McCabe, Kyle Landrum.

Absent: Sheryl Dysthe, Anna Fairbanks, Matt Roak, Caitlin Torres.

Guests: Nicole Cancilla, Meredith Marasco, Deana Sweeney.

1. Call to Order

Call to order at 11:03 a.m.

2. Approval of Consent Agenda

Agenda for November 2, 2022, and Minutes from October 19, 2022 (Approved)

3. Introduction of Visitors

Nicole Cancilla, Meredith Marasco, Deana Sweeney.

4. Presentations

None.

5. Action Items

None.

6. New Business

1. Coffee/Scantrons giveaway planning

J. McCall will head up the event this year. D. Buzan will coordinate with him for the Chico Center.

C. Westbay would like for us to purchase Chico Center's coffee from a local vendor rather than a franchise. K. Landrum is fairly certain Associated Students will be willing to contribute.

A. Mendizaval-Hernandez and A. Duncan volunteered to help with planning.

2. Holiday food baskets

A. Mendizaval-Hernandez created a sign-up sheet for senators and constituents to sign up to bring items for two holiday food baskets for students. Items are requested to be received by November 21.

7. Unfinished Business

1. Butte Strong Remembrance event

Due to forecasted rain, the event will be held at the Black Box Theatre on November 8, from

11-11:30 a.m. There will be opportunity drawings for a Ponderosa Pine and a few other donated items.

The first responder academies have been invited to attend as well.

2. Book sale at Chico Center

D. Buzan will postpone the book sale until early next year due to many other events happening in the next two months.

50 3. *Technology trainings*
51 *A. Mendizaval-Hernandez reported that the trainings will start in spring and will be part of regular*
52 *senate meetings, to be a maximum of 15 minutes each. Ideas for technical trainings include: Outlook,*
53 *OneDrive, SharePoint, Excel, Teams, PowerPoint Pro Tips, as well as non-technical trainings such as*
54 *office yoga, Robert's Rules, Cares referrals, welcoming new employees, job placement, meeting recaps,*
55 *Vision Resource Center, and campus drills.*

56
57 **8. Committee Reports**

58 *College Council: The mission statement committee has completed their draft and it will be sent to*
59 *constituent groups today for review. The final draft is due by November 22, so they will need any*
60 *suggestions or feedback by the morning of November 8. The council would like for us to include their*
61 *website on communications to constituents. They are working on the Strategic Plan, which outlines the*
62 *goals of the institution and is reviewed every five years. It will be finalized in February.*
63 *Caring Campus: The committee is looking for feedback, and they would like someone to help create a*
64 *flyer to post around campus. Contact A. Mendizaval-Hernandez if you are able to help.*
65 *Planning & Budget: Erik Shearer reviewed the Unit Planning Process & Budget Guidance, which will be*
66 *the only document to refer to for guidance in unit planning. In completing the unit planning spreadsheet,*
67 *people should not copy and paste from other documents but provide links to the documents. The*
68 *rationale shouldn't be more than three to five sentences. The document was approved by the committee.*
69 *Student Equity and Achievement Program Advisory Committee (SEAPAC): They reviewed their charter*
70 *and have a total of 47 members. Quorum will now be 51%, up from 35%. They reviewed the Equity Plan,*
71 *broken down into individual areas to see who is most impacted by equity gaps. Equity and diversity is*
72 *now part of the performance evaluation process. People will need to be more accountable for receiving*
73 *funding.*

74
75 **9. Representative Reports**

76 *1. Associated Students (K. Landrum): K. Landrum is the task force for the Safe Place relocation. He will*
77 *be gathering information to present to the board in spring. He would like to standardize the Associated*
78 *Students influence on campus decisions and make sure students have a voice statewide.*
79 *2. Academic Senate (D. McCabe): They are meeting today and will finalize the Senate Agenda Request*
80 *form and will discuss statewide senate resolutions. Plenary is this weekend, and topics include ethnic*
81 *studies and academic freedom. The CTE vacancy is now filled. There is a proposal to implement*
82 *legislative changes regarding instructor contact with students in online classes. They are also reviewing*
83 *the Unit Planning document and mission statement.*
84 *3. CSEA (A. Fairbanks): M. Marasco reported that they are looking for a leader to head up the holiday*
85 *party planning. They are still in desperate need of more union stewards to provide equal representation*
86 *to all areas. D. Buzan suggested a survey to see if classified are feeling over-worked and stressed, which*
87 *could be anonymous. K. Landrum suggested giving the option (but not requiring) to provide specific*
88 *details.*
89 *4. Foundation (A. Fairbanks): C. Westbay reminded us that Giving Tuesday will be November 29, and*
90 *you can give online at butte.edu/give.*
91 *5. MSC (K. McCall): None.*
92 *6. Classified Professional Development (M. Smith): They are working on FLEX workshops for January.*

93
94 **10. Regular Reports**

95 *1. President: C. Westbay thanked everyone for participating in the Friendsgiving potluck on Halloween.*
96 *Cookbooks are now available for sale--\$5 for one, or \$20 for five. Volumes 1 and 2 are also available.*
97 *Cash, check, or cards are accepted. Don't forget to get tickets for the President's 80's skate night on*
98 *Thursday, November 3.*
99 *2. Vice-President of Elections: None.*
100 *3. Vice-President of Public Relations: Please make sure to send meeting recaps to your constituents.*
101 *Campus police is willing to do lock-down drills for departments upon request.*
102 *4. Treasurer/Fundraising: None.*

103 **11. Senator/Visitor/Public Comments**

104 D. Buzan mentioned that they are having a Dia de los Muertos celebration at the Chico Center today
105 (November 2), and D. Collett mentioned that there is sugar skull painting at the Cultural and Community
106 Center as well.

107

108 **12. Adjournment:** 12:30 p.m.

109

110 Next meeting: November 16, 2022, 11 a.m., hybrid (in the CFE and via Zoom).

111

112

113

Secretary: A. Duncan