



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

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

**Minutes**

**Regular Meeting**

**Wednesday, November 16, 2022**

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

*Absent: Julius McCall, Matt Roak, Caitlin Torres.*

*Guests: Nicole Cancilla, Connie Dickens, Claudia Godinez, Blia Lo, Meredith Marasco.*

**1. Call to Order**

*Call to order at 11:02 a.m.*

**2. Approval of Consent Agenda**

*Agenda for November 16, 2022, and Minutes from November 2, 2022 (Approved)*

**3. Introduction of Visitors**

*Nicole Cancilla, Connie Dickens, Claudia Godinez, Blia Lo, Meredith Marasco.*

**4. Presentations**

*None.*

**5. Action Items**

*None.*

**6. New Business**

*1. Classified Scholarship options*

*There is a new application available for the classified scholarship, which requires a 300 or less word essay describing why the applicant should receive the scholarship. We will need to decide how to award and for what timeframe. J. Hedman motioned to keep the scholarship at \$500, second by S. Dysthe (approved). K. Collett motioned to keep the scholarship available for fall or spring semesters, second by D. Buzan (approved).*

**7. Unfinished Business**

*1. Coffee/Scantrons giveaway update*

*J. McCall has completed the Facilities Use Request for the event. The sign-up list will be sent out soon. K. Landrum stated that A.S. will be able to contribute from their budget. C. Westbay would like to use a local vendor for the coffee for Chico Center.*

*2. Fundraising updates*

*We are still soliciting payroll deductions of \$5 or more to either the Classified Scholarship fund or the Student Emergency Fund. New sign-ups or currently donating employees will be entered to win the Butte Strong tree and other items on Giving Tuesday. Cookbooks are still for sale for \$5 each or five for \$20, and we can take cash, check, or credit cards (via Square).*

50 3. *Holiday food basket update*  
51 *We were able to put together two food baskets for students for the holidays. You can continue to bring*  
52 *in items to help fill baskets for other departments that aren't yet full. The Chico Center would like to*  
53 *contribute one, and the Glenn Center also has one.*  
54 4. *Technology trainings*  
55 *Feel free to sign up to present a training if you have specific knowledge of suggested topics.*  
56 *A. Fairbanks suggested one on making fliers and animated emails.*  
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58 **8. Committee Reports**  
59 *College Council: They met on November 8 and have a draft of the mission statement, which is due on*  
60 *November 30. There is still time to give feedback, and the form is anonymous. The institutional*  
61 *effectiveness manual is still in the works. It has been suggested for each committee to have websites*  
62 *where the most current information can be accessed.*  
63 *Caring Campus: The committee is still seeking feedback, and we will be in the spring 2023 cohort.*  
64 *C. Westbay inquired about having a Caring Campus landing page. A. Mendizaval-Hernandez will recruit*  
65 *help from the task force.*  
66 *Student Equity and Achievement Program Advisory Committee (SEAPAC): None.*  
67 *Classified Professionals' Day Planning: Tabled.*  
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69 **9. Representative Reports**  
70 1. *Associated Students (K. Landrum): K. Landrum is looking into why the Queer Resource Center clerk is*  
71 *a part-time position, and he is still looking into the Safe Place relocation issue.*  
72 2. *Academic Senate (D. McCabe): There is a curriculum form for cross-listing classes to meet GE*  
73 *requirements. They have approved a singular GE transfer pathway, and they are working on the self-*  
74 *service form for Academic Technology.*  
75 3. *CSEA (A. Fairbanks): Make sure to let Kim Hong know if your job is reclassified and you are asked to*  
76 *reapply. Ruth Ann McKalip has agreed to head the holiday party planning committee, but they still need*  
77 *help with planning.*  
78 4. *Foundation (A. Fairbanks): Giving Tuesday will be November 29, and you can give online at*  
79 *butte.edu/give.*  
80 5. *MSC (K. McCall): None.*  
81 6. *Classified Professional Development (M. Smith): They have finalized the FLEX workshops for January*  
82 *and hope to publish the calendar online by December 12. The next pro dev funding deadline is Friday,*  
83 *November 25. The FLEX presentation proposal form is now available online.*  
84  
85 **10. Regular Reports**  
86 1. *President: None.*  
87 2. *Vice-President of Elections: None.*  
88 3. *Vice-President of Public Relations: The Classified Senate Mission Statement Task Force has a draft to*  
89 *be presented soon to Classified Senate.*  
90 4. *Treasurer/Fundraising: None.*  
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92 **11. Senator/Visitor/Public Comments**  
93 *D. Buzan said thank you to S. Dysthe for the Veterans' Day banners she made.*  
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95 **12. Adjournment: 12:32 p.m.**  
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97 *Next meeting: December 7, 2022, 11 a.m., hybrid (in the Board Room and via Zoom).*  
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Secretary: A. Duncan