



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

3536 Butte Campus Drive – Oroville, CA 95965

Minutes

Regular Meeting

Wednesday, December 7, 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, Caitlin Torres, Magian Smith, Kim McCall, Deb McCabe, Kyle Landrum.

Absent: Julius McCall, Matt Roak.

Guests: Nicole Cancilla, Cynthia Gamboa, Meredith Marasco, Sarah Williams.

1. Call to Order

Call to order at 11:02 a.m.

2. Approval of Consent Agenda

Agenda for December 7, 2022 (approved). Minutes from November 16, 2022 (postponed).

3. Introduction of Visitors

Nicole Cancilla, Cynthia Gamboa, Meredith Marasco, Sarah Williams.

4. Presentations

None.

5. Action Items

None.

6. New Business

1. 2023 Planning

Classified Emeritus: We will start the nomination process in early 2023.

Scholarship: The scholarship committee will begin reviewing applications in early January.

Spring Gala: C. Westbay would like to scale back the size of the baskets that we've donated in the past as they are not bringing in as much money as is put into them. S. Dysthe mentioned that we can make several smaller baskets rather than one or two large ones.

Bunco: We are planning to have another bunco fundraiser during spring break. We will once again ask CSEA to sponsor lunch for the event.

CLI: Classified Leadership Institute will be June 7-9, 2023, in Visalia. Consider if you'd like to attend.

2. Classified Senate Housecleaning

S. Dysthe has cleaned up our senate office and storage room. S. Dysthe and D. Stephens will be working to clean up our electronic files (i.e. dfs, OneDrive, SharePoint, etc.). D. Stephens recommended moving to SharePoint and retiring dfs.

7. Unfinished Business

1. Coffee/Scantrons giveaway update

Sign-ups for staffing the table are almost full. There will be warm food and muffins in addition to coffee.

D. Buzan will purchase coffee from Beatniks for Chico Center.

50 2. *Fundraising updates*
51 *The new Friendsgiving cookbook has gone for a second print. We received enough additional payroll*
52 *deductions to our scholarship fund from Giving Tuesday to fully fund three scholarships each year*
53 *without additional fundraising.*
54 3. *Technology trainings*
55 *So far, we have the following trainings scheduled: Campus Police in February, Robert's Rules of Order in*
56 *March, Vision Resource Center in April, and CARES referrals in May.*
57 4. *Classified Hiring Guidelines Task Force*
58 *The document has been submitted to HR for review; we are hoping it will be approved in January.*
59
60 **8. Committee Reports**
61 *College Council: They are working on a mission statement and have come up with a draft that meets the*
62 *needs of the college.*
63 *Caring Campus: The committee is seeking feedback, questions, and concerns. A. Mendizaval-Hernandez*
64 *and S. Dysthe are working on landing page to consolidate info about the program.*
65 *Student Equity and Achievement Program Advisory Committee (SEAPAC): They are reviewing unit*
66 *planning guidance and opening doorways to difficult conversations to better help students. In spring,*
67 *they will focus on accountability for SEAPAC funding and reviewing outcomes.*
68 *Classified Professionals' Day Planning: Melissa Groze is not able to head the committee. Please solicit*
69 *help from constituents and let C. Westbay or S. Dysthe know if you'd like to join the committee.*
70
71 **9. Representative Reports**
72 1. *Associated Students (K. Landrum): Students are preparing for finals.*
73 2. *Academic Senate (D. McCabe): They will look at the revised mission statement. They have revised*
74 *some policy language for distance ed committee and proposed a revision to policy regarding repeating*
75 *courses. A task force has been formed for self-service.*
76 3. *CSEA (A. Fairbanks): Make sure to go through the revised job description for your position. Let them*
77 *know if anything is missing. The holiday party will be December 8 from 11:30 a.m. to 2 p.m.*
78 4. *Foundation (A. Fairbanks): Thank you to everyone who contributed to the Giving Tuesday campaign.*
79 *Over \$63,000 was raised in donations and payroll deductions.*
80 5. *MSC (K. McCall): None.*
81 6. *Classified Professional Development (M. Smith): The January FLEX calendar is now posted online, and*
82 *there are over 60 workshops to choose from. Encourage your constituents to participate. Three*
83 *applications for pro dev funding have been received and will be reviewed shortly.*
84
85 **10. Regular Reports**
86 1. *President: None.*
87 2. *Vice-President of Elections: The elections committee will meet soon.*
88 3. *Vice-President of Public Relations: Make sure to send meeting recaps to constituents. Campus police*
89 *is willing to provide drills for individual departments. Reach out to them directly for info.*
90 4. *Treasurer/Fundraising: None.*
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92 **11. Senator/Visitor/Public Comments**
93 *None.*
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95 **12. Adjournment: 12:30 p.m.**
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97 *Next meeting: January 11, 2023, 11 a.m., hybrid (in the Board Room and via Zoom).*
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Secretary: A. Duncan