



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

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

**Minutes**

**Regular Meeting**

**Wednesday, May 17, 2023**

*Present: Chris Westbay, Sheryl Dysthe, Alicia Mendizaval-Hernandez, Anna Fairbanks, Susan Roberts, Amy Duncan, Dayna Collett, Jill Hedman, Dave Stephens, Quinn Winchell, Deb McCabe.*

*Absent: Julius McCall, Caitlin Torres, Martha Ventura-Plasencia, Magian Smith, Kim McCall, Isaac Zink.*

*Guests: Arlinda Black, Kim Broliar, Alan Burwell, Jolie Cole-Barrett, Corey Cozlowski, Connie Dickens, Marilyn Maghetti, Meredith Marasco, Alan Raetz, C.R. Schafer, Chris Schoof, Tom Siechart, Tasha Spirk, Sarah Williams.*

**1. Call to Order**

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

**2. Introduction of Visitors**

*Arlinda Black, Kim Broliar, Alan Burwell, Jolie Cole-Barrett, Corey Cozlowski, Connie Dickens, Marilyn Maghetti, Meredith Marasco, Alan Raetz, C.R. Schafer, Chris Schoof, Tom Siechart, Tasha Spirk, Sarah Williams.*

**3. Caring Campus Moment**

*J. Cole-Barrett noted that in the Office of Student Life, she often witnesses staff walk students over to her office and remain with them until they are sure the student is in the right place and that their needs are being met.*

**4. Approval of Consent Agenda**

*Agenda for May 17 and minutes from May 3, 2023 (approved).*

**5. Presentations**

*D. Collett presented to the Senate about Cares referrals (formerly known as Early Alert). They are moving away from paper forms and are now using Maxient. The mission is student retention and success by educating faculty and staff about how to use the Cares referral process. It is meant to help students experiencing crisis to receive a priority pass for student services. From [butte.edu/services/roadrunnercares](http://butte.edu/services/roadrunnercares), click the "Report It" link, which will take you to the BC login portal, and then you can complete the form with as much information as possible. The student will be contacted with information regarding available resources, and someone will follow up with the student to make sure they received the services they needed. Contact D. Collett if you need assistance in completing a referral.*

**6. Action Items**

*1. Certificate presentation*

*C. Westbay presented certificates to D. Buzan, D. Collett, K. Collett, A. Duncan, S. Dysthe, J. McCall, M. Roak, D. Stephens, and C. Torres for their service to the senate.*

49 2. *Swearing in new senators*  
50 *C. Westbay swore in new members of the senate: A. Black, C. Dickens, M. Marasco, C.R. Schafer,*  
51 *T. Spirk, and Q. Winchell.*  
52 3. *Elect e-board*  
53 *C. Westbay was nominated for president (accepted/approved). The following were nominated for VP of*  
54 *elections but declined: S. Dysthe, C. Dickens, Q. Winchell, M. Marasco, J. Hedman. S. Roberts was*  
55 *nominated but was not present, so C. Westbay will check with her to confirm. A. Mendizaval-Hernandez*  
56 *was nominated VP of Public Relations (accepted/approved). A. Duncan was nominated for secretary*  
57 *(accepted/approved). A. Fairbanks was nominated as treasurer (accepted/approved).*  
58 *A. Duncan motioned to table the vote for recorder, second by A. Fairbanks (approved). C. Westbay*  
59 *appointed A. Burwell as an At-Large member.*  
60  
61 **7. New Business**  
62 *None.*  
63  
64 **8. Unfinished Business**  
65 1. *Coffee/Scantrons giveaway update*  
66 *C. Westbay reported that there are still a few openings for tabling sign-ups.*  
67 2. *Senate retreat*  
68 *The proposed date is Friday, August 11, and might be at the home of S. Dysthe.*  
69  
70 **9. Representative Reports**  
71 1. *Associated Students (I. Zink): C. Westbay reported that A.S. elections are complete, and an e-board*  
72 *has been elected.*  
73 2. *Academic Senate (D. McCabe): They will meet today to appoint people to committees (namely*  
74 *program review/revitalization as well as curriculum). They will look over the new course add*  
75 *authorization process and hopefully vote. They are also reviewing academic hiring guidelines.*  
76 3. *Classified Professional Development (M. Smith): C. Westbay reported that there is already a full fall*  
77 *FLEX schedule planned.*  
78 4. *MSC (K. McCall): None.*  
79 5. *CSEA (A. Fairbanks): They will be meeting again on May 18 at 11:30 (at the CFE and via Zoom) and*  
80 *will discuss the proposed COLA.*  
81 6. *Foundation (A. Fairbanks): They have adopted the 2023/24 budget. The Spring Gala numbers are up*  
82 *from previous years, but the investment numbers are down slightly. The scholarship awards ceremony*  
83 *will be August 17.*  
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85 **10. Committee Reports**  
86 *Transportation Task Force: Chris Schoof reviewed the report from Kim Jones regarding costs,*  
87 *timeframes, and overall expense of the department, and he reviewed the update that James Carlson gave*  
88 *to the task force on how the transportation department runs. They are trying to find how to get the*  
89 *maximum amount of benefit with minimal cost without impacting students. About 87% of the*  
90 *transportation budget is comprised of salaries and benefits for seven people. They are accepting any*  
91 *ideas for consideration, and there will be one more task force meeting on May 25, and then Andy Suleski*  
92 *will present the findings to the Board. Funds have been approved for the 2023/24 academic year. Email*  
93 *Pete Monnot or James Carlson if you have any suggestions.*  
94 *College Council: None.*  
95 *Caring Campus: They are working on events, a logo, and swag. There will be skits performed at Classified*  
96 *Professionals' Day for each of the five behavioral commitments. The big kickoff will be sometime in fall,*  
97 *but the date has not yet been set.*  
98 *Planning & Budget: The new proposed COLA is 8.22%. The next budget forum will be Thursday,*  
99 *May 25, at 3 p.m. via Zoom.*  
100 *Classified Professionals' Day Planning: There are 126 RSVPs so far. We might need to place another*  
101 *order after the event for more Klean Kanteens. The event will be May 31 at Durham Park.*  
102

- 103 **11. Regular Reports**  
104 1. *President: None.*  
105 2. *Vice-President of Elections: None.*  
106 3. *Vice-President of Public Relations: Please remember to send your constituents meeting recaps in a*  
107 *timely manner.*  
108 4. *Treasurer/Fundraising: We are still in need of someone to head up the fundraising committee.*

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

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113 **13. Adjournment: 12:31 p.m.**

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115 *Next meeting: June 7, 2023, 11 a.m., hybrid (in the Board Room and via Zoom).*

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117 *Secretary: A. Duncan*  
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