



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

3536 Butte Campus Drive – Oroville, CA 95965

Minutes

Regular Meeting

Wednesday, September 6, 2023

Present: Chris Westbay, Alan Burwell, Anna Fairbanks, Susan Roberts, Amy Duncan, Arlinda Black, Dayna Collett, Connie Dickens, Sheryl Dysthe, Jill Hedman, Meredith Marasco, Magian Smith, Deb McCabe.

Absent: Alicia Mendizaval-Hernandez, Julius McCall, C.R. Schafer, Tasha Spirk, Martha Ventura-Plasencia, Kim McCall.

Guests: Kristin Curry, Mitzi Felix, Julie Scarpelli.

1. Call to Order

Call to order at 11:02 a.m.

2. Introduction of Visitors

Kristin Curry, Mitzi Felix, Julie Scarpelli.

3. Caring Campus Moment

A. Burwell was happy to receive his campus ID card. A. Duncan educated a fellow classified colleague on the reasons that being easily identifiable as staff is important. C. Dickens shared that she was approached by a student asking about carpool permits, and another student happened by who was also needing that information. Connie helped direct the two students, and one of the students remarked that they had attended a college in Sacramento and loved how friendly and helpful we are here at Butte in comparison.

4. Approval of Consent Agenda

Agenda for September 6 and minutes from August 23, 2023 (approved).

5. Presentations

Julie Scarpelli, Assistant Director of Admissions & Records, presented about the new course add authorization process. This new process has taken the burden off of A&R and put it back on instructors and students, and it involves online registration closing on the Sunday immediately before the first day of school, and all adds after that will be at the instructor's discretion. Instructors are now able to add students into classes over the cap, and all changes must be made prior to census. Admissions worked with a consultant to develop a proposal, which Erik Shearer took to Academic Senate, and it was approved at the end of May. This is the first iteration of the new process, and there will be changes. Reach out to your senate if you have feedback to provide about the new process.

6. Action Items

None.

- 50 **7. New Business**
51 1. Strategic Plan review, first look
52 The purpose of the plan is to close equity gaps and improve the process overall. The President's
53 Office has reviewed all suggestions and decided what is actionable in the next three years. President
54 Guleff would like us to review and send feedback, so please share with your constituents.
55
- 56 **8. Unfinished Business**
57 1. Internal committee appointments
58 A. Burwell advised that committees should be scheduling their first meetings and picking a chair. He
59 will review resources to provide to the different committees. For the Classified Professionals' Day
60 Planning Committee and for the Veterans' Day Planning Committee, C. Dickens and A. Black are the
61 co-chairs. For the Butte Strong Committee, C. Westbay will chair, and M. Marasco is on the
62 committee. Chairs are still needed for the Fundraising and Giving Tuesday Committees.
63 2. Connect with Community ideas
64 A. Duncan likes the idea of finding a project for the senate to volunteer. C. Dickens suggested an email
65 tree and to reach out to Classified you work with to ask for help. There was a suggestion to
66 intermingle between classified and academic senates and have challenges between the two groups
67 for the benefit of the community. A. Burwell will be chair of the Community Engagement committee,
68 with members M. Marasco, C. Westbay, C. Dickens, A. Fairbanks, and A. Duncan.
69
- 70 **9. Representative Reports**
71 1. *Associated Students*: None.
72 2. *Academic Senate (D. McCabe)*: At today's meeting they will make committee appointments, and
73 campus police will be giving an update about when they have to go to a student's class to talk to them.
74 There will also be updates from the academic hiring and the associate faculty office space task forces.
75 There has been a change to the final exam schedule in regard to grading. They will also discuss the
76 non-existence of an academic integrity policy in regard to artificial intelligence.
77 3. *Classified Professional Development (M. Smith)*: The steering committee will meet on September 19
78 and will discuss travel and conference changes. There is a draft of the application for MSC funds.
79 Encourage your constituents to apply for classified funding.
80 4. *MSC (K. McCall)*: None.
81 5. *CSEA (A. Fairbanks)*: None—the meeting will be later this month.
82 6. *Foundation (A. Fairbanks)*: Giving Tuesday will be November 28, and the Spring Gala will be
83 March 2, 2024, at the Sierra Nevada Big Room. Senate should be brainstorming ideas for a donation.
84
- 85 **10. Committee Reports**
86 College Council: The are meeting next week and will be reviewing the Strategic Plan and looking into
87 expanding to include Guided Pathways.
88 Caring Campus: September 7 is the big kick-off. There will be three presentations and lunch at 12:15.
89 This event will be classified focused.
90 Planning & Budget: None.
91
- 92 **11. Regular Reports**
93 1. *President*: None.
94 2. *Vice-President of Elections*: None.
95 3. *Vice-President of Public Relations*: None.
96 4. *Treasurer/Fundraising*: None.
97
- 98 **12. Senator/Visitor/Public Comments**
99 None.
100
- 101 **13. Adjournment:** 12:27 p.m.
102 Next meeting: September 20, 2023, 11 a.m., hybrid (in the Boardroom and via Zoom).
103 Secretary: A. Duncan