



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

3536 Butte Campus Drive – Oroville, CA 95965

Minutes

Regular Meeting

Wednesday, October 18, 2023

Present: Alan Burwell, Andrea Walters, Anna Fairbanks, Susan Roberts, Amy Duncan, Arlinda Black, Connie Dickens, Sheryl Dysthe, Claudia Godinez, Jill Hedman, C.R. Schafer, Tasha Spirk, Deb McCabe, Monica Nunez.

Absent: Chris Westbay, Dayna Collett, Meredith Marasco, Magian Smith, Kim McCall.

Guests: Nicole Cancilla, Krista Collett, Brian Murphy.

1. Call to Order

Call to order at 11:00 a.m.

2. Introduction of Visitors

Nicole Cancilla, Krista Collett, Brian Murphy.

3. Caring Campus Moment

A. Burwell talked to some students and asked where they were heading. After getting an idea of what their needs were, he then took them upstairs to the Business Office so they could collect their scholarship checks.

4. Approval of Consent Agenda

Agenda for October 18 and Minutes from October 4, 2023 (approved).

5. Presentations

Brian Murphy, Director of Institutional Research, presented about the new unit planning process, which is the process of resource allocation taking into consideration our strategic plan and program reviews. An email was sent to employees on October 12 from Erik Shearer detailing the unit planning process and guidance. If constituents have suggestions for their department' unit plan, they should discuss with their supervisors. The deadline to submit for first line unit managers is December 15. The Planning & Budget Committee will review and make the final recommendations to pass on to the Board for approval.

6. Action Items

None.

7. New Business

AP 7120.2 (VP hiring guidelines)

A. Burwell asked that senators ask their constituents to review and give feedback to pass on to himself or C. Westbay prior to the next College Council meeting (October 24).

- 50 **8. Unfinished Business**
- 51 1. Classification study
- 52 Reminder that all job descriptions with proposed changes will need to be ratified and they are
- 53 negotiable. If you see any issues with your job description, email McKnight & Associates and cc your
- 54 supervisor. Make sure to include any specialized job skills that are required in your position. New
- 55 pay scales may be available in spring, but no timeline has been set.
- 56 2. Walkabout/talkabout
- 57 The purpose is to give classified professionals and others an opportunity to get to know the senate by
- 58 going on periodic walks around campus, and will start on Monday, October 30, at 10 a.m. Meet at the
- 59 bottom of the stairs between SAS and Campus Center. A. Burwell will send out a sign-up.
- 60 3. Snack cart
- 61 This is another way to get to know constituents by taking snacks to constituents in their workspaces.
- 62 We are planning to cover two geographical areas per month through the end of this academic year.
- 63 The Community Engagement committee will do a dry run. A. Burwell motioned for an initial budget
- 64 of \$400 to purchase snacks and drinks, J. Hedman second (approved). A. Black and C. Dickens
- 65 volunteered to do the first shopping trip.
- 66
- 67 **9. Representative Reports**
- 68 1. *Associated Students*: Monica Nunez is our new student representative, and we are happy to have
- 69 her! She mentioned that A.S. will be putting on a car seat safety for toddlers workshop. There is a
- 70 survey going out for student parents to see what is needed on campus such as changing tables and
- 71 lactation rooms. There is also an opportunity to win a \$100 gift card as an incentive for completing
- 72 the survey. D. McCabe suggested researching which areas children are allowed to be in on campus,
- 73 i.e., not in classrooms.
- 74 2. *Academic Senate (D. McCabe)*: The Accessibility, Capability, and Maturity Model committee will
- 75 appoint members. They are reviewing AP 7120.2 and gathering feedback and will also be reviewing
- 76 feedback about the new course add authorization process that rolled out this semester. They will
- 77 also review the new proposed administrative procedure regarding academic integrity.
- 78 3. *Classified Professional Development (M. Smith)*: None.
- 79 4. *MSC (K. McCall)*: None.
- 80 5. *CSEA (A. Fairbanks)*: They will be sending out a survey regarding the catastrophic leave bank and
- 81 how to replenish it. A. Black asked if vacation hours could be contributed to the bank as well as sick
- 82 hours. C. Dickens will ask.
- 83 6. *Foundation (A. Fairbanks)*: None.
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- 85 **10. Committee Reports**
- 86 Caring Campus: None.
- 87 Planning & Budget: The next budget forum will be Tuesday, November 14, at 3 p.m. via Zoom.
- 88 Butte Strong Planning: None.
- 89 Friendsgiving Planning: Recipes can be submitted until Friday, October 20. Three cookbooks were
- 90 pre-sold at the Bountiful Butte Harvest Fest, and \$70 was made at the event.
- 91 Giving Tuesday: There is a new flyer that includes a QR link to the payroll deduction form.
- 92 A. Fairbanks requests feedback on the form. It was suggested to include Foundation fund numbers on
- 93 the form.
- 94 Community Engagement: None.
- 95
- 96 **11. Regular Reports**
- 97 1. *President*: None.
- 98 2. *Vice-President of Elections*: The Accessibility, Capability, and Maturity Model committee needs a
- 99 classified member. C. Dickens would like to be considered.
- 100 3. *Vice-President of Public Relations*: None.
- 101 4. *Treasurer/Fundraising*: Bunco will be Tuesday, December 5, from 12-1:30 p.m. in the CFE. Prize
- 102 donations will be appreciated!
- 103

104 **12. Senator/Visitor/Public Comments**

105 None.

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107 **13. Adjournment:** 12:30 p.m.

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109 Next meeting: November 1, 2023, 11 a.m., hybrid (in the Boardroom and via Zoom).

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Secretary: A. Duncan

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