



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

3536 Butte Campus Drive – Oroville, CA 95965

Minutes

Regular Meeting

Wednesday, April 17, 2024

Present: Chris Westbay, Alan Burwell, Anna Fairbanks, Amy Duncan, Arlinda Black, Dayna Collett, Connie Dickens, Malcom Dixon, Jill Hedman, Magian Smith, Deb McCabe.

Absent: Andrea Walters, Claudia Godinez, Meredith Marasco, Susan Roberts, Jordan Rodrigues, Tasha Spirk, Krista Collett, Sarah Woolsey, Monica Nunez.

Guests: Nicole Cancilla, Sarah Langley.

1. Call to Order

Call to order at 11:01 a.m.

2. Introduction of Visitors

Nicole Cancilla, Sarah Langley.

3. Caring Campus Moment

A. Fairbanks witnessed two great examples of warm handoffs: Julius McCall walked a student from HR over to the Business Office to set up direct deposit for their paycheck, and Janine Gomez walked a student from Career Services up to the Business Office to inquire about a student assistant position.

4. Approval of Consent Agenda

Agenda for April 17: C. Westbay motioned to take the first ten minutes of the meeting to walk over to the new science building to participate in the beam signing event, second by A. Fairbanks (approved as amended). Minutes from April 3 (approved).

5. Presentations

None.

6. Action Items

None.

7. New Business

1. Coffee/Scantrons Giveaway planning

A. Burwell mentioned that we need someone to step up to be the lead for this committee. C. Dickens volunteered to complete the FUR for the event. A. Burwell will get the committee formed, and it was suggested to give out any snacks left over from the Jolly Dolly and also to create open POs to dining services and the bookstore in the new fiscal year to cover both fall and spring semesters.

2. Vice President of Administrative Services update

Andy Suleski has officially retired, and there is an interim VP in place, Scotty Thomason. There is still no word on when the new VPAS will be announced.

50 3. May meeting schedule
51 A. Westbay mentioned that in past years the senate decided to not hold the second meeting for the
52 month of May due to busy work schedules and end-of-the-year events. A. Duncan motioned to cancel
53 the May 15th meeting, second by A. Fairbanks (approved).
54

55 **8. Unfinished Business**

56 None.
57

58 **9. Representative Reports**

59 1. *Associated Students*: None.

60 2. *Academic Senate (D. McCabe)*: They will be making appointment recommendations for the land
61 use committee, the senate AI work group, and the syllabus guidelines work group, and there will be
62 an update on spring elections. They will also discuss the statewide plenary and resolutions to be
63 voted on there, as well as discuss the 2024/25 academic calendar.

64 3. *Classified Professional Development (M. Smith)*: There were some funding requests that were
65 pending approval, so they went with the majority vote and approved them, including the Caring
66 Campus request. There are changes to the August FLEX calendar—the sessions occurring on the first
67 two days will be held via Zoom only, and the second week's session will be held in-person only with
68 no hybrid options. The workshop planning form submission deadline is April 19. They are currently
69 working on the charter and bylaws as this committee will soon be treated as a Brown Act committee.

70 4. *MSC (S. Woolsey)*: None.

71 5. *CSEA (A. Fairbanks)*: The next meeting will be April 18 in BE105C, and there will be a classification
72 study update. They are taking nominations to serve on the classification study negotiations team as
73 well as collective bargaining negotiations team.

74 6. *Foundation (A. Fairbanks)*: The scholarship awards ceremony will be held August 22, location to
75 be determined. They will need presenters; contact Tristan Bosch if interested.

76 7. *4CS (K. Collett)*: None.
77

78 **10. Committee Reports**

79 1. *Budget & Planning*

80 We have not had to dip into reserves for this year, and enrollment is exceeding previous estimates.

81 2. *College Council*

82 They are reviewing the 2024-2027 Strategic Plan to decide who is responsible for the different
83 initiatives, and they have already completed the first initiative. A. Burwell advised that President
84 Guleff wants all employees to use this document as a regular reference in their everyday work.

85 3. *CPD Planning*

86 So far they have four bonus activities occurring throughout the day: massages, qigong, baby goats, and
87 Asad's Martial Arts. They are still in need of donations; feel free to use your personal connections to
88 businesses to solicit donations. A team of four will be working on the swag item at MakerSpace.

89 5. *Elections*

90 A. Burwell reported that there are seven two-year positions to be included on this year's election
91 ballot: Areas C, D, E, J, and K as well as two at-large positions. There is also a one-year term open (due
92 to resignation) for another at-large position. C. Dickens motioned to include the position for a one-
93 year term on the nomination form, second by A. Black (approved). Nominations will go out soon, and
94 elections will be held starting May 28 (at Classified Professionals' Day) through May 31. There will be
95 an opportunity to review candidate bios at CPD.
96

97 **11. Regular Reports**

98 1. *President*: C. Westbay reminded everyone that commencement is right around the corner, and
99 volunteers are always needed for this important event. Contact Julie Aguiar if interested.

100 2. *Vice-President of Elections*: A. Burwell presented the framed photograph (taken by a Butte College
101 student) that will be donated to the Steinway soiree.

102 3. *Vice-President of Public Relations*: None.
103

104 4. *Treasurer/Fundraising*: This year's fundraising efforts have netted \$923. Thank you to
105 A. Fairbanks and the fundraising team for all the hard work this year!

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

108 None.

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110 **13. Adjournment:** 12:27 p.m.

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112 Next meeting: May 1, 2024, 11 a.m., hybrid (in the Boardroom and via Zoom).

113 Secretary: A. Duncan

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