



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

3536 Butte Campus Drive – Oroville, CA 95965

Minutes

Regular Meeting

Wednesday, October 16th, 2024

Present: Chris Westbay, Renan Young Jill Headman, Elise Theriault, Alicia Mendizaval Hernandez, Claire Yang, Krista Collett, Irma Gonzalez Cuadros, Andrea Walters, Arlinda Black, Meridith Marasco, Alan Burwell, Magian Smith, Sarah Woosley, Paul Johnson, Janet Guill, Jordan Rodrigues, Kristle Hunderman, Angelina Heras

Absent: Malcom Dixon, Raquel Piña Holmstrom, Claudia Godinez, Connie Dickens

Guests: none

1. Call to Order 11:00 am

2. Introduction of Visitors: none

3. Caring Campus Moment: S. Woosley talked about one of her employees in the student support center. The support center gets a lot of calls where the student is locked out of their account and now that IT is having the student go in person to unlock their account they had to find an alternative way. The caller was being bounced back and forth between the support center and IT and getting frustrated. The support center employee was able to walk the student through the quick order process for an official transcript. IT called the Support Center and praised the employee on how they handled the situation because it was tough, and the student was not happy at the beginning.

4. Approval of Consent Agenda: passes unanimously

5. Presentations: None

6. Action Items: None

7. New Business

1. AP4105-Distance Education-C. Westbay informed the senators that the AP starts off mostly with formatting and language changes but once you hit page 3 there is a bunch of additions-they are trying to clarify all of the online policies we have. Please send to your constituents and gather feedback. Bring all feedback to our next meeting on 11/6.

8. Unfinished Business

1. Bountiful Harvest Festival bake sale results-A. Walters reported that \$867.00 was made at the bake sale. About \$17.00 will be processing fees. The strategy was that people could pick out what they want and donate what they thought it was worth. Thank you to all the people that donated items for the bake sale. 11 cookbooks were sold, which came up to around \$67.00. The attendance was good, and it was a really fun time. A. Burwell brought up that the Engagement Committee would like to continue to support the Harvest Festival and would like to possibly allocate some of the money from the bake sale to the Harvest Festival for next year.

- 49 2. AP5500-C. Westbay-There was no feedback for the AP and will pass on the information that it is
50 ok from the Senate
51 3. Perform Software-C. Westbay-reached out to Chris Little and C. Little said he could create a FAQ
52 sheet for classified staff. C. Westbay stressed to Chris that classified really wanted a training. It
53 was finally agreed that HR would come to the Classified Senate meeting on Dec. 4th and give a
54 presentation. S. Woosley suggests that everyone go in and play with the software-it is on NeoEd.
55 Here is the link to the software: <https://login.neoed.com/authentication/saml/login/buttecc>
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58 9. Representative Reports

- 59 1. *Student Senate*: P. Johnson-talked about college connection and getting high school representation
60 from Student Senate, establishing the AI taskforce and getting feedback on the Bus Survey. The
61 posters are set up near the bus stop, under the solar panels and near the campus center. The bus
62 survey asks questions about the schedule, and they have 85 responses so far. They are working with
63 their student trustee and gathering data. R. Young asked how the data was being collected and A.
64 Heras responded that they have a form the students can access with a QR code. The questions are set
65 up in a triage format where when the students answer questions will take them to another question. J.
66 Guill requested that A. Heras and P. Johnson bring the QR code down to athletics because a lot of
67 athletes miss the buss due to practice. M. Marasco stated that college council had a task force related
68 to the busses and C. Westbay agreed but they never sent a report out and he will try to get the report.
69 A. Heras stated that 4 students went to a conference in LA to network with other Student Senate
70 students in other colleges
71 2. *Academic Senate*: I. Gonzalez Cuadros talked about 2 exciting topics that they will be discussing in
72 Academic senate that afternoon. One was the Academic Calendar-there is a task force that will
73 present the 26-27 Academic Calendar. There is a decrease in flex days and increase in teaching days.
74 The flex day dates will be changing so that there are some during Thanksgiving week so there will be
75 no teaching days that week. Secondly, the Senate will be electing a new chair of the curriculum
76 committee.
77 3. *Classified Professional Development*: M. Smith reported that 2 requests have been funded since our
78 last meeting and one application is being currently reviewed for consideration. There has been
79 \$13,340 awarded out of the \$50,000 so far this year. They are on track to spend all the allocation. M.
80 Smith encourages everyone to apply for Professional Development money. There is a new addition to
81 the requirements for Pro Dev-they are recommending that after you complete your professional
82 development that you will share what you learned through either a flex workshop, presentation or a
83 pre-recorded report out. They are still looking for 1 more member from Classified Senate to join the
84 professional Development Steering Committee. If you want to present during flex days, the form is
85 due on Oct. 26th.
86 4. *MSC*: None
87 5. *CSEA*: C. Westbay stated that the next CSEA meeting will be pushed to Oct. 29th at 11:00-location to
88 be determined. They are still looking for people for E Board Members and nominations will be taken
89 at the meeting on the 29th.
90 6. *Foundation*: None
91 7. *4CS*: K. Collett-there is an invitation to attend the gathering of the senate's north. It is at Laney
92 College in Oakland on Nov. 8th. It is going to be funded through 4CS so reach out to K. Collett if you
93 are interested. 4CS is also hosting an online fundraiser ([flyer](#))
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95 10. Committee Reports

- 96 1. Planning & Budget: no report
97 2. Caring Campus: M. Marasco announced that Caring a Latte is going live. Look for an announcement
98 in campus announcements and the link will be in the announcement so you can nominate someone.
99 3. College Council: none
100 4. Engagement Committee: A. Burwell stated the committee met today and the Jolly Dolly Morsel
101 Mobile will be starting next week so the committee chairs will be reaching out to the Senators with
102 the logistics. A. Burwell made a motion to allocate \$50.00 to the engagement committee to fund and

103 restock the Morsel Mobile-motion passes. Butte Strong Remembrance-M. Marasco and A. Burwell
104 met with students in Phi Theta Kappa to listen to what they are wanting to do on that day and
105 possibly work together with them. Next meeting they will give you an update on this. Veterans Day-
106 reached out to Dan and he has asked for help with set-up. The committee will create a sign-up sheet,
107 and it will be sent out. Friendsgiving-tentative date-Nov. 21st. We will see what space is available and
108 go through the process of the FUR. We are also asking for donations from participants coming to the
109 event to bring some items for the Roadrunner Hub. We are looking for volunteers to be on the Coffee
110 and Scantrons taskforce.

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112 **11. Regular Reports**

- 113 1. President-Please attend the DSPS event tomorrow in the Black Box theater. There is a student panel
114 between 9-10 and Keynote speaker from 10:30-11:30.
115 2. Vice President of Elections & Appointments-A. Burwell gave a shout out to the HSI Committee and
116 their planning task force for the HSI Conference that happened last week focusing on the colleges
117 status as a Hispanic serving institution.
118 3. Vice President of Public Relations-None
119 4. Treasurer-None

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121 **12. Senator/Visitor/Public Comments**-M. Marasco stated that it is Undocumented Student Action
122 Week so there are webinars all week long.

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125 **13. Adjournment: 12:30**

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127 Next meeting: November 6th, 2024, 11 a.m., hybrid (in the Boardroom and via Zoom).

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129 Secretary: A. Walters