



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

3536 Butte Campus Drive – Oroville, CA 95965

Minutes

Regular Meeting

Wednesday, August 6, 2025

Present: Alan Burwell, Janet Guill, Andrea Walters, Chris Westbay, Sabrina Bridenhagen, Jocelyn Thorp, Jordan Rodriguez, Kimani Davis, Tasha Spirk, Renan Young, Karen Roush, Elise Theriault, Malcolm Dixon, Erica Piper, Sarah Wolsey.

Absent: Raquel Holstrom, Jill Hedman, Claudia Godinez

1. **Call to Order:** 11:00am
2. **Introduction of Visitors: Iestyn Roughton, Hilda Chavez, Nicole Cancilla**
3. **Caring Campus Moment:** Hilda Chavez – Staff assisting students during orientation taking students to locations they were trying to find from campus map. Jocelyn Thorp was asked by students to take a picture with them.
4. **Approval of Consent Agenda:** Andrea Walters – Moves to approve, Chris Westbay – Second, passed unanimously.
5. **Presentations:** None.
6. **Action Items:** None.
7. **New Business: CLI UPDATE:**
 1. **Retreat Recap** – AB explained what Classified Senate is and does “what we do” as senate and shared morning sessions with Jess Vickery regarding Brown Act and then Carrie Monlux about parliament and Robert’s Rule of Order. Details about CS retreat at the Discovery Bar. Lunch, Team building activities, and Personality Quiz.
 - a. KR: Wish we had more time with Carrie Monlux presentation.
 - b. AB: Encouraged all to attend an academic senate meeting as they have brown act and parliamentary rules down.
 2. **Scholarship Award Ceremony** – AB Foundations is hosting this year’s Student Scholarship Awards at the Solar Plaza on Main Campus, Saturday, August 23rd at 10:00. Asked for volunteers from CS to give out 3 scholarships at ceremony.
 - a. MD- Volunteered
 - b. KG - Volunteered.
 - c. CW – Volunteered if needed.
 3. **Ask Me Booths:** CW printed off flyers with QR code and presented at meeting and announced that sign-ups are now open for volunteers and all employees are welcome to participate.
 - a. NC: suggested a booth next to the CDC and Senators provided feedback on previous events and suggested that booths be placed near Athletics and the Math & Science areas.

- 49 b. KG: suggested Ask Me Booth located next to Athletics building and suggested
50 chalk arrows to guide students to both locations/buildings.
51 c. SW: said that if the booth was by Athletics, support center staff would help with
52 Booth.
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54 **8. Unfinished Business:**

- 55 1. *NEO Handbook Feedback*: AB – handbook has been updated, completed and approved. Classified
56 Senate Handbook which will replace the previous version in HR’s new employee orientation.
57 CW- made updates to handout and will provide pdf to all new employees. SW- When will
58 handbook be finalized? CW- At the end of today’s agenda meeting. AB – Thanked CW for all his
59 work on handbook updates.
60 2. *Area Redistribution* – Chris Westbay – Proposed redistributions of Senator areas of
61 representation were approved and updated. CW – spearheaded changes so there is a balance to
62 Senator areas of representation for constituents. AB- motion to approve. MD- second motion TS
63 Confirmed. Approved unanimously
64 3. *Feedback AP’s 3775,4240,4230*: AB: Opened the floor for feedback:
65
66 a. AP 3775: KR: Shared feedback from her area about concerns with FERPA/Data
67 collection. AB: explained that we are complying with our legal responsibility to our
68 students and employees and that using a 3rd party could compromise this. Example
69 given, ChatGPT and if used, where would the information go? AB: explained that we are
70 complying with our legal responsibility to our students and employees and that using a
71 3rd party could compromise this. example given, ChatGPT and if used, where would the
72 information go? KR: How would we address this with constituents in her area? AB:
73 Update training about IP addresses. Advised that he would bring current language to the
74 academic council. Be aware of our legal liabilities and look at the current language to be
75 more specific and clearer.
76 b. AP 4240: AB: College council will be meeting next week.
77 c. AP 4230: KG: email has been sent out and there is still more time to go over.
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79 **9. Representative Reports**

- 80 1. *Student Senate*: None
81 2. *Academic Senate*: Flex ProDev has completed the August Flex calendar Classified staff encouraged
82 to attend professional development workshops. Flex credit will be required in the future. SW: Per
83 evaluations, 3 flex credits are currently required of all classified staff.
84 a. CW: motions to get clarification if this is mandated (NEOed)
85 MD: requests that this is emphasized to MSC and President and motions to amend that the
86 requirement of 3 hours is communicated and clarified on the self-evaluations.
87 AW: motions to strike that Classified Senate verifies with MSC and President prior to meeting
88 AB: confirms motion and to get clarity and the details directly from the President first.
89 3. *Classified Professional Development*: AB: AB- Union Rep is not present to speak about NEOgov and
90 getting Classified Senate recognized with Title 5
91 4. *MSC*: SW no news that MSC hasn’t spoken since May and will be meeting again in the coming
92 weeks.
93 5. *4CS – California Community Colleges Classified Senate (4CS)*: AW: nothing new to report.
94
95 6. *Caring Campus Update*: Chris Westbay-
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97 a. Signups needed for 8/25 and 8/26 dates.
98 b. Caring Campus has a new design for T-shirts, but no budget to print them. Will send a
99 request to ProDev.
100 c. Ask Me Booth – 2 vacant seats (ASK me/Caring Campus)
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103 **10. Committee Reports**
104 1. *Planning & Budget*: None
105 2. *College Council*: None
106 3. *Engagement Committee*: AW: No new meeting has been set yet but it will be. Asked for volunteers
107 to join. AB: Engagement Committee is the fun committee and not a high demand of time. Reminder
108 that in our bylaws we need to fulfill duties as senators to be on 2 committees and serve. If interested
109 contact Andrea Walters.
110

111 **11. Regular Reports**
112 1. *President*: Discussion about engagement committee suggests that we reconvene over the charter
113 and bylaws as fundraisers are now moved under the engagement committee, classified committees are
114 stand-alone, and scholarships are stand alone.
115

116 2. *Vice President of Elections & Appointments*: KG: Reports that Student Health clinic took away
117 physicals, this has impacted the Athletics as every student athlete is required to have a
118 physical, Enloe charges \$90 and this has greatly impacted our student athletes. TS: Nursing is
119 also affected as physicals are required. JG: What is the Title 5 reg that does not allow the clinic
120 to provide. Also, reports that the Athletics Department was not made aware of this change,
121 and so far, this has impacted over 50 student athletes. What is the violation in Title 5 that has
122 caused our student health clinic to discontinue providing physicals? AW shared information
123 with JG but more clarification is needed.

124 3. *Vice President of Public Relations*: None

125 4. *Treasurer/Fundraising*: Jocylyn Thorp: Reports that uploading of budget still hasn't happened.
126 11's and 12's has potentially been mislabeled and is in contact with B.O about the issue.

127 5. *Chief Communications Officer*: CW reports that the latest Senate Flyer theme feedback was positive
128 and who will do recap communications of meetings to area Senators? AB: Senators will be responsible
129 for their areas and Chief Comm Officer CW. AB: E-Board Secretary does the minutes, and this extra
130 responsibility would be too much. AB: Floor open for discussion. It is decided between senators that
131 they will rotate and take turns in A-Z order of their assigned areas.

132 **12. Senator/Visitor/Public Comments**
133 1. Magian Smith: Flex days event details/highlights. Met with VP Snelling regarding Budget:
134 Changes with Travel budgets, for classified CSEA dollars spent first before the \$50,000. Per VP
135 Snelling. Reports that the details still need to be worked out at the next meeting. RY: Questions
136 why do CSEA dollars need to be used up first? AB: Explains that CSEA dollars roll over as
137 opposed to district funds that do not. Referenced 20/30 vision. There will be a follow-up
138 regarding this at the next meeting.

139 AT: Motion to extend the meeting an extra 5 minutes

140 CW: 2nds motion

141 **13. Visitor/Public Comments**: None

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143 **14. Adjournment**: 12:35 p.m.
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145 NEXT MEETING: 9/3/25, 11-12:30PM in SAS Boardroom
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Secretary: S. Bridenhagen