



Butte College Classified Senate  
**Minutes of Regular Meeting**  
September 17, 2025 | 11:05 a.m. – 12:35 p.m.  
SAS Boardroom

**Present**

Alan Burwell, Janet Guill, Andrea Walters, Chris Westbay, Sabrina Bridenhagen, Jordan Rodriguez, Kimani Davis, Tasha Spirk, Renan Young, Karen Roush, Elise Theriault, Jill Hedman, Erica Piper, Sarah Wolsey, Debra McCabe Paul Johnson,

**Absent**

Claudia Godinez, Raquel Holstrom, Jocelyn Thorpe, Malcolm Dixon

- 
1. **Call to Order:** Meeting was called to order at 11:05 a.m. by President Alan Burwell.
  2. **Caring Campus Moment:** Renan Young shared a story of a colleague helping a student; the student's parent later expressed gratitude. Courtney Coleman recognized Kim Hong and Alan Burwell for their work.
  3. **Introduction of Visitors:** Kim Hong, Liam Radecke, Courtney Coleman, Monica Brown, Tammera Shinar, Tray Robinson, Suzanne Wakim.
  4. **Public Comment:** None
  5. **Consent Agenda, Items 5.1-5.3**
    1. Agenda and minutes - Alan Burwell motion to correct name verbiage for ASC committee to Alan Raetz.  
Chris Westbay: second motion  
Opposed: none  
Abstentions: none
    2. Appoint Alan Raetz as ASC representative - Alan Burwell motion to approve  
Andrea Walters: second motion  
Opposed: none  
Abstentions: none
    3. Appoint Janet Guill as representative to IES - Alan Burwell motion to approve  
Chris Westbay: second motion  
Opposed: none  
Abstentions: none
  6. **Unfinished Business, Items 6.1-6.3**
    1. SE Plan Feedback - Monica Brown, Tray Robinson, Tamera Shinar.

Alan Burwell opened the floor to senators for feedback; no comments were made. He

commended Monica Brown and her team for developing a student-centered Student Equity Plan (SEP) but expressed concern that SEAPAC had not reviewed or approved the final SEP draft as required by AP2510. He questioned how future SEAPAC restructuring would ensure accountability and uphold the commitments outlined in the plan. Monica Brown responded by noting that SEAPAC had previously identified accountability as one of its strengths and expressed confidence that oversight would continue once restructuring is complete. She acknowledged the timing conflict between the SEP due date and the committee's restructuring process. Tray Robinson stated that the Institutional Effectiveness Manual is outdated and is currently being revised by Jess Vickery with input from constituency groups, with completion targeted for the end of the semester. Tammera Shinar emphasized that the plan must be followed through regardless of the committee's structure. Alan Burwell encouraged early engagement with constituency groups to strengthen participatory governance and ensure feedback is considered prior to Board of Trustees (BOT) submission. Monica Brown clarified that only Academic Senate approval is required, and while Classified Senate, MSC, and Student Senate signatures are not mandatory, their feedback may still be incorporated before BOT review. Tray Robinson and Alan Burwell confirmed that changes, such as those on pages 31 and 33, could still be made prior to BOT submission if feedback is received.

Alan Burwell: Motion to approve SEP

Chris Westbay: second motion

Opposed: none

Abstentions: none

## 2. Senate Budget Update - Andrea Walters on behalf of Jocelyn Thorpe

Alan Burwell shared that Jocelyn was out sick but had met with the E-Board the day before to provide an update. Andrea Walters reported that the district currently has \$17,000 in miscellaneous supplies and \$5,000 in travel funds, but clarification is needed on whether the travel budget is intended for CLI-related travel or for Classified Senate/4Cs representation. She noted the Foundation budget is healthy but raised questions about the small CS scholarship amount and whether it was impacted by the budget. She also mentioned that CPD funding has increased compared to last year. Alan Burwell added that during their budget meeting with President Guleff, there was extensive discussion, and their unit plan included a request to continue funding travel for CLI and LIFT, as well as support for administering those programs.

## 3. Ad Hoc Committee Report - Alan Burwell

Alan Burwell read the Ad Hoc Committee's draft report to the Senators and attendees. No comments were made by the Senators. Kim Hong provided a negotiation update, praised the thoroughness of the Ad Hoc report, and encouraged greater involvement from Classified staff. He noted that he and Alan Burwell are working closely together on these issues. Alan Burwell expressed concern that the same issues have been repeatedly brought to Leadership, including loopholes in Board Policy but leadership has not followed up despite the formation of Ad Hoc committees. Kim Hong added that the Student Trustee had raised concerns about low morale and cronyism during the Board of Trustees (BOT) meeting and emphasized the need for broader participation. Debra McCabe asked whether the Ad Hoc Committee's findings had been formally presented to Leadership or the BOT. Chris Westbay shared that he had raised concerns about the Business Office during his presidency and that the Ad Hoc Committee was formed in response. He attended the last BOT meeting and noted that the Student Trustee's comments seemed to catch the BOT off guard. Christina Dahl and a member of the public also spoke at that meeting. Kim Hong explained that he attempted to

contact BOT members not up for election, citing his rights under the Brown Act. However, the BOT President responded that issues must be raised in public meetings, not via email. Kim Hong has since requested that the topic be added to a future BOT agenda. Alan Burwell asked whether a special meeting should be proposed. Courtney Coleman supported the idea of holding a special meeting with CSEA before meeting with the BOT. Andrea Walters asked whether the Ad Hoc report would remain internal or be made public.

Alan Burwell: motion to table the Ad Hoc report until the next meeting.

Chris Westbay second motion.

Opposed: none

Abstentions: one abstention noted by Renan Young

Motion approved

## **7. New Business: 7.1-7.2**

### **1. Accessibility Task Force - Suzanne Wakim**

Suzanne Wakim shared an update on statewide accessibility audit opportunities and presented the Accessibility Project PowerPoint, emphasizing campus-wide collaboration with IT, Facilities, and other departments. The focus for the year is on providing training and support to help staff create accessible documents, emails, videos, and other materials. Alan Burwell noted that a survey link will be shared with Senators and that accessibility tips and tutorials will be included in next week's campus announcements. The goal is for all staff to have created at least one accessible item by the end of the semester. Chris Westbay confirmed that the Accessibility Office Hours Zoom link is active and available for use.

### **2. BC Pride - Chris Westbay**

Chris Westbay reported that 144 mini canvases are currently on display near Student Life through the spring. Future plans include donating the artwork to the Foundation for auction at the Gala or relocating it to the Welcome Center for permanent display, with proceeds supporting the Professional Development (ProDev) fund. A "Shout Out" list will be created to recognize contributors to the project.

## **8. Representative Reports 8.1- 8.5**

### **1. Student Senate - Paul Johnson: None**

### **2. Academic Senate - Debra McCabe**

Debra McCabe shared that a meeting is scheduled for later this afternoon, with snacks provided. The agenda will include committee reports, discussion of committee vacancies, and an update from the Student Equity (SE) Plan team. Under new business, she noted that four subcommittees currently listed under "Senate" may not belong there and proposed forming a task force to investigate. She also reported receiving a funding request from Chris Westbay for the Caring a Latte fund. While the "We Care" account has grown over the years, there is uncertainty about the guidelines for donating from it, which will be discussed during today's meeting.

### 3. MSC Association - Sarah Woolsey

Sarah Woolsey announced that the next supervisor training is scheduled for October 2nd and will include accessibility topics. She reiterated that evaluations discussed at the last meeting are not part of the ProDev responsibilities outlined in the classified contract. Sarah also noted that the MSC handbook is outdated and requested clarification regarding the Ad Hoc report's wording about "targeting supervisors MSC." Alan Burwell responded that they would follow up with Sarah on these details at the next E-board meeting.

### 4. CSEA - Kim Hong

Kim Hong expressed concern that classified staff may feel afraid to come forward with issues and emphasized that the newly created form is completely anonymous, allowing for safe reporting and investigation. Alan Burwell thanked Kim for rescheduling the original meeting to avoid conflict with today's BCCS meeting. Courtney Coleman clarified that the upcoming CSEA meeting is not open to the public or nonpaying members, which was noted in the email announcement. Renan Young asked whether the meeting would be open if voting were involved, to which Kim Hong responded that only union members may attend. Kim further clarified that the meeting is not for voting but for updates, and it will be held at the Blackbox Theatre. Nonmembers may join and pay at the door to become union members. He also confirmed that attending during lunch is permitted under the contract.

### 5. 4Cs - Andrea Walters

Andrea Walters reminded attendees that Giving Day is on September 24 and encouraged participation. She shared that the *Gathering of the Senates: Far North* event will take place on October 24 at Sierra College in Rocklin, with all Senate members encouraged to attend. The registration fee is \$50, which could be submitted as a Professional Development (ProDev) funding request. She also noted that the first 4C meeting is scheduled for September 26–27. Lastly, she announced that the Classified Leadership Institute (CLI) will be held June 2–5, with the location still to be determined.

## 9. **Committee Reports: 9.1-9.6**

### 1. Engagement Committee - Andrea Walters

Andrea Walters shared that Harvest Fest on 10/11 is coming up and next meeting is 9/18 @ 1:30. Jolly Dolly signups begins Oct 1st. encouraged sign ups

### 2. Planning and Budget - Alan Burwell

Alan Burwell shared with CS and attendees that at the Board of Trustees meeting, that leadership successfully negotiated a reduced interest rate of 4.5% on \$48.5 million in i-bonds and shortened the i-bonds maturity window which the college is projected to save over \$14 million in interest over time.

### 3. College Council: Alan Burwell

Alan Burwell shared that bylaw changes were approved, related to the Vice President of Human Resources. The opening of the new Cosmetology location is expected by Spring 2027. He also mentioned that the Butte College Leadership Development Institute (BCLDI) Homecoming was discussed. Updates to the President's Council Innovation (PCI) included several micro grants: \$5,000 to explore a Play Lab AI project in CAS,

\$2,500 to investigate AI in Accessibility, and \$1,000 for ethical AI in Art. Additionally, the charter for the Student Learning Outcomes (SLO) Committee was reviewed, feedback was provided, and feedback from College Council is expected soon.

4. Caring Campus: Chris Westbay

Budget was approved by ProDev.

5. Foundation Committee: Renan Young

Alan Burwell apologized for the item not being included on last month's agenda and confirmed it will be moving forward. Renan Young shared that the next meeting is scheduled for November 6 and provided updates on efforts to revitalize the Alumni program. He proposed a partnership with Tri Counties Bank to offer debit cards featuring the Butte College mascot/logo, which could generate revenue for a rainy-day fund. The cards could also be used for student discounts at local businesses. He emphasized the project is still tentative, but a representative from Tri Counties Bank is interested. The initiative could also benefit surrounding community businesses. The next meeting will focus on event planning, noting that recent Tailgating and homecoming events had strong turnout. Chris Westbay commended the committee and shared that feedback from the Alumni community has been positive. Sarah Woolsey asked whether Tri Counties Bank would offer students free banking accounts. Renan Young responded that the idea has been discussed but would require a formal contract involving leadership and may take time. He assured the committee he would keep them updated.

6. Other Campus Committees:

Chris Westbay reported that the ProDev Steering Committee met recently and shared that ProDev is currently in transition under the new Vice President of Human Resources. Tray will be stepping into the MSC role previously held by Kam Bull. All constituent groups will need to begin tracking Title V compliance. ProDev will be working on updating Title V bylaws, and this process may extend through the end of the semester. Magian Smith added that the ProDev charter and bylaws are currently on hold due to ongoing restructuring. However, they need to be revisited, and Tray is planning to form a committee to review them. Magian suggested involving BCCS to ensure clarity and transparency. Chris Westbay also noted that budgets were received on September 6, but they do not align with initial requests. Adjustments may be needed, including changes to funding limits, the number of requests allowed, and caps on the number of attendees for specific events. He also mentioned that AP-7400, which governs travel for conferences, may need to be reviewed to reflect current costs and potential updates.

Andrea Walters: Motion to extend the meeting by 5 mins

Tasha Spirk: second motion

Opposed: none

Voted unanimously approved

## **10. Regular Reports - 10.1 - 10.5**

### 1. Classified ProDev Coordinator: Magian Smith

A \$50,000 Professional Development (ProDev) fund was received; however, the Vice President has requested that the CSEA budget be used first. Budget codes are being updated and will no longer appear on the application forms. When requesting funds, applicants must include a draft itinerary and obtain signatures from both the employee and their supervisor. To date, \$16,000 of the CSEA fund has been spent, leaving \$25,000 remaining. Only \$300 of the \$50,000 ProDev fund has been used. Andrea Walters asked how Cal-Card charges should be reported, and it was clarified that “ProDev with PO number” should be inserted. Magian Smith confirmed he will send this information to applicants.

### 2. President: Alan Burwell: NONE

### 3. Vice-President of Elections & Appointments: Janet Guill: NONE

### 4. Vice-President of Engagement and ProDev: NONE

### 5. Treasurer: Jocelyn Thorpe: NONE

## **11. Senator Comments: NONE**

## **12. Next Meeting: October 1, 11-12:30 p.m. SAS Boardroom**

## **13. ADJOURNMENT: 12:35**

**Meeting recap will be provided by - Kimani Davis**

**Oct 1st - Meeting recap will be provided - Jordan Rodrigues**