



***Butte College Classified Senate
Meeting Minutes***

Date: November 5, 2025

Time: 11:00 a.m. – 12:35 p.m.

Location: SAS Boardroom

Present

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

Absent

Claudia Godinez, Raquel Pina-Holstrom, Jocelyn Thorpe, Kim Hong

1. Call to Order

Meeting was called to order at 11:00 a.m. by President Alan Burwell.

2. Caring Campus Moment

CW: Becca Hansen needed scantrons for student, but bookstore didn't open until 9 asked Chris if we had any, YES Chris met her and provided her with scantrons to give to her student and students 3 friends. CW suggested that scantrons be made available in a vending machine or other method for purchase outside of normal hours. E-board will bring it up at the next President's meeting.

3. Public Comment - None

4. Consent Agenda:

1. **Agenda and Minutes:** Unanimously approved

5. Unfinished Business:

1. **Resolution Draft (First read)** - Alan Burwell

AB: shared that Ad Hoc committee shared that we met with Jess Vickery and got his input and recommendations with PP within our purview. Met with Leadership and are now moving forward with resolutions. Resolution draft will be made available after today's meeting. Thanked Jess for his help and input of recommendations. Shared viewing of draft during meeting. AB went over sections of draft and added that most of what is on draft is currently being reviewed and is in process. AB gave floor to Jess to provide the following feedback. JV: AP 7280: Working remotely: approved and is now with HR for input 3435: discrimination and harassment: and procedure for reporting incidents. student's vs staff and verbiage 3400 series of AP's are now at top of queue with HR. Requested to have this worked on before end of the month. 3820 6620: Approved for review. 3418: law changes with immigration given to IEC. Democracy section of IEC: is in motion AB: draft of resolutions will be emailed to Senators.

2. **Butte Strong Remembrance:** Chris Westbay

CW shared updates about remembrance messages and tabling through Thursday. 120 sticks went quickly, so he purchased 4 more bags. Put In cups arrived. Friday display will be put together. Display will be up until 11/27th. Photos will be taken and shared.

6. New Business:

1. **Presentation:** Holiday Cards - Julie Aguiar

Provided details about Christmas Card signing for local seniors at Assisted Living facilities. Asked for help with signing Christmas cards that will be handed out to the seniors for the holidays. Deadline to get cards back to her no later than 12/12. You can email her for box of cards for your department, and a box and instructions will be dropped off, or you can pick them up at her office. Julie asked that messages are personable and once completed, cards can be dropped off at SAS #210.

2. **Campus Committees:** Janet Guill

- **Accreditation Steering Committee** / Partial Term - No one yet.
- **EEOAC** - AB: shared that Tray Robinson let him know they are in the process of updating the PP and Bylaws and invited Alan B to a meeting to give input. In process of reconvening.
- **PCI** - JG - shared so far 5 candidates have shown interest.
AB motioned to convene appointment with E-Board and bring to next meeting their recommendation of candidate.
CW: 2nd motion
Voted unanimously.
*E-Board/Appointment committee: Janet, Alan, Chris, Sabrina, Andrea
- **Guided Pathways Committee:** JG shared there are 2 candidates and will share with appointment committee.

3. **Pack the Board Room:** Alan Burwell

AB: reminded Senators about donating nonperishable goods. Bring goods to SAS boardroom no later than 11/7. Basic need items can be dropped off at the Roadrunner Hub M-Th.

CW: motioned that BCCS do a donation basket

SB: 2nd motion.

Voted unanimously.

4. **Charter and Bylaws Committee:** Alan Burwell

AB asked Jess V to share input and that we write a constitution as opposed to a charter. Offered his guidance in helping with this if we would like to. Regarding Bylaws, JV suggested that the Bylaws are reviewed at the 1st meeting of the year, every year and go through them and check for changes and identify if changes are needed.

AB: contact him if interested.

AW: motioned to reconvene committee for charter and bylaws.

AB: 2nd motion.

Voted unanimously.

5. **Friendsgiving Cookie Exchange:** Chris Westbay

CW: Send cookie recipes to him no later than 11/14. Event: Cookie Exchange, Cocoa, Cider and Chai on 12/5 in the Nest 9-11:30.

7. Representative Reports

1. **Student Senate:** Paul Johnson

PJ shared that they created a committee task force to reach out to students, also multiple students have expressed that there is no place for "casual hangout spaces", CW: asked for clarification about "hangout areas" and suggested a survey to ask students what they would like as a space. PJ: shared concerns about funding that is being reduced. AB: offered his help. RY: shared that the federal funding that affected CASA, also affected student life funding.

2. **Academic Senate:** Debra McCabe

DM shared there is a meeting today and on the agenda is discussion about academic program catalog rights, also the discussion of alignment review of 4 standing committees, and task force updates that are looking into them. DM: shared that ongoing discussions regarding Thermostat policy, and there are 3 members from senate are attending the state meeting happening this week. CW: asked is Classified senate could help in anyway? DM: Yes, shared that Kim Jones from facilities shared that the LRC HVAC went out and would cost \$300,000 to repair. 78-degree setting is hot topic being discussed and how that does not work for our area especially during hot summer months, hot classrooms are having an impact on students learning. DM: shared that leadership is willing to work with them. EP: asked about other campus locations and their representation. DM: will confirm.

3. **MSC:** Sarah Woolsey

SW shared they discussed training for MSC be required not recommended, building trust through transparency, and that Amanda Montgomery is now co-chair for MSC. SB: asked about holiday food baskets per department and feedback from RR hub found that some items could not be given to students due to limited means of cooking, so RR hub requested gift cards instead, however; this has not been happening. SW: will take it to the next MSC meeting and gift cards to grocery stores may be donated.

4. **CSEA:** No Report

5. **4C's:** Andrea Walters

AW provided feedback about the Gathering of the Senates event that her and SB attended. Learned a lot from other northern schools that do not have a budget for a senate, and that we are lucky.

8. **Committee Reports**

1. **Engagement Committee:** Andrea Walters

AW asked if interested and want to be part of committee to email her, and shared events that are happening in November and December.

2. **Planning & Budget:** Alan Burwell

AB reported in the next couple of weeks, those in charge of budgets will receive a communication regarding the launch of Axiom. Axiom is centralized and should be a much more user-friendly platform. Mid November it is estimated that those who manage budgets within their departments will be trained and given access to the system.

3. **College Council:** Alan Burwell

AB reported that he has engaged with Jess Vickery and has had training with Achieve It and there are improvements that can be made.

4. **Other Campus Committees:** No report.

9. **Regular Reports**

1. **Classified ProDev Coordinator:** Magian Smith

MS shared that January FLEX proposals have been extended to Friday 11/14. At the Classified funding review was met and have funding available for conference and travel up to \$3000. CLI and Classified Professionals Day funding which traditionally were allocated to ProDev were allocated to the Senate instead this year. E-board was not aware of this and will be looking into the details to confirm, as this would greatly impact and reduce funding available for these events.

2. **President:** None

3. **VP of Elections & Appointments:** None

4. **VP of Engagement & ProDev:** None

5. **Treasurer:** None

10. Senator Comments: None

11. Next Meeting:

November 19, 2025

11:00 a.m. – 12:30 p.m.

SAS Boardroom

12. Adjournment:

12:30 p.m.