



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

Date: November 19, 2025

Time: 11:00 a.m. – 12:30 p.m.

Location: SAS Boardroom

Present

Alan Burwell, Chris Westbay, Sabrina Bridenhagen, Renan Young, Karen Roush, Malcolm Dixon, Sarah Wolsey, Paul Johnson, Elise Theriault, Jill Hedman, Denise Adams, Jess Vickery, Connie Dickens.

Absent

Claudia Godinez, Raquel Pina-Holstrom, Erica Piper, Janet Guill, Andrea Walters, Jordan Rodrigues, Kimani Davis, Tasha Spirk, Deb McCabe, Magian Smith.

Visitors:

Denise Adams (Interim VP of HR), Connie Dickens (Administrative Secretary to Dean of Instruction) Robert White (Dean of Instruction) Jess Vickery (Executive Director of Institutional Effectiveness & Planning).

1. Call to Order

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

2. Caring Campus Moment

Malcolm Dixon: shared that a dual enrollment student turned 17 who is on the spectrum, and they held a Birthday - Tea Party for student in the Nest, students Mom was extremely grateful that her daughter was celebrated on her Birthday. Example of a warm welcome and strengthening student sense of belonging.

3. Public Comment - Connie Dickens asked if guided pathways have a representative from CSEA? AB: We will re-visit topic later in meeting.

4. Consent Agenda:

1. Agenda and Minutes: AB: requested to add to agenda: Denise Adams - Guest Presentation: Updates in Human Resources and correction of misspelled names of committee appointments. CW: motioned SB: 2nd motion, voted unanimously.

2. Committee Appointments: Misspelled corrections:

- Meredith **Marasco** – Guided Pathways Steering Committee
- Kelly **Osborne** – Guided Pathways Steering Committee

5. Guest Presentation: Updates in Human Resources - Denise Adams

New name of HR: "Human Resources, Training, and Employee Development Department". Spoke about hiring for Director of HR, Exec. Assistant to VP, HR Analyst and Senior HR Specialist for Academics. Tray Robinson IDEA will be reporting to VP and Tray and Curtis Pahlka's positions have now been moved under HR. Upcoming work includes revising Classified & MSC hiring guidelines to better align with Faculty. Teresa Palacios, Senior HR Specialist, is working closely with MSC classified as part of the

restructuring of HR department. Dr. Kindred Murillo has been brought in to assess all things HR; a final draft of her findings is being reviewed. Dr. Murillo is working directly with HR recruiters in regard to the hiring process and the number of references that are currently contacted, and multiple other HR duties. Kindred has been a huge support for Denise and offering support and resources and she will stay on through May 2026. District wide collaboration efforts are happening. MD: Is flex required? DA: No, it is an opportunity and is still up for conversation as to what that will look like. CW: Classified hiring guidelines look like? DA: They are looking at where the differences and similarities are between CSEA and MSC and will want BCCS input and CSEA input. DA: It will be a little bit of both, and that we are compliant. Difference in Faculty vs. MSC/Classified are significantly different but want MSC and Classified to be aligned. JV: Hiring guidelines between MSC & Classified and AP updates. DA: supports this and encourages it. AB: lets continue the conversation about the AP, P&P, BP. AB: Final Draft of exec summary to be given back to President Guleff and then report summary will be given to the BOT. AB: Thanked Denise Adams for her time and all of the updates. AB: last question, with Curtis moving over to title 9, the difference between a title 9 complaint as opposed to AP discrepancies, is there a conduit being thought about? DA: Yes, this is on HR radar, and that is a priority. New Director of HR will hopefully take this on.

5. Unfinished Business:

1. Resolution Draft (First read) - Alan Burwell

AB shared draft on screen and opened the floor for discussion. AB: shared resolution draft with Leadership one on one, wanted to point out that vast majority of what has been proposed on draft, have been happening to some degree, and that they are in process. Item #6 from resolution, has been addressed formal work at the least, conversations are being had. And Jess has welcomed the document and advised that it has become a bit of a roadmap of our concerns of governance aspect of things, AB finds this encouraging . That through this process, we have found those items that are important to our constituents. Those within our purview, and finding a resolution, AB feels that at the moment and where our document stands is doing what we hoped for. Would we consider tabling it? Re-engaging next semester and did conversations and action happen? Because we have received the engagement that we have from leadership, should we give it time for them to address/fix. JV: Suggests that we continue with Senate doing an action item list. JV: A list of items that we want addressed and vote on to keep it in play. AB: We remove the Whereas and take out the political vibe but keeping the declaration of the resolutions. JV: advised that we want a vote from senators that the work E-board has done, would be valuable. RY: Thinks that it's too late, that we should table it, however; the document would lose its importance. MD: Concerned, it is on the fence and questions if the resolutions are even what matters at this point with our constituents. RY: We should definitely vote on it, so it doesn't have to be redone at a later date.

- CW: Motion to edit resolution draft and create an action item list to remove the "Whereas" verbiage.
- MD: 2nd motion
- RY: Friendly amendment to motion to include senators not just e-board to create action list.
- CW: No to friendly amendment and let's table it and bring it back after e-board does item action list.
- All in Favor: Unanimously
- Opposed: 1
- Abstentions: None

AB: To Senators, this will give you the opportunity to collect more information from constituents.

AB: Asked that Jess share his latest updates with Senators regarding AP's and Leadership.

1.A AP-Updates with Leadership: Jess Vickery

JV shared AP3430,3433,3434,3435 - Draft revisions have been approved and now goes to college council. Jess shared that there has been lots of discussion regarding AP and remote locations, Safety and liability concerns for district, equity and feasibility. Postponed, so leadership can research with legal counsel regarding insurance liability. Approved JV: AP-3431 (Bullying) will receive draft today from HR. EEO/AC plan and charter and bylaws work continue. Tray is new EEO officer that reports to President.

2. Friendsgiving - Chris Westbay :

As this item was beginning to be brought in front of the Senate, the meeting was cut short due to lack of quorum, as multiple senators left throughout the meeting.

President, Alan Burwell, will address senators in regard to their commitment to attend meetings and maintain quorum in the future.

6. NEW BUSINESS

1. Senate Vacancy

7. REPRESENTATIVE REPORTS

1. Student Senate
2. Academic Senate
3. MSC Association
4. CSEA
5. 4CS

8. COMMITTEE REPORTS

1. Engagement Committee
2. Planning and Budget
3. College Council
4. Other Campus Committees

9. REGULAR REPORTS

1. Classified ProDev Coordinator
2. President
3. Vice-President of Elections & Appointments
4. Vice-President of Engagement and ProDev
5. Treasurer

10. SENATOR COMMENTS

11. NEXT MEETING: December 3, 11-12:30pm. SAS Boardroom

12. Adjournment: 12:00 pm