



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

Date: December 3, 2025

Time: 11:00 a.m. – 12:30 p.m.

Location: SAS Boardroom

Present

Alan Burwell, Janet Guill, Andrea Walters, Chris Westbay, Sabrina Bridenhagen, Jocelyn Thorp, Jordan Rodrigues, Kimani Davis, Tasha Spirk, Renan Young, Karen Roush, Malcolm Dixon, Jill Hedman, Deb McCabe, Magian Smith

Absent

Claudia Godinez, Raquel Pina-Holstrom, Elise Theriault, Krista Collett, Sarah Woolsey, Paul Johnson, Erica Piper

Visitors:

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. Introduction of Visitors: Jess Vickery (Executive Director of Institutional Effectiveness & Planning)

3. Caring Campus Moment

Jocelyn Thorp and Sabrina Bridenhagen shared they did warm handoffs of students that came to campus for Orientation and walked them to the LRC where the event was being held. Jocelyn said they were excited to be on campus and looking forward to attending in the Spring.

4. Approval of Agenda:

Alan Burwell: motion to amend #7 New business: Add #5 Senator leave of absence, vacancy of Area I.

- Chris Westbay: second motion
- Favor: UNANIMOUS
- Opposed: NONE

5. Consent Agenda: AB: Any changes to agenda - NONE

- CW: motion to approve
- AW: second motion
- Opposed: None
- Abstentions: None
- Voted in: Unanimous

6. Unfinished Business:

1. Senate Vacancy Area K - Alan Burwell

according to Charter & Bylaws we can choose from the following options: elect new senator per regular procedures, appoint a temp to fill in due to an emergency; which is not the case; Decide to leave vacant; or Authorize VP of elections to solicit for filling vacancies. AB: Opened floor for discussion. CW anyone interested in this. AB: Has spoken with a person and planted seeds, however, has not asked for nominations, as this is up to the senate.

AB: Is there a motion to solicit nominations for senator vacancies?

- JG: Motion for VP to solicit vacancy
- AW: second motion Unanimously voted in.
- Opposed: None
- Abstentions: none
- Unanimously voted in: VP will solicit nominations for vacancies.

2. Recommended Actions Document: Alan Burwell

AB: Recap on draft resolution and reframe it as action item list and would remove "whereas" clauses but leave resolved clauses and rename. AB proposes name Recommendations for Immediate Consideration. AB opened floor for feedback. AB: asks Jess Vickery to provide updates as he is IESC: JV: regarding items on list: at last meeting AP7280: insurance carrier and district legal counsel regarding safety assessments at remote locations and working remotely (ergonomics, safety, etc.) Kenan (Insurance Carrier) suggested employee self-certify their working space. Waiting for feedback from district counsel. Waiting for results at next meeting on (12/16).

2nd: AP3420 EEO was unanimously approved for consideration to be postponed, still needing verification. JG: advised JV that AP3420 was tabled until next meeting and not approved. JV will look into this as his notes differ. AP3431 Bullying: unanimously approved for consideration set for 12/16 AB: thanked JV for his time and commitment. AB: confirming that AP3400 series, 30, 33,34,35, were all on the College Council agenda, but tabled due to meeting going over, but are being addressed. wanted to highlight that CC is continuing to see progress. AB: any questions or a motion to approve draft of "recommendations for immediate consideration"

- AW: motion to approve document
- TS: 2nd motion,
- AB: Motion to approve
- In Favor: 12
- Opposed: 1= RY
- Abstentions: None
- Motion Approved
- AB: College Council will sign accordingly, and document will be presented to leadership.

7. NEW BUSINESS:

1. Accreditation Mid-Term report - Feedback: Jess Vickery:

work since august,(midterm report). ISER definition: Institutional Self-Evaluation Report evaluations provide information in order to receive federal funding of financial aid. JV Liaison to ACCJC: 2 items: AP&BP review `process, JV put together a procedure that AP&BP would be that a chapter be evaluated every year. 2. Employee Evals: section A reflects progress that has been made so far. Section B: internal reflections on what Butte chose to review, student achievement goals, and the results. C: reflections on student learning, D: future self-evaluations (ISER) Teresa Ward. deadline for this data is 3/15/26. RY: Wanted to know where this data was pulled from? AB: enrollment management (Bryan Murphy). JV: Metrics will have reference documents that will go with report. AB: MIS metrics, report pulled from Chancellor Office. and metrics through the C plan, graphs data from CCC apply.

- AW: Motion for constituents to provide feedback to their senators and then send to AB/JG to provide to JV.
- SB: Second the motion
- Opposed: None
- Abstentions: None
- Unanimously voted in favor

2. Coffee and Scantrons: Andrea Walters:

Update regarding the funding of breakfast sandwiches that Tray doesn't have the funding this year. Monies, if we provide sandwiches, would come out of foundation funding. Do we support our scholarship students or provide sandwiches? BCCS provides coffee/scantrons/snacks. AB: funding in our account is roughly \$6300 minus \$300/Caring a Latte, \$1000 for put in cups Butte Strong now at \$5000. In regard to funding food, it cannot come out of district funding it would have to come out of foundations fund. District was not willing to support us in this way. This is why Tray is not able to fund us this time. If funded by foundations, we cannot do scholarships (3-4 @\$500 each) plus Jolly Dolly (\$550 left), in addition to CPD day, we also use these funds for swag, and food. (\$12,000 funded for CPD) restrictions apply. AB: We have a little additional funding. CW: We are limited to what the \$12,00 from district can be put towards. AB: So, we need to decide what do we want to do? Kimani: do we have to choose one or the other? Can we do 1/2 sandwiches, or less scholarships or both? AW: Foundation money is dependent on fundraising. If we don't have this in the future, we won't have funding for any of this type of stuff, if we provide this now, and continue to use our money, it will be expected. Our funding is to support Classified staff, we are taking away money meant for classified staff would go towards supporting our students. RY: other alternatives, like Costco for muffins etc. AW: We have to use our dining services first; do we want the responsibility of providing sandwiches and absorb this cost? CW: History of Coffee and Scantrons began with BCCS for a long time, that is the support our students really need, plus a little refreshment. When proud to be first gen, they offered breakfast sandwiches, and we allowed them to be at our tabling as long as they provided the sandwiches to make it convenient for our students. MD: We should do coffee/scantrons/snacks and not sandwiches, if another office wants to provide the sandwiches, then they can, but we stick with the coffee, snacks

and scantrons. RY: Can we ask for donations? AB: Yes. but we are on a crunch on time with FA25 ending soon. But we can figure out donations for next semester. I think we can do it, but if you have been a part of this event, the sandwiches have been a big hit. KD: From a student's perspective, students aren't eating, they are studying and struggling during finals week, and we need to recognize that students are hungry. AB: Payroll deductions for Classified Senate only 6 on the list, so promote signing up to do a payroll deduction. JG: Motion we do @ 60/sandwiches a day, this semester and look for donations next semester. SB: second motion AB: friendly amendment allows for \$1300 towards engagement committee sandwiches this semester, solicit donations for moving forward next semester. SB: Second motion still stands CW: Thinks it is more prudent that we sit sandwiches out this time, so we aren't making a reaction decision, and we decide for next semester who can take this on. CW wants to stick with scantrons/coffee/snacks. RY: Can we cut costs on the coffee? AB: Coffee is already at cost from Beatniks for all 3 locations. MD: Agrees with CW, that we should have to absorb this cost. We should wait and look at next semester. Then conversations can be had with other departments to see if they can take this on. AB: Counter MD does this help students, we have the funds, it is how do we want to spend this money? We have proven it helps our students. So, which is for the greater good? DM: Academic Senate has funding WECARE budget for employees. Pitch from WECARE funding to provide funding for sandwiches. If so, this needs to be put on their agenda today. AB: Issue is we don't know if we can solidify the spending. I think there is a way that we can continue to do this, and that we foot this cost just this one time. JR: Would it be on us to continue let's fill in the gap JR: IF we do this once, will we do it again?

- AB: Motion \$1300 from BCCS to support Coffee & Scantrons for this fall term?

Raise of hands:

- In Favor: 5
- Opposed: 8
- Abstentions: None
- Motion fails

- CW: Motion to fund \$500 for coffee/scantrons, SB: seconds motion

- In Favor: Unanimous
- Opposed: None
- Abstentions: None
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3. AP's (3415, 3775) - Information Only: Alan Burwell

Changes made, approved by council. Feedback given to AB. RY: concerns regarding AP 3775 about AI replacing employees? AB: regarding work protection would be in CSEA purview. suggested that constituents read the AP document that covers employees and students. AP 3415: Immigration: legal obligation to notify all students and constituents when they are on campus.

4. ProDev work group: Appointments needed. Group being developed by Denise and Tray regarding Flex days obligation component. Requirement by both Classified and MSC? Will need appointments by SP26 term, AB will notify when they want to begin soliciting.

5. Area I - Leave of Absence Alan Burwell: projection Jan 21-March 4th meeting. Vacancy rules apply the same as Area K that was presented under Unfinished Business.

- Motion for JG to solicit position and fill it as an interim position
- CW: Second motion
- Approve: majority agree
- Opposed: 1
- Motion voted unanimously

8. REPRESENTATIVE REPORTS

1. Student Senate: None

2. Academic Senate: Deb McCabe

Discussed proposal that group created regarding AI/Tech, general syllabus for faculty but includes specifics depending on that course specialization, Sub committees regarding Brown Act, equivalency committee- proposal per Jess to have this governed by faculty, Accreditation update on agenda. Discussion about WECARE funding will be discussed.

3. Classified Professional Development: Magian Smith

Draft 2026 Flex days calendar is now available. Schedule is full but can be added to if desired, let Magian know. Posted updated version of calendar. Received new funding request from Classified, it still has over \$50,000 for Prodev. Magian will be on the committee.

4. MSC: None

5. 4CS: AW had zoom meeting and discussed name change of Caring Campus. JV: Are they addressing institutes area of purview or expertise? AW: no, maybe at southern CLI

6. Caring Campus: None

9. COMMITTEE REPORTS

1. Planning and Budget: Alan Burwell

Planning and Budget: AB enrollment is up and above expected by 7-8% by end of this year, optimism, we could exceed the 10,000 thresholds. Concerns about State funding outlooks and its uncertainty, in a great financial place right now, but cautious for future funding and future projections. Reviewed counting of FTES and the shift, 24-25, (8,800) which allows us the flexibility to gain and meet our goals. FAWN at 56%, and fiscal statement is looking good.

2. College Council: Alan Burwell

Discussions about a couple of new committees that include a data governance committee, as well as a sustainability committee that will need Classified representation on. Suggested that a lot was covered at meeting and if you were unable to attend, to watch the video of President's report.

3. Engagement Committee: Andrea Walters

Tomorrow at 3, take down of Put in cups, requesting help Friday 9-11 Cookie Exchange/ Friendsgiving bring cookies, or buy cookies everyone is invited and encouraged to go! CPD: Locations Dates and Times TBA

New committee Data governance Committee

4. Other Campus Committees: None

10. REGULAR REPORTS

1. President: Alan Burwell

At last meeting Magian informed us that ProDev was not going to be funding CLI, which was news to BCCS based on where we understood our budget to be. After meeting with VP Snelling and explained what we needed and why we needed this funding, we received a \$15,000 augmentation to cover CLI and send cohort there. So, thanks to leadership Virginia and VP Snelling for hearing us and making this happen.

2. Vice-President of Elections & Appointments: Janet Guill

Update regarding Athletics department's annual crab feed which is its biggest fundraiser. Solicit those you think can be a sponsor. Cost of tickets are \$100/each \$800/per table, and any ideas for a Sponsorship that is brought in, they receive 50% of that sponsorship. Any places that would consider being a sponsor, let JG know. 1/17 is event at main campus at 5:30 p.m.

3. Vice-President of Public Relations: NONE

4. Treasurer/Fundraising: NONE

11. SENATOR COMMENTS: NONE

12. VISITOR/PUBLIC COMMENTS: NONE

13. NEXT MEETING: December 17, 11-12:30pm. SAS Boardroom

14. Adjournment: 12:35 pm