



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

Date: December 17, 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, Renan Young, Sarah Woolsey, Paul Johnson

Absent

Claudia Godinez, Raquel Pina-Holstrom, Elise Theriault, Krista Collett, Erica Piper, Karen Roush, Malcolm Dixon, Jill Hedman, Krista Collett, Deb McCabe

Visitors:

Jess Vickery (Executive Director of Institutional Effectiveness & Planning), Isaac Fairbanks (Agriculture Engineer Technician/Industrial Tech Equipment Mechanic II), Connie Dickens (Administrative Secretary to Dean of Instruction), Magian Smith (Administrative Secretary - Non-Instructional/ Staff Development).

1. CALL TO ORDER: Alan Burwell

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

2. INTRODUCTION OF VISITORS: Alan Burwell

Jess Vickery, Connie Dickens, Isaac Fairbanks.

3. CARING CAMPUS MOMENT: Andrea Walters:

Andrea shared working coffee and scantrons, student came in a frantic needed a calculator, AW walked student up to her office and gave him her calculator so he could take his final. Then returned it to her later that day, student was very grateful.

4. APPROVAL OF AGENDA:

- CW: Motion to approve
- AW: Second motion
- Favor: Unanimous
- Opposed: None
- Abstentions: None
- Approved: Unanimous

5. PUBLIC COMMENT: Connie Dickens:

Connie shared that we are moving towards new website. In February new trainings will begin and migrating content into the new website. CW: what if communication is not received, CD: contact her and

let her know, she will reach out to your department's person. AB: suggested that we would like Connie to come and do a presentation, advised to send an email to Jacquie or Christian to schedule.

6. CONSENT AGENDA:

Janet Guill motion to change this meetings recap will be done by Janet Guil instead of Raquel Pina-Holstrom.

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

7. UNFINISHED BUSINESS:

1. Senate Vacancy Area K - Alan Burwell

Shared that Area K and Area I vacancies are due to medical leaves. JG: reported that there were no candidates as of yet, and a second notice was sent out today via email.

- AW: motioned to cover Area I for Erica Piper if Karen Roush is unable to.
- CW: second motion
- AW: second motion Unanimously voted in.
- Opposed: None
- Abstentions: none
- Approved: Unanimous

8. NEW BUSINESS:

1. APs 3430,3431,3433,3434,3435 - First Read : Alan Burwell

APs 3430, 3433, 3434, 3435, 3431 – First Read: AB update: Has gone through College Counsel and IESC. Moving forward with action plan. CC asked that we review and provide feedback by 2/24/26. AB: ask senators to engage with constituents and any concerns to bring to meetings and ADHOC committee and will continue to review and provide feedback as well. Our feedback will go to College Counsel from there and any changes will be considered and adopted if approved. Encouraged constituents to read and understand the APs. This series is extremely important and that Senators stress the importance of these series. Encourage having conversations and if they address classified concerns? AB: asked Jess if there were any comments regarding the 3400 series. He is here to answer any questions. RY: He has read the AP's and that the verbiage needs to be clearer on the separation between staff and student and the distinction between the two.

2. Data Governance Committee Establishment: Alan Burwell

Shared that College Counsel approved this new committee.

3. Hearts and Flowers Update: Alan Burwell

Hearts and Flowers committee: helps provide a ray of light in a time of need or to recognize and celebrate someone. Carrie receives requests and works with horticulture to put together a small plant and card. Last time there was a withdrawal was for \$1000 in 2024. money comes into this account. Will want to get an update from Carrie on this. What is the current amount.

4. Scholarship Committee: Andrea Walters

Looking for someone to Chair or be a part of this committee. Need assistance with this committee, to review applicants for the 3 scholarships. BCCS scholarship, Foundations puts on event. If

interested, contact AW. Jordan and Kimani "volunteered" (\$500 scholarships). Jordan is Chairperson, Kimani volunteer, and any other volunteers welcomed. Go to foundations ask Tristan for the timeline of scholarship committee. IF: asked how the scholarships are reviewed from the committee. AW: on a scoring system. criteria are reviewed then scored. Multiple notifications will go out via email to classified to apply for the scholarship. 2/1 scholarships are open and close 3/3.

9. REPRESENTATIVE REPORTS

1. Student Senate: Paul Johnson

Shared that this will be his last term, and last meeting. Nothing new to report. AB thanked Paul for his service and participation.

2. Academic Senate: Deb McCabe - None

3. Classified Professional Development: Magian Smith

Reminded everyone that draft of Flex Day calendar is available. He will get links into the calendar before winter break. Update for ProDev funding has received 1 application and was approved. Funding (\$50,000 of district funds left) We should be announcing new Supervisor for the Native American Center. IF: Asked what can the ProDev funding be used for? MS: CSEA pot and District pot: funds are used to cover travel for conferences, explained the differences between the funds. CD: Flex days are they more faculty or classified "geared" MS: Both Jan and Aug flex week is geared towards faculty at this time. explained that a committee is coming together soon that they will discuss new calendar that will offer more classified professional development workshops. SW: Does classified receive a stipend for attending? AB: No, but only given the time to go and not get denied the opportunity, hopefully this will change in time, but right now this is in flux. MS: Classified training ProDev is offered during spring break. Conversations are happening regarding classified week's calendar and the trainings that will be offered.

4. MSC: Sarah Woolsey

Sarah shared that they had received the same APs for suggestions. Training titles are still in conversations. MSC: will have their own wellness meeting, that will align with what classified are doing (mental health, etc.) subgroup. Does classified have a wellness committee? Wellness Team, chair may be Brad Zuniga. Reach out to Brad for more information as 2 classified members need to be involved with it.

5. 4CS: Andrea Walters:

Andrea shared information about the RAISE right fundraiser and encouraged everyone to send information out to family and friends with the link to website. Shared that 4C's will get a percentage of sales. Andrea will forward link to senators about presenting at CLI. At the beginning of the new year, a notice will go out for applicants to go to the CLI conference in June. There is funding for 5-7 individuals to go. This invite will only go out to classified staff, and classified staff nominations are also being accepted.

6. Caring Campus: Chris Westbay:

This month 3 nominees received \$10/dining service cards. Send in nomination. Check out the link to the Caring Campus Elves: in email notification that was sent out.

10. COMMITTEE REPORTS

1. Planning and Budget: Alan Burwell

Alan encouraged everyone to watch the recorded Zoom forum meeting.

2. College Council: Alan Burwell

AP's that were approved, no feedback from classified and agenda includes sustainability chart, communications about governance groups and AP's still being reviewed.

3. Engagement Committee: Andrea Walters

Cookie Potluck was a hit, many cookbooks are still available for a donation, only 4 are left. Jolly Dolly area I custodial, mailroom, print shop, grounds staff. Actually, got to see everyone Pete and let everyone come to enjoy all the treats. AB: Thanked AW for being mindful of area I scheduled and going when they could all enjoy the Jolly Dolly. Coffee and scantrons have been a hit, students are very thankful, and lots of snacks have been given out to students. Thanked all the volunteers that helped with this event. AB: CHC was waiting for him to come by and bring the coffee and that students were waiting for this event. Questions the situation of no coffee available there and getting equipment there for making it. CD: says that there is coffee equipment there to make coffee. Snacks are the first to go and they run out of snacks often. Also, coffee is at the Glenn Center too and is enjoyed by students.

4. Other Campus Committees: None

11. REGULAR REPORTS

1. President: Alan Burwell

Unit planning is coming, if anyone is involved within their dept. encourages those to do the training. Senate is going to have to do unit planning next semester, if interested get with AB January. Advised that leaders senate, CSEA, MSC and student leadership were invited to a meeting with Virginia and creating the campus climate committee, to hire a 3rd party to conduct the survey. I have discussed EEO and accreditation and periodic conversations regarding campus climate. Next semester they will continue to meet. RY: With the campus climate committee, 3rd party comes in and sometimes "flushes" things out? AB: discussions are being held regarding who we will use.

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

Janet shared that she will be reaching out to constituents again via email in regard to vacancies in Area K and Area I.

3. Vice-President of Public Relations: NONE

4. Treasurer/Fundraising: NONE

12. SENATOR COMMENTS: Chris Westbay

Shout out to Brandy Crow for the spiced pumpkin roll it is AMAZING! The Cookie Cookbook was a "fun-raiser" and surpassed the \$400 mark in donations! Thank you to all that donated and baked! The cookbook was a success, and we profited from the sales. Digital version available still.

13. NEXT MEETING: January 21st, 11-12:30pm. SAS Boardroom

14. ADJOURNMENT: 12:35 pm