



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

Date: January 21, 2026

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, Elise Theriault, Raquel Pina-Holstrom, Jill Hedman

Absent

Krista Collett, Erica Piper, Karen Roush, Malcolm Dixon, Deb McCabe, Sarah Woolsey, Tasha Spirk, Renan Young, Paul Johnson

Visitors:

Kim Hong, Carrie Soldate, Raishawna Pollard

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

Kim Hong (Transportation Mechanic II, CSEA President) Carrie Soldate (Student Success Specialist/Food pantry Manager) Raishawna Pollard (Administrative Secretary Student Services – Grants)

3. CARING CAMPUS MOMENT: Raquel Pina-Holstrom:

Raquel shared her caring campus moment that a new student has been coming by their office at the welcome center daily, and Raquel walked student over to multiple departments and then took student and showed them where their classes were that will be starting next week.

4. APPROVAL OF AGENDA:

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

5. PUBLIC COMMENT: NONE

6. CONSENT AGENDA:

1. Minutes
2. Appoint Andrea Walters to IESC to replace Janet Guill

7. UNFINISHED BUSINESS:

1. Senate Vacancy Area K – Janet Guill

Update: No one has reached out to her yet with interest in filling Area K vacancy, she will run another email out to all classified staff.

- ### 2. Initial Feedback – Alan Burwell (APs-3430,3431,3433,3435)
- Update from ADHOC committee, in mid-February College Council will want our feedback at that time. AB: open floor for comments: CW shared that Connie Dickens went through and made grammatical fixes. AW: asked that APs be explained to guests attending the meeting. AB: provided information about the APs and what they are. AB: Encourages everyone to share these with their area constituents.

8. NEW BUSINESS:

1. AP Update: 4027,3510 - Alan Burwell

AP 4027 update: Catalog rights has gone through Academic Senate and sub committees. Edits are available to review. AP 3510 update: Workplace violence plan edits are available to be reviewed. JG: This is verbiage updates only not policy changes.

2. Classified Hearts and Flowers Update: Carrie Soldate

Hearts and Flowers provide plants and cards to classified professionals for any reason (celebrations, encouragement, support, etc.) Currently the foundation account as of 7/1/23 has \$948.02.

Purchase of plants is done through our BC Horticulture Nursery (Main Campus) and currently there is a \$600/credit. To recognize a colleague and have a potted plant sent to someone for any reason, The form can be found on the BCCS website [request online](#). It is agreed that better communications about this needs to be better.

3. Unit Planning: Alan Burwell

AB shared that unit planning is now up and active. New software is more robust and will provide a more centralized location for edits. Those that handle budgets have been given access and will be using it for budget planning. CW: Axiom is specific and unit plans should align with the strategic plan (i.e. justifications need to match objectives). The Strategic Plan 2024-2027 is available in the Presidents office.

4. Senate Unit Planning and Budget Report: Andrea Walters

Asked if Senators have any ideas for fund raisers, projects, etc. to start having conversations now. AB: He will work with Jocylyn about the BCCS budget and how it looks now and will look in the future, we have a lot of funding sources, but with restrictions, and it is important to know what those restrictions are. We also need to understand where the funds come from, not just funds from the district, but other funding that is ours to spend on what we want, and we have more flexibility than with district funds. So, think about ideas and be creative. AW: Foundations funding is from our members, payroll deductions. JG: Is there a fillable form that can be completed? CW: Yes, but needs to be downloaded, filled out and then turned in by hand. AB: We currently have 3 foundation accounts, so if we want to donate, specify which account you would like to fund. CW: Payroll deductions if you can talk your supervisor into a payroll deduction, is tax deductible.

5. Classified Emeritus: Chris Westbay

This is an award that is given every year to long-standing members that are retired and were involved in the community and served at least 10 years and are nominated. Watch for email about nominating your emeritus nominee. Benefits of emeritus are they keep their work email, receive

discounts to campus activities etc. It is a huge honor to receive this award. KD: Do the perks apply to emeritus family members? CW: Not sure about family but advised to look into the policies.

6. Classified Professional Development Days Planning: Andrea Walters:

Update: This year's theme "Rowdy Roadrunner Roundup Rodeo" event will be held at Terry Ashe Rec Center in Paradise on Tuesday 6/9. This location allows for indoor/outdoor use, BBQ's, air conditioning, tables and chairs, a projection and sound system. Food will be picnic/BBQ style. Possible mechanical bull riding competition? Meetings to start planning begin Monday 2/9 at noon in the media center room #260, watch for emails in the coming week.

7. Chancellor's Office Classified Award: Chris Westbay

4CS/Chancellors Office statewide award for outstanding classified employees, nomination information will go out via email.

9. REPRESENTATIVE REPORTS

1. Student Senate: NONE

2. Academic Senate: Deb McCabe - NONE

3. Classified Professional Development: Magian Smith - NONE

4. MSC: Sarah Woolsey - NONE

5. 4CS: Andrea Walters:

Reminder that CLI is June 3-5, and that next week forms will go out to all. If interested fill out the form. Engagement Committee will decide which 6 will go. Funding is available through BCCS from the district. This is a great Pro-Dev opportunity and experience. This year's location is in Riverside, California. AB: Funds are available and will be figured out. Those without access to Calcard; we will figure out a work around for out-of-pocket expenses and they will be taken care of. Registration opens on 2/9. If you apply for CLI and are not voted in, 4Cs are accepting scholarships for attending. They will pay registration fees and \$400 towards hotel stay. CLI requested biographies of our senate these are due by 1/31/26. The 4Cs membership is still showing due? AB will look into it and provide Calcard if needed. Also encourages those interested to apply for the scholarship as we won't have the 6 chosen before the deadline of 1/31 for the scholarship.

6. Caring Campus: Chris Westbay:

A caring campus workshop was offered, no one showed up. JG: Ask Me Booth in the Athletics area needs more volunteers. CW: Buttons are available at the booths and encourage everyone to pick one up.

10. COMMITTEE REPORTS

1. Planning and Budget: Alan Burwell: NONE

2. College Council: Alan Burwell

AB shared that they approved charter for Sustainability and Bylaws committee, and that nominations will be going out. Strategic planning updates to follow.

3. Engagement Committee: Andrea Walters

Advised that the fence cups this Friday from 9-12 on the campus center lawn "Welcome Roadrunners" will be up for students starting the spring semester. Requesting ideas for fundraising.

4. Other Campus Committees: Kim Hong

Shared update about MOU, is in 2nd review in Sacramento, should have results in 10 days or so. If you have concerns, reach out to him. Voting on MOU will take place and we will be notified 5 days prior for classification study. Contract update = Negotiations are done, much has been accomplished, most waiving or our rights have been removed and shared that leadership is trying to catch up after the winter break.

RH: Where can new employees find their liaison? KH: Have them call him directly.

11. REGULAR REPORTS

1. President: Alan Burwell - NONE

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

3. Vice-President of Public Relations: NONE

4. Treasurer/Fundraising: NONE

12. SENATOR COMMENTS: Chris Westbay

Encouraged attendance at the Presidents Convocation in Campus Center

13. NEXT MEETING: February 4th 11-12:30pm. SAS Boardroom

14. ADJOURNMENT: 12:35 pm