

MSC Meeting Association
Meeting Minutes - August 14, 2025
Location: CFE

- I. Welcome Denise Adams
- II. Approval of the Agenda - Denise Adams
- III. Introduction of New Members - Tray Robinson
 - a. **New Members/Position Changes:**
 - i. Rob Bishop – Dean of Kinesiology & Athletics
 - ii. Megan Sheehan – Operations Manager, Foundation
 - iii. Jess Vickery – Executive Director, Institutional Effectiveness & Planning
 - iv. Teresa Ward – Associate Dean, Special Programs
 - v. Arlinda Black – AP Supervisor, Business Office
- IV. Ice Breaker - Tray Robinson: Phone home screen discussion
- V. Standing Committee Reports
 - a. Treasurer’s Report - Shann Pustejovsky (Not in attendance)
 - b. Classified Senate - Sarah Woolsey
 - i. Successful Classified Professionals Day- Classified Senate wants to thank all MSC who were able to show up and help set up and serve breakfast.
 - ii. Leadership Changes (Jun 11) – New Executive Board elected:
 - 1. President Alan Burwell
 - 2. VP Elections Janet Guill
 - 3. VP Engagement & Pro Dev Andrea Walters
 - 4. Chief Communications Officer Chris Westbay
 - 5. Treasurer Jocelyn Thorp

6. Secretary Sabrina Bridenhagen.

7. All area senator seats filled except Area D.

- iii. Senate Retreat (Aug 6) – Full-day kickoff at Discovery Bar covering charter/bylaws, leadership roles, Brown Act & Robert’s Rules training, and team-building.
- iv. Caring Campus – Ongoing focus on warm handoffs, interdepartmental awareness, and welcoming culture. “Ask Me” booths planned for Aug 25–26 Sign ups were sent out on August 4th, please sign up or encourage your staff to do so.
- v. New Employee Orientation Handbook (Aug 6) – Updated Classified Senate New Employee Handbook for Classified Staff has been approved; will be provided in HR’s New Employee Orientation. I have asked for a copy to be shared with MSC.
- vi. Professional Development –Discussion about clarifying the requirement for 3 Flex hours for Classified staff (Aug 6) as listed on evaluation but not listed in the contract.

c. JPA Update - Corrine Carter

The May 2025 meeting of the BSSP Board was canceled so there was nothing to report. Connie explained what a JPA was for newer members of our group. JPA stands for Joint Powers Authority, which allows an organization to operate like a public entity. Butte Schools Self-funded Programs (BSSP) is our local JPA, and Self-Insured Schools of California is our statewide JPA. Being under the statewide JPA umbrella allows us to keep our rates down; although we did have an 11% increase in premiums this year, typically it’s 4-5%. Our next BSSP Board meeting is 10/21/25. There is a benefit available to members effective 10/01. If you have a prescription filled by Costco, and opt in for text alerts, you will get a text prompt asking if you would like the rx delivered to your home free via Instacart. Finally, the 2nd chance Open Enrollment will be 8/25-8/29.

d. Planning & Budget Committee - Melisse Boyd

The PBC did not meet over summer, no report.

e. Technology Council - Wayne Brandt

Levi, Tech Council has not met over the summer; meeting scheduled next week

f. Professional Development Committee - Tray Robinson

i. MSC budget: \$50,000

- ii. Up to \$2,500 available per person
 - iii. Leadership is working on funding through department budgets for mandatory training
 - iv. \$20,000 allotted for MSC trainers
 - v. Denise: If connected to a CTE program, funding may be available through Workforce Development
 - g. College Council - Denise A./Bob White
 - i. Next meeting: End of August (no meetings since May)
 - ii. Working on Institutional Effectiveness Manual
 - iii. Changes in how Administrative Procedures are processed should be quicker with Jess Vickery in his position as the Executive Director of Institutional Effectiveness & Planning
 - h. Foundation Board - Suzanne W./Tristan B.
- VI. Megan Sheene, new to the team
 - i. Scholarships:
 - 1. Scholarship Awards Brunch – August 23rd, 10 a.m., 250–300 attendees
 - a. If you would like to present please contact Tristan; presenting is made easy and support would be appreciated.
 - 2. 252 scholarship checks to be cut today by the business office in preparation
 - 3. ~200 external scholarships coordinated for disbursement
 - ii. Alumni Homecoming Game – September 13th vs. San Francisco
- VII. VI. New Business
 - a. Fall Trainings - Tray Robinson
 - Focus on professional skill development; preference for in-person sessions; coordination with HR.
 - b. Coffee & Conversation Meeting Location - Tray Robinson
 - Starting next week in CC224 – opportunity to connect, ask questions, and receive updates; space updated (thanks to Kam); reminder to clean up

after use.

VIII. Old Business

a. Onboarding - Tray Robinson

- i. Processes: Working on equity and consistency; new MSC members receive intro and expectations
- ii. Tumblers provided to new hires and dues-paying members
- iii. August 25–26: “Ask Me” booths – sign-up sent out

b. **Events & Updates:**

- i. Grand opening of new Science Building – tomorrow
- ii. Training Place classes, great training and upskilling opportunities starting the week of the 25th (apply for funding through Pro Dev)
- iii. August FLEX – encourage staff participation

c. **AB2033 Compliance for EBT** – (*Tom Frazier*):

- i. Follett Bookstore will become compliant, reducing dining services conversion requirements
- ii. Dining services compliance would require separate store for food. Requires 50%+ to be non hot foods
- iii. Bookstore expanding food offerings to meet compliance
- iv. Nutritional breakdown required for all items which would have created difficulty for Dining services
- v. Plans for additional vending machines (including Glenn Center) and Chico machine upgrades
- vi. Pepsi donated 1,000+ sustainable products; contract includes additional benefits (e.g., work shirts)

d. **Payroll Deductions:** Form available on MSC page; send to payroll@butte.edu or Yvette Hudlow

e. **Adventure Club** – (*Dave Shippin*): Needs equipment donations; fundraising planned

f. **Roadrunner Rush:** Next Thursday, 10 a.m.–2 p.m., 400+ students expected on campus

- g. **Glenn Center:** Denise encourages visiting to see changes and increased activity
- IX. Upcoming Events
 - a. Coffee and Conversations - August 20 at 8am | CC 224
 - b. MSC Training - September 4 at 9am | CFE
 - c. MSC Meeting - September 11 10 at 10am | Zoom

Closing Reminder:

We need to support each other through all the ongoing changes.