



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

Date: August 19th, 2026

Time: 11:00 a.m. – 12:30 p.m.

Location: SAS Boardroom

Present

Alan Burwell, Taylor Weidner, Amanda Matz, Renan Young, Kimani Davis, Malcom Davis, Erica Piper, Mariela Rivera, Jess Vickery, Janet Guill, Andrea Walters, Jessica Jackson, Magian Smith

Absent

Tasha Spirk, Chris Westbay, Maria Barriga

1. Call to Order

2. Introduction of Visitors

Jessica Jackson from the Articulation Office, also the Secretary for the Academic Senate, introduced themselves.

3. Caring Campus Moment

Malcolm spent his time with warm handoffs walking students to their classrooms. High participation in the Ask Me Booths welcoming students to Butte College and helping them with any questions. Ask Me Booths unfortunately did not have funding for coffee or snacks this fall semester.

4. Approval of Agenda

Alan Burwell made an amendment to the agenda. There is a new job classification for the Vice President for Student Services. This was approved and added to new business under item number three.

5. Public Comment

Andrea Walters stated the Career Center is hosting an event Tuesday August 25th, 8am-1pm in the SAS-258. Popcorn will be provided and the Career Center will be helping students sign up in Handshake.

6. Consent Agenda

1. Minutes: Approved at 11:07am

7. Unfinished Business

1. Elections – Vacancies and Open Area Representatives: No recruitments have been made. Jocelyn is currently serving as an at large Senator. Cody Schumacher put a motion to nominate Jocelyn Thorp to Area H. Cody Schumacher is currently serving Area E until Sabrina returns from LOA.
2. Feedback: AP's 5055, 5020, 3725
 - 5055: Enrollment Priorities. No feedback. Jess Vickery mentioned looking out for student populations that might not be covered under priority registration. End of day Monday, August 24th to submit feedback.
 - 5020: New resident tuition. Renan mentioned if the systems have been tested for reimbursement. Alan Burwell mentioned that this is a policy to review and it's the Senate's job to review the language in place.
 - 3725: Erica Piper had multiple questions on the AP on how this would impact her job managing the Social Media account. Andrea Walters asked to agendaize this at our next Classified meeting. This was approved.
3. Uncontested Governance Committee Appointments – Alan Burwell asked to have this removed from the Consent Agenda and moved to Unfinished Business. Alan Burwell defined "uncontested" as two or fewer nominees. We still have multiple committees that are uncontested. Andrea Walters moved to approve the nominees for the uncontested appointments. The Senate approved unanimously. Alan Burwell and Janet Guill will provide documentation and support for committee appointments.
4. Governance Committee Recruitment/Nominations/Appointments: Alan Burwell is super happy Classified Staff have stepped up to participate on governance committees. Alan Burwell recommended creating an Ad Hoc committee to determine who would be best qualified to serve. Jess Vickery mentioned the E-board could create this Ad Hoc committee to make recommendations to the Senate. Janet Guill stated if you know someone who wants to participate to fill out the form as quickly as possible as to avoid "wrangling cats." Renan Young does not like the idea of the E-board making recommendations and would like to discuss it as a group. Renan Young made a motion to approve. Andrea Walters gave a second. Alan Burwell discussed time constraints and wanted to avoid discussing individuals publicly. Renan Young mentioned having a fair and equitable process. Janet Guill made a friendly amendment to schedule this to another day if approved. Renan Young approved. Six members approved, 5 said no. The motion was approved. Janet Guill will close nominations by Wednesday August 26th to prepare the list of nominees for the next Classified Senate meeting.

8. New Business

1. Presentation – Christian Gutierrez (AP 3725): The bulk of the AP came from the league template in the most iteration of this template. This has updates to the ADA and compliance for public institutions. It also has Social Media accounts layered into the AP. Social Media accounts are public facing, making them subject to Federal laws. Andrea Walters asked if Social Media accounts will need prior approval before posting. Christian stating the manager over the social media account will be responsible for approvals, posting and making sure it follows current AP. Christian mentioned Social Media accounts should not be deleting posts or comments on posts. Posts should be archived or unpublished. Personal accounts do not apply. Institutional accounts are defined by using the Butte College name. Student staff could create Social Media posts but do not have the approval to post on behalf of the District.
2. CPD Donation Reimbursement – Alan Burwell brought up reimbursement for CPD as this did not happen this year. It was discussed if we could reach out and ask to have the money held onto for next year's CPD. CSEA has made mention that would want the money reimbursed. Amanda Matz will be reaching out to determine.
3. VP of Student Services Job Description – Alan Burwell asked to have this information dispersed to their constituents to this can be discussed as the next Classified Senate meeting.

9. Representative Reports

1. Academic Senate – Jessica Jackson. First meeting is September 2nd.
2. MSC – Jess Vickery. First meeting is September 10th, 2026.
3. Classified Professional Development – Magian Smith. Less than expected budget, will be meeting with Jessica Snelling for more information. Professional Development still does not have a website or on the employee intranet. Please reach out to Magian for forms in the meantime.
4. 4CS – No meetings held yet. Information is coming soon for Spirit Swap at Homecoming.

10. Committee Reports

1. Engagement Committee – No reports
2. Other Campus Committees – EEO Committee making major strides.

11. Regular Reports

1. President – This Friday, August 21st at 9:30am is the scholarships event to award two students.
2. Vice-President of Elections & Appointments – No updates
3. Vice-President of Engagement & ProDev – No updates
4. Treasurer/Fundraising – Amanda discussed current funding for our district and foundation accounts.

12. Senator Comments

13. Next Regular Meeting

September 2nd, 2026

11:00 a.m. – 12:30 p.m.

Location: SAS Boardroom

14. Adjournment