

**Butte College Classified Senate
Minutes
November 18, 2009**

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Present:

*Teri Jo Buckman
Peter Dahl
Krista Collett
Josh Woodward
Ruth Ann Hansen
Anne Sloane
Eileen Ahern
Linda Cobbler
Janet Larsen
Claire Armer
Norma Talley
Michael Duch
Carol Weiss
Jo Anne Cripe*

Absent:

*Michelle Quint
Mallory Holt
Cari Pyley
Eva Smith
Judy Beck
Meher Polansky
Dave Stephens*

2 1. Call to Order

3 President, Teri Jo Buckman called the meeting to order at 11:35 a.m.

4 2. Agenda Approval

5 Carol Weiss noted that Dr. Birdsall was listed as the MSC Representative because she attended
6 the last meeting, when in fact it should be Carol Weiss listed on the agenda. Teri Jo Buckman
7 approved the agenda as amended.

8 3. Approval of Minutes

9 One change was made in regards to a report that Ruth Ann Hansen gave at the last meeting on
10 Nov. 4, even though she was listed as absent. This correction was sent to Mallory, the
11 Recorder, prior to today's meeting. Ruth Ann Hansen motioned to approve the minutes as
12 amended. Josh Woodward/Second.
13 Motion approved.

14 4. Guest Speaker –None

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16 5. Reports

17 A. *President, Teri Jo Buckman:*

18 1.) President Buckman announced that Board of Trustees meeting is being held today
19 from 12:30 to 1:30. She reminded the senators that we are required to attend one Board
20 Meeting per semester. The Board will be approving the upcoming retirees who opted to
21 take the cost-saving incentive in today's meeting.

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24 2.) We are looking for a new location for Senate meetings. Once the new building is
25 complete, we will no longer have access to the current Board Room in the Administration
26 portable buildings. We want to find something that is permanent for our meetings every
27 1st and 3rd Wednesday. The Secretary, Krista Collett, is tasked with completing a
28 Facilities Use Request to find a new location. Some suggestions were made and there was
29 discussion about possible locations. We want to work in coordination with the Academic
30 Senate, MSC, and other committees who hold regular meetings to find a new centralized
31 location for all of us to use.

32 3.) Announcement: the next Budget Committee meeting is on Nov. 24th .

33 4.) Accreditation and Response Team met to work a Mission Statement. There was great
34 discussion regarding expanding our vision (where we want to go) and our core values in
35 order to work on the mission (how are we going to get there.) At this point, they are still
36 in the discussion phase of this process. One key point is taking a close look at who our
37 “intended student population” is and considering that the budget situation determines
38 who is accepted in a community college.

39

40 B. *Vice President of Elections and Appointments, Peter Dahl: Nothing to report.*

41

42 C. *Vice President of Public Relations, Michelle Quint: Not present*

43

44 D. *Treasurer, Josh Woodward: No new news.*

45

46 E. *Secretary, Krista Collett: Nothing to report*

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48 F. *Academic Senate Report – Jo Anne Cripe:*

49 1.) Academic Senate Representative, Jo Anne Cripe, serves on the subcommittee for the
50 “Four-Day Work Week Task Force” and reported that the Classified Staff, Management,
51 Faculty, and Students will be receiving a survey in the next two weeks asking for input
52 regarding the various effects of the different scenarios of the proposed four-day work
53 week. Ruth Ann Hansen reminded everyone that the team was assembled to consider a
54 four-day work week because this was the overwhelming suggestion in the responses from
55 the original cost-saving survey that went out to staff and faculty several months ago. At
56 this stage, nothing has been set. The team is currently seeking input to determine whether
57 or not to move forward with the proposal. They have already said that a hard shut-down
58 of the campus is not an option. They are looking at a modified Friday work schedule and
59 only shutting down certain buildings for maximum savings.

60 2.) The Academic Senate just returned from their Plenary Session and plan to take their
61 support staff, Magian Smith, in the Spring because they like to have classified
62 representation.

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- 67 G. *CSEA: Ruth Ann Hansen*
68 1.) CSEA meeting will be held tomorrow, November 19th at 2:00.
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70 2.) The CSEA conducted a membership drive last week because there were 83 classified
71 employees that were not local chapter members. Of those contacted, 12-14 signed up to
72 become chapter members and the team also left the paperwork with several more who
73 may decide to join. The union now feels confident that those who are not chapter
74 members are not so by choice and not because they don't know.
75
76 3.) Negotiations are underway. The entire contract was reviewed by the CSEA
77 Negotiation Team and the District. They approved those items that were in agreement
78 and they decided to postpone those issues that were controversial until later. Now they
79 are discussing the controversial issues and it is going well. They hope to be done in
80 January. Ruth Ann will be bringing pieces of the contract in to the meetings in February,
81 March, and April. She hopes to vote on the final contract in April and have it printed and
82 distributed by July 1, 2010.
83
- 84 H. *Associated Students: Not present*
85
- 86 I. *MSC Report: Carol Weiss*
87 1.) The MSC meets once a month. Their next meeting, scheduled for December 10th will
88 be their holiday party, during which, business is not usually discussed. Because of this,
89 they agreed to meet once more in between, (next week), to work on their handbook and
90 Les Jauron will present the Educational Master Plan.
91
92 2.) The MSC discussed the four-day work week after Jo Anne Cripe shared the feeling
93 from the faculty that the majority are against it. Carol shared that the small group of
94 managers that attends the meetings seems supportive of the idea and has been focusing on
95 the benefits of it during their discussion.
96
- 97 J. *Professional Development Coordinator Report – Ruth Ann Hansen:*
98 1.) The Classified Orientation is a newly developed year-long program that has quarterly
99 meetings. The first one will be held on January 12th. Presenters will speak to recently
100 hired Classified employees. HR will provide the Professional Development staff with a
101 list of classified employees hired within the last six months. Managers will be asked to
102 send their newest employee for those departments not represented. There will be
103 incentives to get maximum participation. Since we had to fight to get that we want to
104 encourage our constituents to attend.
105
106 2.) The first Classified Development Activities Week will be held during Spring Break,
107 the week of March 15th. There will be one workshop per day for this first event. In years
108 to come it will be more like the Faculty Institute Week workshops.
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110 3.) Classified Employees are encouraged and invited to go to the Faculty Flex
111 workshops.
112
- 113 K. *4CS Report: Cari Plyey – Not present*

114 L. *Parliamentarian Report: Cari Plyley, not present*
 115 1.) Terri Jo Buckman announced the list of Classified Employees who took the retirement
 116 incentive on behalf of Cari Plyley.
 117 They are:
 118 Judy Beck, Administrative Secretary to Assistant Dean, Chico Center
 119 Laurie Kaloper, Administrative Secretary to Dean Samia Yaqub, retiring in December
 120 Susie Cole, Administrative Secretary III, Social & Behavioral Science
 121 Barbara Emerick, Financial Aid Assistant
 122 Bonnie Hansen, Administrative Secretary III, MDLC
 123 Kathy Kronen, A&R
 124 Scott Kevin McCarthy
 125 Betty Nemanic, Contract Specialist, Chico
 126 Robert (Bob-O) Olschowka, FPM
 127 Karen Vidners, Administrative Secretary to Dean Kam Bull
 128 Becky Parker, Business Office
 129 Antonio Dominguez, FPM Bus Operator
 130 Nola Anderson, Dining Services

131
 132 M. *Committee Reports:*

133 1. Standing Committees:

134 Peter Dahl attended a meeting with the President of the College regarding the effects of
 135 layoffs. Although layoffs are at the discretion of the District and are not negotiable with
 136 the Union, the effects of layoffs are negotiable. He advised employees to not take on
 137 additional duties without contacting the Union. CSEA Chapter President, Ruth Ann
 138 Hansen stated that the positions that become vacant due to layoffs will either 1.) Be
 139 filled, 2.) Remain vacant, to be filled someday when the budget is better, or 3.) Be
 140 eliminated permanently.

141 President Teri Jo Buckman needed to leave the meeting, passing the presidential duties
 142 on to Vice President Peter Dahl.

143 6. Old Business

144 A. *Discussion of Four-Day Work Week*

145 Ruth Ann Hansen reported that discussions are taking place among the Four-Day Work
 146 Week Task Force. Their focus is no longer to implement the four-day work week as a
 147 reaction to the budget crisis but more of a long term means to make the college the most
 148 efficient it can be. The earliest this could possibly take place would be Fall 2011. Again,
 149 she reiterated that only discussion is taking place at this time. No decision has been made
 150 as far as the team moving forward with any plans. The task force is considering all issues
 151 and concerns that could arise from going to a four-day work week. Some of the concerns
 152 include matters such as hours of operations for student services if the majority of students
 153 leave campus by 3:00; giving employees options for working a 10 hour shift, an eight
 154 hour shift four days a week, or taking a 4 hour reduction in hours each week to avoid
 155 staying long hours; building closures; transportation issues; employee efficiency for
 156 completing work for long periods of time; employee moral; paid or unpaid lunch hours;
 157 which buildings would shut down versus which ones would remain operational on
 158 Fridays; etc. At this point, the task force has agreed that the changes would not be
 159 uniform for all employees. Some employees would continue to work eight hours per day

160 for five days, while others might work four 10-hour shifts. Ruth Ann asks all employees
161 to please give your opinions regarding any of these issues that will affect you in the
162 comment portion of the survey that will be coming out.

163

164 B. *Code of Ethics*

165 Tabled

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167 7. New Business

168 Peter Dahl shared a list derived from the Portal of standing committees. Unfortunately the
169 committees do not list the members on their portal team sites. In order to compile an accurate
170 list, he asked everyone to send him an email stating which committees they serve on. Please
171 pass this request on to your constituents.

172

173 8. Public Comments/Announcements-None

174 None

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176 9. Adjournment

177 Peter Dahl adjourned the meeting at 1:00 PM.

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Recorder: Krista Collett