

**Shasta College  
Academic Senate Minutes  
October 8, 2001  
Board Room - 3:10 PM**

**Members Present:**

Estella Cox  
Sandy Johnson  
Jeff Cooper  
Sue Loring  
Phillip Roché  
Carolyn Borg  
Dan Scollon  
Dave Bush  
Frank Nigro  
Richard Saunders  
Chuck Spotts  
Warren Lytle  
Cathy Anderson  
Laura Valvatne  
Eileen Smith  
Raleigh Ross  
Susan Sawyer  
Susan Westler  
Randy Reed

**Guests Present:**

Chris Hoover  
W.G. Garland  
Jonathan Helmbold

1. Call To Order: Meeting called to order at 3:10 p.m.
2. Approval Of Previous Minutes
  - a. Approval of October 1 minutes (Warren Lytle moved approval, Susan Westler seconded). The motion carried unanimously.
3. Reports

1. Reports: None

4. Discussion/Action Items

a. Retreat Rights: The Senate postponed consideration of retreat rights for Rodney Wright until Oct. 22.

b. Matriculation/Enrollment Director (Handout): W.G. Garland and Susan Sawyer visited the Senate to speak on this issue. The Senate was presented with a job description for a classified position put together by the Matriculation Committee. The job involves two parts: enrollment management and the matriculation process. G noted that the previous matriculation plan is 11 years out of date; it not only needs to be updated and revised, but there needs to be a system whereby it is updated and revised. Susan noted that the Matriculation Committee has seen so much membership change that's it's hard to actually update the plan on a regular basis; having one person to coordinate the parts is necessary. Susan noted that every five years a plan has to be turned in to the Chancellor's office, as well as annual reports, and other work. Right now, the Committee has to do this work. With so many people involved in the matriculation process via the committee, it's necessary to have someone to coordinate it. The Coordinator would coordinate all this; without that person, it would not get done. We are funded for matriculation activities to the amount of \$400,000; this could be taken away if we don't make a good faith effort to get the work done. The position would be paid for 50% out of PFE, and 50% out of matriculation money.

Warren Lytle asked if this was a common position at other schools; G said it was, and usually it's at the Dean or Vice President level. Carolyn Borg noted that this person would also be involved in assessment and enforcement of prerequisites. Carolyn expressed concerns that this position with both matriculation and enrollment duties would have too much on their plate to do the job effectively. Sandra Johnson had a question about the community liaisons described in the proposal. G noted that these people were already employed and were providing liaison with the Asian, African American, Native American, and Hispanic communities. They are currently paid on an hourly basis. Sue Loring, Dave, Warren, and Richard all expressed concerns about the financing of this position and creating it without sufficient clerical support. Dave was particularly concerned about why some positions, like this one, get funded, and why others don't, like the proposed Pollution Prevention Coordinator.

Carolyn Borg made a motion to support the need for this position, though the Senate still has ongoing concerns about the financial strength of the institution and how this position would affect the instructional budget; Eileen Smith seconded this. In the ensuing discussion, Sue Loring and Randy Reed both questioned whether the duties of this position could be accomplished by other, existing staff. G pointed out that at many schools with this position, enrollment went up significantly after this position was established; this would thus answer some of the financial questions raised, and would make us more competitive during possible lean years. The motion carried, 11 for and 4 against.

c. Disciplines List (Handout): There was a required open hearing to consider and vote on recommending the addition of the discipline “Casino Management” to the State’s Discipline List. Questions were raised about whether the Revision to Disciplines List form was the correct one. Jonathan Helmbold spoke to the uniqueness of the position and its requirements. Because some felt the description was vague, Sandy Johnson agreed to add more specifics to it, including something about money management, surveillance, and gaming regulations.

Dan Scollon moved approval of the discipline. Richard Saunders seconded this. The motion carried.

d. Hiring Priorities Procedures (Attachments): The new hiring procedures propose that the former inventory of faculty positions be terminated and faculty submit a list by September 30 of what their current faculty needs are. It was decided that the two versions of the Faculty Hiring Procedures need to be merged before further discussion can take place. Sandy Johnson, Dave Bush, and Chuck Spotts volunteered to meet with President Treadway to get his input and intent on the procedures, and to merge the documents.

## 5. Other

a. None.

6. Adjournment: The meeting was adjourned at 4:46 p.m. The next meeting will be on October 22.