



Shasta College

College Council

March 3rd, 2026

3:00 – 5:00 PM – Main Campus Board Room

MINUTES

Committee Members Present					
<input checked="" type="checkbox"/>	Will Breitbach (Co-Chair)	<input checked="" type="checkbox"/>	Melissa Markee	<input checked="" type="checkbox"/>	Frank Nigro (N/V)
<input checked="" type="checkbox"/>	Sonia Randhawa (Co-Chair)	<input checked="" type="checkbox"/>	Cathy Anderson	<input checked="" type="checkbox"/>	Kevin O’Rorke (N/V)
<input checked="" type="checkbox"/>	Mike Mari	<input type="checkbox"/>	Milagros Israel	<input checked="" type="checkbox"/>	Becky McCall (N/V)
<input checked="" type="checkbox"/>	Tim Johnston	<input type="checkbox"/>	Erin O’Loughlin	<input checked="" type="checkbox"/>	Amy Westlund (N/V)
<input type="checkbox"/>		<input checked="" type="checkbox"/>	Jon Cartee	<input type="checkbox"/>	Student Representative- Mariah Bobadilla

Guests		
Candace Irwing		
John Lutkemeier		

1) **CALL TO ORDER**

Sonia Randhawa, Co-Chair, called the meeting to order at 3:02 p.m.

2) **APPROVAL OF COUNCIL MINUTES**

Motion to approve minutes from 2/3/2026
 Cathy moves to approve, Melissa seconds.

Motion carried unanimously, no abstentions.

3) **SHARING SUCCESS STORIES -**

Melissa shared that there was a Sierra-Cascade Logging Conference that took place at the beginning of February. Some of our logging students and staff were heavily involved. Due to the support Shasta College has provided, Jonas Lindblom and Troy Towery received an award for their contribution to the event.

Frank reported back about his visit to Weaverville with Trustee Debbie Bourne (Area E). At this meeting, information was shared regarding increases in FTES as well as outreach efforts and data from our extended education team. The data contained information regarding our dual enrollment program and outreach efforts to High School students in that community. Frank said it was gratifying to see how much is being done at the extended campus in Trinity County.

Tim shared that six of our Shasta College students have arrived at the South Korean exchange program. This program supports cultural and academic immersion. There will also be students arriving at Shasta College campus soon via the same exchange program.

Melissa asked Frank about Shasta College receiving a sustainable reward for composting. He responded that yes, Shasta College was selected for the 2025-26 Excellence in Energy and Sustainability Award in the Small Innovative Project category for our Carbon Sink initiative. This initiative was made possible due to our BACTE and Food services divisions coming together to work on composting food and agricultural waste. On March 24th Mark Klever, Denise Axtell, and Leimone Waite will be accepting the award in Sacramento.

4) **REPORTS –**

a) **Accreditation Update**

None.

b) **Research Update**

No major updates were shared. Will noted that the research office would be delighted to visit College Council about the new tools we have. The group was also encouraged to utilize the Data Hub. Frank added that the Data Hub is very usable and helpful.

c) **EMP Workgroup Update**

Thanks were expended for the groups that participated in surveys and activities for data collection. The EMP workgroup received feedback from the following Committees: Program Review, General Education, Technology Planning, Curriculum, and Student Senate. Themes are being tracked and shared with the workgroup via a working document with track changes. The group is working on finalizing the document for first reading to College Council. Thereafter, it will be routed to Academic Senate for two readings and return to College Council for final readings.

d) **Other**

Frank provided a printed follow-up report on approved funding requests which he called phase two. VP Becky McCall had the idea to take \$50k in December 2025 from the general fund and give a green light on some items and then do complete a second phase review once they more information on the budget. Around \$250k was authorized for new items to be funded during phase two. This new phased process seems to be working well. Deans and area managers have been notified of all approved items.

Becky added commentary on the new funding request phase process noting that they started with \$50k as its estimated to be the base amount approved based on previous years. This also gives programs/departments time to receive funding and implement within the same Fiscal Year. This new process helps close the loop on requests earlier. Frank added that they are hoping this new adjustment will help them further refine the funding request process.

Becky shared a status update on the 26/27 tentative budget. All budget managers have submitted their requests with VPs currently reviewing. Currently, the budget is in draft form. It will be sent to the Budget Committee for review next Thursday March 11th. If anyone needs information regarding this meeting it was encouraged to reach out to Jacquie Wright.

5) **DISCUSSION/ACTION**

a) **Board Policies / Administrative Procedures:**

- **Board Policies / Administrative Procedures – Review and Approve**
 - None

- **Review and Approve:**

Motion to approve all BP/APs:
Cathy Moves to Approve. Sonia Seconds.

Motion carried unanimously, no abstentions.

- **Second Reading**
 - AP 3433 – Prohibition of Sexual Harassment Under Title IX [Revised, Legally Required]
 - AP 3434 – Responding to Harassment Under Title IX [Revised, Legally Required]
 - AP 5031 – Instructional Materials Fees [Revised, Legally Required]
 - AP 7126 – Applicant Background Checks [New, Legally Advised]
- **Information Only**
 - BP 4010 – Academic Calendar [Revised, Legally Required]
 - BP 4025 – Philosophy and Criteria for Associate Degree and General Education [Revised, Legally Required]
 - BP 4100 – Graduation Requirements for Degrees and Certificates [Revised, Legally Required]
 - BP 4250 – Academic Notice, Pause, and Restart [Revised, Legally Required]
 - AP 4250 – Academic Notice [Revised, Legally Required]
 - AP 5050 – Student Success and Support Program [Revised, Legally Required]
- **First Reading**
 - BP 5030 – Fees [Revised, Legally Required]
 - AP 5030 – Fees [Revised, Legally Required]
 - BP 5050 – Student Success and Support Program [Revised, Legally Required]
 - AP 6310 – Accounting [Revised, Suggested as Good Practice]
 - AP 6311 – Cash Management [Revised, Local]
 - AP 6315 – Warrants [Revised, Suggested as Good Practice]
 - AP 6325 – Payroll [Revised, Suggested as Good Practice]
 - AP 6330 – Purchasing [Revised, Suggested as Good Practice]
 - AP 6350 – Contracts – Construction [Revised, Legally Advised]

- b) First Reading
 - None
- c) Second Reading
 - None
- d) Acknowledgement Receipt
 - None

6) **INFORMATIONAL/FEEDBACK REQUESTED**

- a) AI Philosophy Statement

This statement has been provided on behalf of Academic Senate for College Council to review. Thus far, this document has had first reading with Academic Senate. Now it has been sent to all faculty for review. They will have their 2nd reading next Monday at Academic Senate.

Frank asked about the development process for creating the AI Philosophy statement. Cathy shared they formed a workgroup for 4-5 people. The group used various models to help form this statement. The document has been to senate three times already with changes each time.

Becky had feedback she shared with Tim regarding security. She thanked Cathy for their work on this document. This helps us embrace AI with parameters while also complimenting the APs that were drafted.

Cathy shared that the next step will be to look at BP/APs for academic integrity. She has it on the agenda to form a work group to review these BP/APs and discover how they may support or contradict this philosophy statement. The work group will be formed at the next Academic Senate meeting.

Jon C. shared that he appreciated the statements transparency and about ethically using AI. It sets the tone about being transparent about how to properly use these tools. Cathy said they wanted to be clear that we are not saying faculty must use AI, but it is a resource that is available to them.

7) **OTHER/ANNOUNCEMENTS**

None.

8) **ADJOURNMENT 3:25 p.m.**

Notes taken by: Mariah Rodriguez

Upcoming Meeting: March 17th, 2026