



# Shasta College

## College Council

April 21<sup>st</sup>, 2026

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

### MINUTES

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

Guests		
Bex Davis	Wayne Webster	
John Westlund		

**1) CALL TO ORDER**

Sonia Randhawa, Co-Chair, called the meeting to order at 3:00 p.m.

**2) APPROVAL OF COUNCIL MINUTES**

Motion to approve minutes from 3/17/2026  
 Cathy moves to Approve. Mariah B. seconds.  
  
 Motion carried unanimously with no abstentions.

**3) SHARING SUCCESS STORIES -**

Mariah B. shared that she will be running for President of Student Senate for the next academic year. She also shared that in March she attended a “general assembly” conference with other Student Senate members.

Erin shared that the Culture Fest last week was a success. A highlight was the North State Japanese club. They donated the cherry blossom trees near the 800 building and performed a traditional Japanese dance with a guest who played the Shamisen (a traditional Japanese stringed instrument) near the trees. There was also a Japanese woodblock print show the same day in the Shasta College Art Gallery. The culinary department catered the event with a variety of cultural foods. The event was well attended with around 150 Shasta College students and 92 staff members.

Frank praised the Employee Recognition event and activities that took place throughout the week. The group also congratulated and recognized Tim Johnson for being administrator of the year. Appreciation was also shown for Bex for coordinating the event.

Sonia shared that our local Enjoy magazine featured a former Shasta College student, Trent Minard. He was once a Welding student and now owns a successful metal craft business. He mentioned Shasta College in the article and highlighted our college's instructors, acknowledging their good work.

4) **REPORTS –**

a) **Accreditation Update**

Will reported that he attended the ACCJC Regional Convening training last week. He expects several positive changes to occur regarding annual planning templates and data sets based on information received from this event.

b) **Research Update**

See above.

c) **EMP Workgroup Update**

None.

d) **Other**

None.

5) **DISCUSSION/ACTION**

a) **AI Task Force**

• **Recommendations from Spring 2026**

Will shared that the documentation provided is primarily based on the AI Needs Survey. If anything else was to be added to the document, it was a result of the Innovation conference and conversations held at various committee meetings on campus. Will thanked the workgroup - Jacquelyn Horton, Lisa Riggs, Robert Walden, Paul Burwick, Wayne, and Kate Mahar. There was an agreement on actions regarding professional development. Will reviewed the recommended actions. The Council had conversation regarding the associated Professional Development (PD) recommendations.

Wayne commented that the college is making process with google AI integration. Some of these tools may be available to staff soon. They are also working on interpreting what AI tools the Chancellor's office has and what tools we can utilize.

Tim gave kudos to those that are working on these documents. From the student services perspective, they appreciate the emphasis on the idea of connecting theme 3 and 4 together in terms of supporting student learning and focusing on AI as a teaching opportunity.

Bex shared that she thinks that seeing a clear framework to develop AI fluency is encouraging. Bex asked if she may be able to help on the PD side for staff.

Cathy shared that she is excited about the training series that is mentioned in the recommendations and she encourages cabinet to have conversations about incentives

for participation in these trainings. She voiced concern about faculty availability when it comes to trainings and staying up to date. Will shared that they are working on a self-paced opportunity this summer and will work on highlighting online and asynchronous options.

Wayne shared that he believes, from a Policy standpoint, that Shasta College is ahead when it comes to AI when compared to other institutions. He thinks that this document will help us build a solid foundation to move forward. Wayne said he is thankful for everyone collaborating on this.

Mike shared that at the conference he went to in Seattle it seemed like everyone was responding differently to AI.

Millie shared concerns from the classified/frontline side of things and how some staff are not in the loop about how the institution is progressing when it comes to AI.

Frank added that he proposed this taskforce a year or so ago, he thought it would be a good place for conversations but is thankful for the plan. The workgroup is going above and beyond what he originally envisioned. He is impressed with the concise and actionable plan.

- AI Needs Survey

See above.

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

- **Board Policies / Administrative Procedures – Review and Approve**

- None

- **Review and Approve:**

No action taken.

- **Second Reading**

- None.

- **Information Only**

- BP 6150 – Designation of Authorized Signatures [Confirmation, Legally Required]
- AP 6322 – Employee Indemnity Bonds [Confirmation, Suggested as Good Practice]
- BP 6450 – Wireless or Cellular Telephone Use [Update, Legally Advised]
  - Cathy asked if it was necessary. She said the AP that goes with it seems out of date. Mariah R. took notes to relay to Candace to check AP 6450 to see if it's up to date.
  - Tim said that there was a recommendation regarding twinning BP/APs before they are sent to College Council as an informational item.
- BP 6500 – Property Management [Confirmation, Legally Required]
- BP 6540 – Insurance [Confirmation, Legally Required]
- BP 6550 – Disposal of Property [Confirmation, Legally Required]
- AP 6600 – Capitol Construction [Confirmation, Legally Required]
- BP 6740 – Citizens Bond Oversight Committee [Confirmation, Legally Advised]
- AP 6740 – Citizens Bond Oversight Committee [Confirmation, Optional]

- BP 6800 – Occupational Safety [Update, Legally Required]

- **First Reading**

- AP 3775 – Artificial Intelligence (AI) [New, Suggested as Good Practice]
  - Cathy referenced the paragraph that begins with “governing board” on page three of this AP. Within this paragraph she had questions about the sentence that starts with the word “while students may utilize...” she thinks that using the word “may” might appear that we are giving them permission to use AI. Recommended edits include, “While students may be authorized” or “if students are authorized to use AI for research”. Suggestions were made to make this more of a blanket statement since each course is different.
  - There were also questions regarding the paragraph that begins with “...superintendent president may establish a committee...”. Some of the things in that list are under the purview of the senate. Changes to be made are “to recommend standards” instead of “to develop”. Wayne asked if we hired an advisor that wasn’t one of those three would it fall under “the public”? They use external advisors frequently to advise about items that require expert advice. Cathy said that it wouldn’t fall under the “committee”. She asked if we could take the whole paragraph out. If not, she would like to remove the word “developed” and replace it to “recommend to appropriate bodies” or something similar.
- AP 3900 – Time, Speech, Place, and Manner [Revised, Legally Advised]
- ~~BP 6250 – Budget Management [Revised, Legally Required]~~
  - This item has been removed from the agenda for this meeting until AP 6250 is complete and ready for first reading.

c) First Reading

- None

d) Second Reading

- Strategic Educational Master Plan (SEMP)

Will shared that as presented, the SEMP was identical with some additions, the message from the president. This document went through 1<sup>st</sup> and 2<sup>nd</sup> readings at Academic Senate with positive feedback. Will thanked all the committees for contributing to the document. Frank thanked Will for his leadership on this document and Will thanked the workgroup. Frank said that is the first new plan in 14 years. Will shared next steps are to implement the document. Changes may occur in the institutional planning manual due to the creation of this document. Discussion regarding these changes are set to be discussed at a later date.

Cathy moves to recommend SEMP to be forwarded to the board of trustees with Millie seconding. All in favor, motion carried unanimously.

e) Acknowledgement Receipt

- None

6) **INFORMATIONAL/FEEDBACK REQUESTED**

- None

7) **OTHER/ANNOUNCEMENTS**

Becky shared the 3<sup>rd</sup> review of tentative budget was recommended to proceed to College Council and will be added to the next meeting on May 5<sup>th</sup>. BPs/APs will be added as well.

Erin shared that graduation is coming up. She asked the group for volunteers or to recruit volunteers. At the moment, students can still apply for commencement and can contact Erin with any questions. Frank asked about last year's RSVP method. Erin will check with Brianne about this tool to see if it is being utilized again this year. The goal for graduation seating is to have a precise # of seats for faculty and avoid empty chairs if possible.

Erin added that around 1,650 students have applied for their diploma. This number does not include students who are associated with degrees on track. Commencement signups are at 248 responses. In previous years, there were 407 students who signed up in 2025 and around 350 in 2024.

**8) ADJOURNMENT 3:48 p.m.**

Notes taken by: Mariah Rodriguez

**Upcoming Meeting: May 5<sup>th</sup>, 2026**