



Shasta College

College Council Agenda

September 1st, 2026

3:00 PM – 5:00 PM

Room 804

1. CALL TO ORDER
2. APPROVAL OF COUNCIL MINUTES – 05/05/26
3. CO-CHAIR NOMINATIONS AND ELECTION
4. SHARING SUCCESS STORIES
5. REPORTS
 - a) Accreditation Update
 - b) Research Update
 - c) EMP Workgroup Update
 - d) Other
6. DISCUSSION/ACTION
 - a) Final Budget 2026/2027 (attached)
 - Purpose: Learn details about the final 2026/2026 budget, ask questions, and forward to Board of Trustees for approval
 - b) 2026-2027 College Council Calendar (attached)
 - Purpose: Establish a meeting calendar for the 26/27 academic year
 - c) Bylaws (attached)
 - Purpose: Review Bylaws and discuss how the committee could ensure inclusive participation
 - d) [Participatory Governance Manual](#) (linked)
 - Purpose: Consider forming a workgroup to review the Participatory Governance Manual to ensure it reflects current governance groups and meets the needs of the College
 - e) Board Policies / Administrative Procedures (attached):
 - Review and Approve
 - None
 - Second Reading
 - AP 3775 - Artificial Intelligence (AI) [New, Suggested as Good Practice]
 - AP 3900 - Speech: Time, Place, and Manner [Revision, Legally Advised]
 - BP 6250 - Budget Management [Revised, Legally Required]
 - Information Only
 - AP 4100 – Graduation Requirements for Degrees and Certificates [Revised, Legally Required]
 - First Reading
 - BP 2365 – Recording [Revised, Other]
 - BP 2710 – Conflict of Interest [Revised, Other]
 - AP 2710 – Conflict of Interest [Revised, Legally Required]

- BP 6340 – Bids and Contracts [Revised, Legally Required]
- AP 6340 – Bids and Contracts [Revised, Legally Required]
- BP 6520 – Security for District Property [Revision, Legally Required]
- AP 6520 – Security for District Property [Revised, Suggested as Good Practice]
- AP 6530 – District Vehicles [Revised, Legally Advised]
- AP 6540 – Insurance [Revised, Legally Required]
- AP 6550 – Disposal of Property [Revised, Legally Advised]
- AP 7270 – Student Employment [Revised, Suggested as Good Practice]
- AP 7600 – Campus Safety Officers [Revised, Legally Advised]

f) First Reading

- Integrated Planning Manual (attached)
 - Purpose: Review the Integrated Planning Manual to ensure it reflects current planning practices and consider improvements.

g) Second Reading

- None

h) Acknowledge Receipt

- None

7. INFORMATIONAL/FEEDBACK REQUESTED

8. OTHER/ANNOUNCEMENTS

9. ADJOURNMENT

Upcoming Meeting: September 15th, 2026

Pending Final Approval

**Shasta-Tehama-Trinity Joint Community College District
2026-2027
Final Budget**

Summary of All Funds						
Fund	Fund Title	Estimated Beginning Fund Balance	2026-2027		Estimated Ending Fund Balance	
			Budgeted Income	Budgeted Expenditures		
General Funds						
11	General Fund - Unrestricted	\$ 19,587,225	\$ 83,777,131	\$ 83,989,741	\$ 19,374,615	
12	General Fund - Restricted	-	33,375,322	33,375,322	-	
Debt Service Funds						
23	2002 General Obligation Bond Interest & Redemption Fund	2,930,112	2,847,638	2,341,318	3,436,432	
24	Lease Revenue Bond Interest & Redemption Fund	62,282	806,919	790,990	78,211	
25	2016 General Obligation Bond Interest & Redemption Fund	5,921,813	6,657,583	6,358,984	6,220,412	
Special Revenue Funds						
34	Revenue Fund	1,269,610	4,321,877	4,498,766	1,092,721	
35	Repair and Replacement Reserve Fund	-	-	-	-	
36	Auxiliary Fund	1,948,158	1,106,234	1,412,540	1,641,852	
37	Parking Improvement Fund	2,030,083	41,484	587,122	1,484,445	
Capital Projects Funds						
41	Capital Outlay Projects Fund	14,573,331	8,905,283	11,173,500	12,305,114	
43	2016 General Obligation Bond Project Fund	44,638,889	2,311,242	14,783,494	32,166,637	
Internal Service Funds						
61	Self Insurance Fund	800,299	1,000,000	908,804	891,495	
Trust Funds						
71	Associated Students	296,898	24,265	23,500	297,663	
72	Student Rep Fee	35,989	15,953	-	51,942	
74	Student Financial Aid Fund	-	36,786,497	36,786,497	-	
75	Scholarship and Loan Fund	122,300	810,000	800,000	132,300	
77	Shasta College Trustees' Scholarship Fund	4,881,031	185,000	160,000	4,906,031	
78	Student Clubs	236,441	85,000	85,000	236,441	
79	PARS Trust	15,101,990	1,200,000	35,000	16,266,990	
Totals 2026-2027 Final Budget		\$ 114,436,451	\$ 184,257,428	\$ 198,110,578	\$ 100,583,301	

Pending Final Approval

Shasta-Tehama-Trinity Joint Community College District 2026-2027

Final Budget

General Fund - Unrestricted SUMMARY

Fund 11

	2023-2024	2024-2025	2025-2026	2025-2026	2026-2027
	Actuals	Actuals	Adopted Budget	Estimated Actuals	Final Budget
Beginning Fund Balance-Undesignated	\$ 16,172,055	\$ 18,341,617	\$ 18,879,793	\$ 18,879,793	\$ 19,587,225
Estimated Beginning Balance 7/1/26					
Total Federal Income	\$ 45,090	\$ 7,339	\$ -	\$ 57,100	\$ -
Total State Income	\$ 42,794,076	\$ 45,251,818	\$ 41,792,846	\$ 47,973,776	\$ 50,093,143
Total Local Income	\$ 26,184,366	\$ 36,470,730	\$ 29,354,164	\$ 29,083,013	\$ 30,678,988
Total Other Financing Sources	\$ 12,492	\$ 15,000	\$ 15,000	\$ 1,235,660	\$ 3,005,000
Total Income	\$ 69,036,024	\$ 81,744,887	\$ 71,162,010	\$ 78,349,549	\$ 83,777,131
Total Academic Salaries	\$ 23,407,805	\$ 24,334,393	\$ 25,405,419	\$ 25,924,289	\$ 26,504,341
Total Classified Salaries	\$ 15,191,999	\$ 15,782,508	\$ 17,346,191	\$ 16,998,841	\$ 18,971,417
Total Employee Benefits	\$ 15,680,238	\$ 18,956,756	\$ 18,362,037	\$ 20,007,778	\$ 23,519,138
Total Supplies	\$ 1,284,764	\$ 1,524,336	\$ 1,995,363	\$ 1,532,400	\$ 2,020,515
Total Other Operating Expenses	\$ 7,493,107	\$ 9,478,566	\$ 9,210,477	\$ 8,083,120	\$ 10,948,649
Total Capital Outlay	\$ 1,247,416	\$ 759,358	\$ 914,914	\$ 714,677	\$ 1,115,340
Total Other Outgo	\$ 2,561,133	\$ 10,370,794	\$ 1,883,135	\$ 4,381,012	\$ 4,638,345
Total Expenditures	\$ 66,866,462	\$ 81,206,711	\$ 75,117,536	\$ 77,642,117	\$ 87,717,745
Discount Factor @ 4.25% (see Note below)			\$ (3,380,289)		\$ (3,728,004)
Projected Expenditures	\$ 66,866,462	\$ 81,206,711	\$ 71,737,247	\$ 77,642,117	\$ 83,989,741
Net Income/(Loss)	\$ 2,169,562	\$ 538,176	\$ (575,237)	\$ 707,432	\$ (212,610)
Ending Fund Balance	\$ 18,341,617	\$ 18,879,793	\$ 18,304,556	\$ 19,587,225	\$ 19,374,615
	27.4%	23.2%	25.5%	25.2%	23.1%

Pending Final Approval

Shasta-Tehama-Trinity Joint Community College District 2026-2027

Final Budget

General Fund - Unrestricted

Fund 11

	2023-2024	2024-2025	2025-2026	2025-2026	2026-2027
	Actuals	Actuals	Adopted Budget	Estimated Actuals	Final Budget
Beginning Fund Balance-Undesignated	\$ 16,172,055	\$ 18,341,617	\$ 18,879,793	\$ 18,879,793	\$ 19,587,225
Estimated Beginning Balance 7/1/26					
INCOME					
Federal Income					
Forest Reserve Fund	\$ 45,090	\$ 7,339	\$ -	\$ 57,100	\$ -
Miscellaneous (Federal Projects)	-	-	-	-	-
Total Federal Income	\$ 45,090	\$ 7,339	\$ -	\$ 57,100	\$ -
State Income					
State Apportionment	\$ 32,155,489	\$ 27,876,524	\$ 29,481,033	\$ 28,553,627	\$ 33,377,817
PY Apportionment Adjustment	1,176,522	1,120,991	-	1,531,410	229,270
Educational Protection Act	5,608,415	11,410,533	9,000,000	12,900,835	11,000,000
Full time Faculty	996,646	996,646	996,646	996,646	996,646
Part-time Faculty	217,890	202,634	230,000	198,010	215,000
Part-time Faculty Office Hours	154,264	148,723	55,000	98,952	75,000
Home Owners Exemption - All Counties	208,799	197,670	232,821	202,459	215,594
Timber Tax Receipts	87,302	113,551	97,346	129,260	123,816
Lottery	1,704,173	934,526	1,300,000	1,732,958	1,400,000
Mandated Cost Block Grant	246,806	237,528	230,000	250,176	250,000
STRS On-Behalf Payment	-	1,806,678	-	1,227,031	2,000,000
Miscellaneous (State Projects)	237,770	205,814	170,000	152,412	210,000
Total State Income	\$ 42,794,076	\$ 45,251,818	\$ 41,792,846	\$ 47,973,776	\$ 50,093,143
Local Income					
Property Taxes	\$ 22,755,497	\$ 24,076,683	\$ 25,373,427	\$ 25,026,420	\$ 26,259,500
Contract Education	94,465	226,679	337,875	389,992	605,000
Sales	27,326	23,632	20,000	19,885	21,000
Rentals and Leases (Facilities)	70,925	90,586	80,000	66,783	55,000
Interest	716,924	1,774,060	799,402	1,264,883	951,988
Community Education	158,855	260,159	170,000	222,296	260,000
Enrollment Fees	1,209,880	1,359,571	1,368,500	569,180	1,000,000
Non-Resident Tuition	683,045	732,291	740,000	797,635	810,000
Student Fees and Charges	343,188	353,395	381,160	659,600	667,700
Miscellaneous Local Income	124,261	7,573,674	83,800	66,339	48,800
Total Local Income	\$ 26,184,366	\$ 36,470,730	\$ 29,354,164	\$ 29,083,013	\$ 30,678,988
Other Financing Sources					
Interfund Transfers In	\$ -	\$ -	\$ -	\$ 1,225,000	\$ 3,000,000
Other Income	12,492	15,000	15,000	10,660	5,000
Total Other Financing Sources	\$ 12,492	\$ 15,000	\$ 15,000	\$ 1,235,660	\$ 3,005,000
Total Income	\$ 69,036,024	\$ 81,744,887	\$ 71,162,010	\$ 78,349,549	\$ 83,777,131

Pending Final Approval

Shasta-Tehama-Trinity Joint Community College District 2026-2027

Final Budget

General Fund - Unrestricted

Fund 11

	2023-2024		2024-2025		2025-2026		2025-2026		2026-2027
	Actuals		Actuals		Adopted Budget		Estimated Actuals		Final Budget
EXPENDITURES									
Academic Salaries									
Instructional Contract	\$ 12,301,255	\$	12,883,150	\$	14,028,240	\$	13,295,465	\$	13,350,997
Non Instructional Contract	1,453,082		1,213,290		1,450,682		1,465,305		1,605,476
Academic Administrators	2,915,933		2,895,472		3,006,600		3,023,988		3,059,428
Instructional Hourly	6,234,438		6,857,648		6,500,000		7,716,442		8,000,000
Non Instructional Hourly	503,097		484,833		419,897		423,089		488,440
Total Academic Salaries	\$ 23,407,805	\$	24,334,393	\$	25,405,419	\$	25,924,289	\$	26,504,341
Classified Salaries									
Non Instructional Contract	\$ 7,842,375	\$	8,239,579	\$	9,330,593	\$	8,988,267	\$	9,639,294
Instructional Aides Contract	981,426		947,891		1,036,236		1,072,101		1,231,758
Classified Management/Supervisory/Confid	4,358,805		4,472,857		4,753,696		4,575,606		5,195,926
Non Instructional Hourly	881,153		847,392		959,831		911,894		967,849
Instructional Aides Hourly	633,604		719,023		530,640		1,048,211		1,111,134
Students Hourly	494,636		555,766		735,195		402,762		825,456
Total Classified Salaries	\$ 15,191,999	\$	15,782,508	\$	17,346,191	\$	16,998,841	\$	18,971,417
Employee Benefits									
STRS - State Teachers Retirement	\$ 3,587,546	\$	3,704,223	\$	4,517,347	\$	3,914,749	\$	4,685,784
STRS - On-Behalf Payment	-		1,806,678		-		1,227,031		2,000,000
PERS - Public Employees Retirement	3,795,692		4,117,882		4,511,390		4,351,942		4,808,671
Social Security & Medicare	1,548,926		1,642,283		1,753,737		1,791,034		1,905,635
Medical/Dental/Vision/Life Insurance	3,333,719		4,202,133		4,866,994		4,712,768		5,716,662
Unemployment Insurance	37,991		38,505		42,093		43,317		45,122
Workers Compensation Insurance	652,263		708,541		770,476		815,759		957,264
Retirees Health Benefits	2,724,101		2,736,511		1,900,000		3,151,178		3,400,000
Total Employee Benefits	\$ 15,680,238	\$	18,956,756	\$	18,362,037	\$	20,007,778	\$	23,519,138
Supplies									
Instructional	\$ 222,868	\$	356,748	\$	545,448	\$	337,820	\$	572,437
Non-Instructional	1,061,896		1,167,588		1,449,915		1,194,580		1,448,078
Total Supplies	\$ 1,284,764	\$	1,524,336	\$	1,995,363	\$	1,532,400	\$	2,020,515
Other Operating Expenses									
Dues and Memberships	\$ 147,847	\$	157,050	\$	206,339	\$	179,764	\$	216,405
Insurance	150,575		153,946		179,715		173,946		192,808
Legal and Professional Services	301,045		260,644		415,000		278,045		365,700
Election	-		93,863		5,000		1,753		325,000
Postage	106,057		67,326		121,570		105,391		129,930
Staff Development, Travel, and Conferenc	270,103		316,520		496,844		330,456		496,294
Building and Equipment Rental/Leases	172,801		283,754		311,146		258,989		342,583
Personal/Consultant Services	238,376		461,999		456,900		369,028		453,504
Repairs	282,475		365,160		508,490		327,069		522,740
Utilities/Electricity/Gas/Water/Waste/Telep	1,996,742		2,306,640		2,131,390		2,445,063		2,541,985
Service Fees/Other Charges	1,589,947		2,471,710		2,119,586		1,921,948		2,757,202

Pending Final Approval

Shasta-Tehama-Trinity Joint Community College District 2026-2027

Final Budget

General Fund - Unrestricted

Fund 11

	2023-2024 Actuals	2024-2025 Actuals	2025-2026 Adopted Budget	2025-2026 Estimated Actuals	2026-2027 Final Budget
Software Licenses	1,369,869	1,368,795	1,616,315	1,458,144	1,654,978
Advertising, Printing, and Misc. Operating	785,752	1,136,514	633,085	315,540	857,910
Field Trips (Classroom Related, Athletics)	468,354	466,083	484,097	361,477	536,610
Operating Backcharges	(386,836)	(431,438)	(475,000)	(443,493)	(445,000)
Total Other Operating Expenses	\$ 7,493,107	\$ 9,478,566	\$ 9,210,477	\$ 8,083,120	\$ 10,948,649
Capital Outlay					
Site Development	\$ -	\$ -	\$ -	\$ 12,170	\$ -
Building Improvement	17,237	-	-	19,248	-
Library Books	-	4,329	-	-	-
Equipment	1,230,179	755,029	914,914	683,259	1,115,340
Total Capital Outlay	\$ 1,247,416	\$ 759,358	\$ 914,914	\$ 714,677	\$ 1,115,340
Other Outgo					
Interfund Transfers (Debt Service)	\$ 422,252	\$ 427,725	\$ 430,135	\$ 430,135	\$ 435,045
Interfund Transfers (Other Funds)	2,067,244	7,940,496	1,450,000	3,950,000	4,200,000
Transfer to PARS Trust	-	2,000,000	-	-	-
Student Aid	4,649	2,573	3,000	877	3,300
Debt Principal and Interest	66,988	-	-	-	-
Total Other Outgo	\$ 2,561,133	\$ 10,370,794	\$ 1,883,135	\$ 4,381,012	\$ 4,638,345
Total Expenditures	\$ 66,866,462	\$ 81,206,711	\$ 75,117,536	\$ 77,642,117	\$ 87,717,745
Discount Factor (see Note below)	\$ -	\$ -	\$ (3,380,289)	\$ -	\$ (3,728,004)
Projected Expenditures	\$ 66,866,462	\$ 81,206,711	\$ 71,737,247	\$ 77,642,117	\$ 83,989,741
Net Income/(Loss)	\$ 2,169,562	\$ 538,176	\$ (575,237)	\$ 707,432	\$ (212,610)
Ending Fund Balance	\$ 18,341,617	\$ 18,879,793	\$ 18,304,556	\$ 19,587,225	\$ 19,374,615
	27.4%	23.2%	25.5%	25.2%	23.1%

Note

Budgets are created using conservative estimates which will tend to overestimate expenses. A "discount factor" using the past 5 year actual to budget is being used to provide a more realistic estimate for expenses and the ending fund balance. FY26 has a 4.5% discount factor. FY27's discount factor is reduced to 4.25% due to less staff turnover and increased hiring.

FUND BALANCE					
17% of Fund 11 Expense - Minimum Requ	11,367,299	13,805,141	12,195,332	13,199,160	14,278,256
17% of Fund 12 Expense - Minimum Requ	5,562,889	5,816,906	5,993,608	5,553,745	5,673,805
Reserve for Economic Uncertainty	1,411,429	(742,254)	115,616	834,320	(577,446)
Unrestricted Fund Balance Total	18,341,617	18,879,793	18,304,556	19,587,225	19,374,615

	23/24 Actuals	24/25 Actuals	25/26 Budget	25/26 Estimated Actuals	26/27 Proposed Budget
SCFF	63,258,596	65,706,220	67,000,000	68,623,268	74,000,000
Deficit Factor 1.5%	(632,586)	0	(1,005,000)	(229,270)	(1,110,000)
Full Time Faculty Hiring	(453,837)	(458,692)	(469,243)	(469,243)	(469,243)
EPA	(5,779,403)	(11,538,752)	(9,000,000)	(12,599,917)	(11,000,000)
Prop Tax	(22,755,497)	(24,076,683)	(25,373,427)	(25,026,420)	(26,259,500)
HO & Timber Tax	(296,101)	(311,221)	(330,167)	(331,719)	(339,410)
Enrollment fees collected @ 98%	(1,185,682)	(1,444,348)	(1,341,130)	(1,413,072)	(1,444,030)
General Apportionment	32,155,490	27,876,524	29,481,033	28,553,627	33,377,817

**Shasta-Tehama-Trinity Joint Community College District
2026-2027**

Final Budget

General Fund - Restricted SUMMARY

Fund 12

	2025-2026 Adopted Budget	2025-2026 Estimated Actuals	2026-2027 Final Budget
Total Federal Income	\$ 4,153,046	\$ 4,260,085	\$ 3,387,596
Total State Income	\$ 28,671,938	\$ 25,621,127	\$ 27,198,696
Total Local Income	\$ 1,561,508	\$ 1,841,007	\$ 1,887,139
Total Other Financing Sources	\$ 870,023	\$ 946,868	\$ 901,891
Total Income	\$ 35,256,515	\$ 32,669,087	\$ 33,375,322
Total Academic Salaries	\$ 5,478,098	\$ 5,978,980	\$ 6,531,782
Total Classified Salaries	\$ 9,977,208	\$ 9,101,061	\$ 9,198,928
Total Employee Benefits	\$ 7,088,847	\$ 7,556,264	\$ 8,265,353
Total Supplies	\$ 1,441,881	\$ 886,220	\$ 1,177,747
Total Other Operating Expenses	\$ 7,061,933	\$ 5,503,637	\$ 4,390,842
Total Capital Outlay	\$ 1,746,610	\$ 1,706,067	\$ 1,403,786
Total Other Outgo	\$ 2,461,938	\$ 1,936,858	\$ 2,406,884
Total Expenditures	\$ 35,256,515	\$ 32,669,087	\$ 33,375,322
Net Income/(Loss)	\$ -	\$ -	\$ -

Pending Final Approval

**Shasta-Tehama-Trinity Joint Community College District
2026-2027
Final Budget
General Fund - Restricted**

Fund 12

	2025-2026 Adopted Budget	2025-2026 Estimated Actuals	2026-2027 Final Budget
Beginning Fund Balance	\$ -	\$ -	\$ -
INCOME			
Federal Income			
College To Career	\$ 414,729	\$ 443,402	\$ 313,884
College Work Study Program	300,284	415,690	300,284
TANF	63,173	62,874	63,173
TRIO/SSS	338,991	325,252	383,873
TRIO/Talent Search	444,717	309,610	339,162
TRIO/Upward Bound	671,780	616,984	613,766
VTEA	404,002	461,673	461,673
Miscellaneous Federal Grants	1,515,370	1,624,600	911,781
Total Federal Income	\$ 4,153,046	\$ 4,260,085	\$ 3,387,596
State Income			
California College Grants (BOG)	\$ 96,372	\$ 114,128	\$ 98,145
California College Promise	178,975	183,602	182,271
Adult Ed Block Grant - AEBG	541,352	498,167	461,592
Board Financial Assistance	351,897	355,399	386,434
CalWORKs	469,692	541,605	737,801
CARE Program	251,370	128,890	283,704
Basic Needs	398,008	257,837	375,010
EOPS	1,568,528	1,404,753	1,429,170
EWD Grants	2,450,812	2,544,993	2,965,512
Foster Parent Training	173,058	139,646	186,651
Guided Pathways	70,811	76,696	44,323
Innovation Award	1,105,043	1,098,186	1,223,236
Lottery	733,021	474,054	593,556
NEXTUP, formerly CAFYES	571,716	510,931	648,581
Nursing Grants	160,023	611,870	396,897
PACE, formerly DSPS	1,258,879	1,201,264	1,295,943
Strong Workforce Program	3,442,189	3,306,753	3,365,883
Student Equity and Achievement Program	3,000,503	3,028,877	3,084,494
Mental Health Support	274,676	253,010	248,835
Technology Grants	430,000	383,912	444,122
K-16 Collaborative Grant	4,368,216	3,536,821	1,917,282
Veterans Resource	141,144	73,094	108,018
STRS On-Behalf Payment	-	1,143,363	1,100,000
Miscellaneous State Grants	6,635,653	3,753,276	5,621,236
Total State Income	\$ 28,671,938	\$ 25,621,127	\$ 27,198,696

Pending Final Approval

Shasta-Tehama-Trinity Joint Community College District 2026-2027 Final Budget General Fund - Restricted

Fund 12

	2025-2026 Adopted Budget	2025-2026 Estimated Actuals	2026-2027 Final Budget
Local Income			
Health Services Fees	\$ 398,944	\$ 450,476	\$ 435,216
Parking Services Fees	250,000	152,635	160,500
Step-Up	220,368	291,634	297,646
Foundation	452,196	401,245	456,172
Miscellaneous Local Grants	240,000	545,017	537,605
Total Local Income	\$ 1,561,508	\$ 1,841,007	\$ 1,887,139
Other Financing Sources			
Intrafund Transfers In	\$ -	\$ 50,534	\$ -
Adult Ed Consortium-Member	870,023	896,334	901,891
Total Other Financing Sources	\$ 870,023	\$ 946,868	\$ 901,891
Total Income	\$ 35,256,515	\$ 32,669,087	\$ 33,375,322

EXPENDITURES

Academic Salaries			
Instructional Contract	\$ 797,713	\$ 987,518	\$ 964,706
Non Instructional Contract	2,316,470	2,317,514	2,570,696
Academic Administrators	1,382,270	1,524,685	1,729,057
Instructional Hourly	125,251	192,659	130,000
Non Instructional Hourly	856,394	956,604	1,137,323
Total Academic Salaries	5,478,098	\$ 5,978,980	6,531,782
Classified Salaries			
Non Instructional Contract	\$ 3,669,888	\$ 2,755,455	\$ 3,098,220
Instructional Contract	200,548	241,787	346,439
Classified Management	5,039,929	5,015,115	4,652,575
Non Instructional Hourly	440,619	516,964	560,440
Instructional Aides Hourly	122,820	95,852	91,520
Students Hourly	503,404	475,888	449,734
Total Classified Salaries	\$ 9,977,208	\$ 9,101,061	\$ 9,198,928
Employee Benefits			
STRS - State Teachers Retirement	\$ 910,383	\$ 889,474	\$ 1,065,514
STRS - On-Behalf Payment	-	1,143,363	1,100,000
PERS - Public Employees Retirement	2,540,651	2,345,072	2,362,839
Social Security & Medicare	906,044	777,036	901,695
Medical/Dental/Vision/Life Insurance	2,188,663	1,883,089	2,255,833
Unemployment Insurance	14,952	14,622	15,281
Workers Compensation Insurance	278,041	275,039	331,131
Retirees Health Benefits	250,113	228,569	233,060
Total Employee Benefits	7,088,847	7,556,264	8,265,353
Supplies			
Instructional	\$ 724,725	\$ 503,589	\$ 669,429
Non-Instructional	717,156	382,631	508,318
Total Supplies	\$ 1,441,881	\$ 886,220	\$ 1,177,747

Pending Final Approval

Shasta-Tehama-Trinity Joint Community College District
2026-2027
Final Budget
General Fund - Restricted

Fund 12

	2025-2026 Adopted Budget	2025-2026 Estimated Actuals	2026-2027 Final Budget
Other Operating Expenses			
Building and Copier Leases	\$ 351,810	\$ 345,684	\$ 371,358
Personal/Consultant Services	2,642,392	2,454,034	201,392
Service Fees/Other Charges	1,692,923	1,182,885	1,832,568
Software License	739,284	832,072	800,943
Travel	960,231	464,166	655,709
Advertising, Printing, and Miscellaneous Operating	423,675	115,773	350,091
Field Trips	251,618	109,023	178,781
Total Other Operating Expenses	\$ 7,061,933	\$ 5,503,637	\$ 4,390,842
Capital Outlay			
Buildings/Site Improvements	\$ -	\$ 43,554	\$ -
Library Books	103,000	86,666	121,645
Equipment	1,643,610	1,575,847	1,282,141
Total Capital Outlay	\$ 1,746,610	\$ 1,706,067	\$ 1,403,786
Other Outgo			
Interfund Transfers	\$ -	\$ 85,364	\$ 15,000
AEBG Fiscal Agent Transfers	870,023	896,334	901,891
Student Aid-Grant	-	32,106	5,000
Student Aid-Reimbursement, other	1,591,915	923,054	1,484,993
Total Other Outgo	\$ 2,461,938	\$ 1,936,858	\$ 2,406,884
Total Expenditures, Capital Outlay & Other Outgo	\$ 35,256,515	\$ 32,669,087	\$ 33,375,322
Net Income	\$ -	\$ -	\$ -
Ending Fund Balance	\$ -	\$ -	\$ -

Pending Final Approval

**Shasta-Tehama-Trinity Joint Community College District
2026-2027
Final Budget
2002 General Obligation Bond Interest and Redemption**

Fund 23

Fund 23	2025-2026 Estimated Actual		2026-2027 Final Budget	
Beginning Fund Balance	\$	3,071,676	\$	2,930,112
INCOME				
Interest	\$	72,497	\$	57,112
Taxes		2,039,903		2,790,526
Bond Proceeds		-		-
Total Income	\$	2,112,400	\$	2,847,638
	2025-2026 Estimated Actual		2026-2027 Final Budget	
EXPENDITURES				
Debt Principal Reduction	\$	1,695,000	\$	1,850,000
Debt Interest Reduction		558,214		490,518
Held in Escrow		-		-
Bond Issuance Cost		750.00		800
Service Fees		-		-
Total Expenditures	\$	2,253,964	\$	2,341,318
Net Income/(Loss)	\$	(141,564)	\$	506,320
Ending Fund Balance	\$	2,930,112	\$	3,436,432

Pending Final Approval

**Shasta-Tehama-Trinity Joint Community College District
2026-2027
Final Budget
Lease Revenue Bond Interest and Redemption**

Fund 24

2025-2026	2026-2027
Estimated Actual	Final Budget

Beginning Fund Balance	\$ 47,654	\$ 62,282
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INCOME

Interest	\$ 14,628	\$ 15,928
Proceeds from Refinancing	-	-
Transfer from General Fund	430,135	435,045
Transfer from Revenue Fund	312,826	316,396
Transfer from Parking Fund	39,103	39,550
Total Income	\$ 796,692	\$ 806,919

2025-2026	2026-2027
Estimated Actual	Final Budget

EXPENDITURES

Debt Principal Reduction	\$ 705,000	\$ 730,000
Debt Interest Reduction	77,064	60,990
Bond Issuance Cost	-	-
Total Expenditures	\$ 782,064	\$ 790,990
Net Income/(Loss)	\$ 14,628	\$ 15,929
Ending Fund Balance	\$ 62,282	\$ 78,211

Pending Final Approval

**Shasta-Tehama-Trinity Joint Community College District
2026-2027
Final Budget
2016 General Obligation Bond Interest and Redemption**

Fund 25

2025-2026	2026-2027
Estimated Actual	Final Budget

Beginning Fund Balance	\$ 5,386,113	\$ 5,921,813
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INCOME

Interest	\$ 142,552	\$ 105,688
Taxes	6,454,088	6,551,895
Bond Proceeds	-	-
Bond Premium	-	-
Total Income	\$ 6,596,640	\$ 6,657,583

2025-2026	2026-2027
Estimated Actual	Final Budget

EXPENDITURES

Debt Principal Reduction	\$ 1,255,000	\$ 1,610,000
Debt Interest Reduction	4,800,340	4,742,984
Debt Issuance Cost	5,600	6,000
Service Fees	-	-
Total Expenditures	\$ 6,060,940	\$ 6,358,984
Net Income/(Loss)	\$ 535,700	\$ 298,599
Ending Fund Balance	\$ 5,921,813	\$ 6,220,412

Pending Final Approval

**Shasta-Tehama-Trinity Joint Community College District
2026-2027
Final Budget
Revenue Fund**

Fund 34

	2025-2026 Estimated Actual	2026-2027 Final Budget
Beginning Fund Balance	\$ 1,034,599	\$ 1,269,610
INCOME		
Food Service	\$ 1,193,082	\$ 1,300,700
Use of Facilities	1,611,705	1,570,167
Starbucks	429,445	446,000
Dormitory Rentals/Other Fees	495,931	536,500
Campus Center Fees	335,981	323,000
Bookstore Commissions	76,239	75,000
Bistro	29,179	29,500
Interest	54,249	41,010
Total Income	\$ 4,225,811	\$ 4,321,877

	2025-2026 Estimated Actual	2026-2027 Final Budget
EXPENDITURES		
Salaries	\$ 1,318,299	\$ 1,719,616
Fringe Benefits	522,895	657,706
Supplies	673,526	826,500
Utilities	178,521	210,180
Other Operating Expenses	109,305	162,005
Building	-	6,000
Equipment	77,416	200,363
Transfer to Capital Outlay	798,012	400,000
Principal and Interest on Debt (Energy Loan)	-	-
Transfer to Interest and Redemption Fund	312,826	316,396
Total Expenditures	\$ 3,990,800	\$ 4,498,766
Net Income/(Loss)	\$ 235,011	\$ (176,889)
Ending Fund Balance	\$ 1,269,610	\$ 1,092,721

Pending Final Approval

**Shasta-Tehama-Trinity Joint Community College District
2026-2027
Final Budget
Repair and Replacement Reserve Fund**

Fund 35

Fund 35		2025-2026 Estimated Actual		2026-2027 Final Budget	
Beginning Fund Balance		\$	7,648	\$	-
INCOME					
Interest		\$	225	\$	-
Transfers from Revenue Fund-Dorm Loan			-		-
Transfers from Revenue Fund			-		-
Total Income		\$	225	\$	-
		2025-2026 Estimated Actual		2026-2027 Final Budget	
EXPENDITURES					
Supplies		\$	-	\$	-
Repairs			-		-
Service Fees			-		-
Site Improvements			-		-
Buildings			-		-
Equipment			7,873		-
Transfer to Revenue Fund			-		-
Total Expenditures		\$	7,873	\$	-
Net Income/(Loss)		\$	(7,648)	\$	-
Ending Fund Balance		\$	-	\$	-

Pending Final Approval

**Shasta-Tehama-Trinity Joint Community College District
2026-2027
Final Budget
Auxiliary Fund**

Fund 36	2025-2026 Estimated Actual	2026-2027 Final Budget
Beginning Fund Balance	\$ 1,849,380	\$ 1,948,158
INCOME		
Local Income	\$ 1,065,771	\$ 906,234
Incoming Transfers	200,000	200,000
Total Income	\$ 1,265,771	\$ 1,106,234
	2025-2026 Estimated Actual	2026-2027 Final Budget
EXPENDITURES		
Salaries	\$ 392,305	\$ 448,393
Benefits	117,338	110,960
Supplies	84,696	117,420
Other Operating Expenses	569,439	680,846
Equipment/Other Capital	3,215	54,921
Student Aid and Awards	-	-
Total Expenditures	\$ 1,166,993	\$ 1,412,540
Net Income/(Loss)	\$ 98,778	\$ (306,306)
Ending Fund Balance	\$ 1,948,158	\$ 1,641,852

Pending Final Approval

**Shasta-Tehama-Trinity Joint Community College District
2026-2027
Final Budget
Parking Improvement Fund**

Fund 37	2025-2026		2026-2027	
	Estimated	Actual	Final	Budget
Beginning Fund Balance	\$	1,516,631	\$	2,030,083
INCOME				
Interest	\$	52,555	\$	41,484
Transfer from Unrestricted Fund		500,000		-
Transfer from Restricted Fund		-		-
Total Income	\$	552,555	\$	41,484
EXPENDITURES				
Repairs and Operating Expenses	\$	-	\$	4,000
Site Improvement		-		543,572
Transfer to Interest and Redemption Fund		39,103		39,550
Total Expenditures	\$	39,103	\$	587,122
Net Income/(Loss)	\$	513,452	\$	(545,638)
Ending Fund Balance	\$	2,030,083	\$	1,484,445

Pending Final Approval

**Shasta-Tehama-Trinity Joint Community College District
2026-2027
Final Budget
Capital Outlay Projects Fund**

Fund 41

	2025-2026 Estimated Actual	2026-2027 Final Budget
Beginning Fund Balance	\$ 12,384,935	\$ 14,573,331
INCOME		
Scheduled Maintenance	\$ -	\$ -
Redevelopment Agencies	399,885	388,577
Cal Fire Reimbursement	1,348,287	4,800,000
Miscellaneous Local Income	33,221	35,000
Interest	380,890	281,706
Transfer from Revenue Fund	798,012	400,000
Transfer from General	2,000,000	3,000,000
Total Income	\$ 4,960,295	\$ 8,905,283

	2025-2026 Estimated Actual	2026-2027 Final Budget
EXPENDITURES		
Supplies	\$ 16,508	\$ 90,500
Operating Expenses	1,094,471	1,991,000
Site Improvement	665,611	1,950,000
Building Improvement	863,270	6,267,000
Equipment	132,039	875,000
Transfer to Bond Fund	-	-
Total Expenditures	\$ 2,771,899	\$ 11,173,500
Net Income/(Loss)	\$ 2,188,396	\$ (2,268,217)
Ending Fund Balance	\$ 14,573,331	\$ 12,305,114

Pending Final Approval

**Shasta-Tehama-Trinity Joint Community College District
2026-2027
Final Budget
2016 General Obligation Bond Project Fund**

Fund 43

Fund 43		2025-2026 Estimated Actual		2026-2027 Final Budget	
Beginning Fund Balance		\$	53,760,598	\$	44,638,889
INCOME					
Interest	\$	1,311,039	\$	1,211,242	
State Reimbursement-Bond Projects		4,268,271		1,100,000	
Transfer from Capital Outlay		-		-	
Bond Proceeds- Series D		-		-	
Total Income	\$	5,579,310	\$	2,311,242	
		2025-2026 Estimated Actual		2026-2027 Final Budget	
EXPENDITURES					
Salaries	\$	-	\$	262,834	
Fringe Benefits		-		134,660	
Supplies		-		-	
Operating		284,557		186,000	
Bond Issuance Cost		-		-	
Bond Projects		14,416,462		14,200,000	
Total Expenditures	\$	14,701,019	\$	14,783,494	
Net Income/(Loss)	\$	(9,121,709)	\$	(12,472,252)	
Ending Fund Balance	\$	44,638,889	\$	32,166,637	

Pending Final Approval

**Shasta-Tehama-Trinity Joint Community College District
2026-2027
Final Budget
Self Insurance Fund**

Fund 61

	2025-2026 Estimated Actual	2026-2027 Final Budget
Beginning Fund Balance	\$ 297,767	\$ 800,299
INCOME		
Claim Reimbursements	\$ -	\$ -
Incoming Transfers	1,250,000	1,000,000
Total Income	\$ 1,250,000	\$ 1,000,000
EXPENDITURES		
Salaries	\$ 116,281	\$ 107,630
Benefits	47,831	51,174
Legal Fees	50,000	-
Insurance	533,356	750,000
Total Expenditures	\$ 747,468	\$ 908,804
Net Income/(Loss)	\$ 502,532	\$ 91,196
Ending Fund Balance	\$ 800,299	\$ 891,495

Pending Final Approval

**Shasta-Tehama-Trinity Joint Community College District
2026-2027
Final Budget
Associated Students and Student Rep Fee Trusts**

Fund 71	2025-2026 Estimated Actual	2026-2027 Final Budget
Beginning Fund Balance	\$ 295,547	\$ 296,898
INCOME		
General	\$ 1,270	\$ 1,000
Activity Cards	7,400	15,000
Interest	8,998	8,265
Events	-	-
Total Income	\$ 17,668	\$ 24,265
EXPENDITURES		
Supplies	\$ 5,144	\$ 13,500
Operating Expenses	7,612	6,000
Equipment	1,036	2,000
Scholarships	2,525	2,000
Total Expenditures	\$ 16,317	\$ 23,500
Net Income/(Loss)	\$ 1,351	\$ 765
Ending Fund Balance	\$ 296,898	\$ 297,663
Fund 72	2025-2026 Estimated Actual	2026-2027 Final Budget
Beginning Fund Balance	\$ 25,982	\$ 35,989
INCOME		
Student Rep Fee	\$ 8,679	\$ 15,000
Interest Income	1,328	953
Total Income	\$ 10,007	\$ 15,953
EXPENDITURES		
Operating Expenses	\$ -	\$ -
Total Expenditures	\$ -	\$ -
Net Income/(Loss)	\$ 10,007	\$ 15,953
Ending Fund Balance	\$ 35,989	\$ 51,942

Pending Final Approval

**Shasta-Tehama-Trinity Joint Community College District
2026-2027
Final Budget
Student Financial Aid Fund**

Fund 74	2025-2026 Estimated Actual	2026-2027 Final Budget
Beginning Fund Balance	\$ -	\$ -
INCOME		
Federal		
PELL Grants	\$ 21,395,248	\$ 21,500,000
NSL-Federal/Local	2,390,803	2,500,000
SEOG Grants	583,333	500,000
TANF	19,411	24,500
National Service Award	57,685	70,000
Bureau of Indian Affairs	10,000	25,000
Trio Grants	21,000	-
State		
Cal Grants	\$ 3,911,480	\$ 4,000,000
Student Success Completion Grant	6,684,891	5,789,997
CAFYES Grant	176,601	200,000
EOPS/CARE	1,057,242	880,000
Other State Grants/Awards	1,507,911	1,297,000
Local		
Other Local Grants/Awards	\$ -	\$ -
Transfer from General Fund	-	-
Total Income	\$ 37,815,605	\$ 36,786,497
	2025-2026 Estimated Actual	2026-2027 Final Budget
EXPENDITURES		
Federal		
PELL Grants	\$ 21,395,248	\$ 21,500,000
NSL-Federal/Local	2,390,803	2,500,000
SEOG Grants	583,333	500,000
TANF	19,411	24,500
National Service Award	57,685	70,000
Bureau of Indian Affairs	10,000	25,000
Trio Grants	21,000	-
State		
Cal Grants	\$ 3,911,480	\$ 4,000,000
Student Success Completion Grant	6,684,891	5,789,997
CAFYES Grant	176,601	200,000
EOPS/CARE	1,057,242	880,000
Other State Grants/Awards	1,507,911	1,297,000
Local		
Other Local Grants/Awards	\$ -	\$ -
Total Expenditures	\$ 37,815,605	\$ 36,786,497
Net Income/(Loss)	\$ -	\$ -
Ending Fund Balance	\$ -	\$ -

Pending Final Approval

**Shasta-Tehama-Trinity Joint Community College District
2026-2027
Final Budget
Scholarship and Loan Fund**

Fund 75

2025-2026	2026-2027
Estimated Actual	Final Budget

Beginning Fund Balance	\$ 157,439	\$ 122,300
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INFLOW

Inflow

Donations	\$ 786,726	\$ 650,000
Transfer from Trustee Scholarship Fund	154,527	160,000

Total Inflow	\$ 941,253	\$ 810,000
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2025-2026	2026-2027
Estimated Actual	Final Budget

OUTGO

Awards	\$ 976,392	\$ 800,000
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Total Outgo	\$ 976,392	\$ 800,000
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Net Inflow/Outgo	\$ (35,139)	\$ 10,000
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Ending Fund Balance	\$ 122,300	\$ 132,300
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Pending Final Approval

**Shasta-Tehama-Trinity Joint Community College District
2026-2027
Final Budget
Shasta College Trustees' Scholarship Fund**

Fund 77

2025-2026	2026-2027
Estimated Actual	Final Budget

Beginning Fund Balance	\$ 4,861,318	\$ 4,881,031
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REVENUES

Investment Earnings	\$ 93,421	\$ 100,000
Contributions	80,819	85,000

Total Income	\$ 174,240	\$ 185,000
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2025-2026	2026-2027
Estimated Actual	Final Budget

EXPENDITURES

Transfer to Scholarship/Loan Fund	\$ 154,527	\$ 160,000
Other Operating Expenses	-	-

Total Expenditures	\$ 154,527	\$ 160,000
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Net Income/(Loss)	\$ 19,713	\$ 25,000
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Ending Fund Balance	\$ 4,881,031	\$ 4,906,031
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Pending Final Approval

**Shasta-Tehama-Trinity Joint Community College District
2026-2027
Final Budget
Clubs - Funds Held in Trust**

Fund 78

Fund 78	2025-2026		2026-2027	
	Estimated	Actual	Final	Budget
Beginning Fund Balance	\$	202,758	\$	236,441
INFLOW				
Club Activities	\$	86,551	\$	85,000
Total Inflow	\$	86,551	\$	85,000
OUTGO				
Supplies	\$	-	\$	-
Operating Expenses		52,868		85,000
Scholarships		-		-
Total Outgo	\$	52,868	\$	85,000
Net Inflow/Outgo	\$	33,683	\$	-
Ending Fund Balance	\$	236,441	\$	236,441

Pending Final Approval

Shasta-Tehama-Trinity Joint Community College District
2026-2027
Final Budget
PARS Trust

Fund 79	2025-2026 Estimated Actual	2026-2027 Final Budget
Beginning Fund Balance	\$ 13,567,703	\$ 15,101,990
INFLOW		
Transfer from general	\$ -	\$ -
Invest - Gains/[Losses]	1,576,348	1,200,000
Total Inflow	\$ 1,576,348	\$ 1,200,000
OUTGO		
Service Fees	\$ 42,061	\$ 35,000
PERS expense	-	-
Total Outgo	\$ 42,061	\$ 35,000
Net Inflow/Outgo	\$ 1,534,287	\$ 1,165,000
Ending Fund Balance	\$ 15,101,990	\$ 16,266,990

College Council Meetings

Shasta College 2026-27 All District Calendar

3	Independence Day	<table><tr><th colspan="7">JULY 2026</th></tr><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>H</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td></td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td></td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td></td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr></table>	JULY 2026							S	M	T	W	Th	F	S					1	2	H	4	5	6	7	8	9	10	11		12	13	14	15	16	17	18		19	20	21	22	23	24	25		26	27	28	29	30	31			<table><tr><th colspan="7">JANUARY 2027</th></tr><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>H</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>H</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	JANUARY 2027							S	M	T	W	Th	F	S						H	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	H	19	20	21	22	23	24	25	26	27	28	29	30	31							1 18 19 20	New Year's Day Holiday Dr. M.L. King Jr. Day Holiday Mandatory FLEX Day Spring Semester Begins 8 Instructional Days 5 Floating Flex Days
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Fall Semester Total Days:	83		Start/End of Semester		
Spring Semester Total Days:	81				
Total Instructional Days:	164		FLEX Day ***		Mandatory FLEX Day
FLEX Days	11				Spring Recess
Administrative Total Working Days:	246		H Holidays		College Council Meetings

All Academic Year Classified Employees must work 175 days. Please obtain Supervisor approval on annual work schedule form.

**Holiday placement in-between semesters is subject to CSEA approval

***Floating Flex Days (Article 4.8) are mandatory for instructional faculty except where noted in Article 4.8.5;

Floating Flex Days designate what days officially count toward our 175-day requirement, but activities for flex can be completed at any time between July 1 of the academic year and June 30

College Council Bylaws

1. Scope and Function of the College Council:

The College Council is the central participatory planning committee for Shasta College and is a key component of Shasta College's integrated planning and institutional review processes. The College Council is responsible for establishing the institution's direction by developing the institutional mission statement and long-term goals consistent with the mission, in concert with the Governing Board and Accreditation Standards.

The College Council will act as the primary participatory College committee and specifically to

- A. Advocate for effective College planning processes being in place and used.
- B. Review the College Mission Statement at least once every six years and ensure alignment of the College mission and goals with the Chancellor's Office mission and goals.
- C. Oversee the development of the College's Strategic Plan, the Educational Master Plan, the Integrated Planning Manual, and the Participatory Governance Manual.
- D. Review and provide input on resource allocation and budgeting proposals.
- E. Review and make recommendations on the District's Board Policies and Administrative Procedures to ensure development based upon a culture of evidence and consultation with constituencies.
- F. Establish ad-hoc committees, sub-committees, and task forces where and when appropriate.

- G. Review reports from the Program Review Committee.
- H. Communicate ideas and recommendations to the campus community.

2. College Council Working Principles:

College Council strives to observe the following working principles:

- A. Keep student welfare and success foremost.
- B. Promote participation by all members of the campus community.
Specifically,
 - 1) Provide everyone in the campus community with an avenue for both getting information and giving input regarding College issues and expenditures.
 - 2) Inform the campus community about the processes and current recommendations so that everyone can understand reasons behind funding allocations and other decisions.
 - 3) Provide an open forum for maximizing dialog and input from the campus community about critical issues.
- C. Ensure that recommendations are evidence-based (data-driven, realistic, and feasible).
- D. Operate as a committee in a way that is transparent, timely and objective.

3. Meetings and Agenda:

Meeting times and dates for the academic year will be established at the first meeting of the fall semester. Additional meetings will be called by the Co-Chairs or the Superintendent/President as needed. College Council meetings will be open to anyone who wishes to attend. Agendas will be available a minimum of 72 hours in advance of meetings, whenever possible, and minutes will be published in a timely manner and widely available: e.g. a College Council website. Items for the agenda are to be directed to the College Council Co-Chairs for listing by the deadline set by the College Council.

4. **Membership, Member Selection, and Term Lengths:**

College Council membership is as follows:

Ten (10) Voting Members:

- 3 Administrators (preferably executive leadership)
- 3 Faculty (including the Academic Senate President)
- 3 Classified staff
- 1 Student

Four (4) Non-Voting Members:

- Superintendent/President
- Three (3) administrators/confidential staff, including the Accreditation Liaison Officer, if possible, as appointed by the Superintendent/President.

In spring of each academic year, the Co-Chairs will announce the membership vacancies which will be given to the appropriate constituency group for final appointment. At the end of a three-year term, a member may be reappointed by their constituency group and in consultation with the Superintendent/President. New members will be appointed in spring of each year and will begin their new term with the first College Council meeting in the fall. In the event of a vacancy, the individual appointed to fill the vacant position will fulfill the balance of the three-year term.

- **Administrators:** Appointed by the Superintendent/President. Term length shall be at the discretion of the Superintendent/President.
- **Faculty:** Appointed by the Academic Senate President after consultation with the Superintendent/President or designee as required by Title 5, Section 53203. Term length for the Academic Senate President will be for the duration of their time as Senate President. The other two faculty members will have staggered three-year terms.
- **Classified Staff:** Appointed by the CSEA President. CSEA appointees will have staggered three-year terms.

- **Student Senate:** Appointed by Student Senate leadership after consultation with the Superintendent/President. Term length is one year.

5. Member Responsibilities:

- A. All members will be responsible for making regular reports to their constituency groups.
- B. All members will review all meeting materials prior to each meeting.
- C. Any member unable to attend a meeting should notify one of the Co-Chairs.

6. Election and Term Length of Co-Chairs:

The Co-Chairs will be elected by the College Council for three-year terms. The election will take place in spring for the following fall semester. Current College Council members will participate in the election. A special election may be held if circumstances warrant due to an unanticipated vacancy.

One of the Co-Chairs will be an administrator. The administrative Co-Chair does not need to be a voting member.

7. Responsibilities of Co-Chairs:

The Co-Chairs will do the following:

- A. Prepare the agendas.
- B. Chair College Council meetings.
- C. Bring appropriate topics to the attention of the College Council, from information provided chiefly by the administrative areas of the college and campus committees, although any member of the campus community may submit a request.

- D. Assure that the College Council business is communicated to the campus community in an effective manner.
- E. Announce the membership vacancies which will be given to the appropriate constituency groups for final appointment in spring of each year.

8. How the Council Conducts Business and Arrives at Recommendations:

- A. The College Council agendas and relevant material will be published and posted on the website a minimum of 72 hours prior to meetings, whenever possible, and will be widely distributed to the campus community.
- B. All meetings will be open to any interested member of the campus community.
- C. A quorum is defined as six (6) voting members.
- D. A quorum of the voting membership of the College Council must be present to take formal action on any item.
- E. Only voting members may make a motion.
- F. Action items will be introduced twice whenever possible; once for information and publication, the second time for discussion and action.
- G. A formal motion will need a simple majority to pass.
- H. Minutes will reflect any actions taken.

9. College Council Evaluation Process:

- A. Each May the College Council will produce an annual report of its activities and submit it to the Superintendent/President.

- B. The College Council will be responsible for initiating and organizing a review of the participatory model as part of the accreditation process.

10. College Council Bylaws:

- A. Bylaws will be evaluated as determined necessary by the Council.
- B. The votes of seven (7) voting members are needed to amend a bylaw.
- C. If at least a quorum is present, two-thirds of the members present may suspend a bylaw for the purpose of a single topic and/or meeting in extraordinary circumstances.

Adopted 12-6-11

Revised by College Council 11-28-17

Revised by College Council 10-4-22

**College Council BP-AP Agenda
September 1, 2026**

Board Policies / Administrative Procedures

1 st Reading	2 nd Reading	Confirmation
▪ BP 2365 – Recording [Revised, Other] ▪ BP 2710 – Conflict of Interest [Revised, Other] ▪ AP 2710 – Conflict of Interest [Revised, Legally Required] ▪ BP 6340 – Bids and Contracts [Revised, Legally Required] ▪ AP 6340 – Bids and Contracts [Revised, Legally Required] ▪ BP 6520 – Security for District Property [Revision, Legally Required] ▪ AP 6520 – Security for District Property [Revised, Suggested as Good Practice] ▪ AP 6530 – District Vehicles [Revised, Legally Advised] ▪ AP 6540 – Insurance [Revised, Legally Required] ▪ AP 6550 – Disposal of Property [Revised, Legally Advised] ▪ AP 7270 – Student Employment [Revised, Suggested as Good Practice] ▪ AP 7600 – Campus Safety Officers [Revised, Legally Advised]	▪ AP 3775 - Artificial Intelligence (AI) [New, Suggested as Good Practice] ▪ AP 3900 - Speech: Time, Place, and Manner [Revision, Legally Advised] ▪ BP 6250 - Budget Management [Revised, Legally Required]	▪ AP 4100 – Graduation Requirements for Degrees and Certificates [Revised, Legally Required]

Recording

BP 2365

Reference: *Education Code Section 72121 subdivision (a);
Government Code Sections 7920.000 et seq., 54953.5, and 54953.6*

Any ~~audio or video~~ recording of an open and public Board meeting made by or at the direction of the Board shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 7920.000 et seq. The Superintendent/President is directed to enact administrative procedures to ensure that any such recordings are maintained for at least thirty days following the taping or recording.

Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings ~~with an audio or video tape recording or a still or motion picture camera or may broadcast the proceedings~~. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the Chairperson of the Board to stop.

See Administrative Procedure 2365.

Board Approved 04/09/03
Board's Ad Hoc Committee on Policy Reviewed 08/08/07
Board Approved 11/13/13
Board's Ad Hoc Committee on Policy Reviewed 12/13/17
Board's Ad Hoc Committee on Policy Reviewed 10/20/21
Board Approved 02/14/24
[CCLC Update 04/01/26](#)
[Cabinet 1st Reading 04/14/26](#)
[Cabinet 2nd Reading 04/21/26](#)

Conflict of Interest

BP 2710

Reference: *Government Code Sections 1090 et seq., 1126, and 87200 et seq.;*
Title 2, Section 18730 et seq.

Board members and employees shall not be financially interested in any contract made by them in their official capacity, or in any body or Board of which they are members.

A Board member shall not be considered to be financially interested in a contract if their interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A Board member who has a remote interest in any contract considered by the Board shall disclose their interest during a Board meeting and have the disclosure noted in the official Board minutes. The Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.

A Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to their duties as an officer of the District.

In compliance with law and regulation, the Superintendent/President shall establish administrative procedures to provide for disclosure of assets, ~~of~~ income, and arrangements for prospective employment of Board members who may be affected by their official actions, and prevent members from making or participating in the making of Board decisions which may foreseeably have a material effect on their financial interest.

Board members shall file statements of economic interest with the filing officer identified by the administrative procedures. Statements of economic interest shall include disclosure of arrangements for prospective employment.

Board members are encouraged to seek counsel from the District's legal advisor in every case where any question arises.

See Administrative Procedure 2710

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Board's Ad Hoc Committee on Policy Reviewed 09/12/07
Board Approved 02/15/17
Board's Ad Hoc Committee on Policy Reviewed 12/13/17
Board's Ad Hoc Committee on Policy Reviewed 04/20/22
CCLC Update 04/01/26
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Cabinet 2nd Reading 04/21/26

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Reference: *Government Code Sections 1126, 87105 and 87200-87210;
Title 2, Sections 18700 et seq.;
2 Code of Federal Regulations Part 200.318 subdivision (c)(1);
and other citations as listed below*

Incompatible Activities (Government Code Sections 1126 and 1099)

Board members and employees shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to the Board member's or employee's duties as an officer of the District. A Board member shall not simultaneously hold two public offices that are incompatible. When two offices are incompatible, a Board member shall be deemed to have forfeited the first office upon acceding to the second.

Financial Interest (Government Code Sections 1090 et seq.)

Board members and employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as members of the Board or as employees.

A Board member shall not be considered to be financially interested in a contract if their interest meets the definitions contained in applicable law (Government Code Section 1091.5).

A Board member shall not be deemed to be financially interested in a contract if the member has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract. Remote interests are specified in Government Code Section 1091(b); they include, but are not limited to, the interest of a parent in the earnings of their minor child.

No Employment Allowed (Education Code Section 72103(b))

An employee of the District may not be sworn in as an elected or appointed member of the Governing Board unless and until they resign as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation. (Education Code Section 72103(b))

Financial Interest in a Decision (Government Code Sections 87100 et seq.)

If a Board member or employee determines that they have a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Board's official minutes. In the case of an employee, this announcement shall be made in writing and submitted to the Board. A Board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter.

- Publicly identify the financial interest in detail sufficient to be understood by the public;
- Recuse themselves from discussing and voting on the matter;
- Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A

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Board member may, however, discuss the issue during the time the general public speaks on the issue.

Statements of Economic Interests (Government Code Sections 87200 et seq.)

Board members shall file statements of economic interests. Statements of economic interests shall include disclosure of any arrangement for prospective employment to the extent required by law.

Gifts (Government Code Section 89503)

Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.

Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on their statement of economic interests.

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.

Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89506.

A gift of travel does not include travel provided by the District for Board members and designated employees.

Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501 and 89502).

Designated employees shall not accept any honorarium that is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on their statement of economic interests. The term "honorarium" does not include:

- Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade or profession is making speeches.
- Any honorarium that is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income for tax purposes.

Representation (Government Code Section 87406.3)

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Elected officials and the Superintendent/President shall not, for a period of one year after leaving their position, act as an agent or attorney for, or otherwise represent for compensation, any person appearing before the Shasta-Tehama-Trinity Joint Community College District.

Contracts Supported by Federal Funds (2 Code of Federal Regulations Part 200.318(c)(1))

No employee, Board member, or agent of the District may participate in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, Board member, or agent, any member of their immediate family, their partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The Board members, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Disciplinary action will be taken for violations of such standards by Board members, employees, or agents of the District.

See Administrative Procedure 2712 – Conflict of Interest Code

Board Approved 12/13/06

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Board Approved 02/15/17

Board's Ad Hoc Committee on Policy Reviewed 12/13/17

Board Approved 10/14/20

Board's Ad Hoc Committee on Policy Reviewed 04/20/22

[CCLC Update 04/01/26](#)

[Cabinet 1st Reading 04/14/26](#)

[Cabinet 2nd Reading 04/21/26](#)

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Bids and Contracts

BP 6340

Reference: *Education Code Section 81641 et seq.;*
Public Contracts Code Section 20650 et seq.;
Government Code Section 53060;
Title 5 Sections 59130 et seq.
~~*ACCJC Accreditation Standard III.D.16;*~~
2 Code of Federal Regulations Part 200.318

The Board delegates to the Superintendent/President the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- Contracts are not enforceable obligations until they are ratified by the Board.
- Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contracts Code Section 20651 shall require prior approval by the Board.
- When bids are required according to Public Contracts Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.
- When the District determines that, according to Public Contract Code Section 20651.7, it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may select and award the contract based on best value in accordance with AP 6340. The bidder shall give such security as the Board requires and may reject all bids.

~~If the Superintendent/President~~ If the Superintendent/President, in consultation with the Assistant Superintendent/Vice President of Administrative Services, determines that, the District can obtain a contract for goods and services through the California Colleges Chancellor's Office College Buys Program for the Procurement of Goods and Services for Community College Districts at a lower price upon the same terms, conditions and specifications, the Assistant Superintendent/Vice President of Administrative Services may proceed with the contract without conducting a formal bidding process.

If the Superintendent/President, in consultation with the Assistant Superintendent/Vice President of Administrative Services, concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contracts Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

If the best interests of the District will be served by a contract, lease, requisition or purchase order through any other public corporation or agency in accordance with Public Contracts Code Section

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20652, the Superintendent/President, in consultation with the Assistant Superintendent/Vice President of Administrative Services, is authorized to proceed with a contract.

See Administrative Procedures 6340, 6345, 6350, 6360, 6365, and 6370

Board Approved 04/11/01

Board Approved 08/18/10

Board's Ad Hoc Committee on Policy Reviewed 11/12/14

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Administrative Services Reviewed 04/09/26

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Cabinet 2nd Reading 04/21/26

Bids and Contracts

AP 6340

Reference: *Education Code Sections 81641 et seq.;*
Public Contract Code Sections 2600, 2600.5, 20103.7, 20112, 20650 et seq.,
and 22000 et seq.;
Labor Code Sections 1770 et seq.;
Government Code Section 53060;
~~*ACCJC Accreditation Standard III.D.16;*~~
2 Code of Federal Regulations Part 200.318;
Title 5 Sections 59130 et seq.

The Shasta-Tehama-Trinity Joint Community College District (District) has adopted the Uniform Public Construction Cost Accounting Act (UPCCAA) by resolution dated October 13, 2010. As such, the District is subject to an alternative set of procedures, described in detail in Public Contract Code Sections 22000 et seq., and outlined in AP 6345 – *Bids and Contracts – UPCCAA*. Should the procedures described in AP 6345 not establish an applicable process for bidding a Public Project, the procedures described in AP 6340 – *Bids and Contracts*, shall govern.

Limits

Bids or quotations shall be secured as may be necessary to obtain the lowest possible prices as follows:

- Purchase of goods or services up to the limit set out in the Public Contract Code Section 20651 will require documented quotes.
- Purchase of goods or services in excess of the limit set out in the Public Contract Code Section 20651 will require formal advertised bids.

In securing bids or quotations, the District will avoid acquisition of unnecessary or duplicative items. Contracts involving expenditures that require competitive bidding require approval by the Board of Trustees prior to award. The bid minimums are annually readjusted by the Board of Governors as required by Public Contract Code Section 20651 subdivision (d). The current bid minimum can be found on the California Community Colleges Chancellor's Office website.

Bid Specifications

Bid specifications shall include a definite, complete statement of what is required and, insofar as practical, shall include pertinent details of size, composition, construction, and/or texture of what is specified, and minimum standards of efficiency, durability, and/or utility required of what is specified. Additionally, when the use of a skilled and trained workforce to complete a contract or project is required, the bid documents and construction contracts shall state that the project is subject to the skilled and trained workforce requirement.

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Notice Calling for Formal Advertised Bids

The District shall publish at least once a week for two weeks in a newspaper of general circulation published within the District, or if there is no such paper, then in some newspaper of general circulation published in the county, and may post on the District's web site or through an electronic portal, a notice calling for bids or proposals stating the work to be done or materials or supplies to be furnished and the time and place when bids will be opened. The District may accept a bid that was submitted either electronically or on paper.

Bid and contract forms shall be prepared and maintained by the office of the Assistant Superintendent/Vice President of Administrative Services, or designee. All applicable statutory provisions and board policies shall be observed in preparation of the forms.

The Assistant Superintendent/Vice President of Administrative Services, or designee, shall be responsible for insuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding.

All bid notices for work to be done shall contain an affirmative statement requiring compliance with California Labor Code Sections 1775 and 1776 governing payment of prevailing wages, and California Labor Code Section 1777.5 governing employment of apprentices. All bid submissions shall contain all documents necessary to assure compliance with these California Labor Code Sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

When required or determined to be appropriate, bids shall be accompanied by a certified or cashier's check, or bid bond, in the amount specified in the bid form, as a guarantee that the bidder will enter into contract and furnish the required contract bonds. When no longer required for the protection of the District, any certified or cashier's check received shall be returned to the respective bidder.

The Assistant Superintendent/Vice President of Administrative Services or designee shall make available to the prospective bidders bid forms with sets of specifications and drawings and shall provide a convenient place where bidders, subcontractors, and material personnel may examine the specifications and drawings.

The Assistant Superintendent/Vice President of Administrative Services or designee shall provide an electronic copy of the plans and specifications and other contract documents to a contractor plan room service at no charge upon request from that contractor plan room.

When permitted, a deposit for sets of plans and specifications may be required and may be refunded when such documents are returned.

Awarding of Bids and Contract Awards

The awarding of bids and contracts shall be subject to the following conditions:

Bids and Contracts

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- Any and all bids and contract proposals may be rejected by the District.
- All bids shall be opened publicly and bidder shall be given the opportunity to make record of the bids received.
- Bid and contract award recommendations to the Board shall show a tabulation of the bids received in reasonable detail.
- ~~Bids will be awarded to the lowest responsible bidder or based on best value.~~

Selection and Award to Lowest Responsible Bidder:

- Bid and contract awards shall be made to the lowest responsible bidder who in the District's determination substantially meets the requirements of the specifications.

Selection and Award Based on Best Value:

- For the purposes of bid evaluation and selection, when the District determines that it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may provide for the selection of the lowest responsible bidder on the basis of best value.
- "Best value" means the most advantageous balance of price, quality, service, performance, and other elements, as defined by the Board, achieved through methods in accordance with this section and determined by objective performance criteria that may include price, features, long-term functionality, life-cycle costs, overall sustainability, and required services.
- The District will consider all of the following in a best value selection and award:
 - Price and service level proposals that reduce the District's overall operating costs, including end-of-life expenditures and impact.
 - Equipment, services, supplies, and materials standards that support the District's strategic acquisition and management program direction.
 - A procedure for protest and resolution in the request for proposal.
- The District may also consider any of the following in a best value selection and award:
 - The total cost to the District of its purchase, use, and consumption of equipment, supplies, and materials.
 - The operational cost or benefit incurred by the District.
 - The added value to the District, as defined in the request for proposal, of vendor-added services.
 - The quality and effectiveness of equipment, supplies, materials, and services.
 - The reliability of delivery and installation schedules.
 - The terms and conditions of product warranties and vendor guarantees.
 - The financial stability of the vendor.
 - The vendor's quality assurance program.
 - The vendor's experience with the provisions of equipment, supplies, materials, and services within the institutional marketplace.

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- The consistency of the vendor's proposed equipment, supplies, materials, and services with the District's overall supplies and materials procurement program.
- The economic benefits to the local community, including, but not limited to, job creation and retention.
- The environmental benefits to the local community.
- The District will award a contract to the lowest responsible bidder whose proposal offers the best value to the District based solely on the criteria set forth in the request for proposal. The District shall document its determination in writing.
- The District shall issue a written notice of intent to award supporting its contract award and stating in detail the basis of the award. The notice of the intent to award and the contract file must be sufficient to satisfy an external audit.
- The District shall publicly announce its award, identifying the bidder to which the award is made, the price proposal of the contractor awarded the contract, and the overall combined rating on the request for proposal evaluation factors. The announcement shall also include the ranking of the contractor awarded the contract in relation to all other responsive bidders and their respective price proposals and summary of the rationale for the contract award.
- The District shall ensure that all businesses have a fair and equitable opportunity to compete for, and participate in, district contracts and shall also ensure that discrimination on the basis of sex, race, color, religion, ancestry, national origin, ethnic group identification, age, mental disability, physical disability, medical condition, genetic information, marital status, or sexual orientation, does not occur in the award and performance of contracts.

Purchase without Advertising for Bids

The Assistant Superintendent/Vice President of Administrative Services or designee is authorized to make purchases from firms holding public agency contracts without calling for bids where it appears advantageous to do so.

The Assistant Superintendent/Vice President of Administrative Services or designee may, without advertising for bids within the same District, purchase or lease from other public agencies materials or services by authorization of contract or purchase order.

The Assistant Superintendent/Vice President of Administrative Services or designee may make purchases through the State of California Cooperative Purchasing Program, California Multiple Award Schedules (CMAS), or any other cooperative purchasing program operated by the Department of General Services.

[The Assistant Superintendent/Vice President of Administrative Services or designee may make purchases through the CollegeBuys Program for the Procurement of Goods and Services for Community College Districts, without conducting an independent local bidding process, if the](#)

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District determines that doing so would result in a lower contract price upon the same terms, conditions and specifications.

The Assistant Superintendent/Vice President of Administrative Services, or designee, is authorized to make purchases with a value between \$5,000 and \$250,000 from a certified small business (including a microbusiness) or disabled veteran business enterprise. ~~if the District obtains price quotations from two or more certified small businesses (including microbusinesses) or from two or more disabled veteran business enterprises.~~

Duration of Continuing Contracts for Services and Supplies

Continuing contracts for work or services furnished to the District are not to exceed five years. Contracts for materials and supplies are not to exceed three years.

Emergency Repair Contracts without Bid

When emergency repairs or alterations are necessary to continue existing classes or to avoid danger of life or property, the Assistant Superintendent/Vice President of Administrative Services or designee may make a contract on behalf of the District for labor, materials and supplies without advertising for or inviting bids, subject to ratification by the Board.

Unlawful to Split Bids

It shall be unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of the Public Contract Code requiring work to be done by contract after competitive bidding.

Record Retention

The District will retain records sufficient to detail the history of procurement. These records include: rationale for the method of procurement, selection of contract type, contractor selection and rejection, and the basis for the contract price.

Kindergarten-University Public Education Bond Act Projects

For projects funded by 2002, 2004, or 2006 Bond Funds, the Assistant Superintendent/Vice President of Administrative Services or designee will initiate and enforce, or contract with a third party to initiate and enforce, a labor compliance program for that project under Labor Code 1771.7. The program will include:

- Appropriate language concerning the wage requirements of Labor Code Sections 1720 et seq. in all bid invitations and public works contracts.

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- A pre-job conference with the contractor and subcontractors to discuss applicable federal and state labor law requirements.
- Project contractors and subcontractors shall be required to maintain and, at designated times, furnish certified copies of weekly payroll containing a statement of compliance signed under penalty of perjury.
- The District shall review, and if appropriate audit, the payroll records of the employees of the contractor and/or subcontractor. The review and audit shall be conducted by the Assistant Superintendent/Vice President of Administrative Services or designee or an independent third party, but not the third party with whom the District contracts to initiate and enforce a labor compliance program under Labor Code section 1771.7.
- If an investigation establishes that an underpayment of wages has occurred, the District shall withhold any contract payments, equal to the amount of underpayment and any applicable penalties.
- The Assistant Superintendent/Vice President of Administrative Services or designee shall transmit a written finding that the District has initiated and enforced, or has contracted with a third party to initiate and enforce, the required labor compliance program, to the Director of the Department of Industrial Relations, or any successor agency that is responsible for the oversight of employee wage and work hour laws.

See Administrative Procedure 6345

Board Approved 08/18/10

Board's Ad Hoc Committee on Policy Reviewed 11/12/14

Board Approved 12/10/14

Board Approved 10/14/15

Board's Ad Hoc Committee on Policy Reviewed 11/08/17

Board Approved 07/10/19

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[Cabinet 2nd Reading 04/21/26](#)

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Revision, Legally Required

Security for District Property

BP 6520

Reference: ***Education Code Section 81600 et seq.;***
ACCJC Accreditation Standard ~~111.B.1~~ 3.8

The Superintendent/President shall establish procedures necessary to manage, control and ~~protect~~safeguard the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

~~***See Administrative Procedure 6520***~~ ***Implementing procedures are set forth in Administrative Procedure 6520.***

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Security for District Property

AP 6520

Reference: **Accreditation Standard ~~III-B-13.8~~**

KEY DISTRIBUTION PROCEDURES

I. ~~Introduction~~

~~In an education institution there is a need to balance the accessibility and use of facilities with the need to provide a safe and secure environment. The Campus Safety Department office and Physical Plant office work in cooperation to provide access through mechanical and electronic means to facilitate optimum use of the facilities. This policy seeks to address access concerns while maintaining the most appropriate level of security.~~

II. Proprietary Statement

All locks, keys, electronic access cards and access codes are the sole property of Shasta College. Shasta College reserves the right to change locks, keys and access codes as needed. No one may place a personal lock ~~or padlock~~ on a Shasta College facility or piece of equipment, either interior or exterior, ~~including cabinets and desk drawers, etc.~~ Locks or padlocks will be installed by Physical Plant ~~only, and approved~~ upon approval by Campus Safety.

III. Key Distribution

~~Faculty and staff~~ Employees ~~members~~ are issued keys to Shasta College facilities ~~based upon job function and need of access to fulfill the responsibilities of their position upon by approval from of the Chief of Campus Safety.~~ Faculty and staff members must have authorization from the Dean/Director of their department and/or the Director of Campus Safety.

~~Keys will only be issued to an individual and will not be issued in the name of a department or office. A key requisition form must be complete with the individual's name, the period of time needed, and the room(s) or building(s) to be accessed. If the room or building is under the primary supervision of another Dean/ Director, then an approval must also be obtained from that Dean/Director.~~

~~Master level keys shall only be issued with authorization from the appropriate Vice President, Director of Campus Safety, and the Dean/Director. In the absence of the Director of Campus Safety, the Vice President of Administrative Services will act as authorizing agent.~~

~~Employees who are issued master level keys as part of their job requirement should store those keys in a secure area in a lock box. Master level keys to College facilities shall not be removed from the campus on a regular basis and should be returned to the secure lock box at the end of the work day. Exemptions to this rule may be made on an individual basis upon compelling need and will be evaluated upon appeal to the Director of Campus Safety.~~

The Chief of Campus Safety may approve the use of keys cards by students. ~~Students are not issued district keys with the exception of dorm residence. Keys issued to students for reasons of Student Senate activities may be authorized by the Vice President of Student Services and the Director of Campus Safety. Master level keys will not be issued to students for any reason.~~

Non-College personnel, vendors and contractors shall be issued keys or key cards on a temporary ~~and case-by-case~~ basis only and shall be approved by the Chief of Campus Safety. ~~Approval of these keys will be determined by the Director of Campus Safety or Director of Physical Plant. In some instances, a temporary contractor specific lock may be installed. These individuals shall not loan, transfer, misuse, alter or duplicate any Shasta College key. Any violations will render the responsible party for the expense of re-keying or lock changes.~~

Any unauthorized duplication of any Shasta College key is a violation of the State of California Penal Code section 469:

“Any person who knowingly makes, duplicates, causes to be duplicated, or uses, or attempts to make, duplicate, cause to be duplicated, or use, or has in his possession any key to a building or other area owned, operated, or controlled by the State of California, any state agency, board, or commission, a county, city, or any public school or community college district without authorization from the person in charge of such building or area or his designated representative and with knowledge of the lack of such authorization is guilty of a misdemeanor.”

~~Retirees who work on a part-time basis for the District will be re-issued key(s) appropriate for their part-time employment.~~

~~The Director Chief of Campus Safety may require a lock change for security reasons. Annual audits may be conducted by the Campus Safety Department when policy violations occur.~~

III.V. Lost or Stolen Keys

All lost or stolen keys must be reported to Campus Safety immediately. ~~Campus Safety will file a report of the lost or stolen keys with the Redding Police Department.~~

~~Requests to replace lost or stolen keys must be made to the appropriate Dean/Director and to the Director Chief of Campus Safety. Request shall be in writing and describe the facts surrounding the loss; in particular, the location of the loss, whether or not there were Shasta College identifiers attached to the key or key card, and the area(s) that the key accessed. Based on the factors involved, the Director Chief of Campus Safety will make the decision to replace the key or require the lock changed. All costs incurred such as labor and parts for the re-keying shall be assumed by the department of an employee who has lost the keys. Contractors who lose assigned keys will be financially accountable for the costs of lock changes that are required.~~

Lost Key Fees:

Standard Key	\$25.00
Multi-Room Key	\$40.00
Master Key	\$100.00
Electronic Key Card	\$10.00

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Revised, Suggested as Good Practice

Security for District Property

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~~Standard key ————— \$25.00~~

~~Electronic key card — \$10.00~~

~~Electronic Key ————— \$125.00~~

IV. Key Returns

Upon separation of employment with Shasta College, employees must return their keys and/or key cards to their Dean/Director or to the Campus Safety office/Department. ~~accompanied by a key return form prior to the last day of employment. Keys should never be handed from one employee to another by either employee or department administrators. Employees will be assessed the appropriate Lost Key Fee for any unreturned keys.~~

~~If an employee changes his/her employment status a key audit may be performed to re-evaluate access needs. Employees may request at any time to return unneeded keys in order to avoid being assessed a Lost Key Fee.~~

VI. Electronic Access

~~Faculty, and staff, and residential life~~ Employees and students may be issued an electronic access card to Shasta College facilities ~~based on need of access. Control of the electronic access system shall be the responsibility of the Campus Safety Department office. All electronic access cards, including those for extended education sites, need approval from that division Dean or Director.~~

~~Decisions of access, both keyed and electronic, to on-campus residences shall be decided in cooperation by the Campus Safety office, the Dean of Student's office and the Student Housing Coordinator.~~

Shasta College retains the right to change access levels or deny access to facilities based on security issues. ~~Shasta College policy shall determine access privileges. The access card itself remains the property of Shasta College and must be surrendered upon separation of employment with the College or move out of a residence hall.~~

VII. Loaning Keys, Access Codes or Access Cards

~~Faculty and staff~~ Employees and students shall ~~NEVER loan~~ not loan or transfer assigned keys, codes or key cards. Anyone found in the possession of another's keys, cards or codes will have them ~~their keys or cards~~ confiscated by the the Campus Safety Campus Safety Department office and may be subject to disciplinary action. ~~Loaned access codes shall be removed from the Electronic Access system.~~

~~Anyone with knowledge of improper access to or use of District keys shall~~ ou ~~ould sh~~ report the information immediately to their supervisor, Dean/Director and Chief of Campus Safety.

VIII. Lock Changes and Upgrades

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*****Revised, Suggested as Good Practice*****

Security for District Property

AP 6520

~~Locks may be changed or upgraded as the needs of the College dictate. As part of a preventative maintenance program, Physical Plant routinely replaces worn or obsolete hardware. The Director of Campus Safety and the Director of Physical Plant may decide to upgrade or change hardware as security reasons occur to protect the integrity of the access control systems. The Director of Campus Safety or the Director of Physical Plant will notify the department or division Dean/Director of any changes to locks, hardware or electronic accessibility.~~

~~Any re-keying or lock changes initiated by a department head for any other reason will be the financial responsibility of that department.~~

~~The District's Key Procedures are laid out in full detail explained in under the Key Procedures and are published online.~~

See Administrative Procedure 6520

Board Reviewed Revisions 12/11/13
Board Reviewed Revisions 6/14/16
[Campus Safety Reviewed 08/08/25](#)
[Administrative Services Reviewed 04/09/26](#)
[Cabinet 1st Reading 04/14/26](#)
[Cabinet 2nd Reading 04/21/26](#)

District Vehicles

AP 6530

Reference: **Public Contract Code 10326.1;**
Title 13, California Code of Regulations, Division 1, Chapter 1

This Administrative Procedure establishes requirements and guidelines governing the authorized use and operation of District-owned, leased, or rented vehicles in order to ensure safety, legal compliance, and protection of District assets.

Approval authority under this procedure may be delegated as appropriate, with the Transportation Supervisor responsible for operational compliance and the Assistant Superintendent/Vice President of Administrative Services retaining oversight authority.

Use Guidelines

1. All vehicles made available to authorized District personnel are for use in the conduct and operation of District business only with prior approval by the Transportation Supervisor.
- ~~1-2.~~ All vehicles donated to the District and/or purchased for the District must be routed for approval to the Transportation Supervisor to ensure vehicles can be maintained, have proper licensing and insurance.
- ~~2-3.~~ All District vehicles, vehicle mounted equipment, and drivers must comply with the California Vehicle Code ~~and~~ Title 13 California Code of Regulations (CCR) and Title 49 Code of Federal Regulations (CFR), (Motor Carrier Safety). No District-owned, leased, or rented vehicles shall be configured in a way or outfitted with equipment that is a violation of any federal, state, or local law.
4. All drivers of District-owned, leased or rented vehicles must apply for and be enrolled in the Department of Motor Vehicles Employer Pull Notice program (EPN), and receive an acceptable Motor Vehicle Report (MVR) prior to driving or operating any District-owned, leased or rented vehicles.
5. All drivers of District-owned, leased, or rented vehicles must possess a current California driver's license appropriate for the class of vehicle and/or the combination of vehicle and trailer operated or towed. Proof of licensing shall be provided to the Transportation Supervisor for record-keeping purposes.
6. All drivers of District-owned, leased, or rented commercial and/or passenger vehicles that are capable and designed to carry nine (9) or more persons, including the driver, must possess a valid drivers license of the appropriate class. Drivers must also maintain a current medical certificate and First Aid certificate, as required by law (Public Contract Code §10326.1).
7. All commercial drivers of District-owned, leased or rented vehicles must be approved by the Transportation Supervisor prior to operation of such vehicle on any highway as defined by the California Vehicle Code §360.
- ~~3.~~ All Commercial drivers of District -owned, leased or rented vehicles must also be enrolled in the Controlled Substances and Alcohol Testing program prior to operation.

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District Vehicles

AP 6530

- ~~4. All drivers of District-owned, leased or rented vehicles both on and off campus must possess a current California driver's license appropriate for the vehicle to be driven.~~
- ~~5. All drivers of District-owned, leased or rented commercial vehicles that carry fifteen (15) or more persons including the driver must have a current Class B license, passenger endorsement and a current medical certificate. An endorsement for operating a passenger transportation vehicle issued by the Department of Motor Vehicles is also required (Public Contract Code Section 10326.1)~~
- ~~8. All District facilities maintaining vehicles defined as buses must keep records of driver's hours, vehicle maintenance, and vehicle inspection records. All of these records must be made available to the California Highway Patrol (CHP). The CHP is required to inspect the records at least once every 13 months.~~
9. All District-owned, leased, or rented vehicles may have an Electronic Logging Device (ELD) installed in them. The features of the ELD may include but are not limited to vehicle telematics and data collection for fleet management, safety and security of the District-owned, leased, and rented vehicles and assets.
- ~~6-10.~~ All District facilities maintaining vehicles defined as buses must keep records of driver's hours, vehicle maintenance, and vehicle inspection records. All of these records must be made available to the California Highway Patrol (CHP). The CHP is required to inspect the records at least once every 12 months. All other District facilities -maintaining vehicles defined as commercial vehicles, are subject to random inspection by CHP for a period of not more than five years or more frequently, based on enforcement activity.
- ~~7-11.~~ All District vehicles with equipment for transporting the disabled must comply with all applicable laws and regulations regarding such vehicles.
- ~~8-12.~~ District utility or electric carts are permitted on campus owned property only. Carts are not permitted to leave campus property at any time. While operating a District-owned cart, , with prior approval from the Transportation Supervisor, the driver shall obey all local traffic laws and yield to pedestrians at all times. This includes no cell phone use while in operation. Utility and / or electric carts shall be included under the term "District-owned, leased or rented vehicles" though-out this Administrative Procedure
13. All District-owned vehicles will be stored on District owned property. The Transportation Department in coordination with Campus Safety -Departments- shall be responsible for controlling access and use for their department's District vehicles of all District owned, rented and/or leased vehicles.-
14. All District-owned, leased, and rented fleet vehicles shall have District insignia and a fleet number assigned by the Transportation Supervisor on both the left and right side of the vehicle. Branding and sizing requirements shall be approved by the Director of Marketing. This branding and sizing shall also comply with all federal, state, and local legal requirements. No vehicle, equipment, or property shall be named or display a name of an employee, former employee, or member of the public. If a vehicle is donated, the Transportation Supervisor and Marketing Director may approve a small insignia stating the agency or person who donated the vehicle or equipment. This designation shall be in the lower rear quarter panel of the vehicle.
- ~~9-15.~~ All accidents, incidents, or damage involving District-owned, leased, or rented vehicles must be reported immediately to Campus Safety and documented

District Vehicles

AP 6530

in accordance with District procedures and Campus Safety requirements. If an accident occurs involving a commercial vehicle, the Transportation Supervisor must be notified as soon as practicable.

Employer Pull Notice (EPN) Program

The District requires all drivers, including student and volunteer drivers, to enroll in the California Department of Motor Vehicles Employer Pull Notice program for employment-related operation of District-owned, leased or rented vehicles. In addition, all student drivers must receive approval from the Assistant Superintendent/Vice President of Administrative Services prior to operating any District-owned, leased or rented vehicle.

The Department of Motor Vehicles (DMV) Employer Pull Notice (EPN) program is a critical component of this policy. Traffic violations incurred during non-business or personal use hours will affect driving privileges and are subject to review. Motor Vehicle Records (MVRs) are reviewed by the ~~Director of~~ Transportation Supervisor for frequency and severity of accidents and traffic violations over the past ~~12~~³⁶ months or longer, depending on the type of conviction. Motor vehicle records and driver information shall be maintained as confidential personnel records and used solely for purposes authorized under this procedure and applicable law.

Motor Vehicle Reports (MVRs) are requested by the District and generated by the DMV for the following purposes:

- Initial enrollment in the DMV EPN program
- Annually
- When a driver enrolled in the District EPN program has had their license suspended or revoked, or when any other adverse actions have been taken against the driver that affects their driving privilege
- When their license, special certificate, endorsement or Medical Examination Certificate (MEC) is nearing its expiration date

Only drivers with a current and acceptable MVR shall be allowed to drive District-owned, leased or rented vehicles.

Violations appearing on an MVR are handled the same, whether the violation is committed in a District-owned vehicle or a personal vehicle or during the course of District business or personal business. The District, through the Transportation Supervisor and/or the Assistant Superintendent/Vice President of Administrative Services, retains the right to temporarily or permanently restrict driving privileges pending review and determination of the nature and severity of any violation appearing on a driver's Motor Vehicle Report or failure to comply with any section of this Administrative Procedure.

~~The District retains the right to prevent any driver who has any activity on their MVR from driving until a determination has been made regarding the classification and severity of the violation.~~

The name and California driver's license number of authorized drivers will be collected, processed and maintained by the Director of Transportation.

Leased and Rented Vehicles

District Vehicles

AP 6530

1. When operating leased or rented vehicles, the more restrictive requirement between District policy, contract terms, or applicable law shall apply.
- ~~1.2.~~ 2. The District's leased or rented vehicles contract requires authorized District drivers to possess a valid California driver's license and be 21 years of age or older to operate a District leased or rented vehicle; and
3. To operate any 12 or 15 passenger (including driver) leased or rented van or vehicle, all authorized drivers must be 25 years of age or older.
4. The District shall not operate or lease a 9-passenger van unless the driver holds both a valid class B driver's license, and an endorsement for operating a passenger transportation vehicle issued by the Department of Motor Vehicles.

Failure to comply with this procedure may result in suspension or revocation of driving privileges and may be subject to disciplinary action in accordance with District policies and applicable collective bargaining agreements.

Board Approved 06/14/16

Board Approved 07/13/22

Administrative Services Reviewed 04/09/26

Cabinet 1st Reading 04/14/26

Cabinet 2nd Reading 04/21/26

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*****Revised, Legally Required*****

Insurance

AP 6540

Reference: *Education Code Sections 70902, 72502, 72506, and 81601 et seq.*

~~Insurance coverage shall be provided for loss or damage to all real and personal property of the District, to insure the District for liability and personal liability for all Board members and employees; for damages to persons or property due to its sole or active negligence; and to insure the District from losses due to employee dishonesty, injury or death.~~ Insurance coverage shall be provided to protect the District against loss or damage to its real and personal property; to insure the District against liability; to insure the personal liability of Board members and employees acting within the scope of their duties; and to protect against losses resulting from negligence, employee dishonesty, injury, or death.

The requirement to provide for insurance coverage may be met by the District joining in a joint powers agreement (JPA) pursuant to Education Code Section 81603. If it does so, the regulations required by the JPA would be adopted.

~~The District shall insure for the following risks:~~ The District shall maintain insurance coverage for, at a minimum, the following risks:

- Liability insurance for damages for death, injury to person, or damage or loss of property.
- Liability insurance for the personal liability of the members of the Board and of the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer or employee when acting within the scope of his/her office or employment.
- Fire and casualty insurance.
- ~~Real property damage~~ Damage to real property.
- ~~Personal property loss or damage~~ Loss of or damage to personal property.
- Insurance for District vehicles.
- Insurance against "other perils" (*Education Code Section 81601*).
- Workers compensation insurance.
- Actuarial evaluation of the future annual costs of health and welfare benefits.
- Builders insurance, as needed.

Board Approved 06/14/16

Board Approved 07/13/22

Administrative Services Reviewed 04/09/26

Cabinet 1st Reading 04/14/26

Cabinet 2nd Reading 04/21/26

Disposal of Property

AP 6550

Reference: *Education Code Sections 70902 subdivision (b)(6), 81360 et seq., and 81450 et seq.*

This Administrative Procedure establishes requirements and procedures for the sale, exchange, donation, or other disposition of District-owned personal and real property, consistent with applicable law and Board policy.

The District may sell for cash any District personal property if the property is not required for District purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for use. Determinations regarding the condition, suitability, and estimated value of property shall be made by the Assistant Superintendent/Vice President of Administrative Services or designee.

~~Property cannot be sold until notice has been given. Notice must be posted in at least three public places in the District for not less than two weeks; notice can also be by publication for at least once a week for a period of not less than two weeks in a newspaper published in the District and having a general circulation. If there is no such newspaper, then notice can be published in a newspaper having a general circulation in the District; or if there is no such newspaper, then in a newspaper having a general circulation in the county in which the District or any part thereof is situated.~~ District property shall not be sold until appropriate notice has been provided. Notice shall be posted in at least three public places within the District for a minimum period of two weeks. In lieu of or in addition to posting, notice may be published at least once per week for a minimum of two consecutive weeks in a newspaper of general circulation published within the District. If no such newspaper exists, notice may be published in a newspaper of general circulation within the District or, if none exists, within the county in which the District or any part thereof is located.

The Assistant Superintendent/Vice President of Administrative Services or designee shall sell the property to the highest responsible bidder, or shall reject all bids.

Personal property authorized for sale as surplus may also be disposed of by means of a public auction conducted by employees of the District, or by other public agencies, or by contract with a private auction firm. The personal property shall be sold or transferred to the highest responsible bidder upon completion of the auction and after payment has been received by the District.

The District ~~may~~ also exchange for value, sell for cash, or donate any personal property belonging to the District without complying with the preceding procedures if all of the following criteria are met:

- a) The District determines that the property is not required for District purposes, that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for school use.
- b) The property is exchanged with, or sold or donated to, a school district, community college district, or other public entity that has had an opportunity to examine the property proposed to be exchanged, sold, or donated.

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- c) The receipt of the property by a school district or community college district will not be inconsistent with any applicable district wide or school site technology plan of the recipient district.

If the Board, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of \$5,000, the property may be sold by the Director of Physical Plant, [acting under delegated authority](#), at private sale without advertising.

Any item or items of property having previously been offered for sale as provided in Education Code Section 81450, but for which no qualified bid was received, may be sold by the Director of Physical Plant, [acting under delegated authority](#), at private sale without advertising.

If the Board, by a unanimous vote of those members present, finds that the property is of insufficient value to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board, or it may be disposed of in the local public dump on order of any employee of the District empowered for the purpose by the Board.

In addition, the Board may sell or lease real property belonging to the District under the following conditions:

- If a district has received only one sealed proposal from a responsible bidder that conforms with the standard rate or rates for the lease of its real property established by a majority vote of the Board, the Board may by majority vote delegate to an officer or employee the power to enter into leases, for and in behalf of the District, of any real property of the District.

~~Generally, the~~ funds derived from the sale or from a lease with an option to purchase shall be used for capital outlay or deferred maintenance. However, the proceeds of property sold or leased that was first offered for park or recreational purposes where applicable and then offered for sale or lease with an option to purchase at fair market value may be deposited in the general fund of the district if, prior to the sale or lease, the Board has determined that the district has no anticipated need for additional sites or building construction for the five-year period following the sale or lease. [Nothing in this procedure shall be construed to limit the Board of Trustees' authority over the sale or long-term disposition of District real property.](#)

Board Approved 11/08/17
Board's Ad Hoc Committee on Policy Reviewed 04/20/22
[Administrative Services Reviewed 04/09/26](#)
[Cabinet 1st Reading 04/14/26](#)
[Cabinet 2nd Reading 04/21/26](#)

Student Employment

AP 7270

Reference: *Education Code Sections 69950-69969.5, 88003, 87000, 87010, 87011*

Only enrolled Shasta College students, who are at least 16 years of age with a valid work permit, if required, may be employed as student workers. A student employed by the District on an "at-will," part-time basis and meeting who satisfies the relevant enrollment criteria ~~p~~Parameters below is defined as a student ~~worker~~worker. While Shasta College provides employment opportunities for its students through various funded programs, the District believes that a student worker's primary role is that of a student. In no case will a student worker perform services that will result in the displacement of a classified personnel or impair existing contracts for service. The following criteria define student worker eligibility:

~~GUIDELINES~~PARAMETERS FOR STUDENT EMPLOYMENT

A. It is required that students~~Students must~~ meet one of the following categories ~~in order to become~~ a ~~paid employee~~student worker at Shasta College:

1. District ~~Student~~student ~~Employment~~employment – ~~Employment~~employment paid solely with District funds.
 - a. District student workers' job assignments are contingent upon the employing department's budget. If funding permits, the student may work the complete fiscal year, July 1 - June 30~~;~~
 - ~~b. Must maintain a minimum 2.0 GPA each term and maintain Satisfactory Academic Progress;~~
 - ~~c. b. Must maintain a minimum 2.0 cumulative GPA and may not be on academic probation~~notice as defined by BP4250;
 - ~~d. Must be enrolled in at least six (6) units at Shasta College during the fall or spring terms;~~
 - c. Be enrolled in at least six (6) units at Shasta College ~~Enrollment status must be maintained~~ throughout the term of employment. ~~Falling below the minimum number of units may impact the student worker's employment with the District.~~
 - i. Exception: students not enrolled in summer classes may still be eligible for employment if they were enrolled and eligible to work during the preceding spring semester, or
 - ii. They are enrolled for the upcoming fall semester.~~The Human Resources Office~~ The Career Services Office will verify enrollment status.
 - i. ~~Exception: Summer term student workers who are not enrolled in any classes may be eligible based upon enrollment status as of the end of the previous or subsequent term (spring or fall) as indicated below. The Human Resources Office~~ The Career Services Office will verify student enrollment requirements.
 - e. ~~Students who are enrolled and eligible to work during the spring semester may work during the subsequent summer break period.~~

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~~Students who are enrolled in the fall semester may work during the preceding summer break period~~

2. Federal Work Study Employment – eligible students are paid with Federal Work Study funds administered by the Financial Aid Office.

~~f.---~~

~~2. Work Study Employment – a) Federal Work Study Program or b) Categorically funded Work Study programs.~~

~~3.---~~

~~Federal Work Study students are paid with Federal Financial Aid Work Study funding.~~

~~a. Students must be enrolled in at least six (6) units at Shasta College;~~Must be enrolled in at least six (6) units at Shasta College.;

~~i. Exception: A student can be employed during a period of non-attendance if they intend to enroll in the subsequent term.~~

~~b. Students must be in good standing academically or have an appeal and contract on file with the Financial Aid office to be awarded;~~Students must maintain Satisfactory Academic Progress (SAP) as defined by the Financial Aid Office or have an approved SAP contract on file.;

~~c. Students are awarded for the academic year: July 1 through June 30. Students must stop working no later than the last day of instruction each academic year; even if they have not earned all of their allocation;~~Students are awarded for the academic year and must stop working no later than the last day of instruction, even if they have not earned all their allocation. If there are sufficient remaining Federal Work Study funds available for the award year, at the discretion of the Financial Aid Office, students with remaining eligibility may work through June 30.;

~~a.d. Shasta College reserves the right to adjust Federal Work Study awards at any time due to changes in availability of funding;~~funding or eligibility changes.;~~or as a result of an overaward that results in the total financial aid package exceeding the published Cost of Attendance~~

~~b.e. Federal Work Study students performing jobs comparable to those of other student workers are paid comparable wages as non-Federal Work Study and other student workers.~~

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AP 7270

~~3. Categorically funded~~ Categorically funded Work Study ~~-Employment -~~ students are paid at least in part with ~~Categorical~~ categorical funds.

a. Students may work in college work study or work experience programs financed by state or federal funds such as CalWORKs, EOPS, CARE, PACE, Co-Operative Education, and VATEA;

~~a.b.~~ b. Students in these programs may be enrolled in fewer than six (6) units and have a cumulative GPA below 2.0 as permitted by the funding program's eligibility requirements;

c. Students paid with categorical funds and performing jobs comparable to other student workers will be paid comparable wages as ~~non-Federal Work Study~~ and other student workers;

~~b.d.~~ d. With District approval, students enrolled in a ~~C~~college to ~~C~~career program may have the enrollment criteria waived and participate in student employment.

B. Students must be legally eligible to work in the United States. All student workers over the age of 18 must pass a LiveScan background check. The full cost of the LiveScan background check will be paid by the District.

~~1. No person may serve as a student worker if they have been determined to be a sexual psychopath under the provisions of Article 1 (commencing with Section 5500), Chapter 1, Part 1.5, Division 6 of the Welfare and Institutions Code or similar provisions of law of any other state;~~

~~2.1.~~ 1. The Associate Vice President of Human Resources, in consultation with the appropriate administrators and staff, will review the following criteria to determine eligibility for student employment:

a. The nature and gravity of any criminal conviction(s);

b. The temporal scope of any conviction(s); and,

c. The nature of the job duties to be performed to determine if any criminal conviction(s) would negatively impact safe and efficient performance.

~~3.2.~~ 2. Students will not be eligible for employment if they are not in good standing with the Student Code of Conduct until cleared by the Assistant Superintendent/Vice President of Student Services and the Associate Vice President of Human Resources.

~~4.3.~~ 3. Student employees are not part of the classified service and may not be used to displace classified or academic positions in the District.

C. Individuals must adhere to the following regulations:

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Student Employment

AP 7270

1. District student workers' job assignments are contingent upon the employing department's budget. If funding permits, the student may work the complete fiscal year, July 1 – June 30.
2. ~~Job Placement Steps.~~ The Hiring Process. Student workers will consult the ~~Student Employment~~ Student Worker Handbook for a complete description of ~~job placement steps~~ the hiring process, job ~~responsibilities~~ responsibilities, and payment processes.
3. All student employment is temporary and based on the needs of the District. Students may not work more than a total of 20 hours per week regardless of the number of positions in which employed, while class is in session.
4. Students with appropriate authorization may be allowed to work up to 28 hours per week during non-school periods including winter break, summer, and spring break. Students are not allowed to work more than 8 hours in a day. Students are not permitted to work during their scheduled class times. Students are not permitted to take work home. Overtime is not allowed for students.
5. Breaks and Lunch. Student workers are entitled to a 15-minute break after working four (4) consecutive hours and two 15-minute breaks when working a full, 8-hour day. Students working six (6) or more consecutive hours must also take a 30-minute unpaid lunch break. Breaks may not be taken at the beginning or end of the work period and are not cumulative.
6. Benefits. Student ~~employees-workers~~ are covered during working hours by Workers' Compensation Insurance against job-related illness or injury. ~~They. Work-study students and student workers are~~ are not entitled to other employment benefits such as District-paid health and welfare benefits, social security, Medicare, retirement benefits, shift differentials, overtime, paid holidays, vacation, unemployment insurance, or permanent status. Federal Work Study funds cannot pay sick leave.
7. Student workers are provided with ~~twenty-four~~ forty (~~24~~ 40) hours of paid sick leave per fiscal year. ~~Students must notify the work coordinator of their absence prior to the start of scheduled work time and must indicate sick hours on their time card.~~ It is the student's responsibility to notify their supervisor of absence(s) before the start of their scheduled work time and to indicate sick leave on their time entry. Unused sick leave does not accrue and will not be carried forward into the next fiscal year.
8. Nepotism. Employment of relatives [or domestic partners as defined by Family Code Section 290 et seq.] in the same department or division is allowed, with the exception that students shall not be assigned to a regular position within the same department, division, or site with an immediate family member in a position to recommend or influence personnel decisions.

Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, demotion, or salary of the relative [or domestic partner as defined by Family Code Section 290 et seq.].

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Student Employment

AP 7270

Immediate family means spouse, parents, grandparents, siblings, children, grandchildren and in-laws or any other relative living in the employee's home.

The District will make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest.

Notwithstanding the above, the District retains the right where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place spouses in the same department, division or facility. The District retains the right to reassign or transfer any person to eliminate the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.

Revisions Submitted by Student Services 08/24/15

Reviewed by the Board's Ad Hoc Committee on Policy 02/17/16

Reviewed by the Board's Ad Hoc Committee on Policy 04/13/16

Board Reviewed Revisions 04/13/16

Board Reviewed [Revised] 04/11/18

Board Reviewed [Revised] 01/20/21

[Student Services Managers 1st Reading 11/19/26](#)

[Student Services Managers 2nd Reading 03/04/26](#)

[HR Approved 03/17/26](#)

[Cabinet 1st Reading 03/23/26](#)

[Cabinet 2nd Reading 03/31/26](#)

Campus Safety Officers

AP 7600

Reference: *Education Code Sections 72330.5;*
 Penal Code Sections 832 et seq.;
 Title 5 Sections 51028, 51100, 51102, and 59700 et seq.;

Campus Safety Officers

Campus Safety Officers' duties include, but are not limited to, the primary use of de-escalation techniques in protecting persons or property, preventing the theft of District property, and reporting any unlawful activity to the District and local law enforcement. The District requires in the hiring, retention, and promotion of Campus Safety Officers that Officers demonstrate a commitment to policing with a "guardian" rather than a "warrior" mindset. Campus Safety Officers must adhere to community policing principles and evidence-based policing practices as defined in the California Code of Regulations.

Campus Safety Officers shall cooperate with local law enforcement in adherence with an agreement to be entered into in accordance with the requirements of Education Code Section 67381. The agreement shall address, but not be limited to, the following:

- Operational responsibilities for investigations of the following violent crimes: willful homicide, forcible rape, robbery, and aggravated assault;
- Geographical boundaries of the operational responsibilities; and,
- Mutual aid procedures.

Every Campus Safety Officer employed or continuing in employment shall meet the requirements set out in Education Code Section 72330.5 including but not limited to:

- Completion of the latest course of training developed by the Bureau of Security and Investigative Services of the Department of Consumer Affairs;
- Submission of two copies of their fingerprints which shall be forwarded to the Department of Justice and Federal Bureau of Investigation;
- A determination that the employee is not prohibited from employment by a California community college district; and,
- If required to carry a firearm, is not prohibited from possessing a firearm.

Campus Safety Officers shall be employed as members of the classified service of the District. The employment of Campus Safety Officers personnel will be subject to the equal employment opportunity regulations.

Campus Safety Officers must participate in regular training related to the conduct and methods of community policing, anti-bias, cultural responsibility, conflict avoidance, and de-escalation.

Campus Safety Officers shall also receive community college-specific training as required by the law. If an Officer is required to carry a firearm, they shall also satisfy the training requirements found in the Penal Code and any other legal requirements.

Campus Safety Officers

AP 7600

The District must offer Campus Safety Officers routine mental health services and prompt referral to crisis counseling following any critical incident.

~~Salaries for Campus Safety Officers shall be established after appropriate negotiations with their exclusive representative. If no such unit is established, salaries shall be recommended by the Superintendent/President.~~

The Chief of Campus Safety shall issue other procedures as may be necessary for the administration of the Campus Safety Officers, which may include:-

- Schedules and shifts.
- Call back procedures.
- Use of vehicles.
- Weapons practices, especially drawing weapons.
- Pursuit practices.
- Discipline procedures.
- Training.
- Use of force, and
- Responsibilities to coordinate with local law enforcement.

Report Regarding Complaints

The Superintendent/President shall provide the Board of Trustees, when requested, with a report regarding complaints against Campus Safety Officers. This report must disaggregate the complaints by race, gender, religion, or any other characteristic identified by the Board of Trustees.

Campus Safety and Student Success

Campus Safety Officers are required to offer contact information to individuals who are stopped or otherwise subject to a safety officer-initiated interaction, except where doing so would pose a safety risk.

The District encourages individuals who have interacted with Campus Safety personnel to submit to the District a response related to the interaction. The Chief of Campus Safety will establish a process to solicit responses regarding the individual's perception of the interaction and the District's campus safety practices, via an accessible method for all individuals to provide responses. Such responses shall be permitted to be anonymous. The Chief of Campus Safety shall provide the Advisory Board an aggregated summary or otherwise anonymized version of the responses received. Retaliation against any responder, including the use of a response in a disciplinary proceeding against the responder, is prohibited. This process is separate from any disciplinary or personnel proceeding, and information, data, and records developed under this process shall not be maintained in any personnel file.

Campus Safety Officers

AP 7600

The District requires Campus Safety Officers to attend and participate in campus activities not involving a "Campus Safety response" or other formal campus safety-related activities, such as participating in student events when invited, in town halls, convocations, and other similar events where informal or social interactions with other campus stakeholders is possible.

Campus Public Safety Data

The Chief of Campus Safety shall record policing data metrics, including key performance indicators, track data related to traffic stops and other officer-initiated contacts; and conduct stakeholder climate surveys focused on campus safety services. The Chief of Campus Safety will establish a process to solicit responses regarding the individual's perception of the interaction and the District's -Campus safety practices, via an accessible method for all individuals to provide responses. Such responses shall be permitted to be anonymous. The Chief of Campus Safety shall provide the Advisory Board an aggregated summary or otherwise anonymized version of the responses received. Retaliation against any responder, including the use of a response in a disciplinary proceeding against the responder, is prohibited. This process is separate from any disciplinary or personnel proceeding, and information, data, and records developed under this process shall not be maintained in any personnel file.

Board Approved 12/16/20

Board Approved 06/12/24

Board Approved 01/21/26

[CCLC Update 04/01/26](#)

[Campus Safety Reviewed 05/20/26](#)

[Cabinet 1st Reading 07/14/26](#)

[Cabinet 2nd Reading 07/21/26](#)

Artificial Intelligence (AI)

AP 3775

Reference: Government Code § 11546.45.5(a)(1);
Administrative Procedures 3720, 3723, 5040, and 6365;
Board Policies 5040 and 5500

Purpose and Scope

The Governing Board recognizes the potential benefits of using Artificial Intelligence (“AI”) to enhance student learning and the efficiency of College operations. This procedure applies to all members of the Shasta-Tehama-Trinity Joint Community College District community who engage with AI technologies in any instructional, operational, or administrative capacity. Shasta College recognizes the growing role of AI in education and seeks to encourage thoughtful and innovative use of these technologies while ensuring that such use remains secure, transparent, ethical, and consistent with the College’s mission, vision, and values. Violations of this policy may lead to appropriate disciplinary action, up to and including termination for employees, and suspension or expulsion for students.

Definitions

Artificial Intelligence (AI): The capability of computer systems to perform tasks that typically require human intelligence, such as perception, learning, reasoning, language understanding, and decision-making.

Generative AI: A category of AI that uses machine learning models to produce new content - such as text, images, or data – by learning patterns and structures from existing training data.

Machine Learning (ML): A method of data analysis that enables computers to improve performance on a task through experience rather than explicit programming.

AI Literacy: The ability to understand, evaluate, and responsibly use AI tools and outputs across academic and professional contexts.

Agentic AI: Artificial intelligence systems designed to autonomously plan, initiate, and execute actions.

Principles for Responsible Use

The use of AI technologies at Shasta College shall:

- Support and enhance teaching, learning, and operational effectiveness.
- Reflect the College’s commitment to academic freedom, integrity, and equitable access.
- Uphold privacy, confidentiality, and data-protection standards in accordance with state and federal law and College policy.
- Encourage transparency and accountability in AI-assisted decisions or processes.
- Avoid bias or discrimination in AI applications and outcomes.

Artificial Intelligence (AI)

AP 3775

- Protect institutional and intellectual property.
- Comply with all applicable College policies and legal obligations.
- Be used as a tool to support and enhance human thinking, not as a substitute for critical analysis, original thought, or professional judgment.

Protection of Data and Personally Identifiable Information (PII)

No employee, student, or contractor may enter, upload, or otherwise disclose confidential information or personally identifiable information (“PII”), which information that can be used to distinguish or trace an individual’s identity either directly or indirectly through linkages with other information, into publicly accessible AI tools.

A publicly accessible AI tool refers to any online service not covered by a written District-approved agreement that meets relevant privacy and data-security standards, including FERPA, HIPAA, GLBA, and the California Consumer Privacy Act.

PII includes, but is not limited to, an individual’s name, identification number, date of birth, address, contact details, login credentials, academic or financial records, or any combination of information that could reasonably identify a person.

Use of AI tools involving institutional or student data is permitted only when the vendor has executed an agreement with the District that includes:

1. Encryption of all data in transit and at rest;
2. A prohibition on reuse or disclosure of data for unrelated purposes;
3. Clear data-retention and deletion standards; and
4. District audit and oversight rights.
5. The specific steps that the vendor will take to ensure the security and confidentiality of institutional or student data.
6. Data will not be maintained by the vendor upon completion of the contract.

Users shall not upload copyrighted, proprietary, or unpublished materials - such as assessments, course content, or student work - to public AI systems. All users should assume that material entered into third-party AI platforms may be retained or analyzed by those platforms.

The District may implement technical, administrative, or training controls to mitigate risks associated with AI-enabled browsers, browser extensions, and similar technologies as threat conditions evolve. Such controls may include restrictions on the use of unapproved AI-enabled tools when accessing District systems, guidance on secure and appropriate use, user awareness training regarding malicious prompts or deceptive instructions, and periodic review of emerging AI-related threats. These measures are intended to reduce the risk of unauthorized data disclosure, credential compromise, or misuse of institutional information while supporting responsible and informed use of evolving technologies.

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Artificial Intelligence (AI)

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Please see Board Policy 5500 – Standards of Conduct and Administrative Procedure 5500 - Standards of Conduct.

Academic and Instructional Use

Faculty may incorporate AI tools into instruction at their discretion, consistent with course-level learning outcomes and the College's Academic Integrity and Student Conduct policies.

The Governing Board emphasizes the importance of upholding academic integrity, promoting originality, and adhering to ethical standards in all academic endeavors. (Cite to BP/AP 5500.) In addressing academic integrity, it is essential to clarify the appropriate and prohibited uses of AI technology by students. While students may utilize AI for research, learning, and creative projects under supervision and with proper citation practices, they are strictly prohibited from using AI to generate or manipulate content that constitutes plagiarism or academic dishonesty. This includes, but is not limited to, submitting AI-generated essays, assignments, or assessments without proper attribution or using AI to falsify academic credentials.

The Superintendent/President may establish a committee comprised of students, staff, administrators, and members of the public to develop standards of academic integrity, measures preventing dishonesty, and specific consequences for acts of dishonesty, as it relates to the use and misuse of AI. Any recommendations for discipline may be incorporated into the College's discipline rules.

The Governing Board recognizes that AI technology has the potential to address many challenges that have historically hindered equitable educational access and may offer solutions to these challenges. When the use of AI is required as part of course curriculum, the District shall ensure that all students have equal access to the AI programs that are required to complete the assignment.

Review and Oversight

The College will establish a systematic approach to evaluating AI tools by defining vetting criteria and approval processes that set forth an established method for reviewing and approving the use of new resources. This evaluation framework should incorporate criteria such as privacy compliance, data security standards, and alignment with curricular objectives and learning standards. The evaluation and oversight process shall include mechanisms for identifying potential misuse of AI technologies and for reviewing and updating controls, approvals, or guidance following AI-related incidents. To streamline the process, as coordinated by the Office of Information Services and Technology, the College will implement a straightforward process for submitting requests to use new AI tools and assign designated reviewers to assess potential AI tools against established criteria. ~~Additionally, the College may maintain a regularly updated and easily accessible list of both approved and prohibited AI tools, ensuring that users have clear guidance on which resources are available for use and which should be avoided, promoting consistency and safety across all educational settings. The list of AI tools that have been approved by the College can be found at [LINK].~~ Additionally, the College may maintain a regularly

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Artificial Intelligence (AI)

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updated and easily accessible list of approved AI tools and examples of prohibited AI tools, recognizing that such lists cannot be exhaustive due to the rapid evolution of AI technologies.

Nondiscrimination/Bias

The College acknowledges AI's potential to create content that contains explicit and implicit bias and to perpetuate bias and discrimination. It is imperative that the College remain vigilant and proactive in addressing these issues. The College shall encourage all staff and students to critically examine AI-generated content for potential biases and discriminatory patterns. The College shall also encourage all staff and students to notify College administrators of potential biases or discriminatory content they encounter in College-sanctioned materials.

Transparency

Any implementation of generative AI in connection with College operations, instructional settings, and administrative tasks requires comprehensive transparency with all stakeholders, including students, staff, and the broader community. When AI is used for evaluation, decision-making, or operational management, the College should maintain clear documentation of its application. Staff must be trained to properly acknowledge AI contributions in their work to uphold ethical standards. To the extent that AI tools are employed for recording, transcription, or other data collection purposes, the College should obtain appropriate legal consent and maintain strict confidentiality protocols for all participants.

Training and Awareness

The College will promote AI literacy by providing training, guidance, and best-practice resources to faculty, staff, and students. Supporting documents and implementation guidelines will be maintained and updated as technology and regulations evolve.

CCLC Update 01/10/25

Cabinet 1st Reading 02/03/26

Cabinet 2nd Reading 02/09/26

AI Task Force Revised 03/02/26

Academic Senate Reviewed 03/23/26

College Council 1st Reading 04/21/26

Speech: Time, Place and Manner

AP 3900

Reference: Education Code Sections 66301 and 76120

~~The students and employees of the District~~ Students and members of the public shall be permitted to exercise their rights of free expression subject to the time, place and manner policies and procedures contained in Board Policy 3900; Speech: Time, Place and Manner and this procedure.

The District designates the following areas, at the Main Campus, as reserved for lawful expressive activities when not in use for an official District event or function: the Campus Quad, Redwood Grove, Exterior walkways of the Library, and outside Amphitheater ("Free Speech Areas"). ~~which do not violate District policy and which are lawful; those areas generally available to students and the community, defined as grassy areas, walkways, and other similar common areas.~~ For all other District Campus sites please check the campus maps that will indicate specific "Free Speech Areas" if deemed appropriate. These areas are available for spontaneous expressive activities. For scheduled events using Free Speech Areas with anticipated attendance in excess of 50 attendees or for events where the District is requested or expected to provide support, the District requires a reservation to promote public safety, minimize disruption of the educational environment, and coordinate use of limited space by multiple entities. The reservation protocol is described below. ~~chosen so as to provide visibility and allow communication to a large number of students, administrators, faculty, and others walking or traveling on campus but also so as not to disrupt educational and other activities of the District on behalf of students.~~

Other Campus areas may be used with prior reservation, on a first come, first served basis in accordance with the District's Civic Center policies and procedures (See Board Policy 6700 – Civic Center and Other Facilities Use; and Academic Procedure 6700 – Civic Center and Other Facilities Use).

The Free Speech Areas provide visibility and allow communication to a large number of students, administrators, faculty, and others walking or traveling on campus while minimizing disruptions to educational and other District activities.

The District reserves the right to designate areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the cCollege. ~~Areas of the College at all campus locations~~ that are non-public forums specifically include campus offices, classrooms, dorms, early childhood education area, warehouses, maintenance yards, locker rooms, and any other area that is not by tradition or designation a public forum for expressive activities, ~~but are not limited to, campus offices, instructional spaces, warehouses, maintenance yards, the Early Childhood Education Center, Residence Halls, the library, and locker rooms and any other area not by tradition or designation a forum for public communication.~~

The use of ~~areas~~ Free Speech Areas open to expressive activities is subject to the following:

- No person using the areas shall touch, strike, or physically impede the progress of passersby, except for incidental or accidental contact or contact that may be initiated by the passerby.
- No person shall engage in unprotected speech including, but not limited to, threats, incitement to violence, fighting words, obscenity, or defamation.

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AP 3900

- Amplification on campus requires advanced permission obtained from the Vice President of Administrative Services or designee. Requests will be evaluated based on classes in session and other events on campus during the same day/time. Advance permission to use amplification at special times and places shall not be granted or denied on the basis of the content or viewpoint of the activity. In all cases, the sound level of amplification or non-amplified sound, such as drumming, must not exceed one hundred (100) decibels as measured by a sound level meter using the 'A' weighted network (scale) at slow meter response. Decibel meters will measure sound levels at a distance of ten (10) feet directly in front of the source of the sound. People using the areas shall not use any means of amplification that disrupts the orderly conduct of the campus or the educational environment.
- People using Free Speech Areas shall not disrupt the orderly operation of the college or the educational environment (e.g., blocking access, impeding traffic, amplified sound in excess of approved limits, disrupting instruction, threats, violence, vandalism, or legitimate risks to campus safety). If an expressive activity is materially and substantially disruptive, the District will notify organizers, participants, and attendees to stop the disruptive conduct or relocate. If the disruption continues after notice, the District may require those individuals to leave campus.
- People using public areas for expressive activities shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed content. Those people distributing printed material must, prior to their departure from the areas that day, make reasonable efforts to retrieve, remove, or properly discard their printed material, including items dropped or left by the recipients of the material.
- People using public areas for expressive activities shall also be allowed to post signage related to their activities. Such signage shall be placed only within the Free Speech Areas and must not impede the progress of passersby. A-frame (sandwich board) signs must not impede the progress or otherwise obstruct passersby, create safety hazards, or block sightlines for traffic. Signs may not be attached to anything that may become hazardous or destructive to District property.
- ~~Persons posting signage must, prior to their departure from the areas that day, make reasonable efforts to retrieve or remove all posted signage.~~
- ~~Persons using the areas shall not use any means of amplification that creates a noise or diversion that disturbs the orderly conduct of the campus or classes taking place at that time.~~
- ~~Persons using the areas reserved for expressive activities shall not disrupt the orderly operation of the college.~~

See **Board Policy 5570 – Student Credit Cards and Solicitation; and Administrative Procedure 5570 – Student Credit Cards and Solicitation**, for policies on solicitation on District Property.

Non-Student and Non-Student Groups

Non-student, community groups and individuals ~~wishing~~ intending to engage in expressive activities in the Free Speech Areas ~~speech or expressive activities on campus, in the areas other than those designated as non-public forums,~~ are ~~encouraged~~ requested to check in with the ~~District through the~~ Office of the Assistant Superintendent/Vice President of Administrative Services prior

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AP 3900

to engaging in the activities. ~~This does not involve an advance approval process. No illegal activities will be permitted, no activities that violate District or campus rules, including rules and laws on illegal harassment and discrimination, and none that will substantially interfere with or disrupt activities already scheduled for that day and time in public areas, as described below. In the event the area sought to be used for expressive activities has already been reserved for another activity so that there will be substantial interference or disruption based on noise, overcrowding, or other considerations unrelated to content, the District will offer alternative available areas or if none are available offer alternative dates. Students, outside organizations, and others are encouraged to make reservations in advance to use the areas for their expressive activities by using the optional reservation forms. The check-in protocol is intended to promote campus safety and avoid conflicting use of the Free Speech Areas by students and student groups.~~

~~All persons using public areas for expressive activities shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within those areas. Those persons distributing printed material must, prior to their departure from the areas that day, make reasonable efforts to retrieve, remove or properly discard material that is discarded or dropped in or around the areas other than in an appropriate receptacle.~~

Reservation for Events

For planned events by any person or group using Free Speech Areas with anticipated attendance in excess of 50 people or for events, the District requires a Free Speech Use of Facilities Form to be submitted three to five days in advance to the Office of the Assistant Superintendent/Vice President of Administrative Services, in order for the District to assess the availability of the space and feasibility of support for the requested day and time. Individuals or groups are required to complete the Free Speech Use of Facilities Form to arrange campus safety, traffic control, and other local support as needed. This reservation protocol is content neutral. The topic of the viewpoint of the expressive activity will not be a factor in approving a reservation.

However, illegal conduct will not be permitted. Activities that substantially interfere with or disrupt the educational or working environment will not be permitted (e.g., blocking access, impeding traffic, amplified sound in excess of approved limits, disrupting instruction, threats, violence, vandalism, or legitimate risks to campus safety). In the event the Free Speech Area sought to be used for expressive activities has already been reserved for another activity so that there will be substantial interference or disruption based on noise, overcrowding, or other considerations unrelated to content, the District will offer alternative available areas or dates.

Even when a reservation is not required, students, outside organization, and others are encouraged to make reservations in advance to use the areas for their expressive activities by using the Free Speech Use of Facility Form.

Hours of Access

The business hours of operation of the District are 68:00 a.m. to 105:00 p.m., Monday through Friday with the exception of Holidays. ~~Expressive activities are not permitted outside the District's hours of operation.~~ Overnight use or sleeping on campus is not permitted, nor is use of the campus areas for sleeping, camping, or laying down of bedding. ~~Nor is use of facilities for similar~~

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~~purposes permitted during hours of operation.~~ Use of facilities for similar purposes shall not be permitted at any time including during, before, or after District hours of operation.

Posting

To ensure compliance with the College's brand, accessibility, and messaging standards, materials that represent Shasta College and are visible to current or prospective students, employees, alumni, or the wider community will be reviewed by the College's Marketing, Communications and Public Relations Department. The Marketing, Communications and Public Relations Department will also be involved in the branding, messaging, and promotional support activities that could reasonably be perceived as an official College event.

Materials intended strictly for use in an instructional class, internal staff-only area, department, team, or closed membership group may be created by staff with administrator approval. Student clubs and affiliated groups may design their own internal promotions but may not use official College brand marks such as the Shasta College logo, the Knight, or the joined SC without prior approval through the Marketing, Communications and Public Relations Department.

~~Bulletin boards shall be provided for use in posting materials at campus locations convenient for use by students, staff, and members of the public. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the Office of Student Life. Materials displayed shall be removed after the passage of fourteen (14) days.~~ Public bulletin board(s) located on our published campus maps are provided for posting materials by students and members of the public. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production. Materials displayed shall be removed by the author or agency responsible after the passage of ten (10) business days. The District removes all postings from all public bulletin boards on the second Thursday of each month, regardless of how long the posting has been displayed.

Student Club and Organization bulletin boards are reserved for use by official Shasta College recognized clubs and organizations. Only official Shasta College student clubs and organizations may post on these bulletin boards. Postings may include notices related to club meetings, events, activities, recruitment, and related information. Postings must be submitted to the Office of Student Life for review for compliance with this posting policy. Review is not based on viewpoint or the content of the posting. However, unprotected speech will not be permitted, including, but not limited to, threats, incitement of violence, fighting words, obscenity, or defamation. Postings will be stamped or marked approved after review. Unapproved postings will be removed. All postings will be removed after the event has occurred, or with the conclusion of the term.

District, college, and departmental bulletin boards are reserved for official District of Shasta College communications. Posting on these bulletin boards constitute official District speech. The District maintains the exclusive right to determine what is posted and may remove any posting at any time for any reason.

Board Approved 07/14/10
Board's Ad Hoc Committee on Policy Reviewed 06/11/14

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Board Approved 07/09/14

Board Approved 07/10/19

Freedom of Speech Committee Reviewed 02/23/26

Cabinet 1st Reading 02/24/26

Cabinet 2nd Reading 03/12/26

Freedom of Speech Committee Revised 03/24/26

Cabinet 3rd Reading 04/14/26

College Council 1st Reading 04/21/26

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Board Policy Manual

*****Revised, Legally Required*****

Budget Management

BP 6250

Reference: ~~Title 5, Sections 58307 and 58308; Budget and Accounting Manual, Chapter 5 Appendix A~~

~~The budget shall be managed in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law. Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the school year, except as specifically authorized by the Board of Trustees~~

~~The District's shall have as a high budget priority the maintenance of appropriate general fund reserves, funding of long term liabilities. The Board recognizes the need for cash flow management and the necessity of considering financial uncertainties in the development of the District budget. unrestricted general reserves shall be no less than 17 percent of the total budget.~~

~~To this end, the following reserve accounts shall be included in the final budget:~~

General Fund Reserves

~~The final budget shall include an unappropriated reserve to ensure that the District will have sufficient cash for operations to end the fiscal year. In accordance with Government Finance Officers Association (GFOA) best practices and at the recommendation of the Chancellor's Office, this reserve shall be a minimum of two months of General Fund operating expenditures. In the event the minimum reserve is not met, the district will implement a plan to replenish the amount needed to maintain minimum reserve levels.~~

Reserve for Contingencies

~~Excess funds above those needed to maintain the general reserve requirement shall be added to the Reserve for Contingencies, and are not available for appropriation except by resolution of the Board setting forth the need according to major classification.~~

~~The Superintendent/President is authorized to utilize funds from the emergency fund for urgent situations upon verbal notification to the Board President or, if they cannot be reached, any other member of the Board. Any such use of the reserve shall be reported to the Board at the next regularly scheduled open session.~~

~~Revenues accruing to the District in excess of amounts budgeted shall be added to the District's reserve for contingencies. They are available for appropriation only upon a resolution of the Board that sets forth the need according to major budget classifications in accordance with applicable law.~~

~~Board approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classifications must be approved by a two-thirds vote of the members of the Board. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.~~

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*****Revised, Legally Required*****

Budget Management

BP 6250

The District budget shall be managed in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law. The District shall have as a high budget priority the appropriation in the final budget of an unassigned reserve in the unrestricted general fund. The Board of Trustees recognizes the need for cash-flow management and the necessity of considering financial uncertainties in the development of the District budget.

The Board of Trustees shall establish and maintain unrestricted general fund reserves at a prudent level sufficient to support fiscal stability, cash-flow needs, and the District's long-term financial obligations. The District's minimum reserve requirements and long-term reserve goals shall be defined and implemented through Administrative Procedure 6305.

Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the school year, except as specifically authorized by the Board. Revenues accruing to the District in excess of amounts budgeted shall be added to the District's unrestricted general fund reserves and may be appropriated only upon action of the Board in accordance with applicable law and administrative procedures to any expenditure classifications must be approved by a two-thirds vote of the members of the Board. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board. See Administrative Procedure 6250.

Authority for the use of reserves, including emergency circumstances, shall be governed by Administrative Procedure 6305 and shall include appropriate notification, documentation, and Board oversight.

See Administrative Procedure 6250 and 6305.

~~**See Administrative Procedure 6250**~~

Board Approved 08/18/10

Reviewed by the Board's Ad Hoc Committee on Policy 02/18/15

Board Approved 03/11/15

Board Approved 03/08/17

Board Approved [Revised] 01/18/23

Cabinet 1st Reading 05/20/2025

Cabinet 2nd Reading 06/03/2025

Cabinet 3rd Reading 07/01/25

Administrative Services Revised 04/13/26

Cabinet 4th Reading 04/14/26

College Council 1st Reading 04/21/26

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Graduation Requirements for Degrees and Certificates

AP 4100

Reference: Title 5 Sections 55060 et seq., 55090 et seq., and 55270 et seq.

~~The full~~ District policies and procedures regarding general education and degree requirements are published in the College Catalog.

Local Associate Degree

~~The student must satisfactorily complete at least 60 semester units of college work to earn an associate degree at Shasta College. "College work" includes courses that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed somewhere other than a California Community College, meets the standards of that section.~~

~~The work must include at least 21 semester units in general education and at least 18 semester units of focused study in a major or interdisciplinary area of emphasis, listed in the California Community Colleges Chancellor's Office "Taxonomy of Programs."~~

The work must include at least 12 semester units of study in residence; the Board may excuse the residence requirement to alleviate injustice or undue hardship. More information on residence requirements can be found at the Shasta College website in the Shasta College Catalog and in Administrative Procedure 5015 – Residence Determination.

~~The work must include c~~Completion of the requirements for the associate degree with a minimum cumulative grade point average of 2.0 in the degree-applicable courses. If units accumulated beyond those required for the degree lower a student's cumulative grade point average below 2.0, colleges may compute the grade point average based solely on those courses used to satisfy the degree requirements, provided that the coursework used to compute the grade point average fulfill all major/area of emphasis and general education requirements.

~~Courses that meet or exceed the standards of the California Community Colleges completed at other institutionally accredited institutions shall be counted toward associate degree unit requirements.~~

~~Beginning Fall 2025, the general education requirements must include a minimum of work in English Composition, Oral Communication and Critical Thinking, Mathematical Concepts and Quantitative Reasoning, Arts and Humanities, Social and Behavioral Sciences, Natural Sciences, and Ethnic Studies.~~

~~The District must offer ethnic studies.~~

~~Courses that meet or exceed the standards of the California Community Colleges completed at other institutionally accredited institutions, by the Department of Education, shall be counted toward associate degree unit requirements.~~

Graduation Requirements for Degrees and Certificates

AP 4100

~~Students who intend to transfer shall be advised of limitations transfer institutions may place on the transferability of credits, based on institutional accreditation, course modality, and any other relevant factors.~~

Coursework for Associate Degrees

The student must satisfactorily complete at least 60 semester units ~~or 90 quarter units~~ of degree-applicable lower division credit courses, including courses that apply to the major or area of emphasis in career technical fields and courses in composition, reading, and mathematics or quantitative reasoning not more than one level below transfer. Below transfer level course requirements must align with Education Code section 78213.

The courses must include at least 18 semester units ~~or 27 quarter units~~ of focused study in a major or interdisciplinary area of emphasis.

A “major” is a focused program of study within a specific discipline, which may include some coursework outside the primary discipline. Programs designed to provide transfer preparation must be designed to meet specific lower-division requirements in comparable baccalaureate majors.

An “area of emphasis” is an interdisciplinary program of study encompassing a broad range of courses from multiple related academic disciplines, providing the student with an academic pathway broader than a specific major but more focused than general education.

The courses must include at least 21 semester units ~~or 28-31.5 quarter units~~ of general education. General education must include a minimum of work in (1) English Composition, Oral Communication, and Critical Thinking, (2) Mathematical Concepts and Quantitative Reasoning, (3) Arts and Humanities, (4) Social and Behavioral Sciences, (5) Natural Sciences, and (6) Ethnic Studies.

Other Conditions for Awarding Associate Degrees

The District will award an associate degree to students who fulfill the coursework requirements described above or completed the requirements for an approved intersegmental lower-division general education pattern used for transfer to the University of California or the California State University and who meet the following conditions:

- The student satisfactorily completed at least 12 semester units ~~or 18 quarter units~~ of study in residence. The Board may excuse the residence requirement to alleviate injustice or undue hardship.
- The student satisfactorily completed each course counted toward the major or area of emphasis requirement with a grade of “C” or better, or of “P” if the course is taken on a “pass-no pass” basis.
- The student completed the requirements for the associate degree with a minimum cumulative grade point average of 2.0 in the degree-applicable courses. If a student accumulates units beyond those required for the degree that lower the student’s

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cumulative grade point average below 2.0, the District may compute the grade point average based solely on those courses used to satisfy the degree requirements, provided that the coursework used to compute the grade point average fulfill all major or area of emphasis and general education requirements.

Courses that meet or exceed the standards of the California Community Colleges completed at other institutionally accredited institutions shall be counted toward associate degree unit requirements. A course may not be counted in more than one general education area, even if the course is approved in multiple general education areas. Students may use the same course to meet a local general education requirement and to satisfy a general education requirement at the California State University or the University of California if that segment accepts the course for this purpose.

Students may receive credit for knowledge or skills acquired through ~~a~~the district's procedures for awarding credit for prior learning.

Students who have been awarded a bachelor's degree from an institutionally accredited institution shall be deemed to have fulfilled the general education course requirements for the associate degree.

~~Students may petition to have noncredit courses counted toward the satisfaction of requirements for an associate degree.~~

Students who intend to transfer shall be advised of limitations transfer institutions may place on the transferability of credits, based on institutional accreditation, course modality, and any other relevant factors.

Associate Degree for Transfer (AD-T)

The Student Transfer Achievement Reform Act (Education Code Sections 66746 - 66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an associate degree for transfer (AD-T). The AD-T is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. It includes an ~~ethnic~~**Ethnic S**tudies requirement. Students completing these degrees are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. The following is required for all AD-T degrees:

- Minimum of 60 CSU-transferable semester units.
- Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA.

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- Completion of a minimum of 18 semester units in a transfer degree major as detailed in the appropriate departmental section of the catalog. All courses in the major must be completed with a grade of C or better or Pass (P) (Title 5 Section 5506355062).
- Certified completion of the CSU GE Breadth OR the IGETC pattern OR Cal-GETC. Certified completion of one of the following general education options depending on the major as specified in the appropriate departmental section of the catalog: CSU GE Breadth or IGETC or Cal-GETC or CSU GE Breadth for STEM or IGETC for STEM.

Candidates for the AD-T need to complete at least 12 semester units of study in residence. The Board may excuse the residence requirement to alleviate injustice or undue hardship. More information on residence requirements can be found at the Shasta College website in the Shasta College Catalog and in Administrative Procedure 5015 – Residence Determination.

The California State University (CSU) General Education (GE) Breadth and Intersegmental General Education Transfer Curriculum (IGETC) patterns will be phased out in fall 2025 to make way for the California General Education Transfer Curriculum (Cal-GETC). As a result of its implementation, Shasta College will no longer offer the current CSU GE Breadth and Intersegmental General Education Transfer Curriculum (IGETC) patterns.

Noncredit Courses

Students may petition to the Admissions and Records Office to have noncredit courses counted toward the satisfaction of requirements for an associate and baccalaureate degree.

Certificate of Achievement and Other Credit Programs

For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 16 or more semester units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career, intersegmental, ~~or~~ general education, or local needs. Certificates of achievement will appear on a student's transcript.

Shorter credit programs that lead to a certificate may be established by the District.

~~Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of Shasta College, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.~~

Certificates for which California Community Colleges Chancellor's Office approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

The District may obtain approval of a direct assessment competency-based program from the California Community Colleges Chancellor's Office.

Graduation Requirements for Degrees and Certificates

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Baccalaureate Degree

~~For the baccalaureate degree, students must satisfactorily complete at least 120 total semester units or equivalent. Students must satisfactorily complete the requirements for a relevant Associate degree (60 semester units or 90 quarter units of college work) or equivalent. Students must satisfactorily complete IGETC lower division general education coursework or CSU GE Breadth lower division general education coursework or Cal GETC. Students must satisfactorily complete at least 54 upper division semester units including the major and general education courses. A minimum of 9 units of Upper Division General Education coursework is required. Students must demonstrate competency in critical thinking through writing, oral communication, or computation.~~

Coursework for Baccalaureate Degrees

The student must satisfactorily complete at least 120 semester units ~~or 180 quarter units~~ of degree-applicable credit courses.

The courses must include at least 40 semester ~~or 60 quarter~~ units or equivalent of total upper-division coursework, including units in the major and in general education. The courses must include a minimum of nine semester ~~or 13.5 quarter~~ units of upper division general education courses.

“Upper division courses” require the application of lower division knowledge and the demonstration of critical thinking through writing, oral communication, or computation. Upper division coursework may encompass research elements, workforce training, apprenticeships, internships, and may require practicum or capstone projects. Upper division courses may have one or more lower or upper division prerequisites.

A “major” is a focused program of study within a specific discipline, which may include some coursework outside the primary discipline. Programs designed to provide transfer preparation must be designed to meet specific lower-division requirements in comparable baccalaureate majors.

General education courses must come from at least two disciplines outside of the major, one of which must have an emphasis in written communication, oral communication, or computation.

A lower division course may meet an upper division course requirement but may not be counted toward the minimum number of upper division units.

Enrollment in upper division courses shall be limited to students admitted to a baccalaureate program at a California community college.

Other Conditions for Awarding Baccalaureate Degrees

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The District will award a baccalaureate degree to students who fulfill the coursework requirements described above and who meet the following conditions:

- The student satisfactorily completed each course designated as an upper-division major requirement with a minimum grade of “C”, or “P” if taken on a “pass-no pass” basis.
- The student satisfactorily completed at least 12 semester units ~~or 18 quarter units~~ of upper-division coursework in residence. The Board may excuse the residence requirement to alleviate undue hardship.
- The student completed the requirements for the baccalaureate degree with a minimum cumulative grade point average of 2.0 in degree-applicable courses. If units accumulated beyond those required for the degree lower a student’s cumulative GPA below 2.0, the District may compute the GPA based solely on courses used to satisfy the degree requirements, provided that the coursework used to compute the grade point average fulfill all major and general education requirements.

The District will count courses completed within another California higher education segment, or at an institutionally accredited institution meeting District standards of rigor, toward baccalaureate degree unit requirements.

Courses may meet multiple requirements, including general education, a major, and additional requirements, if locally approved to do so. A course may not be counted in more than one general education area, even if approved in multiple areas.

Students may receive credit for knowledge or skills acquired through the District's procedures for awarding credit for prior learning.

Students who have already been awarded a bachelor’s degree from an institutionally accredited institution shall be deemed to have fulfilled the general education course requirements for the baccalaureate degree.

~~Students who have completed the California General Education Transfer Curriculum (Cal-GETC) shall be deemed to have fulfilled the lower-division general education requirements for the baccalaureate degree.~~

Completion of a minimum of 36 semester units of general education, which must include:

Completion of a minimum 27 semester units of the general education pattern pursuant to section 55061, or completion of the requirements for an approved intersegmental lower-division general education pattern used for transfer to the University of California or the California State University. Students who have completed the California General Education Transfer Curriculum (Cal-GETC) shall be deemed to have fulfilled lower division baccalaureate degree requirements, and shall not be required to complete further lower division general education courses.

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~~Students may petition to have noncredit courses counted toward satisfaction of baccalaureate degree requirements.~~

Baccalaureate Degree Requirements

~~To be awarded a baccalaureate degree at Shasta College, students must satisfactorily complete the following:~~

~~— **Minimum Units**~~

- ~~○ Completion of at least 120 semester units or 180 quarter units of degree-applicable coursework.~~

~~— **General Education Requirements**~~

~~Completion of a minimum of 36 semester units (54 quarter units) of general education, which must include:~~

- ~~— Completion of a minimum 27 semester units (or 40.5 quarter units) of the general education pattern pursuant to section 55061, or completion of the requirements for an approved intersegmental lower-division general education pattern used for transfer to the University of California or the California State University. Students who have completed the California General Education Transfer Curriculum (Cal-GETC) shall be deemed to have fulfilled lower division baccalaureate degree requirements, and shall not be required to complete further lower division general education courses.~~
- ~~— Completion of the upper-division general education requirements; including at least nine semester (13.5 quarter) units of upper-division general education.~~
- ~~— Upper-division general education courses must come from at least two disciplines outside of the major, with at least one course emphasizing written communication, oral communication, or computation.~~
- ~~— Additional general education courses, which may be lower- or upper-division, as needed to reach the minimum general education unit requirement.~~

~~— **Upper Division Coursework**~~

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- ~~— Completion of at least 40 semester units (60 quarter units) of upper-division coursework, including upper-division major and general education courses.~~
- ~~— A minimum of 12 semester units (18 quarter units) of upper-division courses must be completed at colleges within the awarding district, unless waived under board policy to alleviate undue hardship.~~
- ~~— Enrollment in upper-division courses shall be limited to students admitted to a baccalaureate program at a California community college.~~
- ~~— **Major Requirements**~~
 - ~~Completion of all courses designated as upper-division major requirements with a grade of “C” or better (or “P”).~~
- ~~— **Grade Point Average**~~
 - ~~A minimum cumulative GPA of 2.0 in degree-applicable courses. If additional units beyond the degree requirement lower a student's GPA below 2.0, the GPA may be calculated based solely on courses used to satisfy major and general education requirements.~~
- ~~— **Credit for Prior Learning**~~
 - ~~Students may receive credit for knowledge or skills acquired through the district's procedures for awarding credit for prior learning~~
- ~~— **Other**~~
 - ~~— Courses shall be counted toward baccalaureate degree-unit requirements if they were completed within a California segment of higher education or, if they meet district standards of rigor, were completed at another institutionally accredited institution.~~
 - ~~— Courses may meet multiple requirements, including general education, a major, and additional requirements stated in Sections 55061 and 55091 when courses are locally approved to meet multiple requirements. However, one course may not be counted in more than one general education area, even if the course is approved in multiple general education areas.~~

General Education Waiver for Conferred Baccalaureate Degree

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Shasta Community College will accept “as completed” the required units and proficiency in general education needed for an associate degree or local baccalaureate degree for a student with an earned baccalaureate degree under the following conditions:

1. The student has completed all of the requirements and has been granted a baccalaureate degree from ~~an regionally institutionally accredited~~ college or university accredited by a federally recognized accrediting agency. agency. in the United States.
2. ~~Foreign-degree~~ International degree holders will need to secure a transcript evaluation from an evaluation service pre-approved by the college. If the international ~~foreign~~ transcript evaluation service determines that the foreign degree is equivalent to a baccalaureate degree issued by a regionally accredited U.S. institution, then the general education requirements for the local degrees will be met.
3. The student presents official transcripts that verify completion of the baccalaureate degree. Diplomas do not qualify as official documentation.
- 4.. Students who have completed general education coursework but who have not obtained a baccalaureate degree are still subject to Shasta ~~Community~~ College general education requirements under their catalog rights.
5. Students should check with potential transfer schools to ensure that they meet the general education requirements of the receiving school. Shasta ~~Community~~ College is not responsible for knowing how exempted GE courses waived by this policy will affect transferability.
6. This policy does not automatically waive pre-requisite coursework that might be required for entrance into a specific program of study at Shasta ~~Community~~ College. ~~For example, pre-requisite coursework required for acceptance into the Associate Degree Nursing program or the baccalaureate degree program must be completed prior to acceptance, unless waived by the program faculty.~~

Once the degree is verified, no additional general education courses will be required.

Verification will happen as follows:

1. The student requests an official transcript that verifies completion of a baccalaureate degree be sent directly to the Shasta College Office of Admissions and Records.
2. The student will complete a “Bachelor’s General Ed Exemption” form obtained from the Office of Admissions and Records website. The students will indicate on the request form that they are requesting acceptance of general education requirements.

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3. Students will meet with a counselor who will coordinate with Enrollment Services to apply all degree applicable courses or total units to the transcript.

Other

Shasta College encourages students to complete a degree audit and apply for graduation prior to the term in which they intend to graduate. However, Shasta College may award a degree or certificate to current and former students who have met graduation requirements. Shasta College shall remove the record of any degree that has been automatically awarded to a student's official record upon notification by the student that they do not accept the awarded degree. This provision applies to certificates, reverse transfers, associate degrees and baccalaureate degrees.

~~The District may obtain approval of a direct assessment competency-based program from the California Community College Chancellor's Office.~~

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[Student Services Managers Reviewed 09/19/25](#)

[Cabinet 1st Reading 09/23/25](#)

[Cabinet 2nd Reading 09/30/25](#)

[Academic Senate 1st Reading 10/13/25](#)

[CCLC Update 10/15/25](#)

[Student Services Managers 1st Review 10/21/25](#)

[Student Services Managers 2nd Review 11/06/25](#)

[Cabinet 1st Reading 03/12/26](#)

[Cabinet 2nd Reading 03/23/26](#)

[Academic Senate 1st Reading 04/11/26](#)

[Academic Senate 2nd Reading 04/27/26](#)

Shasta-Tehama-Trinity Joint Community College District

Mission Statement

Shasta-Tehama-Trinity Joint Community College District empowers students and strengthens the diverse communities we serve. As a teaching-centered institution, we are committed to student success in the classroom and beyond. We strive to foster a sense of belonging and ensure that every student, regardless of background, has the resources they need to thrive. Through quality instruction and compassionate support, we offer career-oriented programs and transfer degrees to prepare students for meaningful professions and active engagement with our communities.

(Approved by the Board of Trustees, August 13, 2025)

Institutional Goals

Strong Start: All students will begin their college journey with a plan and with support.

Pathways and Student Momentum: Students will have the resources and academic support to take as many courses as they are able for faster completion.

Teaching Excellence and Innovation: Ensure every student experiences engaging and inclusive instruction that drives learning and persistence.

Ensure Equitable Access and Belonging: Remove structural barriers so every learner, especially male, first-generation, and low-income students can stay enrolled and thrive.

Foster Sustainability, Partnerships, and Regional Resilience: Shasta College is a national leader in sustainability and emergency readiness.

(Approved by the Board of Trustees 7/08/2026)

Introduction

The *Shasta-Tehama-Trinity Joint Community College District Integrated Planning Manual—2026/2027 Edition* describes the institution's integrated planning cycle.

- The integrated planning cycle is a comprehensive set of planning processes that are linked to one another so that there is an ongoing and systematic cycle of assessment, program review, resource allocation, plan implementation, and re-assessment.

This document begins with a description of the integrated planning cycle. Following this overview is a description of each planning component in the cycle including the purpose, process, and timeline for each. The manual describes how the constituent groups participate and contribute to the various components in the integrated planning cycle. This manual describes only the processes related to institutional planning. A handbook titled *Participatory Governance Manual* describes processes and procedures for aspects of District decision-making other than institutional planning.

The integrated planning cycle was initially developed following District-wide dialogue and is periodically revised under the guidance of College Council. The undersigned representatives of the Shasta-Tehama-Trinity Joint Community College District have agreed on the integrated planning cycle and processes described in this manual.

Signatures of Academic Senate President, CC Chairs, and President follow.

Integrated Planning Cycle

The Shasta-Tehama-Trinity Joint Community College District assesses its institutional effectiveness through planning practices that link to one another in a cycle of assessment, program review, resource allocation, plan implementation, and re-assessment.

The results of these assessments lead to improvements in the District's services to students.

The components of the District's integrated planning cycle are as follows.

- The Shasta-Tehama-Trinity Joint Community College District Mission Statement describes the students and communities it serves, the educational programs and services it provides, and its commitment to successful educational outcomes for all students. The Mission Statement serves as the foundation for planning efforts.
- Through the process of developing the **Strategic Educational Master Plan (SEMP)**, the District relies on research to assess its current effectiveness

compared to the mission statement (internal scans) and to identify future challenges (external scans). Based on this analysis and engagement with the campus community, the District develops Institutional Goals that articulate how the District plans to advance the mission and meet current and anticipated challenges.

- The Institutional Goals which were developed in the Strategic Educational Master Plan are then the foundation for the **Strategic Focus Areas**. Through the planning process, all areas are asked to use the Institutional Goals and Strategic Focus areas as critical components of the planning process.
- **Program Reviews** and **Annual Plans** serve as reflections and progress reports on longer term plans such as Program Review and Student Services Evaluations. In the Annual Plan, area effectiveness is assessed. Plans are developed that describe how the area will contribute to the achievement of the Institutional Goals and Strategic Focus Areas.
- The **Prioritized College-wide Annual Action Plan** is a summary of the funding requests in Annual Plans and Program Reviews that require prioritization for resource allocations.
- **Resource Allocations** include both budget adjustments and the assignment of personnel to specific tasks. Resource allocation is linked to planning at both the institutional and area levels. Resources are dedicated based on both the Prioritized College-wide Annual Action Plan, the Strategic Educational Master Plan, and other campus-wide planning documents such as the Facilities Master Plan, and Technology Plan.
- **Implementation** follows planning and resource allocation (if applicable). The District implements the plans by completing the activities described in Program Reviews, Students Services Evaluation, Annual Plans, and other campus-wide planning documents.
- **Assessment/Research** related to planning occurs annually through the review of key performance indicators outlined in the SEMP and through Annual Planning and Program Review.

The planning processes in this integrated planning cycle are reviewed by College Council, the Program Review Committee. This evaluation is the basis for improvements to both planning and decision-making processes. The final section of this manual describes the process and timeline of this evaluation.

Mission Statement

The Shasta-Tehama-Trinity Joint Community College District Mission Statement describes the students and communities it serves, the educational programs and services it provides, and its commitment to successful educational outcomes for all students. The Mission Statement serves as the foundation for planning efforts. The mission also guides evaluation, resource allocation, and continuous improvement.

The mission statement will be reviewed every six years and revised if needed. The statement was most recently reviewed and revised in 2025.

Shasta-Tehama-Trinity Joint Community College District empowers students and strengthens the diverse communities we serve. As a teaching-centered institution, we are committed to student success in the classroom and beyond. We strive to foster a sense of belonging and ensure that every student, regardless of background, has the resources they need to thrive. Through quality instruction and compassionate support, we offer career-oriented programs and transfer degrees to prepare students for meaningful professions and active engagement with our communities.

The Accrediting Commission for Community and Junior Colleges standards most relevant to the development and review of a District and college mission statement and the Strategic Educational Master Plan are:

Standard 1: Institutional Mission and Effectiveness

1.1. The institution has established a clearly defined mission that appropriately reflects its character, values, structure, and unique student demographics. The institution's mission articulates its commitment to ensuring educational opportunities and successful outcomes for all students. (ER 6)

1.2. The institution establishes meaningful and ambitious goals for institutional improvement, innovation, and successful outcomes for all students.

1.3. The institution holds itself accountable for achieving its mission and goals and regularly reviews relevant, meaningfully disaggregated data to evaluate its progress and inform plans for continued improvement and innovation. (ER 3, ER 11)

1.4. The institution's mission directs resource allocation, innovation, and continuous quality improvement through ongoing systematic planning and evaluation of programs and services. (ER 19)

1.5. The institution regularly communicates progress toward achieving its mission and goals with internal and external stakeholders in order to promote understanding of institutional strengths, priorities, and areas for continued improvement. (ER 19)

Strategic Educational Master Plan

The Strategic Educational Master Plan is the long-term plan for the Shasta-Tehama-Trinity Joint Community College District. While short-term planning occurs through Annual Planning.

The Strategic Educational Master Plan serves multiple purposes in the District's integrated planning cycle:

- To establish clear direction for the District (Institutional Goals) after projecting the internal and external trends that will impact the District.
- To provide a data-informed analysis of the District's limitations, strengths, and capabilities and based on those, offer options for the future.
- To provide a framework or foundation for the development of the other plans, including but not limited to Program Review, Annual Plans, the Facilities Master Plan, Student Equity Plan, Enrollment Management, and Technology Plan.
- To forge a closer relationship with the community by informing the public about the District's present situation, its needs, and its future plans.
- To support accreditation alignment and support continuous improvement efforts.

The development of the Strategic Educational Master Plan is the venue for District-wide dialogue about the future. The three primary phases of the process are:

First, the District engages in a number of efforts to engage stakeholders to understand perspectives about needs. Second, the District analyzes data and research, using evidence such as: Status of progress on Institutional Goals from the previous Educational Master Plan; Current state and national trends in higher education; The strengths and weaknesses of current programs, areas, and services; Long-term projections of changes in community demographics; and economic

trends. Third, governance groups review a draft of the plan created from the above efforts and share feedback.

The Institutional Goals guide the allocation of District energies and resources for the term of the Strategic Educational Master Plan by serving as the basis for Annual Plans, and Program Reviews.

The Superintendent/President may call for a revision of the Strategic Educational Master Plan or an early initiation of the Process and Timeline for Developing the Strategic Educational Master Plan, should external conditions be judged to have made a portion of or all of the Institutional Goals inapplicable. There will be a midcycle review to ensure continued relevance.

Institutional Goals

1. **Strong Start:** All students will begin their college journey with a plan and with support.
2. **Pathways and Student Momentum:** Students will have the resources and academic support to take as many courses as they are able for faster completion.
3. **Teaching Excellence and Innovation:** Ensure every student experiences engaging and inclusive instruction that drives learning and persistence.
4. **Ensure Equitable Access and Belonging:** Remove structural barriers so every learner, especially male, first-generation, and low-income students can stay enrolled and thrive.
5. **Foster Sustainability, Partnerships, and Regional Resilience:** Shasta College is a national leader in sustainability and emergency readiness.

(Approved by the Board of Trustees 7/08/2026)

Annual Planning and Program Reviews

The Strategic Plan guides specific actions via Outcomes and Strategies and informs Annual Plans and Program Reviews.

Academic Programs

For Academic Programs, Annual Plans serve as yearly reflections and progress reports for the Comprehensive Program Review. Annual Plans are used for short-term planning and resource allocation, and call for individual programs, such as

Communication Studies, which is a single degree program, or academic clusters, such as Early Childhood Education, with multiple degrees and certificates, to conduct analysis and reflection every year. There are two steps to this process.

1) Reflection on previous Annual Plans and Program Reviews: Conduct a summative assessment that shows either evidence of improvement from previous plans, no improvements, or not enough time to allow for improvement. In short, the review and reflection communicate, with evidence, what has already happened. This data-informed process is used, in part, to develop the current year's Annual Plan.

2) Consider new inputs: Relevant data on performance indicators related to student success, including program and student learning outcomes, is the basis for assessing program strengths, weaknesses, opportunities, and challenges.

Using information from the two steps above, in conjunction with the Comprehensive Program Review as appropriate, a new annual plan is developed that aligns with the Strategic Educational Master Plan. Requests for funding needed to implement the plan are included along with descriptions of how they will be used to improve student learning or student support services or advance institutional goals.¹ The annual plans also serve to inform future Comprehensive Program Reviews.

Student Services and Support Areas

Program Evaluation and Annual Planning occurs within other service and support areas as well. Each unit takes the opportunity to reflect on previous plans and assess performance as it relates to Institutional Goals and Strategic Focus areas. The Annual Plan will include specific actions that the area will undertake and Requests for funding needed to implement the plan; and Requests for additional staff positions (beyond current budgeted staffing levels).

The Accrediting Commission for Community and Junior Colleges standards most relevant to Annual Plans and Program Reviews are:

Standard 1: Institutional Mission and Effectiveness

¹ Career technical education programs complete labor market needs assessment for the career technical education program and rates of students' successful completion of degrees and/or certificates every other year as part of their annual plan.

1.2. The institution establishes meaningful and ambitious goals for institutional improvement, innovation, and successful outcomes for all students.

1.3. The institution holds itself accountable for achieving its mission and goals and regularly reviews relevant, meaningfully disaggregated data to evaluate its progress and inform plans for continued improvement and innovation. (ER 3, ER 11)

1.4. The institution's mission directs resource allocation, innovation, and continuous quality improvement through ongoing systematic planning and evaluation of programs and services. (ER 19)

1.5. The institution regularly communicates progress toward achieving its mission and goals with internal and external stakeholders in order to promote understanding of institutional strengths, priorities, and areas for continued improvement. (ER 19)

Standard 2: Student Success

2.9. The institution conducts systematic review and assessment to ensure the quality of its academic, learning support, and student services programs and implement improvements and innovations in support of achievement for all students. (ER 11, ER 14)

Standard 4: Governance and Decision-Making

4.3. The institution's decision-making structures are used consistently and effectively. Institutional decision-making practices support a climate of collaboration and innovation that advances the mission and promotes successful outcomes for all students.

Prioritized College-wide Annual Action Plan

The Prioritized College-wide Annual Action Plan is a consolidation of funding requests prepared by the Instruction, Student Services, and Administrative Services.

The Prioritized College-wide Annual Action Plan is linked to the Institutional Goals and Institutional Outcomes in two ways:

Priorities for funding are established through the Resource Allocation Rubric (see the next section on Resource Allocation). Scorers are asked to provide the highest scores to requests that will contribute to the achievement of the Institutional Goals.

The funding requests identified in the Summary Plans and consolidated in the Prioritized College-wide Annual Plan address how areas will contribute to the achievement of the Institutional Goals and Strategic Focus Areas.

Resource Allocation

Resource allocations align with the Shasta-Tehama-Trinity Joint Community College District mission and provide the resources needed to accomplish Institutional Goals and Strategic Focus Areas. There are three primary means by which resource allocation is linked to the planning process. First, College planning documents such as the Strategic Educational Master Plan, Facilities Master Plan, and the Technology Master Plan serve as primary guides for decision-making and resource allocation. All plans are developed with broad-based input through the governance process, linked to Institutional Goals and Strategic Focus Areas, and are on a regular review cycle.

Second, resource allocation occurs through resource requests associated with Annual Planning and Program Review, which are also linked to Institutional Goals and Planning documents. A parallel process occurs for categorical programs such as Strong Workforce and Perkins, where funding restrictions limit expenditures to a narrow range of programs and purchases. Third, resource allocation occurs through the Faculty Hiring Priorities Process as outlined in Administrative Procedure 7210.

Institutional priorities for budget adjustments arising out of Annual Planning and Program Review are ranked using the Resource Allocation Rubric and reviewed by College Council. Final determination of funding availability is made by the President in consultation with the Cabinet.

Resource Allocation Scoring Criteria:

Criterion	5 – High Evidence	3 – Moderate Evidence	1 – Low Evidence	Score (0–5)
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Documented Need/Barrier/ Challenge	Specific need/barrier is clearly defined and supported by local data or documented findings.	General need/ barrier is described with limited supporting evidence.	No clear barrier or evidence of need is provided.	
Specific SEMP / Institutional Indicator (completion, success, persistence, TLME, etc.)	Name a specific measurable institutional indicator.	Names a specific indicator, but baseline, target, or timeframe is incomplete.	No specific measurable indicator is identified.	
Scale of Impact (program enrollments, # of students receiving services, # of staff or community members impacted)	Directly impacts more than 1,000 students/stakeholders annually.	Directly impacts 500–999 students/ stakeholders annually.	Directly impacts 499 or fewer students/ stakeholders annually.	
# of program completers (support programs can use annual graduate data)	5-year average of program completers greater than 30	5-year average for program completers 15 to 29	5-year average program completion 14 or less	
Request is supported by analysis of relevant program, service, or institutional data, including outcomes data and equity gaps, as applicable	Request is clearly supported by relevant data analysis and identifies the specific problem, population, or outcome gap to be addressed.	Request references some relevant data and identifies a general problem, but the analysis or connection to the request is incomplete.	Request includes little or no relevant data analysis. Need is stated generally, with minimal supporting evidence.	
Criterion	7 – High Evidence	5 – Moderate Evidence	1 – Low Evidence	Score (0-7)
Accreditation, Safety, audit, or Legislated Mandate	Specific law, regulation, accreditation requirement, audit finding, or documented safety issue is identified.	Requirement or risk is described, but documentation is limited.	No clear mandate, compliance requirement, or safety basis is identified.	

In summary, resource allocations are linked to Institutional Goals and Institutional Outcomes in the following ways:

1. They have direct links to Institutional Planning documents, which are derived from Institutional Goals and Strategic Focus Areas.
2. The Annual Plan and Program Review funding requests include the requirement that areas address how they contribute to the achievement of Institutional Goals and/or Strategic Focus Areas.
3. The Annual Plans and Program Review funding requests are prioritized by representative groups using a rubric that gives the highest scores to proposals that will contribute to the achievement of the Institutional Goals and/or Institutional Outcomes.

Since Institutional Goals reflect the District's commitment to its mission, the purpose of the resource allocation process is to fund programs and services that both directly and indirectly promote student learning.

The Accrediting Commission for Community and Junior Colleges standards most relevant to linking resource allocations to planning are:

Standard 1: Institutional Mission and Effectiveness

1.4 The institution's mission directs resource allocation, innovation, and continuous quality improvement through ongoing systematic planning and evaluation of programs and services. (ER 19).

Implementation

Implementation refers to the initiation of and follow-through on the Strategic Focus Areas identified in the SEMP and the planning activities identified in Program Reviews, Student Services Evaluations, and Annual Plans as well as the Prioritized College-wide Annual Action Plan.

The responsible administrator assigned to specific Strategic Focus Areas is expected to:

- Manage the timelines for the Strategic Focus Areas;
- Develop appropriate processes;
- Request budget adjustments (as needed) through the Annual Plan;
- Provide data and other evidence to assess the levels of success during the review and evaluation process; and

- Document the progress on the Strategic Focus Areas during the mid-cycle review period.

The timelines for implementation of the associated activities vary, and therefore there is no single process for this component in the integrated planning cycle.

Assessment

Assessment of activities occur through Program Review, Student Services Evaluation, and Annual Planning processes.

Progress Report

The District will review metrics annually to monitor progress. A mid-cycle review will document the District's progress toward meeting its Institutional Goals. The mid-cycle review informs the internal and external community about progress on the Goals and Strategic Focus Areas and provides the opportunity to reflect on redirection of efforts if needed. This report is distributed District-wide and is part of the information used to prepare subsequent planning documents.

The mid-cycle review includes three components:

1. A brief summary of the significant Outcomes or progress on the Strategic Focus Areas;
2. An analysis of progress indicated by associated metric indicators; and
3. Planned actions for the remainder of the cycle.

Progress on other areas of planning are documented in the Annual Planning process for each program or operational area. This progress report reinforces and sustains a District-wide dialogue on long-term and short-term goals. As such, they are an essential accountability component in the integrated planning cycle.

The Accrediting Commission for Community and Junior Colleges standards most assessment of the Strategic Educational Master Plan:

Standard 1: Institutional Mission and Effectiveness

1.2. The institution establishes meaningful and ambitious goals for institutional improvement, innovation, and successful outcomes for all students.

1.3 The institution holds itself accountable for achieving its mission and goals and regularly reviews relevant, meaningfully disaggregated data to evaluate its

progress and inform plans for continued improvement and innovation. (ER 3, ER 11)

1.4. The institution's mission directs resource allocation, innovation, and continuous quality improvement through ongoing systematic planning and evaluation of programs and services. (ER 19)

1.5. The institution regularly communicates progress toward achieving its mission and goals with internal and external stakeholders in order to promote understanding of institutional strengths, priorities, and areas for continued improvement. (ER 19)

Standard 4: Governance and Decision-Making

4.4 Acting through policy, the governing board takes responsibility for the overall quality and stability of the institution, and regularly monitors progress towards its goals and fiscal health. (ER 7)

Evaluation of Planning and Decision-Making Processes

The District assesses its planning and decision-making processes simultaneously and in alignment with the Accrediting Commission for Community and Junior College's standards.

The Shasta-Tehama-Trinity Joint Community College District formalized its integrated planning cycle in Fall 2012. The District established decision-making processes and documented them in the *Participatory Governance Manual*, which was developed to communicate governance and decision-making procedures across the District. These processes and supporting documents are reviewed and updated on a regular basis to maintain their effectiveness and alignment with institutional priorities.

Assessment of the planning and decision-making processes is conducted annually and periodic revisions are made in an effort to improve.

All approved revisions are documented with updates to the Shasta-Tehama-Trinity Joint Community College District Integrated Planning Manual and the Participatory Governance Manual. Since the inception of the Integrated Planning Manual, only a few substantive changes have been approved. The current update represents primarily the result of the development of the Strategic Educational

Master Plan. Other changes were primarily meant to enhance the link between Annual Planning and Program Review.

The Accrediting Commission for Community and Junior Colleges standards most relevant to the assessment of planning processes are:

Standard 1: Institutional Mission and Effectiveness

1.3. The institution holds itself accountable for achieving its mission and goals and regularly reviews relevant, meaningfully disaggregated data to evaluate its progress and inform plans for continued improvement and innovation. (ER 3, ER 11)

Standard 4: Governance and Decision-Making

4.3. The institution's decision-making structures are used consistently and effectively. Institutional decision-making practices support a climate of collaboration and innovation that advances the mission and promotes successful outcomes for all students.

Appendix 1

Academic Year	Mission	Educational Master Plan	Annual Plans & Program Reviews	Prioritized College-wide Annual Action Plan	Progress Indicator Review	Evaluation of Planning & Decision-Making Processes
2010-11	X		X		X	
2011-12		X	X		X	
2012-13			X (revised)	X (new)	X	
2013-14	X		X	X	X	X (new)
2014-15			X	X	X	X
2015-16			X	X	X	

Approved by College Council....

2016-17	X		X	X	X	
2017-18			X	X	X	X
2018-19			X	X	X	
2019-20			X	X	X	
2020-21			X	X	X	X
2021-22			X	X	X	
2022-23	X (reviewed)		X	X	X	
2023-24			X (revised)	X	X	X
2024-25	X (revised)		X (revised)	X	X	
2025-26		X (revised)	X (revised)	X	X	
2026-27			X	X	X	X
2027-28			X	X	X	
2028-29			X	X	X	
2029-30	X	X (mid-cycle review)	X	X	X	X
2030-31			X	X	X	
2031-32			X	X	X	