College Council Agenda

November 3rd, 2026
3:00 PM – 5:00 PM
Room 804

1. Call to order

2. Approval of Council minutes – October 20, 2026

3. Public comment

4. Sharing success stories

5. Reports

5a. Accreditation Update

5b. Research Update

5c. AI Task Force

5d. Other

6. Administrative Procedures (APs) and Board Policies (BPs)

Second reading

- BP 5040 – Student Records, Directory Information, and Privacy [Revised, Legally Required]
- BP 5050 – Student Success and Support Program [Revised, Legally Required]
- AP 6100 – Delegation of Authority, Business, and Fiscal Affairs [Revised, Legally Advised]
- AP 6200 – Budget Preparation [Revised, Legally Required]
- AP 6250 – Budget Management [Revised, Legally Required]
- AP 6300 – Fiscal Management [Revised, Legally Required]
- AP 6305 – Reserves [Revised, Suggested as Good Practice]
- BP 6340 – Bids and Contracts [Revised, Legally Required]
- AP 6340 – Bids and Contracts [Revised, Legally Required]
- AP 6540 – Insurance [Revised, Legally Required]
- AP 6550 – Disposal of Property [Revised, Legally Advised]

First reading

None

Information only

None

7. Discussion and action

7a. Review and Approve

- AI Use Matrix – document link in email
- Employee Guidelines for Ethical and Responsible AI Use

7b. Second reading

College Council Bylaws

7c. Nomination and election of Classified Tri-Chair (pending approval of bylaws)

7d. First reading

Shasta College Technology Plan

7e. Acknowledge receipt

None

8. Informational/feedback requested

9. Other/announcements

10. Adjournment

College Council

Tuesday, October 20, 2026

3:00 to 5:00 p.m., Room 804

Minutes (Draft)

Attendance

Voting Members

- Will Breitbach, Co-Chair: Present
- Sonia Randhawa, Co-Chair: Present
- Melissa Markee: Present
- Cathy Anderson: Present
- Mike Mari: Present
- Erin O'Loughlin: Present
- Milagros Israel: Absent
- Tim Johnston: Absent
- Jon Cartee: Absent

Non-Voting Members

- Frank Nigro: Present
- Becky McCall: Present
- Kevin O'Rorke: Absent
- Amy Westlund: Absent

Guests

- Jenny Beckman: Present
- Amy Thompson: Present

1. Call to Order

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

2. Approval of Council Minutes

Motion to approve minutes from October 6, 2026

Erin moved to approve. Melissa seconded.

Amendment to the Success Stories section: Replace Melissa's name with Sonia and Tim. Sonia and Tim spoke about High School Counselor Day; Melissa did not.

Motion carried unanimously with no abstentions.

3. Public Comment

None.

4. Sharing Success Stories

Financial Aid Distribution Response

Becky shared that many people are aware of the recent Financial Aid disbursement issue and highlighted how teams across the college came together to support students.

Sonia estimated that approximately 3,000 students were impacted.

Frank commented on the teamwork displayed and noted it was inspiring to see everyone working side by side to support students.

Jenny shared that canopies and water were provided to students waiting in line.

Technology Center Visit

Will shared that representatives from the Technology Center spent the day meeting with various groups about Accessibility. They will provide a report outlining current conditions and recommendations for continued growth.

Community Day

Frank thanked everyone for their work on Community Day and shared positive feedback from an emeritus faculty member who attended the event. He noted that displaying instructional programs generated positive interest and visibility for the college.

Career Closet Initiative

Jenny shared a new initiative with Extended Opportunity Programs and Services (EOPS) and Cooperative Agencies Resources for Education (CARE) to establish a donation-based Career Closet that would provide students with interview attire and professional clothing.

South Korea Program

Erin shared that interviews have been completed for students participating in the South Korea program. The college expects to send seven to eight students.

Spring Area Plans

Frank reported that Spring 2026 Area Plan funding should be finalized within the next few weeks.

5. Reports

a. Accreditation Update

No substantive accreditation updates were reported. Kevin and Tim are receiving training to participate in accreditation site visits.

b. Research Update

Will encouraged members to explore the Data Hub and noted that Annual Planning activities will begin soon. Planning items are due the third week of March.

c. Artificial Intelligence (AI) Task Force

Cathy asked whether an Academic Senate for California Community Colleges (ASCCC) webinar she had forwarded had been shared with the AI Task Force. Will confirmed that it had been shared with the Task Force.

d. Other

None.

6. Discussion and Action

a. Board Policies and Administrative Procedures

BP means Board Policy. AP means Administrative Procedure.

- **Review and Approve:**
  - None
- **Second Reading**
  - None
- **Information Only**
  - AP 5040 – Student Records, Directory Information, and Privacy [Revised, Legally Required]
  - AP 5050 – Student Success and Support Program [Revised, Legally Required]
  - AP 5055 – Enrollment Priorities [Revised, Suggested as Good Practice]
- **First Reading**
  - BP 5040 – Student Records, Directory Information, and Privacy [Revised, Legally Required]
  - BP 5050 – Student Success and Support Program [Revised, Legally Required]
  - AP 6100 – Delegation of Authority, Business, and Fiscal Affairs [Revised, Legally Advised]
  - AP 6200 – Budget Preparation [Revised, Legally Required]
  - AP 6250 – Budget Management [Revised, Legally Required]
  - AP 6300 – Fiscal Management [Revised, Legally Required]

- AP 6305 – Reserves [Revised, Suggested as Good Practice]

Melissa asked for clarification regarding directory information. It was explained that the college is choosing to share the least amount of directory information possible to protect student privacy.

b. Bylaw Revisions – Second Reading

Will reviewed the proposed bylaw revisions and feedback received since the previous meeting.

Melissa supported distinguishing between absentee and proxy voting but suggested reducing duplicative language in Sections I and J.

Cathy expressed concern about absentee voting and emphasized the importance of members hearing discussion before voting.

Melissa recalled that absentee and proxy voting were intended for urgent situations.

Will suggested removing Sections I, J, and K and retaining Section H.

Mike agreed that Section H may provide sufficient flexibility and suggested clarifying what constitutes electronic voting.

Erin asked whether electronic voting should apply consistently to all members if utilized.

Sonia suggested adding language indicating electronic voting would only be used in rare circumstances.

Cathy agreed and emphasized the use in rare circumstances.

General consensus supported removing Sections I, J, and K and refining Section H.

Outcome: No action taken due to lack of supermajority required to approve bylaw revisions.

c. Nomination and Election of Classified Tri-Chair

Because the bylaws were not revised, the nomination and election of the Classified Tri-Chair were not discussed.

d. Acknowledge Receipt

None

7. Information and Feedback Requested

a. AI Decision Matrix – Staff

Will reviewed the AI Decision Matrix and noted that it should not be shared outside the District.

Cathy asked for clarification regarding several column headings, such as “Agents” and “Gems,” and suggested some labels may not be clear to employees.

Erin asked whether Canva would fall under the matrix and whether student photos could be used. She shared that Student Services uses this for flyer creation. Will advised caution when uploading student photos to any AI tool.

Melissa raised concerns regarding photos taken during field trips that automatically upload to cloud storage from personal devices. Jenny asked whether guidance could be incorporated into field trip waiver forms.

Sonia shared an example of using AI to generate an educational plan and noted that important components were missing from the output, such as general education (GE) classes and units.

Will emphasized the importance of AI literacy and that the AI Task Force attempted to highlight that in the guidelines.

b. Employee Guidelines for Ethical and Responsible AI Use

Will reviewed the draft guidelines.

Melissa suggested including assignment and lab activity development within the guidance. Will indicated those activities would generally fall under brainstorming and drafting.

Cathy expressed concern about creating guidance that could be interpreted as directing instructional practices and requested additional review prior to any vote.

Discussion followed regarding whether the guidelines are intended as informational guidance or enforceable requirements. Cathy suggested involving both bargaining units in the discussion.

Will agreed additional stakeholder input would be valuable.

Becky asked whether the related Board Policy had already been approved by the Board of Trustees. Will confirmed it had. Becky suggested reviewing the policy and guidelines together and involving Amy and Wayne in future discussions.

Cathy also asked how the college can improve awareness of existing computer use policies.

Follow-up for council members: Council members were asked to consider how AI literacy can be supported among their constituent groups.

8. Other Items and Announcements

Frank shared that he will be participating in the Yokohama Marathon in Japan and plans to meet with prospective students interested in attending Shasta College.

Mike reminded the group that weather balloon launch will take place Thursday at 11:15 a.m. near the Security Office.

Erin shared that International Thanksgiving is scheduled for November 19. Additional information will be shared by Candace, including opportunities to sponsor students, donate beverages, and participate in the event.

Cathy asked about plans for reopening the observatory during the spring semester and suggested hosting a related event.

9. Adjournment

The meeting adjourned at 4:05 p.m.

Notes taken by: Justina Meeder, Executive Assistant to the Vice President of Instruction

Upcoming Meeting: Tuesday, November 3, 2026

Progress Report to College Council: AI Professional Development Plan

The professional development portion of the AI Task Force recommendations is moving from planning into implementation. This update is organized by the four phases identified in the PD plan

Phase 1: Foundational Knowledge

- Tool access planning is underway. Copilot has launched, and Gemini and NotebookLM have been piloted with managers, with broader release tied to the A3-to-A5 Microsoft licensing implementation.
- A short handout on PII, FERPA, and safe data practices has been developed for Welcome Back Day, with additional public-facing guidance planned for the college website in November.
- AI syllabus language, and related Canvas content is updated
- Several AI sessions occurred at the Fall Welcome Back Day
- Faculty-facing AI literacy work is underway, with AI Ambassadors –Self-paced AI Literacy for faculty

Phase 2: Expanding Capacity

- The PD program session on safe and responsible AI use occurred on October 29, 2026, for Classified staff
- Pilot access to selected AI tools is moving in parallel with training, so employees receive both access and expectations for safe, ethical, and effective use
- A draft training resource on AI-aware assessment design is nearly complete
- Student-facing AI literacy materials are already available
- A question related to AI and workforce skills has been integrated into Program Review and Annual Planning

Phase 3: Course Outcomes in the Age of AI

- AI Aware Assignment Design - Self-paced Canvas course drafted and in the Canvas design phase of implementation.
- AI Aware Assignment Design workshops – being planned for “flex week” in Spring
- AI Aware Assignment Design workshops being planned for Spring WBD

Phase 4: Institutionalization and Review

- Manager training began at retreat, and additional administrative and classified productivity training is being planned, so AI fluency is not limited to instructional use cases.
- Faculty in discussion about how to “roll out” college supported AI tools to students.
- AI Use Design Matrix – drafted and in review
- AI Responsible Use Guidelines – drafted and in review

College Council BP-AP Agenda
November 3, 2026

Board Policies / Administrative Procedures

1st Reading	2nd Reading	Information Only
▪ None at this meeting.	▪ BP 5040 – Student Records, Directory Information, and Privacy [Revised, Legally Required] ▪ BP 5050 – Student Success and Support Program [Revised, Legally Required] ▪ AP 6100 – Delegation of Authority, Business, and Fiscal Affairs [Revised, Legally Advised] ▪ AP 6200 – Budget Preparation [Revised, Legally Required] ▪ AP 6250 – Budget Management [Revised, Legally Required] ▪ AP 6300 – Fiscal Management [Revised, Legally Required] ▪ AP 6305 – Reserves [Revised, Suggested as Good Practice] ▪ BP 6340 – Bids and Contracts [Revised, Legally Required] ▪ AP 6340 – Bids and Contracts [Revised, Legally Required] ▪ AP 6540 – Insurance [Revised, Legally Required] ▪ AP 6550 – Disposal of Property [Revised, Legally Advised]	▪ None at this meeting.

Revised, Legally Required

Shasta College

Title: **Student Records, Directory Information and Privacy**
Code: BP 5040
Section: Chapter 5 Student Services

Reference: ***Education Code Sections 66093.3, 66271.4 et seq. and 76200 et seq.;***
Title 5, Section 54600 et seq.;
20 U.S. Code Section 1232g subdivision (i);
ACCJC Accreditation Standard 2

The Superintendent/President shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The Superintendent/President may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Access to Records

Educational records shall be available for inspection and review during normal working hours by presently and formerly enrolled students. Where the record(s) may contain information concerning more than the inquiring student, only that part pertaining to the inquiring student may be revealed.

Any currently enrolled or former student of the District has a right of access to any and all student records relating to the student maintained by the district.

The Superintendent / President or designee shall implement a system by which current students can declare an affirmed name, gender, or both name and gender identification to be used in their records where legal names are not required by law. Upon the request of a current student, the District shall update any records for the student to include the affirmed name, gender, or both name and gender identification. The records that shall be updated include but are not limited to District-issued email addresses, student identification cards, class rosters, unofficial or official transcripts, diplomas, certificates of completion of courses, or similar records. Upon request by a former student of the District, the District will update and reissue student records to include an updated legal name or gender. These documents include but are not limited to a diploma conferred by the institution. See Administrative Procedure 5041 – Student Records: Affirmed Names and Gender for details.

Revised, Legally Required

The District cannot require a current student to provide legal documentation to demonstrate a legal name or gender change to have the student's affirmed name listed on the student's records.

The District may use a student's gender or legal name as indicated in a government-issued identification document only if it is necessary to meet a legally mandated obligation, but otherwise shall identify the student in accordance with the student's gender identity and affirmed name.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

Directory information shall include:

- Student's name.
- ~~Mailing address.~~
- ~~Shasta College student email address.~~
- ~~Telephone number.~~
- ~~Dates of attendance.~~
- ~~Major field of study.~~
- ~~Degrees received.~~
- ~~Date of Birth.~~
- Student participation in officially recognized activities and sports including weight, height, and high school of graduation of athletic team members.
- Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's list recognition.
- Consistent with the Solomon Amendment, Department of Defense entities may obtain certain information about currently enrolled full-time students, ages 17 and over, once per term. This information is limited to: student names, addresses, ~~email,~~ phone number, district email address, age (year of birth), place of birth, ~~,~~ major field of study, ~~dates of attendance~~level of education/class level, and degrees ~~received~~, received~~,~~. To process this request, the

college will check to see if it collects the student data and if any students and/or parents exercised their FERPA rights to withhold student information.

The Superintendent/President shall ensure that procedures defining the District's response to federal immigration enforcement activities are in place and shall be followed to the extent possible consistent with state and federal law. Procedures will define processes for: gathering and handling student information; responding to requests by law enforcement for campus access for immigration enforcement purposes; responding to requests by law enforcement for access to student records for immigration enforcement purposes; and responding to immigration actions against students or their family members.

This policy and its implementing procedures shall be posted on the District's website.

See Administrative Procedure 5040 and Administrative Procedure 5041.

Board Approved 04/11/01
Reviewed by the Board Ad Hoc Committee on Policy 05/13/09
Board Approved Revisions 11/11/09
Reviewed by the Board Ad Hoc Committee on Policy 09/09/15
Board Approved 10/14/15
Board Approved 12/13/17
Board Approved 10/16/19
Board Approved 12/13/23
Board Approved 08/13/25
Board Approved 01/21/26
Student Services Managers Reviewed
Cabinet 1st Reading 10/06/26
Cabinet 2nd Reading 10/13/26
College Council 1st Reading 10/20/26

Student Success and Support Program BP 5050

Reference: ***Education Code Section 78210 et seq. and 88682;***
Title 5, Section 55500 et seq. and 56300 et seq.;
ACCJC Accreditation Standard 2

The District shall provide Student Success and Support Program services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of Student Success and Support services is to bring the student and the District into agreement regarding the student's educational goal through the District's established programs, policies and requirements.

~~The District shall also operate a Mathematics, Engineering, Science Achievement (MESA) program consistent with Title 5 regulations.~~

The Superintendent/President shall establish procedures, through mutual agreement of the Academic Senate, to assure implementation of Student Success and Support services that comply with the Title 5 regulations.

See Administrative Procedure 5050 – Student Success and Support Program.

Board Approved 04/09/03
Board's Ad Hoc Committee on Policy Reviewed 05/13/09
Board Approved 04/09/14
Board's Ad Hoc Committee on Policy Reviewed 09/09/15
Board Approved 10/14/15
Board's Ad Hoc Committee on Policy Reviewed 07/10/19
Board Approved 07/10/26
Student Services Managers Reviewed 06/17/26
Cabinet 1st Reading 07/14/26
Cabinet 2nd Reading 07/21/26
College Council 1st Reading 10/20/26

Delegation of Authority, Business and Fiscal Affairs AP 6100

Reference: ***Education Code Sections 70902(d), 81644, 81655 and 81656; Public Contract Code Sections 20651, 20658 and 20659***

This Administrative Procedure implements the District's fiscal management framework under Board Policy 6250 and Administrative Procedure 6300 and establishes delegated authority for fiscal administration, contracting, and property transactions, subject to applicable law, Board policy, and administrative procedures.

The Assistant Superintendent/Vice President of Administrative Services is delegated authority from the Superintendent/President to supervise budget preparation and management; oversee fiscal management of the District; and purchase, sell, lease, license, and otherwise administer transactions involving real and personal property, in accordance with Board policy and law. Budget development and management processes are governed by Board Policy 6250 and Administrative Procedures 6200, 6250, and 6300. The classification, maintenance, and use of reserves are governed by Administrative Procedure 6305.

Responsibility for the development, implementation, and maintenance of fiscal, contracting, procurement, and property management procedures consistent with this Administrative Procedure and applicable law is delegated to the Assistant Superintendent/Vice President of Administrative Services. The Assistant Superintendent/Vice President of Administrative Services shall be responsible for implementing and administering this Administrative Procedure. This delegated authority is subject to the condition that certain of these transactions be submitted to the Superintendent/President for review and approval from time to time as determined by the Superintendent/President. Transactions executed pursuant to delegated purchasing authority shall be reported to and reviewed by the Board of Trustees at least every 60 days, as required by law.

When transactions do not exceed the dollar limits established in the Public Contracts Code, the Education Code or other laws pertaining to the taking of competitive bids, the Assistant Superintendent/Vice President of Administrative Services may contract for goods, services, equipment and rental of facilities so long as the transactions comply with law and any limitations or requirements set forth therein. Contracts subject to competitive bidding requirements shall be awarded in accordance with Public Contract Code section 20651 and applicable District procurement procedures.

Delegated purchasing authority shall not exceed the limits established by Education Code section 81656 and Public Contract Code section 20651. All expenditures and contractual commitments made pursuant to this delegated authority shall be subject to available appropriations and Board-approved budget authority. Furthermore, the Assistant Superintendent/Vice President of Administrative Services may amend the terms and conditions of any contractual arrangement so long as the total expenditure of funds and period of contract do not exceed the limitations set forth in applicable law or regulation. Contract changes or alterations shall be documented in writing and administered in accordance with Public Contract Code section 20659 and other applicable

laws. Contracts shall not exceed the maximum terms permitted by Education Code section 81644 unless otherwise authorized by law.

This authority shall be exercised in coordination with the District's budget, reserve, and fiscal control policies and procedures to ensure sound fiscal management and legal compliance.

Nothing in this Administrative Procedure shall be construed to authorize any action requiring approval by the Board of Trustees under applicable law, regulation, or Board policy.

Board Approved 08/18/10
Board Approved 10/14/15
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
College Council 1st Reading 10/20/26

Budget Preparation **AP 6200**

Reference: ~~*ACCJC Accreditation Standard 3;*~~ ***Education Code Section 70902 subdivision (b)(5);***
Title 5, Section 58300 et seq.;
ACCJC Accreditation Standard 3;

This Administrative Procedure establishes the District's budget development and preparation process. Governance principles for budget management are established in Board Policy 6250 and implemented through Administrative Procedure 6250. Fiscal controls, reserve management, and compliance requirements are addressed through Administrative Procedures 6300 and 6305.

The District budget development process shall include:

- A statement of philosophy that affirms budget planning supports institutional goals and is linked to other institutional planning efforts;
- A budget calendar that includes presentation of the tentative and final budgets. The tentative budget shall be presented no later than July 1 [Title 5, Section 58305 subdivision (a)], and the final budget no later than September 15 [Title 5, Section 58305 subdivision (c)]. A public hearing on the budget shall be held on or before September 15 [Title 5, Section 58301];
- Broad-based participation in budget development through established participatory governance processes to ensure that planning and resource allocation decisions support the District's mission, educational priorities, and institutional effectiveness;
- Criteria and institutional guidelines for financial planning and budgeting, including reserve requirements, long-term fiscal sustainability, and multi-year financial projections;
- Budget development shall be informed by enrollment trends, resource needs, strategic goals, facilities planning, technology planning, and other institutional plans;
- Criteria and institutional guidelines for financial planning and budgeting, including reserve requirements, reserve replenishment strategies, long-term fiscal sustainability, and multi-year financial projections;
- Identification and communication of key budget assumptions, including projected enrollment, funding levels, compensation costs, benefit costs, and other significant fiscal factors;
- A copy of the adopted annual financial and budget report to be submitted to the California Community College Chancellor's Office on or before October 10 *[Title 5 Section 58305 subdivision (d)]*;
- Submission of appropriate forms (311's) to the California Community College Chancellor's Office; and

- Filing of copies of the annual financial and budget report with the appropriate county officers for information and review, if applicable [Title 5 Section 58305 subdivision (d)].

Budget development shall support the District's mission, strategic priorities, educational objectives, and long-term fiscal stability. Upon adoption, budgets are administered, monitored, and amended in accordance with Board Policy 6250 and Administrative Procedure 6250. Budgets shall be monitored throughout the fiscal year, including ongoing review of revenues, expenditures, and fund balances, to maintain fiscal stability and ensure compliance with Board policy and applicable law.

Board Approved 12/16/09
Board's Ad Hoc Committee on Policy Reviewed 02/18/15
Board Approved 03/11/15
Board Approved 06/12/24
Administrative Services Reviewed 04/09/26
Cabinet 1st Reading 04/14/26
Cabinet 2nd Reading 04/21/26
College Council 1st Reading 10/20/26

Budget Management AP 6250

Reference: Title 5, Sections 58305, 58307 and 58308

This Administrative Procedure implements Board Policy 6250 and establishes procedures governing budgetary controls, expenditure limitations, and transfers between expenditure classifications. Reserve classifications, reserve levels, minimum reserve requirements, reserve replenishment, and authority for the use of reserves are governed by Administrative Procedure 6305.

The total amount budgeted for each major expenditure classification shall constitute the maximum expenditure authorized for that classification during the fiscal year, except as otherwise authorized by the Board of Trustees. ~~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.~~

~~Transfers may be made from the reserve for contingencies to any expenditure classification by written resolution of the Board of Trustees, and must be approved by a two-thirds vote of the members of the Board of Trustees.~~

Transfers from the District's unrestricted general fund reserve balances to any major expenditure classification shall require approval by a two-thirds vote of the members of the Board of Trustees.

Transfers between any major expenditure classifications may be approved by a majority vote of the members of the Board of Trustees.

~~Transfers may be made between expenditure classifications by written resolution of the Board of Trustees, and may be approved by a majority of the members of the Board of Trustees.~~

~~Excess funds must be added to the general reserve of the District, and are not available for appropriation except by resolution of the Board setting forth the need according to major classification.~~

Revenues accruing to the District in excess of budgeted amounts shall be added to the District's unrestricted general fund reserve balances and shall not be available for appropriation except by resolution of the Board of Trustees in accordance with applicable law, Board policy, and administrative procedures. Reserve classifications, reserve requirements, reserve goals, and authority for the use of reserves are governed by Administrative Procedure 6305.

Board Approved 08/18/10
Board Approved 03/08/17
Board's Ad Hoc Committee on Policy Reviewed 12/14/22
Administrative Services Reviewed 04/09/26
Cabinet 1st Reading 04/14/26
Cabinet 2nd Reading 04/21/26
Administrative Services Updated – New Cycle 09/14/26
Cabinet 1st Reading 09/22/26
Cabinet 2nd Reading 09/29/26

Budget Management **AP 6250**

College Council 1st Reading 10/20/26

Fiscal Management AP 6300

Reference: ***Education Code Sections 84040 subdivision (c);***
Title 5, Section 58311;
ACCJC Accreditation Standard ~~III.D.9~~III;
2 Code of Federal Regulations Parts 200.302 subdivision (b)(6)-(7), 200.305, and 200.400 et seq.

This Administrative Procedure establishes the District's overarching framework for fiscal management, internal controls, and stewardship of financial resources. Budget governance principles are established in Board Policy 6250 and implemented through Administrative Procedure 6250. Reserve classifications, minimum reserve requirements, long-term reserve goals, and authority for the use of reserves are governed by Administrative Procedure 6305.

The Assistant Superintendent/Vice President of Administrative Services will be responsible to the District Superintendent/President and the Board of Trustees for the proper accounting of all District and Student Association funds.

The District shall:

- Provide for responsible stewardship of available resources.
- Provide safeguarding and managing District assets to ensure ongoing effective operations; maintaining adequate cash reserves in accordance with Board Policy 6250 and Administrative Procedure 6305; implementing and maintaining effective internal controls; identifying revenue sources before making short-term and long-term commitments; and establishing plans for the repair and replacement of equipment and facilities.
- Provide for an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability.
- Provide that appropriate administrators keep the Board current on the fiscal condition of the District as an integral part of policy and decision-making.
- Provide for development and communication of fiscal policies, objectives and constraints to the board, staff and students.
- Provide an adequate management information system that gives timely, accurate and reliable fiscal information for planning, decision making and budgetary control.
- Provide for appropriate fiscal policies and procedures and adequate controls to ensure that established fiscal objectives are met.
- Provide a process to evaluate significant changes in the fiscal environment and make necessary, timely, financial and educational adjustments.
- Provide short-term and long-term fiscal goals and objectives developed through broad-based participation and coordinated with District educational planning.
- Provide p~~P~~rocedures for determining allowability of costs in accordance with EDGAR Second Edition Subpart E Cost Principles.
- Provide for the effective administration of federal awards, including compliance with applicable federal statutes, regulations, and grant conditions.

Fiscal Management **AP 6300**

- Provide p~~P~~rocedures to implement the requirements of 2 Code of Federal Regulations Part 200.305 governing payments.

The Board of Trustees may authorize the Assistant Superintendent/Vice President of Administrative Services to request of the Shasta County Board of Supervisors a temporary transfer of County funds as needed to the District's General Fund. This can only be done in the absence of TRAN (Tax Revenue and Anticipation Notes) issuance for that year.

The Business Office maintains a procedures manual that is periodically updated to reflect appropriate changes as needed. The manual is made available to all staff electronically and annual training is provided to insure consistent application of procedures.

This Administrative Procedure operates in coordination with Board Policy 6250 and Administrative Procedures 6250 and 6305 to ensure effective fiscal stewardship, strong internal controls, long-term financial sustainability, and compliance with applicable laws and regulations.

Board Approved 08/18/10
Board's Ad Hoc Committee on Policy Reviewed 02/18/15
Board Approved 03/11/15
Board Approved 07/12/17
Administrative Services Reviewed 04/09/26
Cabinet 1st Reading 04/14/26
Cabinet 2nd Reading 04/21/26
College Council 1st Reading 10/20/26

Reserves **AP 6305**

Reference: ***Budget and Accounting Manual, Chapter 5, Appendix A***

The District shall have a high-budget priority in the final budget of a healthy ~~uncommitted~~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. To this end, the following reserve accounts shall be included in the final budget:

The District shall establish a long-term goal of maintaining unrestricted reserve levels sufficient to cover up to two months, or 17%, of operating expenditures, subject to available resources, enrollment trends, and multi-year financial projections. Reserve levels shall be reviewed annually as part of the District's budget development process and multiyear financial planning governed through Administrative Procedure 6250 and 6300.

General Reserves

The final budget shall include an ~~unappropriated~~unassigned unrestricted general fund reserve to help ensure that the District will be in a positive cash position at the end of the fiscal year. This reserve shall be ~~(at a minimum)~~ no less than five percent (5%) of budgeted unrestricted general fund expenditures and shall not be available for appropriations during the fiscal year except as what is outlined in this procedure.

Reserve for Emergencies

The District budget shall also include a~~n appropriated~~ Board-committed reserve for economic uncertainties to cover: 1) Unanticipated emergencies; 2) Temporary or unanticipated declines or delays in apportionment or other sources of funds; 3) Additional program development activities not considered prior to budget adoption; 4) Temporary or other unanticipated factors that impact cash flow. This reserve shall be ~~(at a minimum)~~ maintained no less than five percent (5%) of total unrestricted general fund expenditures, inclusive of the unassigned reserve described above.

In the event of an emergency requiring immediate action, the Superintendent/President may authorize the use of Board-committed emergency reserve funds when delay would jeopardize District operations or financial stability. Such action shall be subject to the following conditions: 1) Prompt notification shall be provided to the Board President and the Board of Trustees as soon as practicable; 2) A written justification documenting the nature of the emergency, the amount utilized, and the anticipated fiscal impact shall be prepared; and 3) Any use of emergency reserves shall be reported to and ratified by the Board of Trustees as the next regularly scheduled open session.

Any material use of reserves shall include a plan and timeline to replenish the reserve balances to the established minimum level. The Business Office shall maintain written

fiscal procedures governing reserve management, cash-flow planning, internal controls, and financial reporting. These procedures shall be reviewed periodically, made available electronically to appropriate staff, and supported through annual training to ensure consistent application and compliance with applicable laws, regulations and Board policy. This procedure implements the Board's reserve policy established under Board Policy 6250.

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

Board Approved 08/18/10
Board Approved 03/08/17
Administrative Services Reviewed 04/09/26
Cabinet 1st Reading 04/14/26
Cabinet 2nd Reading 04/21/26
College Council 1st Reading 10/20/26

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 though any other public corporation or agency in accordance with Public Contracts Code Section

Bids and Contracts **BP 6340**

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

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Board Approved 08/18/10
Board's Ad Hoc Committee on Policy Reviewed 11/12/14
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Board Approved 10/14/15
Board's Ad Hoc Committee on Policy Reviewed 06/14/17
Board Approved 07/13/22
Administrative Services Reviewed 04/09/26
Cabinet 1st Reading 04/14/26
Cabinet 2nd Reading 04/21/26
College Council 1st Reading 09/01/26

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.

Bids and Contracts AP 6340

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 AP 6340

- 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.

- 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 criterial 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

Bids and Contracts **AP 6340**

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.

- 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

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Board's Ad Hoc Committee on Policy Reviewed 11/12/14
Board Approved 12/10/14
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Board's Ad Hoc Committee on Policy Reviewed 11/08/17
Board Approved 07/10/19
Board Approved 07/13/22
Administrative Services Reviewed 04/09/26
Cabinet 1st Reading 04/14/26
Cabinet 2nd Reading 04/21/26
College Council 1st Reading 09/01/26

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 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 may obtain such additional insurance coverage as deemed necessary to protect District assets and operations:

- Liability insurance for damages for death, injury to person, or damage or loss of real 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;
- Cyber liability and data security insurance;
- ~~Personal property loss or damage~~Loss of or damage to personal property;
- Insurance for District vehicles;
- Insurance against other perils as authorized by Education Code section 81601;
- Workers compensation insurance;
- Student accident and athletic insurance, where required by law or District practice;
- Periodic actuarial evaluations of retiree health and welfare benefit obligations and other long-term post-employment liabilities;
- Builders insurance, as needed.

The Assistant Superintendent/Vice President of Administrative Services shall periodically review the District's insurance program and recommend appropriate coverage levels, deductibles, and risk financing strategies to protect District assets, operations, employees, students, and the public.

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Board Approved 07/13/22
Administrative Services Reviewed 04/09/26
Cabinet 1st Reading 04/14/26
Cabinet 2nd Reading 04/21/26
College Council 1st Reading 09/01/26

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 Assistant Superintendent/Vice President of Administrative Services shall establish administrative procedures for identifying, declaring, valuing, transferring, selling, donating, or otherwise disposing of District property in accordance with applicable law.

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 shall be declared surplus in accordance with District procedures prior to sale, exchange, donation, or disposal.

~~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 be disposed of through a public auction conducted by District employees, another public agency, an electronic or online auction platform, or by contract with a private auction firm. The property shall be sold or transferred to the highest responsible bidder upon completion of the auction and receipt of payment by the District.

The District may~~can~~ 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.
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. The sale, long-term lease, exchange, or other disposition of District real property shall be subject to Board approval and applicable provisions of the Education Code.

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.

T~~Generally, t~~he 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 Administrative Procedure shall be construed to limit the authority of the Board of Trustees regarding the sale, lease, exchange, donation, or other disposition of District real property as provided by law.

Board Approved 11/08/17
Board's Ad Hoc Committee on Policy Reviewed 04/20/22

Disposal of Property **AP 6550**

Administrative Services Reviewed 04/09/26
Cabinet 1st Reading 04/14/26
Cabinet 2nd Reading 04/21/26
College Council 1st Reading 09/01/26

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, subcommittees, 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:
- Provide everyone in the campus community with an avenue for both getting information and giving input regarding College issues and expenditures.
- Inform the campus community about the processes and current recommendations so that everyone can understand reasons behind funding allocations and other decisions.
- Provide an open forum for maximizing dialogue 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 upcoming academic year will be established near the end of the Spring semester. Meetings may occur in-person, or online, or in a hybrid format. Additional meetings may be called by the Tri-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 before meetings, whenever possible, and minutes

will be published promptly and made widely available on the College Council website. Agenda items must be submitted to the College Council Tri-Chairs by the deadline established by the College Council.

4. Membership, Member Selection, and Term Lengths:

College Council membership is as follows:

A. Ten (10) Voting Members:

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

B. 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.

C. Membership Vacancies and Appointments:

In spring of each academic year, the Tri-Chairs will announce membership vacancies, which will be referred to the appropriate constituency group for final appointment. At the end of a three-year term, a member may be reappointed by the member's constituency group in consultation with the Superintendent/President. New members will be appointed in spring and will begin their terms with the first College Council meeting in fall. A person appointed to fill a vacancy will serve the remainder of the unexpired three-year term.

D. Selection and Terms by Constituency:

- 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 make regular reports to their constituency groups.
B. All members will review meeting materials before each meeting.
C. At the end of each meeting, members will review the key points identified for sharing and communicate them with their respective constituency groups.
D. Any member unable to attend a meeting should notify one of the Tri-Chairs.

6. Election and Term Length of Tri-Chairs:

The College Council will have three Tri-Chairs: one administrator, one faculty member, and one classified staff member. The Tri-Chairs will be elected by the College Council for three-

year terms. Elections will take place in the spring for terms beginning the following fall semester. Current College Council members will participate in the election. A special election may be held to fill an unanticipated vacancy.

The administrative Tri-Chair does not need to be a voting member of the Council. The faculty and classified staff Tri-Chairs will be selected from among the Council members representing their respective constituencies.

The Council may continue to operate with two Chairs when the third Tri-Chair position is vacant, or no eligible candidate is available. The absence or vacancy of a third Tri-Chair will not affect the Council's authority to meet, establish a quorum, conduct business, or take action.

7. Responsibilities of Tri-Chairs:

The Tri-Chairs will share responsibility for the following duties. They will determine how responsibilities are assigned or rotated, identify the Tri-Chair responsible for facilitating each meeting, and, when only two Chairs are serving, jointly assign and carry out these responsibilities.

A. Prepare the agendas.
B. Chair College Council meetings.
C. Bring appropriate topics to the attention of the College Council, based primarily on information provided by the administrative areas of the College and campus committees. Any member of the campus community may also submit a request.
D. At the conclusion of each meeting, identify and summarize the key decisions, recommendations, and information that members should communicate to their respective constituency groups.
E. Assure that College Council business is communicated to the campus community in an effective manner.
F. Announce membership vacancies in spring of each year and refer them to the appropriate constituency groups for final appointment.

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 a majority of the seated voting members.
D. Except for electronic votes conducted under Section 8.H, 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, and a second time for discussion and action.
G. A formal motion will need affirmative votes from a majority of seated voting members.

Vacant seats are not counted when determining the required majority.

H. Electronic voting may be used between regularly scheduled meetings when timely action is needed, and no scheduled meeting would allow the Council to meet an urgent deadline. Electronic votes are intended to be used only in rare circumstances and require the same number of affirmative votes needed for a formal motion to pass, and the result will be recorded in the minutes of the next regular College Council meeting. For electronic votes conducted between meetings, quorum is not separately established; the action passes only if it receives the number of affirmative votes required for a formal motion.

I. 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 voting 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
Revised by College Council…..

Employee Guidelines for Ethical and Responsible AI Use

This guide is for employee use of AI tools at Shasta College. It helps employees decide when AI is appropriate, when extra review is needed, and when AI use should be disclosed. The goal is to protect students, employees, College records, and the credibility of our work. For questions about what information may be entered into a specific AI tool, use the Shasta College AI Use Matrix. These guidelines are based on frameworks used within the California Community Colleges system.

HUMANS: Our Values

H: Human-Centered. AI should support people, not stand in for responsible decision-making.

U: Universal Support. Use AI in ways that improve access, communication, and service for students and employees. When appropriate, students and employees should have access to non-AI alternatives and opportunities for direct human assistance, especially when consequential decision-making is involved.

M: Managed Privacy. Some information should not be entered into AI tools, especially student records, grades, accommodations, personnel matters, hiring materials, evaluations, investigations, or other confidential records.

A: Algorithmic Fairness. Before relying on an AI response, consider whether the output could be biased, perpetuate stereotypes, or disadvantage a student, employee, group, program, or service area.

N: Notice and Explanation. If AI plays a significant role in work others may use or rely on, a short disclosure may be appropriate.

S: Safety and Security. Check the AI Use Matrix to see which tools are approved for the information you would like to use. When information isn't public, use district-provided tools signed in with your Shasta College account, and follow College direction about data, accounts, and security.

PEOPLE: Our Practices

P: Purpose. Use AI for a clear College-related reason, such as drafting an email, summarizing notes, improving accessibility, outlining or drafting a training, organizing planning content, or checking tone before sending a message.

E: Expertise. AI output needs review by someone who understands the work. Employees using AI to develop instructional or other materials should independently verify factual claims, calculations, sources, and subject-specific information before distributing them. Do not rely on AI alone for policy interpretation, compliance, student-impact decisions, grant narratives, institutional reports, or public-facing recommendations.

O: Ownership. If your name, office, department, or committee is on the work, you are responsible for the final version.

P: Privacy. Do not place protected, confidential, or sensitive College information into unapproved AI tools. If the information includes student records, personnel information, PII, FERPA/GLBA

information, or material that has not been made public, check the AI Use Matrix before entering it into any tool.

L: Learning. Use AI to strengthen thinking, writing, and service. Do not use it to avoid understanding or learning.

E: Explainability. You should be able to explain what tool was used, what it helped with, what you checked, and what you changed.

When to Disclose AI Use

Everyday Work

AI use usually does not need to be disclosed when it helps with routine tasks such as grammar, formatting, tone, outlining, or brainstorming, or with everyday items such as email drafts, personal meeting notes, Canvas announcements, agenda outlines, and document accessibility fixes. If the work falls into one of the categories below, that section applies instead. You are still responsible for reviewing anything AI helped with before you use or share it.

Work Others May Rely On

A short disclosure is often helpful when AI helps shape reports, procedures, presentations, grant drafts, committee materials, training materials, web content, program review drafts, or other documents that others may use to make decisions.

A short note is enough. For example: “AI helped with drafting and organization. I reviewed and revised the final version.”

High-Stakes or Public-Facing Work

Disclosure should be expected when AI contributes substantively to analysis, findings, recommendations, program review, accreditation, institutional assessment, budget or staffing recommendations, hiring materials, disciplinary or evaluative content, institutional reports, materials prepared for Board review, or public statements.

The disclosure should name the type of help AI provided and make clear that a person reviewed the work.

Before Using AI, Ask

1. What am I trying to accomplish?
2. Does the information I want to use belong in this tool?
3. Could the result affect a student, employee, program, budget, or public decision?
4. Who needs to review this before it is used?
5. If asked, could I explain how AI helped and what I changed?

If the work could affect a student, employee, program, budget, or public decision, use extra care.

Shasta College Technology Plan

2026–2029

Purpose

The Technology Plan puts components of the Shasta College Strategic Educational Master Plan (SEMP) 2026–2032 into practice. It guides technology work in support of the campus goals identified in the SEMP, rather than setting a separate strategic direction.

By 2032, Shasta College students will achieve a 70% three-year completion rate.

The following goals guide all technology initiatives, including systems, integrations, infrastructure upgrades, training, cybersecurity, and user experience improvements:

1. Strong Start
2. Pathways and Student Momentum
3. Teaching Excellence
4. Equitable Access and Belonging
5. Sustainability and Regional Impact

Goal 1: Strong Start

Purpose: Students begin college with clarity, connection, and early momentum.

1. Early Momentum Infrastructure:
    - CRM Advise[1] Optimization: Refine CRM Advise workflows to support proactive, cohort-based case management for all new students.
    - Student Communications: Support the development of automated messages prompted by student needs, such as FAFSA completion or low unit enrollment, to help students keep moving toward their goals.

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1 CRM Advise is a student support platform that helps staff track student progress, coordinate outreach, manage appointments, and document interactions across offices. CRM stands for customer relationship management.

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2. Default Pathway Integration:
    - Counselor-Guided Review: Implement digital triggers (using the CRM) for first-year students to engage in counselor-guided reviews of their academic plans.
3. Secure and Streamlined Onboarding:
    - Enrollment and Financial Aid: Strengthen automated fraud detection and simplify workflows to improve response times. This work will also support equitable access to enrollment opportunities and financial aid.

Goal 2: Pathways and Student Momentum

Purpose: Students persist and complete efficiently through structured pathways.

1. Strategic Scheduling & Registration:
    - MyShasta Usability: Improve user interface for registration and ensure mobile users have streamlined access.
    - Incentivizing Behavior: Use the registration interface to highlight courses that support the ed plan.
    - Progress Toward 30 Units: Show students their progress toward completing 30 units in their first year, using real-time visual indicators.
2. Institutional Research & Data Infrastructure:
    - Early Momentum Tracking: Support Institutional Research in tracking credit accumulation, gateway course completion, and continuous enrollment through the Early Momentum Metrics.
3. Re-engagement & Workforce Alignment:
    - Targeted Outreach: Collaborate with Student Services to use data to automate re-engagement campaigns for working adults, student parents, and remote learners.

Goal 3: Teaching Excellence

Purpose: Instruction is engaging, inclusive, and designed to promote learning and persistence. Strategic Commitments:

1. Instructional Design & Professional Development:

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- RSI & UDL Support: Provide tools and instructional design support for Regular-Substantive Interaction (RSI) and Universal Design for Learning (UDL).

2. AI & Digital Literacy:
    - Workplace Readiness: Integrate AI-supported teaching methods and digital literacy tools (including tools that support academic integrity) to support student learning and prepare students for evolving workplaces.

Goal 4: Equitable Access and Belonging

Purpose: Remove structural barriers and close equity gaps.

1. Equity-Centered Data:
    - Timely Student Support: Help staff identify students who need support and respond sooner by using AI, the Student Success Platform (CRM Advise), and data dashboards. Focus these interventions on closing equity gaps.

Goal 5: Sustainability, Partnerships, and Regional Impact

Purpose: Strengthen regional workforce development and institutional resilience.

1. Climate & Resilience:
    - Rapid Recovery: Maintain and enhance rapid recovery protocols to ensure instructional continuity during climate-related disruptions, cyber security incidents, or campus closures.
    - Operational Sustainability: Align technology procurement with the district's operational sustainability practices.

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