



Shasta College

College Council Agenda

October 20, 2026
3:00 PM – 5:00 PM
Room 804

1. CALL TO ORDER
2. APPROVAL OF COUNCIL MINUTES – 10/06/26
3. PUBLIC COMMENT
4. SHARING SUCCESS STORIES
5. REPORTS
 - a) Accreditation Update
 - b) Research Update
 - c) AI Task Force
 - d) Other
6. DISCUSSION/ACTION
 - a) Board Policies / Administrative Procedures:
 - 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]
 - b) Second Reading
 - College Council Bylaws
 - c) Nomination and Election of Classified Tri-Chair

d) Acknowledge Receipt

- None

7. INFORMATIONAL/FEEDBACK REQUESTED

- a) AI Decision Matrix – Staff (will be shared at the meeting)
- b) Employee Guidelines for Ethical and Responsible AI Use

8. OTHER/ANNOUNCEMENTS

9. ADJOURNMENT

Upcoming Meeting:



Shasta College

College Council

Tuesday, October 6, 2026
3:00 – 5:00 PM – Room 804

MINUTES

DRAFT

Committee Members Present					
☒	Will Breitbach (Co-Chair)	☒	Melissa Markee	☐	Frank Nigro (N/V)
☒	Sonia Randhawa (Co-Chair)	☒	Cathy Anderson	☐	Kevin O'Rourke (N/V)
☒	Mike Mari	☒	Milagros Israel	☐	Becky McCall (N/V)
☒	Tim Johnston	☐	Erin O'Loughlin	☐	Amy Westlund (N/V)
☐	Jon Cartee	☐			

Guests		
Amy Thompson	Jenny Beckman	

1) CALL TO ORDER

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

2) APPROVAL OF COUNCIL MINUTES

Motion to approve minutes from 9/15/2026
Cathy moves to approve. Mili Seconds.

Motion carried unanimously with no abstentions.

3) SHARING SUCCESS STORIES -

Mike shared a personal success story from a friend's wedding. The groom, the son of Mike's friend, met his wife during his first semester in Shasta College's agriculture program. At the time, he was struggling and unsure about staying in college, but Mike encouraged him to stick with it. He did, and in one of his first-semester classes, he met the woman who would become his wife.

Will thanked Justina for attending and taking minutes.

Melissa reported that next Thursday and Friday (10/15 & 10/16), Pam N. and partners from the Oceanic Institute will be conducting atmospheric research activities utilizing Shasta College facilities. A trial weather balloon launch is scheduled for Thursday. Weather balloons will be released periodically from locations near Campus Safety. The balloons are not retrieved after launch, as they rise into the atmosphere and eventually burst. Melissa hopes to accompany students, along with Randy Reed, to observe the trial launch.

Sonia and Tim highlighted the upcoming **Future Success Community Day** event. Melissa shared that it is also **FFA Field Day** and noted that the college recently hosted **High School Counselor Day**.

Will thanked Justina for attending and taking minutes.

Melissa reported that next Thursday and Friday, Instructor Pam Neronha and partners from the Oceanic Institute will be conducting atmospheric research activities utilizing Shasta College facilities. A trial weather balloon launch is scheduled for Thursday. Weather balloons will be released periodically from locations near Campus Safety. The balloons are not retrieved after launch, as they rise into the atmosphere and eventually burst. Melissa hopes to accompany students, along with Randy Reed, to observe the trial launch.

4) **OPPORTUNITY FOR PUBLIC COMMENT**

None.

5) **REPORTS –**

a) **Accreditation Update**

Will reported that planning efforts are underway for the upcoming accreditation conference. He noted that several proposed federal regulations may impact accreditation processes.

Cathy asked whether anyone from Shasta College plans to attend the conference. Will indicated the conference will be held in Riverside and that he may attend. He shared that he attended two years ago and found it valuable.

b) **Research Update**

Will reported that Annual Plan materials are expected to be available online within the next week through a partnership with Information Technology.

Melissa commented that the new format made it easy to filter hiring-priority data and obtain the specific information needed.

Will noted that making the data available online helps reduce varied interpretations and promotes consistency in data review.

c) AI Task Force

Will reported that the AI Task Force will meet next week to continue discussions regarding AI guidelines for employees.

He shared that the group is developing a matrix intended to help employees understand approved and appropriate uses of AI tools. The matrix will provide guidance regarding when specific platforms may be used.

Cathy noted that the ASCCC is offering a webinar on AI and syllabus guidance and asked whether any members of the AI Task Force may be interested in attending.

d) Other

None.

6) DISCUSSION/ACTION

a) Board Policies / Administrative Procedures:

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

- **Review and Approve:**

Motion to approve all Approve BP/AP's.
Melissa moves to approve. Milli Seconds.

Motion carried unanimously with no abstentions.

- **Second Reading**

- BP 3250 – Institutional Planning [Revised, Legally Required]
- AP 3415 – Immigration Enforcement Activities [Revised, Legally Required]
- BP 5400 – Student Organizations [Revised, Legally Required]
- AP 5400 – Student Organizations [Revised, Legally Advised]
- BP 6600 – Capitol Construction [Revised, Legally Required]
- BP 6620 – Naming of College and District Buildings – Facilities or Grounds [Revised, Suggested as Good Practice]

- BP 6700 – Civic Center and Other Facilities Use [Revised, Legally Required]
- BP 6900 – Bookstore [Revised, Legally Required]
- **Information Only**
 - BP 4240 – Academic Renewal [Revised, Legally Required]
 - AP 4240 – Academic Renewal [Revised, Legally Required]
 - AP 7211 – Faculty Service Areas, Minimum Qualifications, and Equivalencies [New, Legally Required]
- **First Reading**
 - None.

b) **Bylaw Revisions – First Reading**

First Reading

Cathy asked whether legal counsel had been consulted regarding the possibility of allowing hybrid meeting participation. Will clarified that College Council is not subject to the Brown Act because it does not take final action on Board Policies or Administrative Procedures; rather, it serves in an advisory capacity, making recommendations to the Superintendent/President or Board of Trustees.

Mike confirmed that Administrative Procedures are no longer presented to the Board of Trustees for approval.

Will explained his rationale for including a tri-chair option in the bylaws.

Cathy noted that Item G in Section 8 addressed her primary concern.

The group discussed alternative voting methods. Melissa suggested exploring electronic or absentee voting options. Members also discussed proxy voting and clarified the distinctions among the various approaches:

- Proxy voting: Another individual is authorized to cast a vote on a member's behalf.
- Absentee voting: A member submits their vote in advance of the meeting.
- Hybrid participation/voting: A member participates and votes directly, either in person or remotely.

7) **INFORMATIONAL/FEEDBACK REQUESTED**

a) Annual Plan Report Templates

Will reviewed the proposed Annual Plan questions and noted that they align with Program Review questions. He explained that the goal is to simplify the Program Review process and support the six-year review cycle.

Cathy noted that the document contains numerous acronyms that may not be familiar to all users and recommended either defining acronyms upon first use or providing a glossary at the beginning of the document.

Mike asked whether the reports would be available online. Will confirmed they would.

Mike suggested utilizing hover-over definitions for acronyms in the online version. The group expressed support for that approach.

Will reiterated that the templates are intended to support faculty and streamline future Program Review work.

The committee reviewed the draft Student Support Annual Plan template.

Mike asked about a section referencing a future document link. Will explained that links and workflow logistics are still being finalized and will be shared with the Vice Presidents once complete.

Will noted that the system is currently available through the portal using PowerApps; however, implementation has been delayed until updates are completed.

Tim asked whether a document repository would be available. Will stated that the intent is to continue utilizing SharePoint while also ensuring that permanent records can be retained.

Tim also asked about rollout plans. Will indicated that a communication and implementation process is being developed.

8) OTHER/ANNOUNCEMENTS

Jenny shared that she will work with her leadership team to bring forward a revised Administrative Procedure reflecting recent Title 5 changes related to Work Experience Education (WEE) and variable-unit courses.

Mike asked whether employees are aware of the changes to the Annual Area Plan process. Will responded that communication efforts are underway and that awareness should continue to increase.

Melissa recalled that Frank previously distributed information regarding AP 3415. Will asked whether campuswide communication regarding the procedure and related resources would be beneficial.

Will requested an electronic copy of the guidance document Mili has regarding appropriate responses when students or employees are approached by Immigration and Customs Enforcement (ICE) personnel.

9) Report Out

Annual Plan templates will be finalized and posted online.

Obtain and distribute guidance materials and implementation information related to AP 3415.

10) ADJOURNMENT 3:41 p.m.

Notes taken by: Justina Meeder, EA to VPI

Upcoming Meeting: Tuesday, October 20, 2026

**College Council BP-AP Agenda
October 20, 2026**

Board Policies / Administrative Procedures

1st Reading	2nd Reading	Information Only
▪ 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]	▪ None at this meeting.	▪ 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]



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, ⁷ major field of study, ~~dates of attendance~~level of education/class level, and degrees ~~received~~⁷. To process this request, the

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

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](#)

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](#)

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*****Revised, Legally Advised*****

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

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Delegation of Authority, Business and Fiscal Affairs

AP 6100

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](#)

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

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Budget Preparation

AP 6200

- 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](#)

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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

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

Fiscal Management

AP 6300

Reference: ***Education Code Sections 84040 subdivision (c);***
 Title 5, Section 58311;
 ACCJC Accreditation Standard ~~III.D.9III~~;
 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~~Procedures 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.

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Revised, Legally Required

Fiscal Management

AP 6300

- [Provide p](#)Procedures 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](#)

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 an ~~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

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Revision, Suggested as Good Practice

Reserves

AP 6305

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 session.~~

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



Title: **Student Records, Directory Information and Privacy**

Code: AP 5040

Section: Chapter 5 Student Services

**Reference : *Education Code Sections 66093.3, 66271.4 et seq., and 76200 et seq.;*
Title 5 Sections 59410 and 54600 et seq.;
10 U.S. Code Section 503;
20 U.S. Code Section 1232g subdivision (j) (US Patriot Act);
*ACCJC Accreditation Standard 2***

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

Collection and Retention of Student Information

The District shall treat all students equitably in the receipt of all school services, including, but not limited to, the gathering of student and family information for the institution's benefit programs.

The Enrollment Services Department shall maintain in writing District policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures.

The District will provide students with annual notice, at the beginning of each school year, of institutional policies for student privacy and the abilities of parents or eligible students to inspect student information.

~~This~~ The District will provide students an opportunity to opt out of disclosure of directory information. Notices must describe the following:

- The kind of information that the school has identified as directory information;
- The eligible student's ability to refuse to let the school designate the information as directory information, which could be disclosed to outside entities;
- The period of time in which the eligible student has to notify the school in writing that they do not want the information designated as directory information; and
- That opting out by the noted deadline is the students' only way to prevent the release of directory information.

Any sensitive information, such as a student's, parent's, or guardian's SSN, any AB 540 determinations, or citizenship status information collected by the District or disclosed by the student, will be maintained only for as long as necessary.

If the District possesses information that could indicate immigration status or citizenship status, the District shall not consider the acquired information in admissions decisions or access to educational courses or degree programs.

Students may elect not to provide immigration or citizenship status information to the institution, and this election shall not impede admissions or enrollment in educational programs.

The District shall not create a list of student names linked with immigration status.

The District Campus Safety Department will not inquire into an individual's immigration status for immigration enforcement purposes.

The District Campus Safety Department will not aid any effort to create a registry containing individuals' country of birth or based on any other protected characteristics of victims, witnesses, or suspects of crimes unless required by law for specified purposes.

Release of Student Records

No instructor, official, employee, or Board of Trustees member shall authorize access to student records to any person except under the following circumstances:

- Student records shall be released pursuant to a student's written consent. Students must submit a "Verification of Student Records" Form to the Admissions and Records Office for any records to be released to a third party. Students may also submit a "Release of Information" form to the Admissions and Records Office or authorize a release through MyShasta to give another person long term access to the student's records. The student is also responsible for revoking any permissions given previously. Students unable to process transactions in person or via the College portal may designate another person to process transactions on their behalf by proxy. In compliance with the Family Educational Rights and Privacy Act of 1974 also known as FERPA or the Buckley Amendment, the student must sign a release authorizing processing of transactions by proxy. The student (not the Proxy) has the ultimate responsibility for complying with applicable requirements, policies, and deadlines, and for the timely payment of tuition and fees.
- "Directory information" may be released in accordance with the definitions in Board Policy 5040 – Student Records, Directory Information, and Privacy and in accordance with federal and state laws and regulations, such as the Family Educational Rights and Privacy Act (FERPA) provided that no directory

information shall be released regarding any student or former student when the student or former student has notified the District that the information shall not be released. To do so, the student or former student must submit the appropriate form to the college Admissions and Records Office, in accordance with college policy, requesting that some or all of the categories of directory information not be released.

- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena.
 - When the District receives a lawfully issued subpoena, an immediate notification will be sent via certified mail to the student(s) stating: the person, office or organization initiating the request; the nature of the records requested, the reason for requesting such records and the date the College will release records.
 - The subpoena or court order will be faxed to Shasta College attorneys for review prior to release of documents.
 - A memo will be sent to departments related to the court order/subpoena records requested. The memo will state: the person, office or organization initiating the request; the nature of the records requested, the reason for requesting such records and the date we will release records.
 - Third party information will be removed or blacked out prior to release of records.
- Documents will be sent via certified mail as instructed per court order/subpoena to copying company, attorney's office or, in the case of criminal matters, directly to the court of hearing.
- Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.
- Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record. Requests are made to the Office of Admissions and Records who will approve or deny the request based on legitimate educational interests.
- Students may request to inspect and review their student records. The District will grant a request to inspect and review student records during regular school hours no later than 15 working days following the date of the request.
- Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an

administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements. Requests are made to the Assistant Superintendent/Vice President of Student Services, or designee, who will consult with the Superintendent/ President's office before releasing the information.

- Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The re-lease is subject to the conditions in Education Code 76225. The Admissions and Records office will assume the responsibility of verifying the student records and processing the request.
- Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid. The Assistant Superintendent/Vice President of Student Services, or designee, is responsible for authorizing the release of this information.
- Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid pro-grams, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted. The Superintendent/President or designee is responsible for authorizing the release of this information.
- Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or

state law. The Assistant Superintendent/Vice President of Student Services, or designee, is responsible for releasing this information.

- The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, electronic mail addresses, telephone listings, dates and places of birth, levels of education, major(s), degrees received, prior military experience, and/or the most recent educational institution enrolled in by the students. Written requests are forwarded to the Assistant Superintendent/Vice President of Student Services, or designee, who may authorize the information to be released.

Access to Student Records for Immigration Enforcement Purpose

The District must obtain a student's written consent before disclosing educational records, unless the information is relevant for a legitimate educational interest or includes directory information only. Neither exception permits disclosing information for immigration enforcement purposes. No student information shall be disclosed for immigration enforcement purposes without a court order or judicial warrant. Without a court order or a judicial warrant, written consent must be signed and dated by the student, or (if the student is a minor) by the student's parent or guardian, before disclosure of the information, and must specify the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom the disclosure may be made.

If desired by the student, the District must provide a copy of the records to be released. The party to whom the information is disclosed may not re-disclose the information to any other party without the prior consent of the student or subsequent court order.

District personnel shall develop a written policy for interactions with immigration authorities seeking to review student records. At minimum, such policies shall include the following information:

- Contact information including the name, title, e-mail addresses and phone number for the correct person to review and respond to a request for student records.
- Access to sample warrant and subpoena documents that could be used for access onto campus property, or to seize or arrest students or other individuals on campus.
- District personnel shall provide a set of responses for building personnel or residence hall staff to use in response to officers seeking access to records for immigration enforcement purposes.

In addition to notifying the Assistant Superintendent/Vice President of Student Services, District personnel shall take the following action steps in response to an officer other than campus safety personnel requesting access to student records:

1. Ask for the officer's name, identification number, and agency affiliation;
2. Record or copy this information;
3. Ask for a copy of any warrants;
4. Inform the officer that you are not obstructing their efforts but that you need to contact a campus administrator or campus counsel for assistance.

Campus Safety personnel shall not provide personal information about an individual for immigration enforcement purposes unless that information is publicly available or required by a court order or judicial warrant. "Personal information" is defined as any information that identifies or describes an individual and includes but is not limited to a student's physical description, home or work address, telephone number, education, financial matters, medical or employment history, and statements made by, or attributed to, the individual. This restriction does not apply to information regarding the immigration or citizenship status of an individual.

Unless the District is served with a judicial subpoena or court order that by its terms prohibits disclosure to the student, the student must be notified of any judicial order or subpoena before the institution complies with the order in accordance with FERPA.

Charge for Transcripts or Verifications of Student Records

A student shall be entitled to two free copies of official transcripts or verification of records requests within the student's lifetime. Additional copies shall be made available to the student, or to an addressee designated by the student, at a rate approved by the Board. Students may request expedited processing of a transcript at a rate approved by the Board. The District will not refuse to provide a transcript for a current or former student on the grounds that the student owes a debt; condition the provision of a transcript on the payment of a debt, other than a fee charged to provide the transcript, charge a higher fee for obtaining a transcript, or provide less favorable treatment of a transcript request because the student owes a debt; or use transcript issuance as a tool for debt collection.

Electronic Transcripts

The District has implemented a process for the receipt and transmission of electronic student transcripts. All student transcript requests are completed online.

Use of Social Security Numbers

The District shall not do any of the following:

- Publicly post or publicly display an individual's social security number;
- Print an individual's social security number on a card required to access products or services;
- Require an individual to transmit their social security number over the internet using a connection that is not secured or encrypted;
- Require an individual to use their social security number to access an internet website without also requiring a password or unique personal identification number or other authentication devise; or
- Print, in whole or in part, an individual's social security number that is visible on any materials that are mailed to the individual, except those materials used for:
 - Application or enrollment purposes;
 - To establish, amend, or terminate an account, contract, or policy; or
 - To confirm the accuracy of the social security number.

Name and Gender Changes to Former Student Records

For information on affirmed name and/or gender changes and legal name and/or gender changes, please see Administrative Procedure 5041 – Student Records: Affirmed Names and Gender.

See Administrative Procedure 5041 – Student Records: Preferred Names and Genders.

Board Approved 11/11/09

Board Approved 11/14/12

Board's Ad Hoc Committee on Policy Reviewed 10/08/14

Board Approved 11/12/14

Board's Ad Hoc Committee on Policy Reviewed 9/09/15

Board Approved 11/18/15

Board's Ad Hoc Committee on Policy Reviewed 06/14/17

Board Approved 10/16/19

Board Approved 10/14/20

Board's Ad Hoc Committee on Policy Reviewed 12/16/20

Board Approved 12/14/22

Board Approved 12/13/23

Board Approved 08/13/25

Board's Ad Hoc Committee on Policy Reviewed 12/10/25

[Student Services Managers Reviewed](#)

[Cabinet Reviewed 10/06/26](#)

-Student Success and Support Program

AP 5050

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

The Student Success and Support Program brings the student and the District into agreement regarding the student's educational goal through the District's established programs, policies and requirements. The agreement is implemented by means of the student educational plan.

Each non-exempt student, in entering into an educational plan, will do all of the following:

- Identify an education and career goal;
- Identify a course of study;
- Complete an orientation activity provided by the college;
- Participate in the development of the student educational plan;
- To the maximum extent possible, cComplete a comprehensive student educational plan no later than the end of the student's first academic year ~~or sooner term after which the student completes 15 semester units of degree-applicable credit coursework;~~
- ~~Diligently engage in course activities and complete assigned coursework;~~
- Complete courses and maintain progress toward an educational goal and completing a course of study.

Student Success and Support Program services include, but are not limited to, the following:

- Orientation on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters
- Counseling, which shall include, but not be limited to, the following:
 - Assistance to students in the identification of aptitudes, interests and educational objectives, including, but not limited to, Associate of Arts degrees, transfer for baccalaureate degrees, and vocational certificates and licenses.
 - Evaluation of student study and learning skills.
 - Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; mental health services; campus employment placement services; extended opportunity programs and services; campus childcare services, programs that teach English as a second language; and disabled student services.
 - Advisement concerning course selection.
 - Follow-up services and required advisement or counseling for students who have not declared an educational objective as required, or who are on academic or progress notice or pause.

The District will not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.
See Administrative Procedure 5055 – Enrollment Priorities.

-Student Success and Support Program

AP 5050

Exemptions from Matriculation Components

~~If you fall into one or more of these categories, contact the Admissions and Records Office for appropriate registration information:~~

- ~~• Students who have received a full array of Student Support and Success Program services at another California community college.~~
- ~~• Students who plan to enroll in fewer than 6 units and who have "personal interest," advancement in their current job, or maintenance of a certificate or license as their goal.~~
- ~~• Students who have completed an Associate or higher degree and are not pursuing a program or degree objective at Shasta College.~~
- ~~• Students who have completed 30 or more semester units at another college or university and are not pursuing a program or degree objective at Shasta College.~~

Student Success and Support Program Appeal

~~A student may appeal the loss of their priority enrollment status due to extenuating circumstances; if a student with a disability applied for but did not receive reasonable accommodation in a timely manner; if a student is enrolled in a high unit major; or if a student demonstrates significant academic improvement. Extenuating circumstances are defined as verified cases of accident, illness or other circumstances beyond the control of the student. Verification must be submitted with the appeal.~~

~~The student must file the written petition of appeal within thirty (30) days after a loss of enrollment priority. All appeals shall be submitted to the Admissions and Records Office. If the student fails to file a written petition within the thirty day time limit, the student waives all future rights to appeal the adverse action. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which the retention of enrollment priority should be granted and to provide evidence supporting the reasons. The student will be continued on sanction until the Dean of Student Services or designee renders a decision.~~

~~The Dean of Student Services or designee will notify the student of the decision in writing within thirty days of receipt of the student's appeal. The student may appeal this decision in writing to the Superintendent/President or designee within ten (10) working days of the date of notification. The decision of the Superintendent/President or designee is final.~~

~~If the loss of enrollment priority appeal is granted, enrollment priority will be reinstated at the next available registration. Prior to the subsequent enrollment period, the student's academic record will again be evaluated to determine enrollment priority status. Priority enrollment will be re-evaluated each term.~~

~~The District will retain records of all such appeals and/or complaints for at least three years after the complaint has been resolved or longer if necessary to meet other requirements and shall be subject to review by the Chancellor as part of the statewide evaluation required under section 55511.~~

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

-Student Success and Support Program

AP 5050

~~When a challenge contains an allegation that the district has violated the provisions of section 55522(c), the district shall, upon completion of the challenge procedure established pursuant to this section, advise the student that they may file a formal complaint of unlawful discrimination pursuant to subchapter 5 (commencing with section 59300) of chapter 10. Completion of the challenge procedure shall be deemed to be an effort at informal resolution of the complaint.~~

Mathematics, Engineering, Science Achievement (MESA) Program

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

Board Approved 11/11/09
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 04/15/26
[CCLC Update 04/01/26](#)
[Student Services Managers Reviewed 06/17/26](#)
[Cabinet 1st Reading 07/14/26](#)
[Cabinet 2nd Reading 07/21/26](#)
[Student Senate 1st Reading 09/04/26](#)
[Student Senate 2nd Reading 09/11/26](#)
[Academic Senate 1st Reading 09/28/26](#)
[Academic Senate 2nd Reading 10/12/26](#)

Enrollment Priorities

AP 5055

Reference: *Education Code Sections 66025.8, 66025.81, 66025.9, and 66025.92;
Title 5 Sections 56810, 58106 and 58108*

Definitions

New students are students who are attending Shasta College for the first time, excluding students who are concurrently enrolled.

Continuing students are students currently enrolled at Shasta College.

Returning students are those who attended Shasta College in previous semesters but are not currently enrolled.

Transfer students are those who have completed courses at other colleges or universities.

Concurrent students are those who are concurrently enrolled in K-12.

Matriculated students are those who have completed orientation, assessment and developed a student education plan (Title 5, section 58108).

Exempt students are those who are exempt from orientation, assessment, counseling, advising, or student education plan development pursuant to Title 5 if the student:

- (1) has completed an associate degree or higher;
- (2) has enrolled at the college for a reason other than career development or advancement, transfer, or attainment of a degree or certificate;
- (3) has completed these services at another community college within the last five years;
- (4) has enrolled at the college solely to take a course that is legally mandated for employment as defined in section 55000 or necessary in response to a significant change in industry or licensure standards.
- (5) has enrolled at the college as a special admit student pursuant to Education Code section 76001.

Semesters are fall and spring only. The summer session is not considered a semester. Semesters are considered consecutive on the basis of the student's enrollment so long as the break in the student's enrollment does not exceed one semester (Title 5, Section 55031).

Student Parent is a student who has a child or children under 18 years of age who will receive more than half of their support from that student pursuant to Education Code Section 66025.81.

All non-exempt ~~new~~ students must be matriculated in order to receive priority registration. The District will provide priority registration for students who enroll in a community college for the

Enrollment Priorities

AP 5055

purpose of degree or certificate attainment, transfer to a four-year college or university or career advancement.

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP/AP 4260 Prerequisites, Co-requisites, and Advisories)

Enrollment may be limited due to the following:

- health and safety considerations;
- facility limitations;
- faculty workload;
- availability of qualified instructors;
- funding limitations;
- regional planning;
- legal requirements; and
- contractual requirements.

Priority registration, in the order of priority listed below, shall be provided to students as follows:

To earn and retain priority enrollment, students must have completed orientation and developed a student education plan. ~~Returning students and all~~ All non-exempt ~~new~~ students must have a comprehensive education plan on file by the end of their first year.

The following students will have the highest and equal priority for enrollment:

BLOCK 1:

- Foster youth or former foster youth (Education Code section 66025.9)
- Homeless youth or former homeless youth (Education Code section 66025.9)
- Member of the armed forces or military veterans (Education Code section 66025.8)
- EOPS students (Title 5, section 58108 and 56232)
- PACE students (Title 5 section 56026)
- CalWORKs students (Education Code section 66025.92)
- Tribal TANF students (Education Code section 66025.92)
- Student Parent (Education Code section 66025.81)
- STEP-UP students (Title 5 section 56810(b)(1))

BLOCK 2:

- UMOJA students
- TRIO students
- MESA students
- College Corps students
- Baccalaureate degree cohort
- Continuing ~~S~~student ~~A~~athletes
- Continuing students with 45.0 – 99.5 units earned at Shasta College

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Revised, Suggested as Good Practice

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- Students with 100 or more units earned at Shasta College with a successful petition

BLOCK 3:

- 3A Continuing students with 30.0 – 44.5 units earned at Shasta College
- 3B Continuing students with 15.0 – 29.5 units earned at Shasta College
- 3C Continuing students with up to 14.5 units earned at Shasta College
- ~~3D Promise students (i.e. New, recent, local high school graduates who have completed assessment, orientation and developed an education plan)~~

BLOCK 4:

- Returning ~~S~~students
- Matriculated New students
- Matriculated Transfer students
- New and transfer students who are exempt from matriculation

BLOCK 5:

- Gateway to College students
- ~~College Connection students~~

BLOCK 6:

- Students who have been on ~~probation~~ academic notice for two consecutive semesters (Title 5, section 55031)
- Students with 100 or more units earned at Shasta College (Title 5, section 58108)
- ~~New or transfer students who do not have an education plan on file by the end of their 3rd semester.~~

BLOCK 7:

- Concurrent enrolled K9-12 grade students
- ~~Non-matriculated new students~~

Petition Process

Registration priority shall be lost at the first registration opportunity after a student:

- 1) Is placed on Academic Notice ~~or any combination thereof~~ as defined in BP/AP 4250 for two consecutive semesters; or
- 2) Has earned one hundred (100) or more degree-applicable units at Shasta College.

For purposes of this section, a unit is earned when a student receives a grade of A, B, C, D or P as defined in BP and AP 4230 titled Grading and Academic Record Symbols. This 100-unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined by the Assistant Superintendent/Vice President of Instruction, or students enrolled in high unit majors or programs as designated by the Assistant Superintendent/Vice

Enrollment Priorities

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President of Instruction. The District will exempt units earned through Advanced Placement, International Baccalaureate or other similar programs from the 100-unit limit.

The District shall notify students who are placed on Academic Notice, of the potential for loss of enrollment priority. The District shall notify the student that a second consecutive semester on Academic Notice will result in the loss of priority registration as long as the student remains on Academic Notice. The District shall notify students who have earned 75 percent (75%) or more of the unit limit that enrollment priority will be lost when the student reaches the unit limit.

Appeal of Loss of Enrollment Priority

~~Students may appeal the loss of priority enrollment due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student or when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. Students may appeal the loss of priority enrollment due to extenuating circumstances, enrollment in a high unit major or program, or when a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student. Contact Admissions and Records for an appeal form. - The Assistant Superintendent/Vice President of Student Services or designee will determine the appeal in their sole discretion.~~

Shasta College allows students who have demonstrated significant academic improvement to appeal the loss of priority enrollment status. Significant academic improvement is defined as achieving a minimum grade point average of 2.0 and completing more than 50% of units attempted at the student's most recently completed semester.

Procedures for Review of Registration Priorities

Legislatively mandated registration priorities will automatically be added to this Administrative Procedure. The District will ensure that these procedures are reflected in the course catalog and that all students have appropriate and timely notice of the requirements of this procedure.

Board Approved 11/11/09

Board Approved 04/10/13

Board Approved 12/11/13

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

Board Approved 07/09/14

Board Approved 04/19/17

Board Approved 12/12/18

Board Approved 08/14/19

Board Approved 01/20/21

Board Approved 06/07/23

Board Approved 12/13/23

Board Approved 11/12/25

[Student Services Managers Reviewed 06/17/26](#)

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

Shasta-Tehama-Trinity Joint Community College District
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*****Revised, Suggested as Good Practice*****

Enrollment Priorities

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Cabinet 2nd Reading 07/21/26

Academic Senate 1st Reading 09/28/26

Academic Senate 2nd Reading 10/12/26



Shasta College

College Council Agenda

October 20, 2026
3:00 PM – 5:00 PM
Room 804

1. CALL TO ORDER
2. APPROVAL OF COUNCIL MINUTES – 10/06/26
3. PUBLIC COMMENT
4. SHARING SUCCESS STORIES
5. REPORTS
 - a) Accreditation Update
 - b) Research Update
 - c) AI Task Force
 - d) Other
6. DISCUSSION/ACTION
 - a) Board Policies / Administrative Procedures:
 - 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]
 - b) Second Reading
 - College Council Bylaws
 - c) Nomination and Election of Classified Tri-Chair

d) Acknowledge Receipt

- None

7. INFORMATIONAL/FEEDBACK REQUESTED

- a) AI Decision Matrix – Staff (will be shared at the meeting)
- b) Employee Guidelines for Ethical and Responsible AI Use

8. OTHER/ANNOUNCEMENTS

9. ADJOURNMENT

Upcoming Meeting:



Shasta College

College Council

Tuesday, October 6, 2026
3:00 – 5:00 PM – Room 804

MINUTES

DRAFT

Committee Members Present					
☒	Will Breitbach (Co-Chair)	☒	Melissa Markee	☐	Frank Nigro (N/V)
☒	Sonia Randhawa (Co-Chair)	☒	Cathy Anderson	☐	Kevin O'Rourke (N/V)
☒	Mike Mari	☒	Milagros Israel	☐	Becky McCall (N/V)
☒	Tim Johnston	☐	Erin O'Loughlin	☐	Amy Westlund (N/V)
☐	Jon Cartee	☐	Student Representative- Mariah Bobadilla		

Guests		
Amy Thompson	Jenny Beckman	

1) CALL TO ORDER

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

2) APPROVAL OF COUNCIL MINUTES

Motion to approve minutes from 9/15/2026
Cathy moves to approve. Mili Seconds.

Motion carried unanimously with no abstentions.

3) SHARING SUCCESS STORIES -

Mike shared a personal success story from a friend's wedding. The groom, the son of Mike's friend, met his wife during his first semester in Shasta College's agriculture program. At the time, he was struggling and unsure about staying in college, but Mike encouraged him to stick with it. He did, and in one of his first-semester classes, he met the woman who would become his wife.

Will thanked Justina for attending and taking minutes.

Melissa reported that next Thursday and Friday (10/15 & 10/16), Pam N. and partners from the Oceanic Institute will be conducting atmospheric research activities utilizing Shasta College facilities. A trial weather balloon launch is scheduled for Thursday. Weather balloons will be released periodically from locations near Campus Safety. The balloons are not retrieved after launch, as they rise into the atmosphere and eventually burst. Melissa hopes to accompany students, along with Randy Reed, to observe the trial launch.

Sonia and Tim highlighted the upcoming **Future Success Community Day** event. Melissa shared that it is also **FFA Field Day** and noted that the college recently hosted **High School Counselor Day**.

Will thanked Justina for attending and taking minutes.

Melissa reported that next Thursday and Friday, Instructor Pam Neronha and partners from the Oceanic Institute will be conducting atmospheric research activities utilizing Shasta College facilities. A trial weather balloon launch is scheduled for Thursday. Weather balloons will be released periodically from locations near Campus Safety. The balloons are not retrieved after launch, as they rise into the atmosphere and eventually burst. Melissa hopes to accompany students, along with Randy Reed, to observe the trial launch.

4) **OPPORTUNITY FOR PUBLIC COMMENT**

None.

5) **REPORTS –**

a) **Accreditation Update**

Will reported that planning efforts are underway for the upcoming accreditation conference. He noted that several proposed federal regulations may impact accreditation processes.

Cathy asked whether anyone from Shasta College plans to attend the conference. Will indicated the conference will be held in Riverside and that he may attend. He shared that he attended two years ago and found it valuable.

b) **Research Update**

Will reported that Annual Plan materials are expected to be available online within the next week through a partnership with Information Technology.

Melissa commented that the new format made it easy to filter hiring-priority data and obtain the specific information needed.

Will noted that making the data available online helps reduce varied interpretations and promotes consistency in data review.

c) AI Task Force

Will reported that the AI Task Force will meet next week to continue discussions regarding AI guidelines for employees.

He shared that the group is developing a matrix intended to help employees understand approved and appropriate uses of AI tools. The matrix will provide guidance regarding when specific platforms may be used.

Cathy noted that the ASCCC is offering a webinar on AI and syllabus guidance and asked whether any members of the AI Task Force may be interested in attending.

d) Other

None.

6) DISCUSSION/ACTION

a) Board Policies / Administrative Procedures:

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

- **Review and Approve:**

Motion to approve all Approve BP/AP's.
Melissa moves to approve. Milli Seconds.

Motion carried unanimously with no abstentions.

- **Second Reading**

- BP 3250 – Institutional Planning [Revised, Legally Required]
- AP 3415 – Immigration Enforcement Activities [Revised, Legally Required]
- BP 5400 – Student Organizations [Revised, Legally Required]
- AP 5400 – Student Organizations [Revised, Legally Advised]
- BP 6600 – Capitol Construction [Revised, Legally Required]
- BP 6620 – Naming of College and District Buildings – Facilities or Grounds [Revised, Suggested as Good Practice]

- BP 6700 – Civic Center and Other Facilities Use [Revised, Legally Required]
- BP 6900 – Bookstore [Revised, Legally Required]
- **Information Only**
 - BP 4240 – Academic Renewal [Revised, Legally Required]
 - AP 4240 – Academic Renewal [Revised, Legally Required]
 - AP 7211 – Faculty Service Areas, Minimum Qualifications, and Equivalencies [New, Legally Required]
- **First Reading**
 - None.

b) **Bylaw Revisions – First Reading**

First Reading

Cathy asked whether legal counsel had been consulted regarding the possibility of allowing hybrid meeting participation. Will clarified that College Council is not subject to the Brown Act because it does not take final action on Board Policies or Administrative Procedures; rather, it serves in an advisory capacity, making recommendations to the Superintendent/President or Board of Trustees.

Mike confirmed that Administrative Procedures are no longer presented to the Board of Trustees for approval.

Will explained his rationale for including a tri-chair option in the bylaws.

Cathy noted that Item G in Section 8 addressed her primary concern.

Melissa stated that previous discussions had focused on identifying ways to increase voting participation and engagement. Cathy asked whether allowing hybrid participation could help achieve that goal.

The group discussed alternative voting methods. Melissa suggested exploring electronic or absentee voting options. Members also discussed proxy voting and clarified the distinctions among the various approaches:

- Proxy voting: Another individual is authorized to cast a vote on a member's behalf.
- Absentee voting: A member submits their vote in advance of the meeting.
- Hybrid participation/voting: A member participates and votes directly, either in person or remotely.

7) INFORMATIONAL/FEEDBACK REQUESTED

a) Annual Plan Report Templates

Will reviewed the proposed Annual Plan questions and noted that they align with Program Review questions. He explained that the goal is to simplify the Program Review process and support the six-year review cycle.

Cathy noted that the document contains numerous acronyms that may not be familiar to all users and recommended either defining acronyms upon first use or providing a glossary at the beginning of the document.

Mike asked whether the reports would be available online. Will confirmed they would.

Mike suggested utilizing hover-over definitions for acronyms in the online version. The group expressed support for that approach.

Will reiterated that the templates are intended to support faculty and streamline future Program Review work.

The committee reviewed the draft Student Support Annual Plan template.

Mike asked about a section referencing a future document link. Will explained that links and workflow logistics are still being finalized and will be shared with the Vice Presidents once complete.

Will noted that the system is currently available through the portal using PowerApps; however, implementation has been delayed until updates are completed.

Tim asked whether a document repository would be available. Will stated that the intent is to continue utilizing SharePoint while also ensuring that permanent records can be retained.

Tim also asked about rollout plans. Will indicated that a communication and implementation process is being developed.

8) OTHER/ANNOUNCEMENTS

Jenny shared that she will work with her leadership team to bring forward a revised Administrative Procedure reflecting recent Title 5 changes related to Work Experience Education (WEE) and variable-unit courses.

Mike asked whether employees are aware of the changes to the Annual Area Plan process. Will responded that communication efforts are underway and that awareness should continue to increase.

Melissa recalled that Frank previously distributed information regarding AP 3415. Will asked whether campuswide communication regarding the procedure and related resources would be beneficial.

Will requested an electronic copy of the guidance document Mili has regarding appropriate responses when students or employees are approached by Immigration and Customs Enforcement (ICE) personnel.

9) Report Out

Annual Plan templates will be finalized and posted online.

Obtain and distribute guidance materials and implementation information related to AP 3415.

10) ADJOURNMENT 3:41 p.m.

Notes taken by: Justina Meeder, EA to VPI

Upcoming Meeting: Tuesday, October 20, 2026

**College Council BP-AP Agenda
October 20, 2026**

Board Policies / Administrative Procedures

1st Reading	2nd Reading	Information Only
▪ 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]	▪ None at this meeting.	▪ 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]



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, ⁷ major field of study, ~~dates of attendance~~level of education/class level, and degrees ~~received~~⁷. To process this request, the

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

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](#)

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](#)

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*****Revised, Legally Advised*****

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

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*****Revised, Legally Advised*****

Delegation of Authority, Business and Fiscal Affairs

AP 6100

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](#)

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

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Budget Preparation

AP 6200

- 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](#)

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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

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

Fiscal Management

AP 6300

Reference: *Education Code Sections 84040 subdivision (c); Title 5, Section 58311; ACCJC Accreditation Standard **III.D.9III**; 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**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.

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Fiscal Management

AP 6300

- [Provide p](#)Procedures 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](#)

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 an ~~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

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Revision, Suggested as Good Practice

Reserves

AP 6305

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 session.~~

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



Title: **Student Records, Directory Information and Privacy**

Code: AP 5040

Section: Chapter 5 Student Services

**Reference : *Education Code Sections 66093.3, 66271.4 et seq., and 76200 et seq.;*
Title 5 Sections 59410 and 54600 et seq.;
10 U.S. Code Section 503;
20 U.S. Code Section 1232g subdivision (j) (US Patriot Act);
*ACCJC Accreditation Standard 2***

A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student.

Collection and Retention of Student Information

The District shall treat all students equitably in the receipt of all school services, including, but not limited to, the gathering of student and family information for the institution's benefit programs.

The Enrollment Services Department shall maintain in writing District policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures.

The District will provide students with annual notice, at the beginning of each school year, of institutional policies for student privacy and the abilities of parents or eligible students to inspect student information.

~~This~~ The District will provide students an opportunity to opt out of disclosure of directory information. Notices must describe the following:

- The kind of information that the school has identified as directory information;
- The eligible student's ability to refuse to let the school designate the information as directory information, which could be disclosed to outside entities;
- The period of time in which the eligible student has to notify the school in writing that they do not want the information designated as directory information; and
- That opting out by the noted deadline is the students' only way to prevent the release of directory information.

Any sensitive information, such as a student's, parent's, or guardian's SSN, any AB 540 determinations, or citizenship status information collected by the District or disclosed by the student, will be maintained only for as long as necessary.

If the District possesses information that could indicate immigration status or citizenship status, the District shall not consider the acquired information in admissions decisions or access to educational courses or degree programs.

Students may elect not to provide immigration or citizenship status information to the institution, and this election shall not impede admissions or enrollment in educational programs.

The District shall not create a list of student names linked with immigration status.

The District Campus Safety Department will not inquire into an individual's immigration status for immigration enforcement purposes.

The District Campus Safety Department will not aid any effort to create a registry containing individuals' country of birth or based on any other protected characteristics of victims, witnesses, or suspects of crimes unless required by law for specified purposes.

Release of Student Records

No instructor, official, employee, or Board of Trustees member shall authorize access to student records to any person except under the following circumstances:

- Student records shall be released pursuant to a student's written consent. Students must submit a "Verification of Student Records" Form to the Admissions and Records Office for any records to be released to a third party. Students may also submit a "Release of Information" form to the Admissions and Records Office or authorize a release through MyShasta to give another person long term access to the student's records. The student is also responsible for revoking any permissions given previously. Students unable to process transactions in person or via the College portal may designate another person to process transactions on their behalf by proxy. In compliance with the Family Educational Rights and Privacy Act of 1974 also known as FERPA or the Buckley Amendment, the student must sign a release authorizing processing of transactions by proxy. The student (not the Proxy) has the ultimate responsibility for complying with applicable requirements, policies, and deadlines, and for the timely payment of tuition and fees.
- "Directory information" may be released in accordance with the definitions in Board Policy 5040 – Student Records, Directory Information, and Privacy and in accordance with federal and state laws and regulations, such as the Family Educational Rights and Privacy Act (FERPA) provided that no directory

information shall be released regarding any student or former student when the student or former student has notified the District that the information shall not be released. To do so, the student or former student must submit the appropriate form to the college Admissions and Records Office, in accordance with college policy, requesting that some or all of the categories of directory information not be released.

- Student records shall be released pursuant to a judicial order or a lawfully issued subpoena.
 - When the District receives a lawfully issued subpoena, an immediate notification will be sent via certified mail to the student(s) stating: the person, office or organization initiating the request; the nature of the records requested, the reason for requesting such records and the date the College will release records.
 - The subpoena or court order will be faxed to Shasta College attorneys for review prior to release of documents.
 - A memo will be sent to departments related to the court order/subpoena records requested. The memo will state: the person, office or organization initiating the request; the nature of the records requested, the reason for requesting such records and the date we will release records.
 - Third party information will be removed or blacked out prior to release of records.
- Documents will be sent via certified mail as instructed per court order/subpoena to copying company, attorney's office or, in the case of criminal matters, directly to the court of hearing.
- Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.
- Student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record. Requests are made to the Office of Admissions and Records who will approve or deny the request based on legitimate educational interests.
- Students may request to inspect and review their student records. The District will grant a request to inspect and review student records during regular school hours no later than 15 working days following the date of the request.
- Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an

administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements. Requests are made to the Assistant Superintendent/Vice President of Student Services, or designee, who will consult with the Superintendent/ President's office before releasing the information.

- Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The re-lease is subject to the conditions in Education Code 76225. The Admissions and Records office will assume the responsibility of verifying the student records and processing the request.
- Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid. The Assistant Superintendent/Vice President of Student Services, or designee, is responsible for authorizing the release of this information.
- Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid pro-grams, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted. The Superintendent/President or designee is responsible for authorizing the release of this information.
- Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or

state law. The Assistant Superintendent/Vice President of Student Services, or designee, is responsible for releasing this information.

- The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, electronic mail addresses, telephone listings, dates and places of birth, levels of education, major(s), degrees received, prior military experience, and/or the most recent educational institution enrolled in by the students. Written requests are forwarded to the Assistant Superintendent/Vice President of Student Services, or designee, who may authorize the information to be released.

Access to Student Records for Immigration Enforcement Purpose

The District must obtain a student's written consent before disclosing educational records, unless the information is relevant for a legitimate educational interest or includes directory information only. Neither exception permits disclosing information for immigration enforcement purposes. No student information shall be disclosed for immigration enforcement purposes without a court order or judicial warrant. Without a court order or a judicial warrant, written consent must be signed and dated by the student, or (if the student is a minor) by the student's parent or guardian, before disclosure of the information, and must specify the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom the disclosure may be made.

If desired by the student, the District must provide a copy of the records to be released. The party to whom the information is disclosed may not re-disclose the information to any other party without the prior consent of the student or subsequent court order.

District personnel shall develop a written policy for interactions with immigration authorities seeking to review student records. At minimum, such policies shall include the following information:

- Contact information including the name, title, e-mail addresses and phone number for the correct person to review and respond to a request for student records.
- Access to sample warrant and subpoena documents that could be used for access onto campus property, or to seize or arrest students or other individuals on campus.
- District personnel shall provide a set of responses for building personnel or residence hall staff to use in response to officers seeking access to records for immigration enforcement purposes.

In addition to notifying the Assistant Superintendent/Vice President of Student Services, District personnel shall take the following action steps in response to an officer other than campus safety personnel requesting access to student records:

1. Ask for the officer's name, identification number, and agency affiliation;
2. Record or copy this information;
3. Ask for a copy of any warrants;
4. Inform the officer that you are not obstructing their efforts but that you need to contact a campus administrator or campus counsel for assistance.

Campus Safety personnel shall not provide personal information about an individual for immigration enforcement purposes unless that information is publicly available or required by a court order or judicial warrant. "Personal information" is defined as any information that identifies or describes an individual and includes but is not limited to a student's physical description, home or work address, telephone number, education, financial matters, medical or employment history, and statements made by, or attributed to, the individual. This restriction does not apply to information regarding the immigration or citizenship status of an individual.

Unless the District is served with a judicial subpoena or court order that by its terms prohibits disclosure to the student, the student must be notified of any judicial order or subpoena before the institution complies with the order in accordance with FERPA.

Charge for Transcripts or Verifications of Student Records

A student shall be entitled to two free copies of official transcripts or verification of records requests within the student's lifetime. Additional copies shall be made available to the student, or to an addressee designated by the student, at a rate approved by the Board. Students may request expedited processing of a transcript at a rate approved by the Board. The District will not refuse to provide a transcript for a current or former student on the grounds that the student owes a debt; condition the provision of a transcript on the payment of a debt, other than a fee charged to provide the transcript, charge a higher fee for obtaining a transcript, or provide less favorable treatment of a transcript request because the student owes a debt; or use transcript issuance as a tool for debt collection.

Electronic Transcripts

The District has implemented a process for the receipt and transmission of electronic student transcripts. All student transcript requests are completed online.

Use of Social Security Numbers

The District shall not do any of the following:

- Publicly post or publicly display an individual's social security number;
- Print an individual's social security number on a card required to access products or services;
- Require an individual to transmit their social security number over the internet using a connection that is not secured or encrypted;
- Require an individual to use their social security number to access an internet website without also requiring a password or unique personal identification number or other authentication devise; or
- Print, in whole or in part, an individual's social security number that is visible on any materials that are mailed to the individual, except those materials used for:
 - Application or enrollment purposes;
 - To establish, amend, or terminate an account, contract, or policy; or
 - To confirm the accuracy of the social security number.

Name and Gender Changes to Former Student Records

For information on affirmed name and/or gender changes and legal name and/or gender changes, please see Administrative Procedure 5041 – Student Records: Affirmed Names and Gender.

See Administrative Procedure 5041 – Student Records: Preferred Names and Genders.

Board Approved 11/11/09

Board Approved 11/14/12

Board's Ad Hoc Committee on Policy Reviewed 10/08/14

Board Approved 11/12/14

Board's Ad Hoc Committee on Policy Reviewed 9/09/15

Board Approved 11/18/15

Board's Ad Hoc Committee on Policy Reviewed 06/14/17

Board Approved 10/16/19

Board Approved 10/14/20

Board's Ad Hoc Committee on Policy Reviewed 12/16/20

Board Approved 12/14/22

Board Approved 12/13/23

Board Approved 08/13/25

Board's Ad Hoc Committee on Policy Reviewed 12/10/25

[Student Services Managers Reviewed](#)

[Cabinet Reviewed 10/06/26](#)

-Student Success and Support Program

AP 5050

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

The Student Success and Support Program brings the student and the District into agreement regarding the student's educational goal through the District's established programs, policies and requirements. The agreement is implemented by means of the student educational plan.

Each non-exempt student, in entering into an educational plan, will do all of the following:

- Identify an education and career goal;
- Identify a course of study;
- Complete an orientation activity provided by the college;
- Participate in the development of the student educational plan;
- To the maximum extent possible, cComplete a comprehensive student educational plan no later than the end of the student's first academic year ~~or sooner term after which the student completes 15 semester units of degree applicable credit coursework;~~
- ~~Diligently engage in course activities and complete assigned coursework;~~
- Complete courses and maintain progress toward an educational goal and completing a course of study.

Student Success and Support Program services include, but are not limited to, the following:

- Orientation on a timely basis, information concerning campus procedures, academic expectations, financial assistance, and any other appropriate matters
- Counseling, which shall include, but not be limited to, the following:
 - Assistance to students in the identification of aptitudes, interests and educational objectives, including, but not limited to, Associate of Arts degrees, transfer for baccalaureate degrees, and vocational certificates and licenses.
 - Evaluation of student study and learning skills.
 - Referral to specialized support services as needed, including, but not limited to, federal, state, and local financial assistance; health services; mental health services; campus employment placement services; extended opportunity programs and services; campus childcare services, programs that teach English as a second language; and disabled student services.
 - Advisement concerning course selection.
 - Follow-up services and required advisement or counseling for students who have not declared an educational objective as required, or who are on academic or progress notice or pause.

The District will not use any assessment instrument except one specifically authorized by the Board of Governors of the California Community Colleges.
[See Administrative Procedure 5055 – Enrollment Priorities.](#)

-Student Success and Support Program

AP 5050

Exemptions from Matriculation Components

~~If you fall into one or more of these categories, contact the Admissions and Records Office for appropriate registration information:~~

- ~~• Students who have received a full array of Student Support and Success Program services at another California community college.~~
- ~~• Students who plan to enroll in fewer than 6 units and who have "personal interest," advancement in their current job, or maintenance of a certificate or license as their goal.~~
- ~~• Students who have completed an Associate or higher degree and are not pursuing a program or degree objective at Shasta College.~~
- ~~• Students who have completed 30 or more semester units at another college or university and are not pursuing a program or degree objective at Shasta College.~~

Student Success and Support Program Appeal

~~A student may appeal the loss of their priority enrollment status due to extenuating circumstances; if a student with a disability applied for but did not receive reasonable accommodation in a timely manner; if a student is enrolled in a high unit major; or if a student demonstrates significant academic improvement. Extenuating circumstances are defined as verified cases of accident, illness or other circumstances beyond the control of the student. Verification must be submitted with the appeal.~~

~~The student must file the written petition of appeal within thirty (30) days after a loss of enrollment priority. All appeals shall be submitted to the Admissions and Records Office. If the student fails to file a written petition within the thirty-day time limit, the student waives all future rights to appeal the adverse action. It is the student's responsibility to indicate on the petition a clear statement of the grounds on which the retention of enrollment priority should be granted and to provide evidence supporting the reasons. The student will be continued on sanction until the Dean of Student Services or designee renders a decision.~~

~~The Dean of Student Services or designee will notify the student of the decision in writing within thirty days of receipt of the student's appeal. The student may appeal this decision in writing to the Superintendent/President or designee within ten (10) working days of the date of notification. The decision of the Superintendent/President or designee is final.~~

~~If the loss of enrollment priority appeal is granted, enrollment priority will be reinstated at the next available registration. Prior to the subsequent enrollment period, the student's academic record will again be evaluated to determine enrollment priority status. Priority enrollment will be re-evaluated each term.~~

~~The District will retain records of all such appeals and/or complaints for at least three years after the complaint has been resolved or longer if necessary to meet other requirements and shall be subject to review by the Chancellor as part of the statewide evaluation required under section 55511.~~

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

-Student Success and Support Program

AP 5050

~~When a challenge contains an allegation that the district has violated the provisions of section 55522(c), the district shall, upon completion of the challenge procedure established pursuant to this section, advise the student that they may file a formal complaint of unlawful discrimination pursuant to subchapter 5 (commencing with section 59300) of chapter 10. Completion of the challenge procedure shall be deemed to be an effort at informal resolution of the complaint.~~

Mathematics, Engineering, Science Achievement (MESA) Program

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

Board Approved 11/11/09
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 04/15/26
[CCLC Update 04/01/26](#)
[Student Services Managers Reviewed 06/17/26](#)
[Cabinet 1st Reading 07/14/26](#)
[Cabinet 2nd Reading 07/21/26](#)
[Student Senate 1st Reading 09/04/26](#)
[Student Senate 2nd Reading 09/11/26](#)
[Academic Senate 1st Reading 09/28/26](#)
[Academic Senate 2nd Reading 10/12/26](#)

Enrollment Priorities

AP 5055

Reference: *Education Code Sections 66025.8, 66025.81, 66025.9, and 66025.92;
Title 5 Sections 56810, 58106 and 58108*

Definitions

New students are students who are attending Shasta College for the first time, excluding students who are concurrently enrolled.

Continuing students are students currently enrolled at Shasta College.

Returning students are those who attended Shasta College in previous semesters but are not currently enrolled.

Transfer students are those who have completed courses at other colleges or universities.

Concurrent students are those who are concurrently enrolled in K-12.

Matriculated students are those who have completed orientation, assessment and developed a student education plan (Title 5, section 58108).

Exempt students are those who are exempt from orientation, assessment, counseling, advising, or student education plan development pursuant to Title 5 if the student:

- [\(1\) has completed an associate degree or higher;](#)
- [\(2\) has enrolled at the college for a reason other than career development or advancement, transfer, or attainment of a degree or certificate;](#)
- [\(3\) has completed these services at another community college within the last five years;](#)
- [\(4\) has enrolled at the college solely to take a course that is legally mandated for employment as defined in section 55000 or necessary in response to a significant change in industry or licensure standards.](#)
- [\(5\) has enrolled at the college as a special admit student pursuant to Education Code section 76001.](#)

Semesters are fall and spring only. The summer session is not considered a semester. Semesters are considered consecutive on the basis of the student's enrollment so long as the break in the student's enrollment does not exceed one semester (Title 5, Section 55031).

Student Parent is a student who has a child or children under 18 years of age who will receive more than half of their support from that student pursuant to Education Code Section 66025.81.

All [non-exempt](#) ~~new~~ students must be matriculated in order to receive priority registration. The District will provide priority registration for students who enroll in a community college for the

Enrollment Priorities

AP 5055

purpose of degree or certificate attainment, transfer to a four-year college or university or career advancement.

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP/AP 4260 Prerequisites, Co-requisites, and Advisories)

Enrollment may be limited due to the following:

- health and safety considerations;
- facility limitations;
- faculty workload;
- availability of qualified instructors;
- funding limitations;
- regional planning;
- legal requirements; and
- contractual requirements.

Priority registration, in the order of priority listed below, shall be provided to students as follows:

To earn and retain priority enrollment, students must have completed orientation and developed a student education plan. ~~Returning students and all~~ All non-exempt ~~new~~ students must have a comprehensive education plan on file by the end of their first year.

The following students will have the highest and equal priority for enrollment:

BLOCK 1:

- Foster youth or former foster youth (Education Code section 66025.9)
- Homeless youth or former homeless youth (Education Code section 66025.9)
- Member of the armed forces or military veterans (Education Code section 66025.8)
- EOPS students (Title 5, section 58108 and 56232)
- PACE students (Title 5 section 56026)
- CalWORKs students (Education Code section 66025.92)
- Tribal TANF students (Education Code section 66025.92)
- Student Parent (Education Code section 66025.81)
- STEP-UP students (Title 5 section 56810(b)(1))

BLOCK 2:

- UMOJA students
- TRIO students
- MESA students
- College Corps students
- Baccalaureate degree cohort
- Continuing ~~S~~student ~~A~~athletes
- Continuing students with 45.0 – 99.5 units earned at Shasta College

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

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- Students with 100 or more units earned at Shasta College with a successful petition

BLOCK 3:

- 3A Continuing students with 30.0 – 44.5 units earned at Shasta College
- 3B Continuing students with 15.0 – 29.5 units earned at Shasta College
- 3C Continuing students with up to 14.5 units earned at Shasta College
- ~~3D Promise students (i.e. New, recent, local high school graduates who have completed assessment, orientation and developed an education plan)~~

BLOCK 4:

- Returning Students
- Matriculated New students
- Matriculated Transfer students
- New and transfer students who are exempt from matriculation

BLOCK 5:

- Gateway to College students
- ~~College Connection students~~

BLOCK 6:

- Students who have been on ~~probation~~ academic notice for two consecutive semesters (Title 5, section 55031)
- Students with 100 or more units earned at Shasta College (Title 5, section 58108)
- ~~New or transfer students who do not have an education plan on file by the end of their 3rd semester.~~

BLOCK 7:

- Concurrent enrolled K9-12 grade students
- ~~Non-matriculated new students~~

Petition Process

Registration priority shall be lost at the first registration opportunity after a student:

- 1) Is placed on Academic Notice ~~or any combination thereof~~ as defined in BP/AP 4250 for two consecutive semesters; or
- 2) Has earned one hundred (100) or more degree-applicable units at Shasta College.

For purposes of this section, a unit is earned when a student receives a grade of A, B, C, D or P as defined in BP and AP 4230 titled Grading and Academic Record Symbols. This 100-unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined by the Assistant Superintendent/Vice President of Instruction, or students enrolled in high unit majors or programs as designated by the Assistant Superintendent/Vice

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President of Instruction. The District will exempt units earned through Advanced Placement, International Baccalaureate or other similar programs from the 100-unit limit.

The District shall notify students who are placed on Academic Notice, of the potential for loss of enrollment priority. The District shall notify the student that a second consecutive semester on Academic Notice will result in the loss of priority registration as long as the student remains on Academic Notice. The District shall notify students who have earned 75 percent (75%) or more of the unit limit that enrollment priority will be lost when the student reaches the unit limit.

Appeal of Loss of Enrollment Priority

~~Students may appeal the loss of priority enrollment due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student or when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. Students may appeal the loss of priority enrollment due to extenuating circumstances, enrollment in a high unit major or program, or when a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student. Contact Admissions and Records for an appeal form.~~ ~~The Assistant Superintendent/Vice President of Student Services or designee will determine the appeal in their sole discretion.~~

Shasta College allows students who have demonstrated significant academic improvement to appeal the loss of priority enrollment status. Significant academic improvement is defined as achieving a minimum grade point average of 2.0 and completing more than 50% of units attempted at the student's most recently completed semester.

Procedures for Review of Registration Priorities

Legislatively mandated registration priorities will automatically be added to this Administrative Procedure. The District will ensure that these procedures are reflected in the course catalog and that all students have appropriate and timely notice of the requirements of this procedure.

Board Approved 11/11/09

Board Approved 04/10/13

Board Approved 12/11/13

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

Board Approved 07/09/14

Board Approved 04/19/17

Board Approved 12/12/18

Board Approved 08/14/19

Board Approved 01/20/21

Board Approved 06/07/23

Board Approved 12/13/23

Board Approved 11/12/25

[Student Services Managers Reviewed 06/17/26](#)

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

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

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Cabinet 2nd Reading 07/21/26

Academic Senate 1st Reading 09/28/26

Academic Senate 2nd Reading 10/12/26

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 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. Absentee voting may be used when a voting member is unable to attend a meeting but wishes to vote on an action item that was published with the agenda. Absentee votes must be submitted in writing to the Tri-Chairs before the meeting begins. Absentee votes may only be counted for the specific item identified and may not be used for amendments, substitute motions, or items introduced during the meeting, except for minor corrections or edits that do not substantively change the item. Absentee votes do not count toward quorum.
- J. Proxy voting may be used when a voting member is unable to attend a meeting and authorizes another voting member to cast a vote on their behalf. Proxy authorization must be submitted in writing to the Tri-Chairs before the meeting begins and must identify the meeting date, the agenda item, and the vote to be cast. A voting member may hold no more than one proxy vote at a meeting. Proxy votes may not be used for amendments, substitute motions, or items introduced during the meeting, except for minor corrections or edits that do not substantively change the item. Proxy votes do not count toward quorum.
- K. Absentee and proxy votes may be counted toward the vote total only when quorum has been established by voting members attending the meeting in an authorized meeting format. The presiding Tri-Chair will determine whether a correction or edit is non-substantive before an absentee or proxy vote is counted.
- L. 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 here are based on frameworks used within the California Community Colleges system.

HUMANS: Our Values

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

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- ☐ What am I trying to accomplish?
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If the work could affect a student, employee, program, budget, or public decision, use extra care.

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 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. Absentee voting may be used when a voting member is unable to attend a meeting but wishes to vote on an action item that was published with the agenda. Absentee votes must be submitted in writing to the Tri-Chairs before the meeting begins. Absentee votes may only be counted for the specific item identified and may not be used for amendments, substitute motions, or items introduced during the meeting, except for minor corrections or edits that do not substantively change the item. Absentee votes do not count toward quorum.
- J. Proxy voting may be used when a voting member is unable to attend a meeting and authorizes another voting member to cast a vote on their behalf. Proxy authorization must be submitted in writing to the Tri-Chairs before the meeting begins and must identify the meeting date, the agenda item, and the vote to be cast. A voting member may hold no more than one proxy vote at a meeting. Proxy votes may not be used for amendments, substitute motions, or items introduced during the meeting, except for minor corrections or edits that do not substantively change the item. Proxy votes do not count toward quorum.
- K. Absentee and proxy votes may be counted toward the vote total only when quorum has been established by voting members attending the meeting in an authorized meeting format. The presiding Tri-Chair will determine whether a correction or edit is non-substantive before an absentee or proxy vote is counted.
- L. 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
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