



Student Senate Senator Information Packet & Application

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Senator Duties and Responsibilities

- 1) Commit at least two (2) hours a week in the Student Senate office in room 2318 in order to assist students. This includes making student ID cards, checking out lending library books, and answering questions for any student who enters the office.
- 2) Every Student Senate Senator chooses or is assigned to a specific department on campus, and it is that senator's responsibility to contact the head of that department in order to be informed of division meetings. See attached 'Contact Information for your Senator Meetings'.
- 3) Once a division meeting has been attended, you are required to make a written report (preferably typed) and submit this report to the Student Senate President, Advisor or Secretary no later than the Wednesday before you intend to give your verbal report at the student Senate meeting.
- 4) It is everybody's duty to keep the office clean and organized. Please pick up after yourself when you have finished using the facilities. See attached 'Rules for Conduct in the Student Senate Office'.
- 5) Attending the weekly Student Senate meeting is required due to the need to ensure we have quorum. If you are unable to attend a meeting, you need to give advanced notice to the Student Senate President or Advisor.
- 6) Please refer to the current Student Senate constitution and by-laws for additional duties and responsibilities.

Rules for Conduct in the Student Senate Office

- 1.) **We should have respect for each other's boundaries.** It should go without saying that all serving members of the Student Senate work very hard to not only attend school but to perform the tasks of their office, and therefore deserve respect. No member of the Senate should ever have to feel uncomfortable about coming to or being in this office. This place is our space – it does not belong to any one of us.
- 2.) **We are representatives for the student body.** We should constantly strive to treat our fellow students with respect and dignity. Our behavior in front of the student body should be exemplary – mockery of students and instructors, open attacks on controversial topics, etc. should be curbed in favor of setting a strong example of proper student conduct, and all members of the Senate should strive to uphold the tenants of the Student Code of Conduct of Shasta College.
- 3.) **Personal conduct in this office should be professional at all times.** Students of all ethnicities, religions, and creeds should always feel comfortable walking into this office for help, information, or simply to meet their representatives. Angered argument, physical violence, profanity, or misuse of office property (i.e. computers, making long-distance phone calls, etc.) will not be tolerated and may be grounds for expulsion from the office for an indeterminate amount of time at the discretion of the Vice President, President, and/or Academic Advisor.
- 4.) **Computers in the general office area are for the use of all Senate members.** Priority for computer use is given first to Senate business, then to homework, and finally to appropriate personal use. Senate members should be sensitive to the needs of their fellows and be prepared to relinquish use of the machine if someone else's need is greater (as per the above list). In addition, monopolization of computer time will not be tolerated – please be respectful of the time of your fellow Senate members.
- 5.) **The two smaller offices in the Senate office, the President's and Vice-President's offices respectively, are private offices.** Access to these offices is left to the discretion of the President and Vice President and all members are expected to abide by these wishes.
- 6.) **The Vice-President of the Student Senate is the office manager and final arbitrator of within the confines of the office.** The Vice-President's wishes are expected to be followed in all disputes. Failure to abide by the Vice-President's ruling will result in the matter being taken to the Dean of Students' office for resolution.

Contact Information for your Senator Meetings:

Please contact the appropriate department as soon as you are appointed to find out when department meetings are held. Attend the meetings, and then fill out a written report and submit it to the Student Senate Secretary, President or Advisor the Wednesday before the meeting you will report on it.

Instruction Office

Name: Morris Rodrigue (Interim)
Title: Vice President of Instruction
Room Number: 115
Phone: (530) 242-7520
Email: mrodrigue@shastacollege.edu

Administrative Services

Name: Joe Bissell (Interim)
Title: Vice President of Administrative Services
Room Number: 148
Phone: (530) 242-7525
Email: jbissell@shastacollege.edu

Student Services

Name: Dr. Kevin O'Rorke
Title: Vice President of Student Services
Room Number: 2313
Phone: (530) 242-7620
Email: kororke@shastacollege.edu

Arts, Communication and Social Sciences

Name: Stacey Bartlett
Title: Dean of Arts, Communication and Social Sciences
Room Number: 602
Phone: (530) 242-7730
Email: sbartlett@shastacollege.edu

Business, Technology, Family and Consumer Sciences

Name: Michael Sloan
Title: Dean of Business, Agriculture, Industry, Technology & Safety
Room Number: 2200
Phone: (530) 242-7562
Email: msloan@shastacollege.edu

Health Sciences and University Programs

Name: Kathy Royce
Title: Dean of Health Sciences
Room Number: Health Sciences of University Center (Redding Downtown)
Phone: (530) 339-3610
Email: kroyce@shastacollege.edu

Physical Education and Athletics

Name: Mike Mari
Title: Dean of Physical Education and Athletics
Room Number: 1802
Phone: (530) 242-7595
Email: mmari@shastacollege.edu

Science, Language Arts and Math

Name: Frank Nigro
Title: Dean of Science, Language Arts and Math
Room Number: 905
Phone: (530) 242-7760
Email: fnigro@shastacollege.edu

Tehama Campus, Trinity Campus, and Intermountain Campus

Name: Andy Fields
Title: Dean of Extended Education
Room Number: Tehama (Red Bluff) Campus
Phone: (530) 529-8980
Email: afields@shastacollege.edu

Service Learning, Sustainability, Textbooks and Regional Senators: Please meet with the Student Senate Faculty Advisor(s). Please also review your duties and responsibilities in the current Student Senate Constitution and by-laws.



**SHASTA COLLEGE STUDENT SENATE
SENATOR APPLICATION**

Please **attach an essay** that describes in detail why you desire the position and return to Room 2308 or 2318. Senators are required to attend the weekly Friday SCSS meetings from 11:00 am to 12:00 pm as well as spend two hours a week in the SCSS office. In addition, senators will attend their divisional meetings and report back to the SCSS. Please read the Student Senate Senator Packet before submitting your application.

NAME: _____

ADDRESS: _____

PHONE: _____ STUDENT ID NUMBER: _____

CELL PHONE: _____ EMAIL: _____

Department Representation: Select one or two areas which you would like to represent.

(Although, applications are accepted on an ongoing basis, only vacant positions are filled.)

DEPARTMENT REPRESENTATION	MEETING DAYS/TIMES	MEETING LOCATIONS	I'D LIKE TO REPRESENT THIS AREA
Academic Senate	2 nd & 4 th Monday at 3pm	822	
Budget Committee	2 nd & 4 th Tuesday at 3pm	Board Room	
College Council	1 st & 3 rd Tuesday 3pm	Board Room	
Curriculum Council	1 st & 3 rd Monday at 3pm	Board Room	
Distance Education	1 st Wednesday at 3pm	2204	
Enrollment Management	3 rd Wednesday at 3pm	Board Room	
Facilities Planning	4 th Friday at 9am	2740	
General Education	4 th Thursday at 3pm	746	
Instructional Council	1 st & 3 rd Thursday at 9am	Board Room	
Professional Development Committee	4 th Wednesday at 3pm	746	
Student Learning Outcomes	2 nd Thursday at 3pm	1317	
Student Equity	3 rd Tuesday at 3:00pm	2066	
Student Success Steering Committee	1 st Wednesday at 3:30pm	746	
Sustainability Committee	3 rd Wednesday at 4pm	1625	
Technology Planning	2 nd & 4 th Wednesday at 9am	720	

I declare my candidacy for the position selected above. I have read the SCSS Constitution and by-laws and understand that if appointed, I will assume office after being sworn in at the regularly scheduled SCSS meeting and shall serve in office per the terms in the SCSS Constitution and by-laws.

STUDENT'S SIGNATURE

DATE