



ASCSM Student Senate Agenda

Monday, March 26, 2012

2:15 pm

College of San Mateo, College Center, College Heights Conference Room (Bldg. 10, Rm. 468)

The public is invited and encouraged to attend and participate in all Associated Students Senate Meetings. All meetings are open to the public, and are accessible to those with disabilities. Start times are approximate. The public may address the Senate on non-Agenda items during the Announcements & Hearing Public items on the Agenda.

Members of the public may participate in discussions when recognized by the Chair.

I. Call to Order

II. Roll Call

III. Approval of the Agenda

IV. Approval of the Minutes of Prior Meeting(s)

V. Announcements & Hearing of the Public (15 minutes per topic, 3 minutes per speaker)

At this time, any member of the public may address the body on non-Agenda items.

VI. Special Presentations

- a. Report on Washington, DC Advocacy Trip – Members of Washington, DC Advocacy Trip

VII. Reports

- a. Executive Officers

President Kupperberg, Vice President Medeiro, Secretary Ramos, Finance Director Benyasri, Vice Chair Sharpe

- b. Senators & Associates

- c. Advisors

- d. Committees

VIII. Unfinished Action, Discussion, and Information Items

a. Appointments – President Kupperberg

The A.S. President may nominate and the Student Senate may discuss and vote on any nominations or appointments necessary for the 2011/12 academic year; possible action to take place.

b. Legislative Bills – Governmental Relations Committee

The Student Senate may discuss taking a position on local, State, or Federal Bills that may have an impact on education, Community Colleges, or related topics; possible action to take place.

c. EOPS Southern California University Tour Funding – EOPS Program

The Student Senate shall discuss and consider funding for the annual EOPS Southern California University Tour; possible action to take place.

d. Creative Writing Contest Funding – English Department

The Student Senate shall discuss and consider funding for the Creative Writing Contest; possible action to take place.

IX. New Business, Discussion, and Information Items

a. Veterans Alliance Awareness Campaign & Care Package Funding – Veterans Alliance

The Student Senate may discuss and consider funding for the Veterans Alliance awareness campaign and care package shipping; possible action to take place.

b. ASCSM Budget Update – Finance Director Benyasri and Associate Advisor Hamadeh

The Student Senate shall receive and discuss an update to the 2011/ 12 ASCSM budget; possible action to take place.

c. Purchase of Large Format Printer – Associate Advisor Hamadeh

The Student shall discuss and consider the purchase of a large format poster printer; possible action to take place.

d. Funding for ASCSM Summer Leadership Conference – Advisor Schaefer

The Student Senate may discuss and consider funding for the annual summer leadership conference; possible action to take place.

X. Future Agenda Items

At this time, the Senate may suggest any future items for the Finance & Administration Committee to consider for future meetings.

XI. Final Announcements & Hearing of the Public (15 minutes per topic, 3 minutes per speaker)

At this time, any member of the public may voice any concluding comments.

XII. Adjournment

Appointments

There is no printed material associated with this item.

Legislative Bills

There is no printed material associated with this item.



ASCSM Student Senate Proposal Form

Instructions This form must be filled out and submitted for review by the ASCSM Finance & Administration Committee in time for inclusion for the Student Senate Agenda. Please check with the Student Activities Office for information about the current deadline. Generally, the deadline is one week prior to the Student Senate meeting where the item will be considered.

For the meeting of _____

Title of Proposal EOPS Southern CA University Tours

Being Proposed by CSM EOPS ^{Lead} Coordinator John Vehikite / Tami Hom

If this proposal is for an event, is it being submitted at least six (6) weeks in advance? Yes No

If 'No,' why not? Other funding resources will not cover the necessary costs for the trip

Finance & Administration _____ Associated Students _____
Authorization for Agenda _____ Account _____

Please provide an explanation of the proposal; the benefits to CSM students; an estimate of costs and work involved; the officers, employees, and volunteers who will do the work; the time and place of the event; and all other pertinent information.

Please see attached

The EOPS Program is requesting \$7,500 from the Associated Students to help off-set the total cost of the trip.

Make a list of all the estimated expenses that will be incurred in order to fund the program outlined above. Be as specific as possible. Attach estimates for items or services over \$100 when possible. Include labor, materials, supplies, equipment, rental fees, advertising costs, etc.

Item Description	Cost
1. <u>Transportation</u>	<u>\$4,720.00</u>
2. <u>Hotel (Tax not included)</u>	<u>\$5,076.00</u>
3. <u>Food and Beverages</u>	<u>\$500.00</u>
4. _____	_____
5. _____	_____
Total Costs	<u>\$10,296.00</u>

For ASCSM Secretary Use Only

Motion by _____ Second by _____

Result of Vote In Favor _____ Opposed _____ Abstained _____ Passed _____ Failed _____

ASCSM Proposal: Southern California University Tour

Submitted by: Tami Hom (homt@smccd.edu/x6154) & John Vehikite (vehikitej@smccd.edu/x6154)

Spring 2012

Rationale

Department: Extended Opportunity Programs & Services (EOPS)

Division: Student Services/Counseling

College-wide Need: Supported by the College of San Mateo Educational Master Plan, Strategic Plan, Student Equity Report, and Basic Skills Initiative Planning Matrix

As the Educational Master Plan (EMP), Student Equity Report, and the Basic Skills Initiative indicate, College of San Mateo student demographics are changing, and as educators, we must provide engaging learning experiences to support the growing population of basic skills and first generation college students.

In order to improve CSM retention rates, learning needs to occur both inside and outside of the classroom, and students need to understand the relationship between the two. When students are exposed to opportunities, such as the Southern California University Tour, they are afforded the tools and knowledge to make connections between their academic success and future endeavors, such as transferring or attaining a career goal, thus encouraging them to become active, informed learners.

Short Description

Project Objectives:

1. Recruit 30-35 EOPS students to participate in the Southern California University Tour
2. Create contacts with staff and/or administrators who provide support services to low-income, basic skills students at the visited Southern California universities
3. Compile student evaluations of the Southern California University Tour
4. Present tour experiences with student participants to the CSM community
5. Complete a Project Summary Report

Support for the proposed project is provided in the following:

Educational Master Plan

Planning Assumptions

- Student Success and Retention

“The increasing changes in student demographics will include students who are unprepared for college level work for increasingly varied reasons. These new populations will require pedagogies appropriate for diverse populations to ensure their retention and persistence.” (pg. 10)

“Over the next several years the potential increase of College initiatives...designed to improve student retention and success will result in an increased need for multiple classroom and student support services.” (pg. 11)

- Socio-Economic Divide

“...providing students with information about financial aid, scholarships, and the services offered by such programs as Extended Opportunity Programs and Services (EOPS) is increasingly important.” (pg. 12)

“Widespread communication about financial support options will be increasingly important to larger numbers of CSM students.” (pg. 12)

- Professional Development

“The increase in first-time college students may signal a need to ensure that these students are well connected to student support services in order to increase their chances of success.” (pg. 13)

Recommendations and Action Steps

- Enrollment

“The College’s student population has displayed a significant change in demographics over the past 20 years; therefore, the College should increase the use of alternate instructional and student services delivery modes to serve an increasingly diverse student population.” (pg. 17)

- Transfer

“There is a gap between the number of students who declare their intention to transfer and those who actually do so. The College must examine the reasons for this gap and develop strategies to increase the transfer rate.” (pg. 17)

- Student Engagement

“A study of the literature demonstrates that student engagement is a key factor in student retention and success.” (pg. 18)

CSM Strategic Plan

- Goal 1: Programs and Services – CSM will match its programs and services – and the manner in which they are delivered – to the evolving needs and expectations of our students and the community.

1.2 Increase the use of alternative instructional and student services delivery modes to serve diverse student needs

- Goal 2: Enrollment Management – CSM will develop and implement a comprehensive research-based enrollment management initiative that addresses all the stages of enrollment management, including marketing, outreach, recruitment, and retention.

2.5 Develop and implement strategies to improve student retention and persistence that are tailored for diverse student populations

- Goal 3: Diversity – CSM will promote a diverse learning and working environment that encourages tolerance, mutual respect, and the free exchange of ideas.

3.1 Provide instructional, student services, and lifelong learning activities that prepare students to be citizens in a global community

3.2 Address the diverse learning needs of our students and implement innovative programs that address the needs of underrepresented and non-traditional students

Student Equity Report

The Student Equity Report identifies a need for additional transfer support services, and it is basic skills students who especially need the individualized attention as they work toward their educational goals. "In an effort to provide students with more personalized transfer assistance...Specialized counseling continues to be offered to Multicultural Center and EOPS/CARE students, many of whom are historically underrepresented" (pg. 8) While EOPS/CARE students greatly benefit from individualized counseling, it is the comprehensive services which retain them at CSM.

The Student Equity Report recommends that CSM "increase student awareness of the value of degrees and/or certificates" (pg. 105) and "increase students' awareness of and familiarity with transfer institutions and their requirements, particularly with independent schools" (pg. 109). The Southern California University Tour provides the means in which this awareness can grow organically.

Project Timeline:	Attend Southern California University Tour	April 2 – 5
	Compile student evaluations of tour	April
	Present tour experiences to CSM community	May – June
	Complete the Project Summary Report	August

Project Participants: Tami Hom, John Vehikite

Assessment

The effectiveness of this project will be assessed through the following:

Evaluations of the Southern California University Tour by EOPS student participants

The number of faculty, staff, and administrators who attend the presentation on the tour experiences

Dissemination

The results of this project will be shared with CSM colleagues through:

Presentations to counseling (teaching) faculty and staff

Requested Funds

External Project: \$7,500 (transportation and housing costs)



ASCSM Student Senate Proposal Form

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For the meeting of ~~Monday, March 19, 2012~~ Monday, 3/26/12

Title of Proposal Creative Writing Contest Funding

Being Proposed by CSM English Department Lead Prof. Roberta Reynolds
Coordinator

If this proposal is for an event, is it being submitted at least six (6) weeks in advance? Yes No

If 'No,' why not? _____

Finance & Administration Associated Students
Authorization for Agenda Account

Please provide an explanation of the proposal; the benefits to CSM students; an estimate of costs and work involved; the officers, employees, and volunteers who will do the work; the time and place of the event; and all other pertinent information.

Over the past several semester, the CSM English Department has hosted a creative writing contest. The contest, which is open to all CSM students enrolled in any CSM English or Literature course, focuses on a fictional short story.

The grand prize winner is offered up to \$225.00 to attend a writing conference, retreat, or workshop of the winner's choice. This proposal would fund that prize.

Make a list of all the estimated expenses that will be incurred in order to fund the program outlined above. Be as specific as possible. Attach estimates for items or services over \$100 when possible. Include labor, materials, supplies, equipment, rental fees, advertising costs, etc.

Item Description	Cost
1. <u>Award for grand prize winner to attend writing conference, retreat, or workshop</u>	<u>\$225.00</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
Total Costs	<u>\$225.00</u>

For ASCSM Secretary Use Only

Motion by _____ Second by _____

Result of Vote In Favor _____ Opposed _____ Abstained _____ Passed _____ Failed _____



College of San Mateo
CREATIVE WRITING CONTEST
Spring 2012
SHORT STORY-Fiction

Open to all students currently enrolled in any CSM English or Lit. Course
Sponsored by College of San Mateo—Associated Students

DEADLINE: Friday, April 13th, 2012 @ 12:00 Noon

Submit manuscripts to the CSM Writing Center, Bldg 18-104

CSM certificates awarded to top three winners.

1st Place Winner—Grand Prize!!

Scholarship Award Valued up to \$225 to Attend

A Writing Conference, Retreat or Workshop of Student's Choice

REQUIREMENTS

- Manuscript must be the original work of applicant
- Manuscript must be unpublished and not accepted by any major publisher
- Manuscript must be no more than 2,500 words and written in English
- A typed manuscript, double-spaced on one side of 8½ x 11 white paper
- Include the **title of story and page number on every page**
- Author's name **cannot** appear on any page or it will be disqualified
- Submit five copies (contest entries will not be returned)
- Attach **one** 3x5 card with: author's name, address, telephone number, and email address. Include the title of the manuscript and word count
- In the upper right-hand corner of the **3x5 card**, write English course number and instructor's name
- Limited to one submission per student

Entries received after the deadline will not be accepted.



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For the meeting of WEDNESDAY, MARCH 21st 2012

Title of Proposal CLUB START UP AND COMMUNITY AWARENESS

Being Proposed by VETERANS ALLIANCE CLUB Lead Coordinator ANTHONY PETRINI

If this proposal is for an event, is it being submitted at least six (6) weeks in advance? Yes No

If 'No,' why not? _____

Finance & Administration Authorization for Agenda _____ Associated Students Account _____

Please provide an explanation of the proposal; the benefits to CSM students; an estimate of costs and work involved; the officers, employees, and volunteers who will do the work; the time and place of the event; and all other pertinent information.

With the increasing number of veterans returning home from service and going to school, it is of utmost importance to have the community to be aware of the needs of veterans and their families. With this proposal, the banner and wrist bands will make a big impact to show the community that veterans and their peers are present within our classrooms. The banner and wristbands will show that the school and surrounding community that the veterans are present and actively supported. The club is trying to have the College of San Mateo recognized as a campus that supports the troops, veterans and their families, and identifies the importance of education. In doing so, we provide realistic avenues that veterans can take towards improving their education, and eventually to their careers.

There are care packages we currently have, boxed, addressed, and sealed that need funding to be sent overseas for the troops. Money towards this will help troops overseas receive thoughtful gifts they would appreciate at a time of war and away from their families. Giving them a promise of hope and support to look forward to once they return.

Make a list of all the estimated expenses that will be incurred in order to fund the program outlined above. Be as specific as possible. Attach estimates for items or services over \$100 when possible. Include labor, materials, supplies, equipment, rental fees, advertising costs, etc.

Item Description	Cost
1. <u>CLUB BANNER</u>	<u>\$260.00</u>
2. <u>CSM/VETERAN SPIRIT BANDS</u>	<u>\$1,500.00</u>
3. <u>CARE PACKAGE POSTAL COST FOR OVERSEAS (15)</u>	<u>\$201.75</u>
4. _____	_____
5. _____	_____
Total Costs	<u>\$1,961.75</u>

For ASCSM Secretary Use Only

Motion by _____ Second by _____

Result of Vote In Favor _____ Opposed _____ Abstained _____ Passed _____ Failed _____

ASCSM Budget Update

Printed materials for this item will be provided at the meeting



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For the meeting of Monday, March 26, 2012

Title of Proposal Purchase of Large Format Printer

Being Proposed by Fauzi Hamadeh Lead Coordinator Fauzi Hamadeh

If this proposal is for an event, is it being submitted at least six (6) weeks in advance? Yes No

If 'No,' why not? _____

Finance & Administration Authorization for Agenda _____ Associated Students Account Furniture, Fixtures, and Equip.

Please provide an explanation of the proposal; the benefits to CSM students; an estimate of costs and work involved; the officers, employees, and volunteers who will do the work; the time and place of the event; and all other pertinent information.

Currently, if a student group or the A.S. would like to print large-format prints, such as poster, to advertise events and activities, the job must be sent off-campus to Office Depot, FedEx Office, or another printing service. This delays the availability of the promotional material. Printing can also be expensive.

In order to help alleviate some of these issues, we would like to purchase a large-format, poster printer for use by the A.S. and student groups. The printer would be maintained and monitored by the Center for Student Life. Groups would be able to print to it and be charged back for the cost of consumables such as ink, etc.

Using the District's purchase agreement with Hewlett-Packard, we will be able to get a discounted price for the printer. A quote and information about the printer we are considering is attached.

Make a list of all the estimated expenses that will be incurred in order to fund the program outlined above. Be as specific as possible. Attach estimates for items or services over \$100 when possible. Include labor, materials, supplies, equipment, rental fees, advertising costs, etc.

Item Description	Cost
1. <u>Purchase of Large-Format, Poster Printer (not to exceed)</u>	<u>\$5,000.00</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
Total Costs	<u>\$5,000.00</u>

For ASCSM Secretary Use Only

Motion by _____ Second by _____
 Result of Vote In Favor _____ Opposed _____ Abstained _____ Passed _____ Failed _____

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Contract: CA - SAN MATEO CTY COMM COLLEGE DIST (WSCA/NASPO)

Change to item status may result to change in your Quote. Use this page to add saved items to your cart or to replace your current cart with this Quote and checkout.

- This quote belongs to CA - SAN MATEO CTY COMM COLLEGE DIST (WSCA/NASPO) contract.

Quote ID 7445911
Quote Name Fauzi
Quote created by witham@smccd.edu
Quote created on 3/8/2012 6:00:27 PM

Items/description	Part no	Unit price	Qty	Ext price	
HP Designjet Z2100 24-inch photo printer Q6675D#B1K	Base	\$2,681.25	1	\$2,681.25	Add »
HP Designjet Z2100 24-inch photo printer In the box: HP Designjet Z2100 24-in Photo Printer, spindle, printheads (4 x 2 colors), introductory ink cartridges, Original HP media roll, stand (24 in), rear tray (24 in), Also includes: adapter kit (3 in) for spindle (2), quick reference guide, setup poster, USB cable, power cord, HP Start-up kit including printer software and training Cable included? Yes, 1 USB cable Energy Star® Compliant No Model size 24 inches Print speed, draft 150 ft ² /hr Print speed, best 17 ft ² /hr (glossy paper) Resolution Up to 2400 x 1200 optimized dpi from 1200 x 1200 input dpi with maximum detail selected Line accuracy plus/minus 0.2 percent Media sizes Letter to D-size sheets, 11 to 24-in rolls Display 240 x 160 pixel grayscale graphical display with Asian fonts support, 4 direct access buttons, 7 navigation buttons and 2 bicolor lights (Ready, Processing,	Q6675D#B1K				

Attention, Error)

Media handling

Sheetfeed, roll feed, automatic cutter
(cuts all media except canvas)

Print languages, std.

HP-PCL3-GUI

Memory (std/max)

128 MB / 128 MB

Connectivity, standard

1 10/100 BT Ethernet RJ-45 port, 1
Hi-Speed USB 2.0 certified port, 1 EIO
JetDirect accessory slot

Operating systems

Windows Vista (R) (32 and 64-bit);
Windows Server 2008 (32 and 64-bit);
Windows XP Home and Professional (32
and 64-bit); Windows Server 2003
(32/64 bit); Mac OS X v 10.4; Mac OS X
v 10.5; Novell NetWare 5.x, 6.x; Citrix
XenApp; Citrix XenServer

Network-ready

Yes, standard

Standard paper handling accessories

NA

Warranty

One-year limited hardware warranty

Warranty

One-year warranty with on-site, next
business-day service

HP 3-year, next-business-day onsite, Designjet Z2100 hardware support	UF017E	\$879.20	1	\$879.20	Add »
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Subtotal: \$3,560.45

Estimated Lease Cost: \$110.55

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For the meeting of Monday, March 26, 2012

Title of Proposal Funding for ASCSM Summer Leadership Conference

Being Proposed by Center for Student Life Lead Coordinator Aaron Schaefer

If this proposal is for an event, is it being submitted at least six (6) weeks in advance? Yes No

If 'No,' why not? _____

Finance & Administration Authorization for Agenda _____ Associated Students Account Student Representation Trust

Please provide an explanation of the proposal; the benefits to CSM students; an estimate of costs and work involved; the officers, employees, and volunteers who will do the work; the time and place of the event; and all other pertinent information.

Each summer, the Center for Student Life hosts a leadership training conference for the incoming members of the student government. This summer, the conference will be held at the Happy Valley Conference Center in Santa Cruz. This proposal would provide funding to cover the cost of the location fees, transportation, and supplies.

Make a list of all the estimated expenses that will be incurred in order to fund the program outlined above. Be as specific as possible. Attach estimates for items or services over \$100 when possible. Include labor, materials, supplies, equipment, rental fees, advertising costs, etc.

Item Description	Cost
1. <u>ASCSM Summer 2012 Leadership Training Conference</u>	<u>\$6,000.00</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
Total Costs	<u>\$6,000.00</u>

For ASCSM Secretary Use Only

Motion by _____ Second by _____

Result of Vote In Favor _____ Opposed _____ Abstained _____ Passed _____ Failed _____