



# ASCSM Student Senate Agenda

Monday, April 23, 2012

2: 15 p.m.

College of San Mateo, Child Development Center (Building 33)

*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 Nashville Convention – Phi Theta Kappa
- VII. Reports**
  - a. Executive Officers  
*President Kupperberg, Vice President Medeiro, Secretary Ramos, Finance Director Benyasri, Vice Chair Sharpe*
  - b. Senators & Associates
  - c. Advisors
  - d. Committee Reports
- 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. ASCSM Budget Update – Finance Director Benyasri and Associate Advisor Hamadeh**  
*The Student Senate shall receive and discuss an update to the 2011/2012 ASCSM Budget; possible action to take place.*
  - c. Plan Ahead, Pay Ahead Discussion – President Kupperberg**  
*The Student Senate shall discuss the new revisions to the Plan Ahead, Pay Ahead program; possible action to take place.*
  - d. ASCSM Banquet – Programs & Services Committee**  
*The Student Senate shall discuss and consider funding the ASCSM Banquet; possible action to take place.*

**IX. New Business, Discussion, and Information Items**

**a. Volunteer Fair – Associate Senator Chiou**

*The Student Senate may discuss the proposed Volunteer Fair; possible action to take place.*

**b. Revised ASCSM Constitution, First Reading – Coordinator Schaefer**

*The Student Senate shall discuss and review the proposed revised version of the ASCSM Constitution; possible action to take place.*

**c. Revisions to College Mission Statement – Vice President Medeiro**

*The Student Senate may discuss the proposed revisions to the CSM Mission Statement; possible action to take place.*

**d. Revisions to District Rules and Regulations – President Kupperberg**

*The Student Senate may discuss the proposed revisions to District Rules and Regulations; possible action to take place.*

**e. Middle Class Scholarship Act – President Kupperberg**

*The Student Senate may discuss the Middle Class Scholarship Act and the possibility of endorsing the measure; possible action to take place.*

**f. Millionaire’s Tax Initiative – President Kupperberg**

*The Student Senate may discuss the Millionaire’s Tax Initiative and the possibility of endorsing the measure; 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 for this item

## **ASCSM Budget Update**

Printed material for this item will be provided at the meeting

## **Plan Ahead, Pay Ahead Discussion**

There is no printed material for this item

## **ASCSM Banquet**

Printed material for this item will be provided at the meeting



## 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 \_\_\_\_\_

Being Proposed by \_\_\_\_\_ Lead 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 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.

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. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
<b>Total Costs</b>	_____

For ASCSM Secretary Use Only

Motion by \_\_\_\_\_ Second by \_\_\_\_\_

Result of Vote In Favor \_\_\_\_\_ Opposed \_\_\_\_\_ Abstained \_\_\_\_\_ Passed \_\_\_\_\_ Failed \_\_\_\_\_

## ASCSM Constitution

### Preamble

We, the Associated Students of College of San Mateo (ASCSM), do hereby establish and adopt this Constitution in order to provide fair and equal representation to all students at College of San Mateo (CSM). Furthermore, we strive to make fair, ethical, and informed decisions while representing students on a local, state, and national level. In addition, we vow to promote the general welfare of students, to foster a spirit of equality, and to defend the rights and responsibilities of our student body.

### Article I — Structure

#### Section 1 Name and Membership

- 1.1 The name of this organization shall be the Associated Students of College of San Mateo, herein referred to as the Associated Students or ASCSM.
- 1.2 The membership of the Associated Students shall consist of all students currently enrolled at College of San Mateo.

#### Section 2 Governing Law

- 2.1 The Associated Students of College of San Mateo shall be governed in accordance with this Constitution, the duly adopted ASCSM Bylaws, College policy and District Rules and Regulations (where applicable), and any and all applicable laws including the California Education Code and the Ralph M. Brown Act (California Code Section 54950, et seq.).

#### Section 3 Constituent Bodies

- 3.1 The Constituent Bodies of the ASCSM shall be:
  - a. The Student Senate
  - b. The Executive Cabinet
  - c. The Programming Board
  - d. The Advocacy Board
  - e. The Inter Club Council (ICC)
- 3.2 Constituent Bodies may establish standing, ad hoc, or other committees consisting of some or all members of the Constituent Body. Such committees shall be accountable to the Constituent Body and shall act in accordance with ASCSM Governing Law.

#### Section 4 Center for Student Life & Leadership Development

- 4.1 ASCSM Constituent Bodies shall have as their advisors:
  - a. The Coordinator for Student Activities<sup>†</sup>, or his or her designee
  - b. The Student Activities Assistant<sup>†</sup>

- 4.2 Advisors shall be in attendance at all meetings of Constituent Bodies for official business to take place.
- 4.3 Advisors shall function as parliamentarians and constitutional historians for Constituent Bodies.
- 4.4 Executive Officers and Members of the Student Senate shall pay monetary tribute to advisors on a monthly basis so they may vacation. The amount of tribute shall be set by the advisors.
- 4.5 Advisors shall act within the spirit and intent of the ASCSM Constitution and Bylaws, the Ralph M. Brown Act, and the California Education Code.

## Article II — Qualifications, Elections, and Terms of Office

### Section 1

#### Qualifications

- 1.1 To be eligible to run, apply for, or hold office as an Executive Officer or a Member of the Student Senate, a student must fulfill and maintain the following qualifications:
  - a. Be currently enrolled in at least six (6) units of credit at College of San Mateo. A majority of the student's units must be at College of San Mateo. This requirement shall only be in effect during the fall and spring semesters.
  - b. Must not be on academic probation, disciplinary probation or suspension, provided that an individual placed on disciplinary probation or suspension who has timely appealed such decision shall remain eligible until such time as the appeals has been disposed of by the appropriate College authority.
  - c. Must have and maintain a cumulative GPA of at least 2.0 and have and maintain satisfactory academic progress (a 50 percent or higher completion rate) while running for and holding office.
  - d. Must have a 2.0 GPA in their last completed semester, excluding summer.
  - e. Must have completed at least 6.0 units of credit at College of San Mateo.
  - f. The Student Trustee Nominee from College of San Mateo shall be held to the same qualifications as stated in this section in addition to those outlined in the San Mateo County Community College District Rules and Regulations regarding the Student Trustee.

- g. No member of the ASCSM Student Government may hold more than one position, including the position of Student Trustee, at the same time.

## Section 2 Elections and Election Commission

- 2.1 All ASCSM elections, regular or special, shall be conducted under the authority and governance of this Constitution, the ASCSM Bylaws, the ASCSM Election Bylaws, and the ASCSM Election Commission.
- 2.2 The Election Commission shall be comprised of the following individuals:
  - a. The ASCSM Vice President, who shall service as co-chair, unless he or she is a candidate for office or otherwise unable to fulfill this duty, in which case the next ASCSM Officer in the line of succession shall fulfill the required duties.
  - b. At least three (3) members of the Student Senate who are not candidates for office or otherwise unable to fulfill this duty.
  - c. The Coordinator of Student Activities<sup>†</sup>, or his or her designee, who shall serve as co-chair.
  - d. The Student Activities Assistant<sup>†</sup>, who shall serve as an ex-officio member and Secretary.
- 2.3 The Election Commission shall certify compliance with election rules and regulations, certify election results, and shall be the final body adjudicating disputes and complaints.
- 2.4 Qualified candidates running for office shall be elected by a plurality of votes cast by secret ballot by eligible student voters in a regular or special election.
- 2.5 Each student enrolled in for-credit courses at College of San Mateo shall be eligible to vote in the election.
- 2.6 In carrying out its responsibilities, the Election Commission shall comply with ASCSM governing laws, including this Constitution, Bylaws, and the Ralph M. Brown Act.

## Section 3 Terms of Office and Term Limits

- 3.1 Terms of office for Executive Officers and Members of the Student Senate shall commence the day following the last official day of the spring semester in which the election takes place. Terms of office shall end on the last day of the spring semester of the same academic year.

- 3.2 Officers and/or Senators appointed to or elected via a special election shall serve the remainder of the term from the time of election or appointment until the last official day of the spring semester of the current academic year.
- 3.3 Students may not serve more than three (3) terms (including partial terms) and no more than two (2) terms (including partial terms) in any one office.

#### Article IV – Powers of Constituent Bodies

##### Section 1

##### Student Senate

- 1.1 All legislative powers of the Associated Students shall be vested in the ASCSM Student Senate.
- 1.2 The Student Senate shall be comprised of one (1) Senator (rounded up to the next whole number) per each six hundred (600) students enrolled at CSM at the time of the first census of the semester, excluding summer, prior to the semester in which the election is held excluding.
  - 1.2.1 If less than 50 percent of the seats on the Student Senate are filled in the General Election of the spring semester, a special election shall be held within 30 days of the start of the subsequent fall semester to fill the remaining seats.
- 1.3 The Vice President of the Associated Students shall serve as the presiding officer and Chairperson of the Senate.
  - 1.3.1 The Vice President shall only vote in cases outlined for presiding officers in the current edition of Robert's Rules of Order.
  - 1.3.2 The Vice President shall be considered a member the Senate and therefore shall be counted for quorum.
- 1.4 A Vice Chair of the Student Senate shall be elected from among the membership of the Student Senate.
- 1.5 The Senate shall meet at least twice per month while classes are in session (including summer session), except in months in which classes are in session less than four (4) weeks, and then the Senate shall meet at least once.
- 1.6 The Senate may compel the attendance members, and shall define the required minimum attendance to serve. Maximum number of member absences shall be no more than 3 meetings per semester, including summer session.

- 1.6.1 The Senate shall have the power to grant a leave of absence for extenuating circumstances to any Executive Officer or Senator during the summer session, during any intersessions, or times that classes are not in session.
- 1.6.2 Leaves of absence shall not exceed two calendar months and may not include any portion of the fall or spring semesters.
- 1.7 Decisions made by the Senate shall require a majority (50 percent plus 1) of the membership present at a duly noticed meeting, except in cases defined elsewhere within these Constitution and Bylaws.
- 1.8 “Consent of the Senate” shall be defined as a simple majority (50 percent plus 1) vote of the membership present at a duly noticed meeting unless otherwise defined in this Constitution.

## Section 2 Executive Cabinet

- 2.1 The Executive Cabinet shall be comprised of the President, the Vice President, Vice Chair, Finance Director, Programming Board Chair, and Advocacy Board Chair.
  - 2.2.1 The President shall serve as Chair of the Executive Cabinet.
  - 2.2.2 The Secretary shall serve as an ex-officio, non-voting member of the Executive Cabinet.
- 2.2 Executive Cabinet shall meet at least twice a month while classes are in session.
- 2.3 In conjunction with the Finance Director, the Executive Cabinet shall be responsible for formulating and recommending a budget to the Student Senate.
- 2.4 The Executive Cabinet shall be responsible for recommending appointments of Senators to the Student Senate.

## Section 3 Programming Board

- 3.1 The Programming Board shall be comprised of one (1) Executive Officer, a minimum of three (3) Senators, and at least one (1) Student At Large.
  - 3.1.1 The Chair of the Programming Board shall be appointed, with the advice and consent of the Senate, from among the membership of the Student Senate by the ASCSM President.

3.1.2 The number of Senators serving on the Programming Board may not meet or exceed quorum of the Student Senate.

3.2 The Programming Board shall be responsible for planning, budgeting, and recommending on- and off-campus events, activities, programming, and other items as deemed necessary to the Student Senate.

#### Section 4 Advocacy Board

4.1 The Advocacy Board shall be comprised of one (1) Executive Officer, a minimum of three (3) Senators, and at least one (1) Student at Large.

4.1.1 The Chair of the Advocacy Board shall be appointed, with the advice and consent of the Senate, from among the membership of the Student Senate by the ASCSM President.

4.1.2 The number of Senators serving on the Advocacy Board shall not meet or exceed quorum of the Student Senate.

4.2 The Advocacy Board shall be responsible for advocating student issues and concerns to local, state, and federal officials.

#### Section 5 Inter Club Council

5.1 The Inter Club Council (ICC) shall be comprised of one (1) representative from each recognized CSM student club and organization.

5.1.1 All student clubs and organizations shall come under the jurisdiction of the ASCSM and shall be chartered under the authority of the Associated Students as interest groups of the student body. Clubs will automatically be chartered if they adhere to all College, District, and State guidelines concerning such organizations. The Coordinator of Student Activities<sup>†</sup> or his or her designee shall be the primary advisor in such matters.

5.1.2 The ASCSM Student Senate Vice Chair shall serve as the Chair of the Inter Club Council.

5.2 The Inter Club Council shall be responsible for coordinating events and activities to promote interest and awareness of student clubs and organizations; for recommending expenditures from budget accounts earmarked for supporting student clubs and organizations events and activities to the Student Senate; and for providing a forum for communication between the Associated Students and the Center for Student Life with active student clubs and organizations.

### Article V - Meetings

- Section 1 Compliance with the Ralph M. Brown Act
- 1.1 All meetings and actions taken by the Student Senate, the Executive Cabinet, the Inter Club Council, the Advocacy Board, the Programming Board, and their committees shall be governed by the Ralph M. Brown Act, where applicable.
- Section 2 Rules of Order
- 2.1 All meetings of the Student Senate, the Executive Cabinet, the Inter Club Council, the Advocacy Board, the Programming Board, and their committees shall be conducted in accordance with the current edition of Robert's Rules of Order. The presiding officer may employ a relaxed approach to Robert's Rules of Order whenever practical to do so, subject to the agreement of the membership.
- Section 3 Regular Meetings
- 3.1 Unless otherwise noted, all Constituent Bodies shall meet no less than twice per month while classes are in session.
- Section 4 Special Meetings
- 4.1 The presiding officer of any Constituent Body may call a special meeting in accordance with the Ralph M. Brown Act.
- 4.2 Any member of a Constituent Body may call a special meeting with at least 50 percent plus 1 of the members of the body giving written consent. Such meetings shall be held in accordance with the Ralph M. Brown Act.
- Section 5 Emergency Meetings
- 5.1 The Student Senate may only call an Emergency Meeting under the conditions as outlined in the Ralph M. Brown Act. No other Constituent Body may call an Emergency Meeting.
- Section 6 Quorum
- 6.1 A quorum of members of a Constituent Body shall be present before business is discussed or acted upon. A quorum shall be defined by the Ralph M. Brown Act.
- 6.3 This requirement shall not be interpreted to prevent a Constituent Body from establishing an ad hoc advisory committee that consists of less than a quorum of the Constituent Body, where consistent with the Brown Act.
- Section 7 Majority Vote
- 7.1 Except where otherwise provided for in this Constitution, action taken by any Constituent Body shall require a simple majority vote (50 percent plus 1) of the members present.

Article VI – Appointments, Vacancies, and Succession

Section 1 Student At Large Appointments

- 1.1 The President shall have the power to appoint, with the advice and consent of the Student Senate, members of the general student body to A.S. Committees.
- 1.2 A signed petition of one-third (1/3) of the current membership of the Student Senate shall have the power to nominate individuals from the general student body to A.S. Committees.

Section 2 Vacancies on the Student Senate

- 2.1 Vacancies on the Student Senate shall be recommended to the Senate by the Executive Cabinet.
- 2.2 A signed petition of one-third (1/3) of the current membership of the Student Senate shall have the power to nominate an individual to the Student Senate.

Section 3 Vacancies on the Executive Cabinet

- 3.1 In the event that the A.S. President becomes disqualified for his or her position, resigns, is impeached, is recalled, or is disabled from performing his or her duties for more than thirty (30) consecutive calendar days of his or her term, the order of succession shall be as follows:
  - a. Vice President
  - b. Vice Chair
  - c. Special Election to select a new President
- 3.2 In the event that the A.S. Vice President becomes disqualified for his or her position, resigns, is impeached, is recalled, or is disabled from performing his or her duties for more than thirty (30) consecutive calendar days of his or her term, the order of succession shall be as follows:
  - a. Vice Chair
  - b. Appointment by a two-thirds (2/3) majority vote of the Student Senate at a duly noticed regular or special meeting.
- 3.3 In the event that the A.S. Finance Director becomes disqualified for his or her position, resigns, is impeached, is recalled, or is disabled from performing his or her duties for more than thirty (30) consecutive calendar days of his or her term, the order of succession shall be as follows:
  - a. Appointment by the A.S. President with a two-thirds (2/3) majority vote of the Student Senate at a duly noticed regular or special meeting.
- 3.4 In the event that the Vice Chair becomes disqualified for his or her position, resigns, is impeached, is recalled, or is disabled from performing his or her duties for more than thirty (30) consecutive calendar days of his or her term, a new Vice Chair shall be elected by the Student Senate at a duly noticed regular or special meeting.

## Article VII – Impeachment, Removal, and Recall

## Section 1 Impeachment and/or removal

- 1.1 Any member of the Student Senate and/or Executive Cabinet is subject to impeachment for misconduct, neglect of duty, or by displeasing the advisors. The due process for impeachment and removal shall be set forth in the ASCSM Bylaws.
- 1.2 The power of impeachment and removal shall be solely vested in the Student Senate. Actions of the Student Senate shall be final.
- 1.3 A minimum of a two-thirds (2/3) vote of the Student Senate shall be required for removal.

## Section 2 Recall

- 2.1 Any elected official of ASCSM may be recalled by a majority of voters (50 percent plus 1) voting in a special election called in accordance with this Constitution and the Election Bylaws.
- 2.2 Any currently enrolled student may initiate a recall in accordance with the process outlined in this Constitution.
- 2.3 A recall petition shall include a statement of intent for the recall, the printed name(s) of the sponsor(s), and his or her ID numbers and signatures.
- 2.4 Before initiating such a petition, sponsors shall present a copy of the petition document for certification to the Center for Student Life & Leadership Development. If the petition meets the requirements set forth in this clause, the Coordinator of Student Activities<sup>†</sup> or his or her designee shall certify in writing. Such certification shall not contain any recommendations or opinions with regard to the recall.
  - 2.4.1 A petition shall not be certified if submitted with less than thirty (30) instructional days left in the spring semester.
  - 2.4.2 If the certification comes within less than thirty (30) instructional days of the fall semester, the recall election shall take place within thirty (30) days of the following spring semester.
  - 2.4.3 Recall petitions shall not be initiated during the summer session, any intersessions, or during breaks in instruction.

- 2.5 Upon receiving certification, the sponsor(s) shall gather the signatures of at least 10 percent of the students enrolled at CSM at the time of the prior semester's first census, excluding summer.
- 2.6 Recall petitions shall include the statement of intent to recall, the name(s) of the sponsor(s), and shall include the following information of those supporting the recall:
- Name
  - Address registered with the College
  - Signature
  - Date of Signature
- 2.7 Completed petition forms must be submitted to the Center for Student Life within thirty (30) days after the certification of the recall. Should this date fall on a weekend, a holiday, or a day that the Center for Student Life is not open, the petition shall be turned in the first following day on which the Center for Student Life is open for business.
- 2.8 Verification of the student status of all recall petition signers shall be the responsibility of the Center for Student Life. This verification shall take place within fifteen (15) business days after the submission of the recall petition. If the verification is not completed within this timeframe, the petition shall be considered valid.
- 2.9 Upon verification and certification of a sufficient number of signers to the petition, the Center for Student Life shall inform the Executive Cabinet and the Student Senate.
- 2.10 A recall election shall be held within thirty (30) school days of the verification and certification of the recall.
- 2.11 Recall elections shall be conducted in accordance with the ASCSM Election Bylaws.

#### Article VIII – Amendments

##### Section 1

##### Amendments to the Constitution

- 1.1 Any member of the ASCSM Executive Cabinet or Student Senate shall have the authority to propose amendments to this Constitution in accordance with procedures outlined in this article.
- 1.2 Proposed amendments shall set forth the specific text of all additions, deletions, or changes proposed, and shall not bring this Constitution in conflict with any

College or District policies and procedures, and shall not violate any local, state, or federal laws.

1.3 The proposed amendment must be submitted at a duly noticed regular meeting of the Student Senate. It shall be placed on the agenda of the following meeting for a discussion and review. At a subsequent meeting, the Student Senate shall take action on the proposed amendment.

1.3.1 A two-thirds vote shall be required to place the amendment on the ballot for a regular or special election.

1.4 A two-thirds of vote of eligible students voting in a regular or special election shall be required to pass the amendment.

1.5 The amendment shall be effective immediately upon certification of election results unless otherwise defined within the amendment.

Article IX – Bylaws

Section 1 Bylaws

1.1 The Student Senate shall be empowered to adopt the procedures of all constituent bodies.

1.2 Bylaws of the Student Senate shall be adopted by a two-thirds majority vote at a duly noticed regular meeting of the Student Senate.

1.3 Bylaws of the Inter Club Council shall be ratified by a two-thirds majority of the Inter Club Council at a duly noticed regular meeting and by a two-thirds vote of the Student Senate at a duly noticed regular meeting of the Student Senate.

1.3.1 The Student Senate shall have the power to add, change, or amend the Bylaws of the Inter Club Council at its own discretion with a two-thirds majority vote of the Student Senate at a duly noticed regular meeting of the Student Senate.

1.4 All other constituent bodies may recommend Bylaws to the Student Senate. Such Bylaws must be approved by a two-thirds majority vote of the Student Senate at a duly noticed regular meeting of the Student Senate.

Article X – Effective Date & Transition

Section 1 Effective Date

1.1 This Constitution shall become effective immediately following two-thirds majority vote of students voting in a regular or special election.

Section 2      Transition

- 2.1      The ratification and certification of this Constitution shall supersede the counting of any ballots for any Executive or Senate positions.
- 2.2      Upon ratification and certification of this Constitution, the number of eligible seats for the Student Senate shall be defined based upon the requirements set forth in this Constitution.
- 2.3      For the purposes of the election in which this Constitution is put forth on the ballot, the Finance Director shall be selected by the Student Senate from amongst the Senate no later than the Senate's third meeting.
- 2.4      Upon ratification and certification of this Constitution, the current ASCSM Bylaws shall remain in effect. In areas where the ASCSM Bylaws conflict with this Constitution, the Constitution shall take precedence.

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<sup>†</sup>Title subject to change due to College and/or District reclassification

Notes for College Council, 11 April 2012:

The mission statement is central to College of San Mateo's planning and decision-making process and must be reviewed on a regular basis. The current review cycle began in the Institutional Planning Committee in spring, 2011, and included consideration of the vision, values, and diversity statements. The draft below (remainder of this page) consolidates the mission, vision, and values statements into a more concise mission statement, updates the diversity statement, and incorporates CSM's institutional priorities. The draft is being forwarded from IPC to College Council for constituency review and feedback. The final revised version will be submitted to the Board in June for approval. The remainder of this document (starting on page 2) explains in greater detail the purpose of the mission statement and the links between the mission statement and the institutional priorities.

Draft

Draft

### College of San Mateo Mission Statement

College of San Mateo provides an exceptional educational opportunity to residents of San Mateo County and the Greater Bay Area Region. The college is an open-access, student-centered institution that serves the diverse educational, economic, social, and cultural needs of its students and the community. We foster a culture of excellence and success that engages and challenges our students through a comprehensive curriculum of basic skills, career and technical programs, and transfer preparation. The college uses analysis of quantitative and qualitative data and information, collaborative institutional planning, and assessment to inform decision-making and ensure continuous improvement. Our programs and services are structured, delivered, and evaluated to prepare our students to be informed and engaged citizens in an increasingly global community.

To achieve this mission, the college has adopted the following Institutional Priorities

1. Improve Student Success
2. Promote Academic Excellence
3. Promote Relevant, High-Quality Programs and Services
4. Promote Integrated Planning, Fiscal Stability, and the Efficient Use of Resources
5. Enhance Institutional Dialog

### College of San Mateo Diversity Statement

College of San Mateo maintains as an institutional priority a policy of inclusiveness that recognizes, values and reflects the diversity of the community we serve. As an academic institution, we foster a dynamic learning and working environment that encourages multiple perspectives and the free exchange of ideas. We abide by the principle of equal opportunity for all without regard to gender, color, race, ethnicity, national origin, religion, age, economic background, sexual orientation, and physical, learning, and psychological differences.

(start of explanatory material)

#### The Mission Statement Purpose

College of San Mateo's mission statement defines its educational purposes, its intended student population, and its commitment to achieving student learning. As presented, the college strives to provide an exceptional education to its designated population which includes the residents of San Mateo County and the Greater Bay Area Region. As an open access institution, the college recognizes its diverse student population comprised of various ethnic, racial, cultural, and socio-economic groups. By offering high quality programs, the institution successfully prepares its student for to achieve their goals of transfer, career advancement, and basic skills development. The institution also structures its program and services to prepare our students to be informed and engaged citizens in a global society. As part of its planning and evaluation process, the college collects and analyzes data to inform its decision-making and ensure continuous improvement

**Sentence #1** *College of San Mateo provides an exceptional educational opportunity to residents of San Mateo County and the Greater Bay Area region.* The educational purposes of College of San Mateo are clearly reinforced in the institution's mission statement.

- Links to CSM's Institutional Priorities 2008-2011

**Priority 2: Improve Academic Excellence.** The college mission statement expresses the commitment to exceptional education which leads directly to the college's institutional priority of academic excellence. The rationale for this institutional priority states that the college ...'must employ a variety of innovative strategies and pedagogies, which it continuously assesses, to help today's students meet their goals and thrive in a challenging, global community'.

**Priority 3: Promote Relevant, High-Quality Programs and Services** The mission statement's goal of providing exceptional educational opportunities makes relevant, high-quality programs and services a priority.

**Sentence #2** *The College is an open-access, student-centered institution that serves the diverse educational, economic, social, and cultural needs of its students and the community.* Through the Educational Master Plan and the environmental scan data it builds on, we recognize that CSM's student population is drawn from a community that is diverse in terms of ethnic background, age, academic preparation, and socio-economic status and that the needs of our students and community are therefore diverse as well. Our programs and services reflect these needs. .

- Links to CSM's Institutional Priorities 2008-2011

**Priority 1: Improve Student Success.** To meet the diverse needs of our students, we hold the success of all students to be an institutional priority

**Priority 3: Promote Relevant, High-Quality Programs and Services.** To meet the diverse needs of our students and the community, we place a priority on relevant, high-quality programs and services.

**Sentence #3** *We foster a culture of excellence and success that engages and challenges our students through a comprehensive curriculum of basic skills, career and technical programs, and transfer preparation.* We hold our students to high standards for learning and critical thinking and are committed to success for all students. We engage our students through a broad spectrum of learning opportunities and support services including basic skills mentoring, the Summer Bridge Academy, Middle College High School, Connection Sections, Puente program, Math Boost, math support instruction, STEM transfer pathways, learning communities including Writing in the End Zone and Operation Welcome Home, the Honors project, the Learning Center, and peer tutoring.

To promote student success, CSM recruits, supports, and retains outstanding faculty, staff, and administrators. CSM promotes institutional advancement as a means to increase visibility and to augment funding for program support. Our commitment to a comprehensive curriculum of basic skills, career and technical programs, and transfer preparation derives from the mission of California Community Colleges as defined by Title V and the State Chancellor's Office. Per the reaffirmation of the Board Core Values (December 2009), we partner with the District's Community Education program to meet the needs of lifelong learners.

- Links to CSM's Institutional Priorities 2008-2011
  - Priority 1: Improve Student Success.** To foster a culture of excellence and success, we hold the success of all students to be an institution priority
  - Priority 2: Promote Academic Excellence.** To foster a culture of excellence and success, we hold academic excellence to be an institutional priority.
  - Priority 3: Promote Relevant, High-Quality Programs and Services.** To engage and challenge our students, we offer relevant, high-quality programs and services.

**Sentence #4** *The College uses analysis of quantitative and qualitative data and information, collaborative institutional planning, and assessment to inform decision-making and ensure continuous improvement.* College of San Mateo fosters a culture of evidence that achieves institution effectiveness through research, integrated planning, resource management, and analysis of measurable goals and standards. CSM supports open, dynamic, and collaborative decision making through a shared governance process.

- Links to CSM's Institutional Priorities 2008-2011
  - Priority 1: Improve Student Success.** Much of our planning and assessment is centered around student success. In our evaluation and assessment we are consistently looking at targeted improvements in support of student success.
  - Priority 2: Promote Academic Excellence.** Since 1922, CSM has helped students set and achieve high goals for educational and career achievement. CSM employs a variety of innovative strategies and pedagogies, which it continuously assesses, to help today's students meet their goals and thrive in a challenging, global community.
  - Priority 3: Promote Relevant, High-Quality Programs and Services.** To engage and challenge our students requires relevant, high-quality programs and services. With continued assessment of student work, college processes and procedures driven by data analysis the institution can make informed decisions in support of continuous improvement.
  - Priority 4: Promote Integrated Planning, Fiscal Stability, and the Efficient Use of Resources.** The mission

statement's emphasis on the use of analysis, planning, and assessment leads directly to priority 4 and its focus on integrated planning, fiscal stability, and the efficient use of resources.

**Priority 5: Enhance Institutional Dialog.** Collaborative institutional planning requires institutional dialog.

**Sentence #5** *Our programs and services are structured, delivered, and evaluated to prepare our students to be informed and engaged citizens in an increasingly global community.* College of San Mateo offers courses on a variety of schedules and through multiple modes, including web-assisted, hybrid, and fully online courses. We serve high school students in our community through concurrent enrollment and Middle College High School. Though our county and region are diverse, our growing international student population further enhances all students' understanding of our global community (reference view brochure). To enhance student opportunity, CSM actively engages in partnerships with businesses, industry, and other educational institutions. We evaluate our program and services through a variety of means including assessment of student learning outcomes, program review, and campus climate surveys.

- Tie outs to CSM's Institutional Priorities 2008-2011

**Priority 1: Improve Student Success.** Student success must be a priority if our students are to be informed and engaged citizens in an increasing global community.

**Priority 2: Promote Academic Excellence.** Academic excellence will help prepare our students to be informed and engaged citizens in an increasing global community.

**Priority 3: Promote Relevant, High-Quality Programs and Services.** To prepare out students to be informed and engaged citizens requires relevant, high-quality programs and services.

**Priority 4: Promote Integrated Planning, Fiscal Stability, and the Efficient Use of Resources.** The evaluation of our programs and services is a part of the integrated planning aspect of priority 4.

**Priority 5: Enhance Institutional Dialog.** Developing, delivering, and evaluating programs and services requires institutional dialog.

Policies approved to go to Board, with changes (not to be re-taken to constituencies):

1. 8.38 Gifts and Donations – made language regarding protected categories consistent with other policies.
2. 8.80 Community Use of District Facilities – made language regarding protected categories consistent.

Policies to be taken to constituencies:

1. 1.01 District Mission – (1) removed language regarding life-long learning to be consistent with Board's Core Values statement and (2) changed "occupational education" to "career and technical education."
2. 2.26 Drug-Free Workplace and Educational Environment – (1) reworded item #3 for clarity, (2) specified relevant Omnibus Act in item # 11 and 12, and (3) added reference to U.S. Code which defines controlled substance.
3. 2.34 Computer and Network Use – removed reference to procedures.
4. 2.45 Conflict of Interest – removed item #4 and accompanying reference; added this item (reworded) to Policy 7.01 instead. Please take 2.45 for review, with no recommended changes.
5. 7.01 Eligibility Requirement for Admission of Students – moved item from Policy 2.45 and added as item #8. This is required by law and reflects a change to the Higher Education Act which removed all exceptions to providing incentive payments based on securing enrollments or financial aid, with the exception of "foreign students. . ." The section is reworded and now directly quotes the Higher Education Act.
6. 7.03 Eligibility Requirements for Admission of International Students – added new bullet point about international students taking online courses.
7. 7.60 Student Organizations and Activities – reworded item #5 for clarity.
8. 7.69 Student Conduct – (1) made language in item #29 regarding protected categories consistent and (2) deleted "or receive" in item #32.
9. 8.17 Capital Construction – separated item #2 into two sections (now 2 and 3).
10. 8.33 Auxiliary Services – no changes.

Chapter 6 policies (within purview of Academic Senate) which were presented for information:

1. 6.10 Philosophy and Criteria for Associate Degree and General Education – made minor changes as shown; will go to Board for approval.
2. 6.17 Course Repetition – will be further reviewed by Academic Senate.
3. 6.20 Probation, Dismissal, and Readmission – will be further reviewed by Academic Senate.

## 1.01 District Mission

1. The mission of the San Mateo County Community College District is:

### PREAMBLE

The Colleges of the San Mateo County Community College District, Cañada College, College of San Mateo, and Skyline College, recognizing each individual's right to education, provide the occasions and settings which enable students to develop their minds and their skills, engage their spirits, broaden their understanding of social responsibilities, increase their cultural awareness and realize their individual potential. The District ~~is committed to leadership by providing quality education and promoting life-long learning in partnership with its community and its surrounding educational institutions.~~ It actively participates in the economic, social, and cultural development of San Mateo County. In a richly diverse environment and with increasing awareness of its role in the global community, the District is dedicated to maintaining a climate of academic freedom in which a wide variety of viewpoints is cultivated and shared. The District actively participates in the continuing development of the California Community Colleges as an integral and effective component of the structure of public higher education the State.

### MISSION

In an atmosphere of collegiality and shared responsibility, and with the objective of sustaining open access for students and being responsive to community needs, the Colleges of the San Mateo County Community College District will fulfill the following mission with excellence:

- Provide a breadth of educational opportunities and experiences which encourage students to develop their general understanding of human effort and achievement; and
- Provide lower division programs to enable students to transfer to baccalaureate institutions; and
- Provide ~~o~~ccupational career and technical education and training programs directed toward career development, in cooperation with business, industry, labor, and public service agencies; and
- Provide basic skills education in language and computational skills required for successful completion of educational goals; and
- Provide a range of student services to assist students in attaining their educational and career goals; and
- Provide self-supporting community education classes, contract education and training and related services tailored to the human and economic development of the community; and
- Provide leadership in aligning educational programs and services offered by all local educational institutions and community service organizations; and
- Celebrate the community's rich cultural diversity, reflect this diversity in student enrollment, promote it in its staff, and maintain a campus climate that supports student success.

To fulfill this educational mission, the District is committed to effective institutional research that supports the evaluation and improvement of programs, services, and student outcomes. Shared governance is practiced through processes that are inclusive with regard to information sharing and decision making, and that are respectful of all participants. The District plans, organizes and develops its resources to achieve maximum effectiveness, efficiency, equity and accountability.

2. The Mission is evaluated and revised on a regular basis.

**Reference:** Accreditation Standard I

(3/09 Revised xx/xx)

## 2.26 Drug-Free Workplace and Educational Environment

1. It is the policy of the San Mateo County Community College District to maintain a drug-free workplace and educational environment for its employees and students in accordance with the requirements of the Federal Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989. In addition to this policy, the District continues to maintain its employee and student policies pertaining to the possession and use of alcohol and drugs on District property. Employees and students who are under the influence of an intoxicant while on District property are subject to disciplinary action, pursuant to current policies which regulate employee and student conduct.
2. The manufacture, distribution, dispensation, possession, or use of alcohol ~~or a controlled substance~~ in the workplace or educational facilities and on any District property is strictly prohibited ~~except as permitted by law and included in District procedures. "Controlled substance," as defined in the Act, does not include distilled spirits, wine, malt beverages or tobacco. This policy does not prohibit the lawful use of alcoholic beverages on District property provided that such use strictly adheres to State or other laws which expressly permit its use under specific circumstances and in specified District facilities.~~ The possession, sale or furnishing of alcohol on District property is governed by California state law and is controlled by the Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on District property is the primary responsibility of the Public Safety Department in conjunction with local law enforcement. It is unlawful to sell, furnish or provide alcohol to anyone under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal.
3. ~~The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Public Safety Department in conjunction with local law enforcement.~~ The Public Safety Department, in conjunction with local law enforcement, strictly enforces federal and state laws regarding the unlawful possession, sale, manufacture or distribution of any controlled substance as defined by law.
4. As appropriate and permitted by law, the Chancellor is authorized to enact procedures regarding serving alcoholic beverages on campus. Alcoholic beverages shall not be served on campus except in accordance with these procedures.
5. It is the responsibility of each District employee to adhere to the requirements of the drug-free policy and to notify the Office of Human Resources within five (5) days of any criminal drug statute conviction for violations occurring in the workplace or educational setting.
6. Within ten (10) days after receiving notice from an employee of any criminal drug statute conviction, the Office of Human Resources will notify all Federal agencies from which Federal grants are received, pursuant to requirement of the Act.
7. Within thirty (30) days of receiving notice of such conviction, the Chancellor or designee shall initiate the appropriate personnel action or require the employee to participate in a drug-abuse assistance or rehabilitation program.
8. District employees found to be in violation of this policy by unlawfully manufacturing, distributing, dispensing, possessing or using alcohol or a controlled substance in the workplace, educational facility or on any District property, or by failing to notify the District of criminal drug statute convictions as required, will be subject to disciplinary measures up to and including dismissal, pursuant to established District and collective-bargained policies and procedures.

## 2.26 Drug-Free Workplace and Educational Environment

9. It is the responsibility of each District student to adhere to the regulations of this drug-free policy. Students found to be in violation of this policy by the unlawful manufacturing, distributing, dispensing, possessing or using alcohol or a controlled substance on District property will be subject to disciplinary measures up to, and including expulsion, pursuant to District policy.
10. Notice of the District Drug-Free Workplace and Educational Environment policy will be included in regular student publications and will be made available to employees annually.
- ~~10-11.~~ Employees who are covered by the Omnibus [Transportation Employee Testing Act](#) will be so notified and receive written information pertaining to it, its testing requirements, and their rights therein.
- ~~11-12.~~ Pursuant to the Omnibus [Transportation Employee Testing Act of 1991](#), District employees who are affected by this Act are subject to alcohol and controlled substance testing. The presence in the body, possession, use, distribution, dispensing and/or unlawful manufacture or sale of prohibited drugs is not condoned while conducting District business, or while in work areas, or in District vehicles on or off District property. Driving and/or otherwise performing safety-sensitive work while under the influence of alcohol, a controlled substance, or impaired as the result of a legally prescribed medication, are considered “prohibited conduct” for the purpose of this Act.
- ~~12-13.~~ Each driver who has engaged in prohibited conduct (found to be operating under the influence of alcohol or a controlled substance) shall be advised of resources available in evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances, including the names and locations of substance abuse professionals and counseling and treatment programs. Those employees who are found to be impaired as the result of using a prescription drug will not be permitted to perform safety-sensitive job duties and will be directed to their treating physician to regulate use of their medication.
- ~~13-14.~~ The referral of a driver to an assistance program or substance abuse professional shall not preclude the imposition of disciplinary action. The employee will be accorded all rights and benefits as specified in the Americans with Disabilities Act and other applicable medical and leave laws as appropriate. Disciplinary procedures which may be imposed on the employee will adhere to District and collectively-bargained policies and procedures.

**References:** Drug Free Schools and Communities Act; 20 U.S. Code Section 1145g ; [21 U.S. Code Section 802](#); 34 C.F.R. Sections 86.1 et seq. and 668.46(b); 49 C.R.F. Part 40; Drug Free Workplace Act of 1988; 41 U.S. Code Section 702; Business and Professions Code Section 25608

(Revised ~~2/12~~ xx/xx)

## 2.34 Computer and Network Use

Employees and students who use District computers and networks and the information they contain, and related resources, have a responsibility not to abuse those resources and to respect the rights of others. The Chancellor shall establish procedures that provide guidelines to students and staff for the appropriate use of information technologies. ~~The procedures shall include that u~~ Users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

**References:** Education Code Section 70902; Government Code Section 3543.1(b); Penal Code Section 502; California Constitution, Article 1 Section 1; 17 U.S. Code Sections 101 et seq.

(xx/xx)

## 2.45 Conflict of Interest

1. In compliance with law, the Board shall adopt a Conflict of Interest Code and shall periodically review the list of designated employees required to complete financial disclosure forms.
2. Each Board member and each designated employee under the District's Conflict of Interest Code shall annually file a statement disclosing those interests in investments, real property, and income that are designated as reportable under the Conflict of Interest Code.
3. No Board member nor any employee of the District shall make, participate in making or, in any way, attempt to use his or her position to influence a governmental decision in which he or she knows or has reason to know that he or she has a financial interest.
  - a. A Board member who has a remote interest in any contract considered by the Board shall disclose his or her interest during a Board meeting and have the disclosure noted in the official board minutes. The Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.
  - b. A Board member shall not engage in any employment, activity, or enterprise, for profit, that is inconsistent with, incompatible with, in conflict with, or inimical to his or her duties as an officer of the District.
4. The Chancellor shall designate a filing Officer for conflict of interest matters and that person shall perform related duties as required by law.

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

(Revised Reviewed ~~5/09~~ xx/xx)

## 7.01 Eligibility Requirements for Admission of Students

1. The Dean of Enrollment Services shall be responsible for coordinating the admission process of students, including student eligibility.
2. Any individual applying for admission to any College of the District must meet one of the following requirements and be capable of profiting from the instruction offered:
  - a. Be a graduate of a high school. The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The Chancellor or designee shall establish procedures for evaluating the validity of a student's high school completion.
  - b. Be a non-high school graduate who is 16 or 17 years of age, who has passed the California High School Proficiency Examination or completed the G.E.D. Examination Series with a minimum score of 50 on any one test and an average of 55 or more for all tests.
  - c. Be 18 years of age or older and, in the judgment of the President of the College or designee, be capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition of being readmitted in any succeeding semester.
  - d. Be an apprentice as defined in Section 3077 of the Labor Code.
  - e. Be a high school student (grades 9-12) whose admission as a part-time (as defined in Education Code, Section 48800) or full time student (as defined in Education Code Section 48800.5) is recommended for advanced scholastic or vocational courses by his/her high school principal, or designee, and approved by the President of the College or designee. Any student enrolled in grades 9-12 may attend fall, spring and summer sessions.
    - i. The Chancellor or designee shall establish procedures regarding ability to benefit and admission of high school or younger students.
    - ii. Denial of Requests of Admission
      1. If the President of the College or designee deems that a high school student does not demonstrate the ability to profit from the advanced scholastic or vocational courses recommended by the high school principal, or designee, the President of the College will provide a recommendation to the Board to deny the student's admission as a special full time or part time student.
      2. The Board will review the President's recommendation. If the Board denies a request for special full time or part time enrollment by a student who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within sixty (60) days.
      3. The written recommendation and denial shall be issued at the next regularly scheduled Board meeting that occurs at least thirty (30) days after the student submits the request to the District.
    - iii. The Chancellor or designee shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

## 7.01 Eligibility Requirements for Admission of Students (continued)

- iv. Claims for state apportionment submitted by the district based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.
3. Admission to the College may be granted or denied within the framework of existing education and administrative codes and District/College policies.
4. Colleges of the District shall admit transfers from other collegiate institutions. If such transfer students are academically deficient, they may be admitted, but upon admission are subject to the academic standards of the District applied to all coursework completed at any of the Colleges in the District.
5. Each College shall admit students who are not residents of the State of California. These students shall be required to pay non-resident tuition.
6. In all impacted programs and other programs and classes requiring special screening, the final selection of students will be the prerogative of the appropriate College staff.
  - a. Criteria to be used in establishing priority admittance to these programs and classes shall include a review of all applicable academic prerequisites, required college-level work, standard testing, interview, and evidence the persons meets health requirements.
  - b. The District has the primary responsibility for providing educational opportunities for residents of the District. Therefore, priority in admission to these programs shall be given to District residents.
7. Information regarding admission policies and procedures shall be maintained in the college catalogs.
8. The District will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance, except that this paragraph shall not apply to the recruitment of foreign students residing in foreign countries who are not eligible to receive federal student assistance.

**References:** Education Code Sections 76000, 76001 and 76002.; Labor Code Section 3077; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; 34 Code of Federal Regulations Section 668.16(p)

(Revised 3/12 xx/xx)

### 7.03 Eligibility Requirements for Admission of International Students

1. An international student is defined as one who is in the United States on a valid and current student visa.
2. The following are the admission requirements for international students. International students must:
  - a. Satisfy all requirements for college required by U.S. Immigration and Customs Enforcement.
  - b. Provide verification of being in compliance with all applicable rules of the Immigration and Customs Enforcement Service, with respect to an existing F-1 (student) visa, when transferring from a United States educational institution.
  - c. Demonstrate proficiency in the use of the English language to a degree which will enable them to benefit from instruction.
  - d. Offer evidence of a standard degree of academic aptitude and achievement equivalent to an American high school education with recommending grades.
  - e. Meet any standards of health specifically set forth by Federal, State, or local authorities.
  - f. Demonstrate ability to support self while in College.
  - g. Generally, not have previously completed a level of education (college degrees, etc.) that exceeds that being sought at the District College.
3. A student holding an F-1 visa with an I-20 issued by another educational institution, or the dependent of a student in that category, may be admitted as a part-time student not to exceed six units each semester.
4. All international students will be required to pay non-resident tuition. [See Rules and Regulations, [Section 8.74 \(5\)](#)]
5. All international students will be required to pay an International Student Health Insurance fee for each semester or session of attendance. This fee will be waived for international students who present proof of enrollment in a personal health insurance plan valid in California with an appropriate level of coverage.
6. [The Directors of Enrollment Services or their designees shall determine eligibility requirements for international students taking online courses.](#)

**Reference:** Education Code Section 76141; 76142; Title 5 Section 54045.5; Title 8, U.S.C. Section 1101, et seq.

(Revised ~~10/09~~ xx/xx)

## 7.60 Student Organizations and Activities

1. The students of the District are authorized to organize student body associations. The Board hereby recognizes those associations at the three Colleges as the Associated Students.
2. Membership in student organizations is open to all students. Denial of membership in any organization or of participation in any activity on the basis of age, gender, marital status, disability, race, color, sexual orientation, religion, national origin, or other similar factors is specifically prohibited. Membership in secret societies is prohibited.
3. The Associated Students organization is recognized as the official voice of the students in the District and the College decision-making processes.
4. The Associated Students organization may conduct such activities as are consistent with the purposes of the organization, the educational and social goals of the College, and approved policies and procedures of the District and the College.
  - a. All activities shall be appropriately supervised by a member of the staff or by a person designated by the Vice President, Student Services.
  - b. Activities involving field trips or excursions shall be subject, as appropriate, to the same regulations as for required and non-required field trips.
  - c. Activities shall be designed to minimize the possibility of degrading, disgracing, or injuring any person or persons.
  - d. Distribution and posting of materials shall be subject to District and College policies and procedures.
5. ~~The District shall work with local law enforcement agencies to monitor and assess criminal activity in which students engage at off-campus locations of student organizations officially recognized by the District.~~ The District shall work with local law enforcement agencies to monitor and assess student criminal activity which occurs when an officially recognized student organization meets at an off-campus location.
6. The District shall work with local law enforcement agencies to monitor and assess criminal activity in which students engage at off-campus locations of student organizations officially recognized by the District.
- ~~5.7.~~ The Associated Students organization shall be granted the use of District premises subject to such administrative procedures as may be established by the Chancellor or designee. Such use shall not be construed as transferring ownership or control of the premises. When College facilities are used, the organization shall assume liability for all charges incurred as well as property damage.
- ~~6.8.~~ Student clubs and organizations operate under the auspices of the Associated Students.
- ~~7.9.~~ The Associated Students organization operates under the auspices of Student Services at each College (see Student Organizations and Activities Procedures, 7.60(1)).

**Reference:** Education Code Sections 76060 and 76062

(Revised ~~6/11~~ xx/xx)

## 7.69 Student Conduct

- A. Students enrolled in the Colleges of the District are expected to conduct themselves as responsible citizens and in a manner compatible with the District and College function as an educational institution. Students ~~are also subject to civil authority and to the specific regulations established by the District and/or each College in the District~~ who violate this code of conduct may be subject to disciplinary action as defined in Policy 7.70 and also to civil authority.
- B. The following actions are prohibited and may lead to appropriate disciplinary action:
1. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of, College/District personnel, or violating the rights of other students.
  2. Assault, battery or any threat of force or violence to a student or District/College personnel on District/College premises or at any time or place while under the supervision of District/College personnel.
  3. Causing, attempting to cause, or threatening to cause physical injury or threat of force or violence to the person, property or family of any member of the College community, whether on or off College/District premises as defined below, except in self defense.
  4. Aiding or abetting, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.
  5. Harassing, intimidating or threatening a student who is a witness in a school disciplinary proceeding, administrative proceeding or law enforcement investigation for the purpose of preventing the student from being a witness or retaliation for being a witness.
  - ~~6. Harassment or bullying by use of electronic devices.~~
  - ~~7. 6.~~ Causing or attempting to cause, threatening to cause or participating in an act of hate violence, as defined in Education Code Section 233(e).
  - ~~8. 7. Engaging in physical or verbal intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance or College/District employee's work performance, or of creating an intimidating, hostile or offensive educational or work environment. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.~~
  - ~~7. 8.~~ Engaging in physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, or authorized curricular or co-curricular activities or prevention of authorized guests from carrying out the purpose for which they are on campus.
  - ~~8. 9.~~ Terroristic threats against school officials, students or school property as defined in Education Code Section 48900.7(b).
  - ~~9. 10.~~ Theft of, damage to, or threat of damage to property belonging to or located on College/District controlled property or facilities, or to the private property located on College/District premises.
  - ~~10. 11.~~ Knowingly receiving stolen property belonging to the College District.
  - ~~11. 12.~~ Participation in hazing.
  - ~~12. 13.~~ Unauthorized entry into, or use of, or misuse of College/District owned or operated facilities.
  - ~~13. 14.~~ Forgery, alteration, or misuse of College/District documents, records, or identification.
  - ~~14. 15.~~ Misrepresentation of oneself or of an organization as an agent of the College/District.
  - ~~15. 16.~~ Dishonesty (such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials).
  - ~~16. 17.~~ Infringement or violation of copyright laws.
  - ~~17. 18.~~ Disorderly conduct or lewd, indecent, or obscene conduct or expression or habitual profanity or vulgarity; any expression which is obscene, libelous or slanderous according to current legal

## 7.69 Student Conduct (continued)

- standards or which so incites students as to create a clear and present danger of the commission of unlawful acts, or the substantial disruption of the orderly operation of the Community College on any College/District-owned or controlled property or at any College/District-sponsored or supervised function.
- ~~18-19.~~ Extortion or breach of the peace on College/District property or at any College/District-sponsored or supervised function.
- ~~19-20.~~ Unlawful use, sale, possession, offer to sell, furnishing, or being under the influence of any controlled substance (listed in the California Health and Safety Code), alcohol, or an intoxicant of any kind, or a poison classified by laws defining controlled substances while on College/District property, or at College/District functions; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia.
- ~~20-21.~~ Possession, sale, use, or otherwise furnishing of explosives, dangerous chemicals, deadly weapons or other dangerous objects on College/District property or at a College/District function without prior authorization of the Chancellor, College President, or authorized Designee. Possession of an imitation firearm, knife or explosive on College/District property with the intent to threaten, frighten or intimidate.
- ~~21-22.~~ Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College/District.
- ~~22-23.~~ Failure to satisfy College/District financial obligations.
- ~~23-24.~~ Failure to comply with directions of College/District officials, faculty, staff, or campus security officers who are acting within the scope of their employment. Continued and willful disobedience or open and persistent defiance of the authority of College/District personnel providing such conduct as related to District/College activities or College attendance or on College/District property.
- ~~24-25.~~ Failure to identify oneself when on College/District property or at a College/District-sponsored or supervised event, upon request of a College/District official acting in the performance of his/her duties.
- ~~25-26.~~ Stalking, defined as a pattern of conduct by a student with intent to follow, alarm, or harass another person, and which causes that person to reasonably fear for his or her safety, and where the student has persisted in the pattern of conduct after the student has been told to cease the pattern of conduct. Violation of a restraining order shall constitute stalking under this policy.
- ~~26-27.~~ Gambling: Betting, wagering or selling pools; playing card games for money; using District resources (telephones, computers, etc.) to facilitate gambling.
- ~~27-28.~~ Committing sexual harassment as defined by law or by District policies and procedures.
- ~~28-29.~~ Engaging in harassing or discriminatory behavior based on ~~disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or any other status protected by law~~; nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or on any basis prohibited by law.
- ~~29-30.~~ Persistent, serious misconduct where other means of correction have failed to bring about proper conduct or where the presence of the student causes a continuing danger to the physical safety of students or others.
- ~~30-31.~~ Violation of other applicable Federal, State and Municipal statutes and District and College rules and regulations in connection with attendance at programs or services offered by the College/District or while on College/District property or at College/District sponsored activities.
- ~~31-32.~~ Unauthorized computer usage, including: unauthorized entry into a file to use, read, or change the contents, or for any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification and password; use of computing facilities to interfere with the work of

## 7.69 Student Conduct (continued)

another student, faculty member, or District official; use of computing facilities to send ~~or receive~~ obscene or abusive messages; use of computing facilities to interfere with the normal operations of District computing.

### C. Definitions: When used in this policy:

1. Student – any person taking or auditing classes at a College in the District or who has been admitted to any of the Colleges within the District
2. District premises – any building or grounds owned, leased, operated, controlled or supervised by the District.
3. District or School Property – includes both personal and real property owned or controlled by the District.
4. District or College sponsored activity – any activity on or off the District or College premises that is directly initiated or supervised by the District or a District organization
5. Weapon – any object or substance designed or used to inflict a wound or cause injury
6. Reckless – conduct which one should reasonably be expected to know would create a substantial risk of harm to a person or property or which would otherwise be likely to result in interference with normal College/District sponsored activities
7. Will and Shall – are used in the imperative sense.

### D. Disciplinary Action while criminal charges are pending:

Students may be accountable both to law enforcement and to the District for acts that constitute violations of law and of this policy. Disciplinary action at the College/District will normally proceed during the pendency of criminal proceedings, and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

- E. No student shall be suspended from a College unless the conduct for which the student is disciplined is related to College/District activity or attendance. Any violation of law, ordinance, regulation or rule regulating or pertaining to, the parking of vehicles, shall not be cause for removal, suspension, or expulsion of a student.

**References:** Education Code Sections 66300, 66301 and 76033; Accreditation Standard II.A.7.b

(Revised ~~1/10~~ xx/xx)

### 8.17 Capital Construction

1. The Chancellor is responsible for planning and administrative management of the District's capital outlay and construction program.
2. District construction projects shall be supervised by the Chancellor or his/her designee.
3. The Executive Vice Chancellor shall monitor the progress of all construction work including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work. The Executive Vice Chancellor shall assure compliance with laws related to use of state funds to acquire and convert existing buildings.
4. The Board shall approve and submit to the Board of Governors a five year capital construction plan as required by law. The Chancellor shall annually update the plan and present it to the Board for approval. The plan shall address, but is not limited to, the criteria contained in law.

**References:** Education Code Sections 81005 and 81820; Title 5, Section 57150 et seq.

(xx/xx)

### 8.33 Auxiliary ~~Operations~~ Services

#### 1. Bookstores

- a. Under the direction of the ~~Associate Executive Vice~~ Chancellor, uniform District operating procedures, including those relating to fiscal practices, shall be established for all bookstores in accordance with Education Code provisions for auxiliary organizations. A single quarterly financial summary, covering the operations of all three bookstores shall be presented to the Board.
- b. College bookstores will be self-supporting, with funds from operations covering all direct and indirect costs, including repairs, maintenance, equipment, utilities, telephone, administrative and support services and an annual assessment for rental for the space occupied by the stores. This rental assessment will be utilized to provide improvements in delivery systems to students based on annually established priorities approved by the Board.
- c. College bookstores shall be operated on a not-for-profit basis, primarily as a service for students, faculty and staff. Any capital growth occurring at the bookstores beyond their requirements for inventory, operating fund, and reserve for capital outlay shall be devoted to service improvements.

#### 2. Vending Services

- ~~a. Forty five (45) percent of all funds derived from vending machines shall be utilized for operational or service improvements in the cafeterias.~~
- ~~b. Fifty five (55) percent of each College's funds derived from vending machines shall be deposited to the credit of the Associated Students' accounts at each College.~~
  - a. Vending revenue will be reviewed annually by the District Auxiliary Services Advisory Committee, which shall recommend its uses and allocation to the Executive Vice Chancellor.

#### 3. Cafeterias

- a. The cafeterias may be operated by an outside management firm and will operate on a **not-for-profit basis**, primarily as a service to students, faculty, and staff.
- b. A single quarterly financial summary, covering the operations of all three cafeterias shall be presented to the Board.

#### 4. Fitness Center

- a. Fitness centers may be operated by an outside management firm as directed by the San Mateo County Community College District and College administration and will operate on a **not-for-profit basis**, primarily as a service to students, faculty, staff and the community. **Any capital growth occurring at the fitness centers beyond their requirements for inventory, operating fund, and reserve for capital outlay shall be devoted to service improvements.**
- b. A single quarterly financial summary covering the operations of the fitness center(s) shall be presented to the Board.

### 8.33 Auxiliary Services (continued)

- ~~e. The College of San Mateo Fitness Center/pool area is a joint use facility shared by the academic program and the San Mateo Athletic Club (SMAC). Scheduling space is accomplished by direct collaboration between the Kinesiology, Athletics and Dance Division and SMAC.~~
- c. The Health and Wellness Center/Pool is a joint use facility shared by the academic programs at College of San Mateo and the San Mateo Athletic Club (SMAC). Scheduling is determined by the Kinesiology, Athletics, and Dance Division Dean and the Vice President of Instruction in consultation with the Vice Chancellor of Auxiliary Services and SMAC. The ultimate goal is that each program benefit the other and that both be successful.

**References:** Education Code Section 72670, Statutes of 1976; Education Code Section 88003.1

(Revised ~~5/98xx/xx~~)

## **Middle Class Scholarship Act**

There is no printed material for this item

## **Millionaire's Tax Initiative**

There is no printed material for this item