Associated Students of College of San Mateo

Senate Agenda

Monday, October 5, 2015, 2:15 PM
College Center Building 10, College Heights Conference Room (Room 468)

The public is invited and encouraged to attend all ASCSM 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 of the Public items on the Agenda. Members of the public may participate in discussions only 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**
At this time, members of the public may address the Senate on non-Agenda items. Limit of 15 minutes per topic and 3 minutes per speaker.

VI. **Reports**

a. **Officers**

i. President	Sennai Kaffl
ii. Vice President	Samantha Trump
iii. Finance Director	Danuta Wang
iv. Vice Chair	James Roe
v. Secretary	Tim Exner

b. **Senators**
Including reports from ASCSM boards and committees, ASCSM task forces, College and District participatory governance committees, and reports from other boards, committees, or organizations.

c. **Advisors**
i. Aaron Schaefer, Student Life and Leadership Manager
ii. Fauzi Hamadeh, Student Life and Leadership Assistant

VII. **Unfinished Action, Discussion, and Information Items**

a. **Appointments – President Kaffl**
The Senate shall discuss and consider any and all appointments and/or recommended appointments to the Senate, the Advocacy Board, the Cultural Awareness Board, the Programming Board, any College and/or District participatory governance committees, and/or any other appointments that may be deemed necessary; possible action to take place.

b. **Legislative Bill – Advocacy Board Chair Wallace**
The Senate shall discuss and consider recommendations from the Advocacy Board regarding positions on local, state, and national legislation that may have an impact on students; possible action to take place.

c. **ASCSM Goals for 2015/16 Action Plans – Advisor Schaefer**
The Senate shall discuss and consider establishing action plans for the ASCSM Goals for the 2015/16 academic year; possible action to take place.

VIII. New Business, Discussion, and Information Items

a. **Support for CSM Food Pantry – Vice President of Student Services Jennifer Hughes and Health Services Director Sharon Bartels, RN**
The Senate shall discuss and consider the request to support the CSM Food Pantry; possible action to take place.

b. **Active Minds National Conference – Active Minds**
The Senate shall discuss and consider the request from the Active Minds club to support attendance at the group's national conference; possible action to take place.

c. **World Chat – International Club**
The Senate shall discuss and consider the request from the International Club to support the group's World Chat language education event; possible action to take place.

d. **Suavetona! Concert – Professor Rudy Ramirez**
The Senate shall discuss and consider the request from Professor Rudy Ramirez to support his Suavetona! concert; possible action to take place.

e. **Homecoming Rally – Programming Board Chair Stein and Senator Chin**
The Senate shall discuss and consider supporting the proposed football Homecoming Rally; possible action to take place.

f. **Latino Heritage Month – Cultural Awareness Board Chair Mascareno**
The Senate shall discuss and consider supporting the proposed Latino Heritage Month event; possible action to take place.

g. **SMCCCD Board of Trustees Candidate Forum – Advocacy Board Chair Wallace**
The Senate shall discuss and consider plans to hold a forum for candidates in the upcoming San Mateo County Community College District Board of Trustee election; possible action to take place.

h. **Establishment of Textbook Task Force – President Kaffl**
The Senate shall discuss and consider establishing a task force to address issues surrounding the costs of textbooks and the Textbook Rental Program; possible action to take place.

i. **Review of Proposed Changes to District Policies and Procedures – President Kaffl**
The Senate shall review, discuss, and provide feedback regarding the proposed changes to SMCCCD Policies and Procedures BP 1.10 Duties and Responsibilities of the Board; BP 7.69 Student Conduct; AP 7.69.1 Standards of Student Conduct, Prohibited Actions and Disciplinary Procedures; and 8.06 Investment of District Funds; possible action to take place.

j. **Purchase of ASCSM Apparel – Advisor Schaefer**
The Senate shall idscuss and consider funding to purchase ASCSM apparel; possible action to take place.

IX. Future Agenda Items
At this time, members of the Senate may suggest agenda items for consideration for future meetings.

X. Final Announcements & Hearing of the Public (15 minutes per topic, 3 minutes per speaker)
At this time, members of the Senate and members of the public may voice any concluding comments.

XI. Adjournment

The Associated Students of College of San Mateo

Senate Minutes (Unapproved)

Monday, September 14, 2015
2:15 pm
College of San Mateo, College Center, Building 10, College Heights Conference Room (Room 468)

I. The meeting was called to order at 2:16 pm.

II. Roll Call

a. Members Present: President Sennai Kaffl; Vice President Samantha Trump; Finance Director Danuta Wang; Vice Chair James Roe; Secretary Tim Exner; Senators, Laurie Chin, Jenine Elkady, Erik Ferroggiaro, Young-Min Kim, Grecia Mascareno, Daniel Wallace, Jielin Yu, Marco Zavala.
b. Advisors present: Aaron Schaefer, Student Life and Leadership Manager.
c. Members absent: Senator Katarina Stein.

III. Approval of the Agenda

a. Motion to approve the Agenda by Senator Ferroggiaro and Seconded by Senator Wallace. Hearing no objections, the motion is carried.

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

a. Motion to approve the Minutes of the Monday, August 31, 2015 meeting by Senator Ferroggiaro and seconded Senator Stein. Hearing no objections, the motion is carried.
b. The Minutes of the Monday, September 9, 2015 meeting need the last names of the board appointees prior to approval. They will be provided at the next meeting.

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

None.

VI. Reports

a. Officers

i. **President Sennai Kaffl** greeted everyone and stated that there are a lot of new appointments to be made. There are a lot of events to get started on. He stated that he was glad to see a lot of new faces because we need lots of people to help with these events. Finally, President Kaffl stated that he's excited about all the interest in student government and let's have a great year.

ii. **Vice President Samantha Trump** greeted everyone and stated she hope their classes are going well. She encouraged all Senate members to promote student government in their classes, tell them about us and invite them to meetings.

iii. **Finance Director Danuta Wang** introduced herself to the new people and stated that she was the Finance Director and would be responsible for the budget.

iv. **Vice Chair James Roe** stated that the Club Fair will be a two day event. He stated that it will be held either Tuesday, September 29th and Wednesday, September 30th or Wednesday, September 30th and Thursday, October 1st. We don't have the days quite finalized yet. Vice Chair Roe stated that he wanted to point out that anytime Associated Students members see flyers or posters around the campus, that have an expired stamp or no stamp at all, they can and should take them down. He stated that many are job offer scams and regardless of what they are they are supposed to go through Student Life and be stamped. Advisor Schaefer explained that anyone may post on the outside Free Speech Boards. Secretary Exner stated that they should never post or remove anything from the Veterans' Board outside of the VROC (Veteran's Resource Center). Senator Stein stated that it's usually OK to post on there if you ask them first.

Vice Chair Roe stated that he has created a cleanup list for the Senate Office. It is key areas that should get a quick cleanup to keep the office neat and organized. He stated he wrote everyone's name on cards and randomly put them in pairs of two people per week. Vice Chair Roe stated that he would pass the list around and would also write it on the calendar. He stated that, ideally, it should be done on Friday but if you aren't here on campus Friday do when you are here. Secretary Exner stated that he thinks that everyone should make an effort to also keep the prep room clean. He stated that 90% of the mess in there is from the Associated Students and the clubs. He stated that they are totally willing to help but now, especially since Nick is no longer here, he will be extremely busy with the front desk. Finally, Secretary Exner stated that all the help they can give him keeping the place clean will be greatly appreciated.

v. **Secretary Tim Exner** had no report.

b. Senators

i. **Senator Ferroggiaro** stated that Kathy Diamond had sent him the link for the next volunteer project at Huddart Park. He will forward that link to the Senate members so they can sign up. He stated that he will also pass around a list at next Monday's Senate meeting on which you can put your contact information to give to her in case she needs to get ahold of you. It will only be given to her and will be destroyed at the end of the project. It is the same project we did last year.

Senator Ferroggiaro stated that he and some of the Senators were considering getting a coffee pot for the Senate Office. He stated that they wanted to bring it up so they could discuss what kind to get, the price, and collect money or whatever is necessary to get a coffee pot in the office. Advisor Schaefer stated that they must first get him and Advisor Hamadeh's permission. He stated he has removed two coffee pots in the past because no one cleaned them. Senator Ferroggiaro stated that they could clean it after each use. Advisor Schaefer stated that if it was kept clean and someone purchased it they would give it a try. He explained this is not something the AS should be buying for themselves. Finally, Advisor Schaefer stated that if it was not kept clean it would be thrown out and the coffee privileges would be revoked.

c. Advisors

i. **Aaron Schaefer, Student Life and Leadership Manager,** stated that it has come to his attention that people are leaving food around the office and not cleaning up after themselves. Please do your colleagues a favor and when you are done eating throw it out. He stated that if they have something half eaten or an open soda that they don't want, please throw them away outside the office. If facilities forget to get the trash in the office, it stinks and we also get ants. Advisor Schaefer stated that if you bring food to share and leave it there, that is fine but take it when you leave for the day.

Advisor Schaefer stated he wanted to reiterate what Secretary Exner said about the prep room. He stated that they need to keep that area tidy, as it is not Tim or any Student Assistant's job to clean it. They will certainly be there to help when they are available but it should be cleaned after every event. Advisor Schaefer stated that they should schedule time either that Thursday or Friday to come and clean it up and put everything away. Cleaning up after an event does not mean just shoving everything in the prep room. He stated that it means putting everything back where it came from and putting the carts in the storage room down the hall from the Prep Room. This includes clubs. Whoever uses the Prep room needs to clean it up afterwards and not leave it. He stated that Tim can show you were things belong.

Advisor Schaefer stated that Advisor Hamadeh had sent out the application for those of you who would like to go to the CCCSA Conference. He stated that the conference takes place October 23rd through October 25th. He explained that we will leave CSM in the afternoon Friday and leave there Sunday morning. He stated that the applications are due this Thursday by 4:30 PM.

Advisor Schaefer stated that there is space for 8 applicants so please apply if you are interested.

Advisor Schaefer explained that Advisor Hamadeh is on an interview hiring panel today.

ii. **Fauzi Hamadeh, Student Life and Leadership Assistant,** was not present.

VII. Unfinished Action, Discussion, and Information Items

a. Appointments – President Kaffl

President Kaffl stated that he would first like to talk about the Participatory Governance Committees. He stated that he had met with President Claire and talked about him coming to the Senate meeting to discuss the senators' roles in serving on the committees and what you can achieve as a member of the committees. He stated that he attended the IPC meeting and didn't really participate too much. President Claire stated that he understood, as there was no orientation. President Claire suggested that he come and talk to the other Senate members who may also be facing the same situation. President Kaffl stated that President Claire couldn't make it this week as he had spoken to him after the Agenda had been set. He may be able to attend the Senate meeting next week or the following week. President Kaffl stated that as we are all now on these committees it would be good to know what all of our roles are. It's also an opportunity to get to know President Clair a little and learn what he expects from us. President Kaffl stated that there are a few positions open on some of the committees. He stated that any interested Senators who have available time in their schedules should message him. He explained that for the committees that are meeting he would expect some reports back from the Senators who are serving on them. He stated that he will want to know what was discussed at the committee meetings.

President Kaffl stated that he would now like to proceed with the Board appointments. Advisor Schaefer stated that we are going to deviate from procedure slightly. As there are so many, and in interest of time, we are going to do all of the appointments for each board at once. He stated to the Senators: that if they have questions for the Board applicants, please keep them concise and relevant.

President Kaffl stated that he will do the appointments for the Cultural Awareness Board first. He stated that Martha Reyes Cruz, Noremi Marin, Jorge Taffola Hernandez, and Luis Hernandez are to be appointed to the Cultural Awareness Board. Senator Mascareno Stated that Jorge and Noemi are unable to be here, as Jorge is on the track team and Noemi has a class conflict. Advisor Schaefer stated that we can appoint them since they are school-related obligations. President Kaffl asked the applicants present to introduce themselves and tell the Senate a little about themselves and why they want to join the Cultural Awareness Board, which they each did.

Motion to approve appointing Martha Reyes Cruz, Noremi Marin, Jorge Taffola Hernandez, and Luis Hernandez to the Cultural Awareness Board by Senator Ferroggiaro and seconded by Vice Chair Roe. Without objection, the motion passes. All of the Cultural Awareness Board applicants were appointed.

President Kaffl Stated that he will now proceed with the appointments for the Programming Board. He stated that Sio Pang (Jacky) Wong, Yee Kit Kelvin Fong, Luke Awwad, Cameron Webster, Anastasia, Angelina Gica, Udiel Medina Ramirez, Fuiva "Lex" Manakainiu, Nabila Nadie Hamzah, and Jingwen Alison Zhao are to be appointed to the Programming Board. President Kaffl asked the applicants present to introduce themselves and tell the Senate a little about themselves and why they want to join the Programing Board, which they each did.

Motion to approve appointing Sio Pang (Jacky) Wong, Yee Kit Kelvin Fong, Luke Awwad, Cameron Webster, Anastasia, Angelina Gica, Udiel Medina Ramirez, Fuiva "Lex" Manakainiu, Nabila Nadie Hamzah, and Jingwen Alison Zhao to the Programming Board by Senator Stein and seconded by

Senator Chin. Without objection, the motion passes. All of the Programming Board applicants were appointed.

Senator Wallace stated that Tristan, the applicant for the Advocacy Board, is overwhelmed at the moment and has decided to postpone being appointed until he's less overwhelmed. Advisor Schaefer stated that that was sensible.

b. Legislative Bills

None.

VIII. New Business, Discussion, and Information Items

a. Transfer Day Student Pizza Give Away – Transfer Club

President Kaffl explained that Transfer Day is an event to which many different colleges and universities are invited. They will have tables in the College Center Bayview Dining Hall to talk about transferring, what they require and what they offer. If the students visit three of the tables they can have a free slice of pizza. The Transfer Club is requesting $250.00 to fund the purchase of pizzas for the Transfer Day event.

Motion to approve $250.00 from Account #5031 to fund the purchase of pizzas for the Transfer Day event by Senator Ferroggiaro and seconded by Vice Chair Roe.

Advisor Schaefer explained that the Associated Students have been funding this event for about five years and it, as well as the other things that Transfer Club generally requests, have a great impact on the students. President Kaffl stated that President Clair stated that the Associated Students could have a table and it would be a perfect opportunity to spread awareness about student government and recruit students to join.

By a vote of 10 in favor, 0 opposed, and 0 abstaining, the motion is carried.

b. ASCSM participation in Transfer Day – President Kaffl

President Kaffl stated that we need Senate members to participate and help support Transfer Day. He stated that the AS needs to be there because he feels confident that people will want to join student government.

The Senate discussed at length the problems caused when people don't fulfill their commitments, such as during Welcome Week. President Kaffl and Advisor Schaefer stressed the importance of doing what you have committed to doing. Secretary Exner suggested that, to avoid such communication breakdowns in the future, they use group texts. He stated that the Vice Chair of each board should have each board member's number, and they should have the Vice Chair's number.

Vice President Trump stated that they would only need 2 people at a time so if 2 people are already signed up for a timeslot then don't sign up for that one. Advisor Schaefer stated they can tell people about student government and the boards and hand out promotional items and pizza. President Kaffl reiterated that it's a great opportunity to inform and recruit students. Finally, he stated that he will pass around a sign-up sheet.

c. ASCSM Co-Sponsorship of DIAG Events and Respect & Acceptance Campaign – Dr. Henry Villareal, CSM Dean of Enrollment Services

1. Dean of Enrollment Services Villareal explained that the Diversity in Action Group (DIAG) will be holding a series of events this year. He passed around a flyer for the first event on Friday, September 18th, which features speakers Dolores Huerta, co-founder of United Farm Workers of America and California State Assembly member, Rob Bonta. Dean Villareal stated that DIAG is asking the Associated Students to Co-sponsor these events along with the Puente Project, Academic Senate, the Center for Academic Excellence, and the Basic Skills Committee. He explained that they are not asking for any funds from the Associated Students, just their support of the events and the project. He stated that if his request is approved the flyer, which includes the Associated Students, will be distributed. Dean Villareal stated that

the other flyer lists the other events that are confirmed for this semester. He stated that there may be other events coordinated but the flyer lists the ones that are confirmed at this time. He stated that if there are additional events the Associated Students will be notified.

Motion to approve co-sponsoring the Diversity in Action Group events by Senator Ferroggiaro and seconded by Vice Chair Roe.

President Kaffl Asked if co-sponsoring these events meant running the activities or just supporting them. Dean Villareal stated that it would primarily be supporting the events, as they will have students groups, faculty or staff running the events. Senator Mascareno asked if the Puente Club had been contacted to help. Dean Villareal stated that yes they had and they are helping coordinate the Dolores Huerta event. Senator Stein asked if they wanted AS members to just show up to events and invite other students. Dean Villareal stated that that is what they want and you will be acknowledged for being there and supporting us. Senator Mascareno stated that, as she is the Cultural Awareness Board Chair, she can have her team contribute to your events. Vice Chair Roe stated that if Dean Villareal needs more help in the future we can provide it.

By a vote of 10 in favor, 0 opposed, and 0 abstaining, the motion is carried.

2. Dean of Enrollment Services Villareal explained that the Respect & Acceptance Campaign is a pledge of Respect and Acceptance. He passed around a copy of the pledge which reads as follows:

"CSM Pledge of Respect and Acceptance

I commit to confront all forms of hate, bigotry and bullying at CSM. I will speak out in the face of intolerance based on race, ethnicity, sexuality, gender, religion, ability or any other factor. I will work together with my CSM College Community to create a safer, more inclusive campus for all."

Dean Villareal stated that the background of this pledge is that a student last year heard someone use the n-word in front of her. She happens to be an African American student and was very discouraged to hear this offensive word said right in front of her. Dean Villareal states that it was two Anglo students who weren't directing it at her, but rather using it in a casual manner between themselves. Nonetheless, the word has a very negative connotation. He stated that it is used loosely around the campus and in the community. She was referred to me, and in talking to her, it became clear to me that anytime a word is offensive to someone we need to be cognoscente of how it impacts other people. He explained that the n-word is only one example and that many other words that can be hurtful to other individuals. Dean Villareal stated that, in speaking to DIAG about the incident, they came up with the idea of having a pledge that would state that we are committed to having a community of respect and acceptance here at CSM. He stated that that means respect and acceptance for everyone regardless of race, religion, sexual orientation, or anything else. He stated that that is what this campaign is all about. Dean Villareal stated that he is asking the Associated Students to be a co-sponsor of this pledge. He stated that they will kick off the Respect and Acceptance Campaign at this Friday's event. He stated that all the same groups that are co-sponsoring the DIAG events are also co-sponsoring this pledge. Dean Villareal then proceeded to read the pledge, which is as follows.

Motion to approve supporting the CSM Pledge of Respect and Acceptance be Senator Stein and seconded by Senator Elkady. Hearing no objections, the motion to support the pledge is carried.

The Senate then discussed at length how to possibly handle different situations of disrespect or intolerance.

d. Welcome Week Debrief – Programming Board Chair Stein and Advisor Schaefer

Programming Chair Stein stated that she felt Welcome Week could have gone a lot better. She stated that there were several people who didn't show up when they said they would and that adversely affected the event. She stated that she regrets that she was unable to be there 2 of the 3 days due to her classes, but that's what Programming Board is for and now that we are coming together we will have a solid group of people to be there when they've committed to being there. Senator Chin stated that the first 2 days they also dealt with issues that were out of their control, as well as the lack of people showing up when they were supposed to. She stated that she felt there should have been at least 5 people there and that most of the people who did help out were not Senate members. Finally Senator Chin stated that the canopies kept blowing away. Senator Roe reiterated what Programming Board Chair Stein and Senator Chin had said about the event. He stated that several people didn't show up, and random people were helping out. He also mentioned the problems with the canopies.

President Kaffl stated the importance of Associated Students members to man the tables and events. He doesn't like having random people helping out that he doesn't know, and who could potentially hurt the reputation of the AS, or steal something. He doesn't want that to happen again unless we know who they are. President Kaffl stated that there was a guy handing out stuff for us and he didn't even know who he was, so he asked if he was in student government and he said no, he just saw an empty tent and wanted to hand out stuff. President Kaffl stated that he politely explained that that is something for the Associated Students to do. He stated that he then thanked him, and encouraged him to join one of the boards. President Kaffl stated that that would have not happened if student government members were there, as planned.

Cultural Awareness Board Chair Mascareno stated that many students had told her they haven't received any emails about student government. Advisor Schaefer stated that they haven't sent them out yet. He explained that they have been a bit understaffed due to Nick's absence and then departure. Advisor Schaefer asked Secretary Exner if Advisor Hamadeh had given him the list of emails. Secretary Exner stated that he had not. Advisor Schaefer explained that Secretary Exner has many responsibilities, in addition to being your Senate secretary, as he is also the office assistant and a Peer Educator. Finally, Advisor Schaefer stated that they will send out a mass email and that it would be sent out soon.

Finance Director Wang stated that they have previously discussed the problems with the canopies and the wind and nothing had been done. Secretary Exner concurred and stated that that had been an issue as long as he had been at CSM. He stated that you usually have to have 2 extra people just to hold them down. Then Senate then discussed different ideas to secure the canopies such as buckets full of water from the fountain or sandbags. Advisor Schaefer explained why those wouldn't be acceptable. Secretary Exner suggested coming up with a proposal to purchase something. Advisor Schaefer suggested they use some buckets partially filled with a little cement, He stated that a proposal wasn't necessary and that this was something that could be purchased out of petty cash.

In closing, President Kaffl stated that he wanted to stress the importance of fulfilling your commitments.

e. **ASCSM Participation in Beach Clean-Up – Programming Chair Stein**

Programming Board Chair Stein stated that she was proposing a community service project for the Associated Students to participate in. She stated that in Half Moon Bay, where she lives, there seems to be way more tourists than ever and, resultantly, more trash on the beaches than ever. She is requesting that members of the ASCSM participate in a beach clean-up for a couple hours one weekend. Finance Director Wang asked if the clubs could participate. Advisor Schaefer stated that they could. He stated that all we need is a signup list so we know how many gloves and buckets, etc. we need. Then you need to arrange a time. Vice President Trump asked if this would be something the Senate would like to participate in. Those senators who are available said they will. Finance Director Wang asked if the clubs could earn service

hours for participating. Advisor Schaefer said yes they could. Programming Board Chair Stein stated she will pick a date and time and send out a signup list.

f. ASCSM Goals for 2015/16 – Advisor Schaefer

This Agenda item is postponed until the next Senate meeting.

g. ASCSM Goals for 2015/16 Action Plans – Advisor Schaefer

This Agenda item is postponed until the next Senate meeting.

IX. Future Agenda Items

Senator Chin suggested trying to get professors to add information about Psych Services. She stated that she knows the Peer Educators are trying to do classroom outreach but she would like to propose that teachers add information about our counseling services to their syllabuses. Advisor Schaefer stated it was a good idea but he would like to research it more and gauge the reaction before making it an Agenda item. Senator Chin stated that, as she is on the CSM Cares Committee, she could discuss it with them. Advisor Schaefer stated that he will talk to a few people and then he and Senator Chin will discuss it further.

X. Final Announcements & Hearing of the Public

Secretary Exner stated that the Peer Educators are looking for team members and, though the Senate members can't be Peers due to a potential conflict of interest, if you know responsible, outgoing people who you think would help, please tell them to go on the Job Links page and apply. He also stated that the Active Minds Club is in need of officers so if anyone is interested to please come and talk to him, as he is the President.

Advisor Schaefer introduced Maggie Garcia, last year's Student Body President.

XI. Adjournment

Motion to adjourn meeting at 3:56 pm by Vice Chair Roe and seconded by Senator Chin. Hearing no objections, the meeting is adjourned.

The Associated Students of College of San Mateo

Senate Minutes (Unapproved)

Monday, September 28, 2015, 2:15 pm
College of San Mateo, College Center Building 10, College Heights Conference Room (Room 468)

I. The meeting was called to order at 2:19 pm.

II. Roll Call

a. Members Present: President Sennai Kaffl; Vice President Samantha Trump; Finance Director Danuta Wang; Vice Chair James Roe; Secretary Tim Exner; Senators, Laurie Chin, Erik Ferroggiaro, Young-Min Kim, Grecia Mascareno, Katarina Stein, Daniel Wallace, Jielin Yu, Marco Zavala.

b. Advisors present: Aaron Schaefer, Student Life and Leadership Manager.

c. Members absent: Senator Jenine Elkady.

III. Approval of the Agenda

a. Motion to approve the Agenda by Senator Ferroggiaro and Seconded by Senator Stein. Hearing no objections, the motion is carried.

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

a. Motion to approve the Minutes of the Monday, September 21, 2015 meeting by Senator Stein and seconded Senator Ferroggiaro. Hearing no objections, the motion is carried. Senator Stein asked for clarification about the certificates available for students on the honor roll beginning next year. Vice President Trump explained that, presently, only students with scholarships receive certificates. She stated that honor roll students receive a letter informing them that they have been placed on the Dean's List but no certificate. Finally, Vice President Trump stated that students on the honor role will now receive certificates as well.

b. The Minutes of the Monday, September 14, 2015 meeting need the last names of the board appointees prior to approval. They will be provided for approval at the next meeting.

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

None.

VI. Reports

a. Officers

i. **President Sennai Kaffl:** Greeted the Senate and introduced himself to the new student government members. He stated that a Food Pantry has been opened on campus and it is something he had wanted to see happen. He explained that originally it was because some of the athletes had problems getting enough food. He stated that this is a great way to help the more disadvantaged people on campus who need a little help. President Kaffl stated that he hopes to hear some reports from Senators about their committees in the near future. He stated that as they go to meetings they should share that information here. President Kaffl informed the Senate that he had attended the Institutional Planning Committee. He stated that they are discussing forming an Art Committee focused on placing art around the campus. He explained that they have come to a consensus that CSM lacks art around the campus. He stated that the only art we have is the mural Art building hallway. He stated that, while fantastic and club sponsored, it is not enough art for this campus. Finally, President Kaffl shared a quote with the Senate:

"Challenges are what make life interesting and overcoming them is what makes life meaningful." - Joshua J. Marine

ii. **Vice President Samantha Trump:** Stated that she hopes everyone's classes are going well. She recommended that the Senators tell their classes about the Food Pantry. She stated that many students are on financial aid and this is an awesome way to help them. She recommended that

the Senators always be talking to their classes and everybody they can. Finally she stated that Club Fair is this week so it should be an interesting week.

iii. **Finance Director Danuta Wang:** Introduced herself to the new student government members and stated that she is the Finance Director. She stated that if they have any questions or concerns about the budget, they could ask her.

iv. **Vice Chair James Roe:** Reiterated that Club Fair is tomorrow and Wednesday. He thanked all those who signed up to help. He stated that he hopes the event goes well. He stated that he attended the Committee on Instruction. He explained that they are working on changing the Political Science requirements. He stated that right now students are required to take one political science class and one history class. They are changing it so that taking two political science classes will satisfy the same requirements. Finally, Vice Chair Roe stated that he was able to attend a Coders' Club meeting and an Engineering Club meeting. He stated that they are focused on preparing for Club Fair.

v. **Secretary Tim Exner** had no report.

b. Senators

i. **Senator Ferroggiaro:** Stated that he attended the HR Department's Dean Hiring Committee today. He stated that what was discussed at the meeting is confidential so he cannot share it other than to say they are moving forward with hiring a new Dean for the Creative Arts and Social Sciences (CASS) Department, which will be starting next year. He stated there are some very highly qualified applicants and that once they have made the selection he will be able to inform the Senate of who that individual is.

ii. **Senator Chin:** Stated that she attended the Senate for Academic Excellence and Professional Development. She stated that it is basically working with the faculty to help them improve. She stated that they are looking for one more student representative. She stated that she explained to them that we still need to fill out our Senate, as there are only 10 Senators at this time. Senator Chin stated that once they have enough people, or if your schedule opens up and you are interested let her know. Vice President Trump stated that the meetings are held Mondays from 12:30 PM to 1:30 PM in Building 18. She stated that they are discussing flex days for teachers with workshops to improve teambuilding. She stated that they are looking for suggestions about teambuilding exercises like we do on our retreats. She stated that they are considering letting clubs earn service hours by helping on the spring semester flex days. Advisor Schaefer stated that he thinks that's an excellent idea. She stated that they also went over their goals for the semester, just as we did. They laid out a professional development plan and they plan to collaborate with other institutions like the Basic Skills Initiative (BSI), and to increase participation by the faculty.

iii. **Senator Stein:** Stated that they had their first Programming Board meeting. She stated that they brainstormed some different events and came up with some great ideas. They are planning a Halloween event on October 27th and 28th. She stated that they are going to have games and food and some other fun stuff. They are also talking to the Child Development Center about doing a Halloween event with them. She stated that once they get all the details they will probably need volunteers. She stated they are also talking about a hot cocoa event in November. Senator Stein stated that they didn't get to discuss a Thanksgiving event but they will be discussing that too. She stated that the board also talked about the Homecoming Rally Taskforce. Finally, Senator Stein asked that the Senators try to recruit more people to join the Programming Board.

iv. **Senator Zavala:** Introduced himself and stated that he attended the DIAG Committee meeting. He stated that they discussed the events that they are going to hold. He stated that the first would be a History Month event. They are going to have a documentary film screening with a filmmaker as a guest speaker. He stated that the event will be held on October 3rd at 12:30 PM in the Theater. He stated that they are also looking for more student representatives to attend the meetings. They

also stated that one of their goals is to increase the enrollment of Asian, Hispanic and veteran students. They want to research it to gather more accurate data and they are considering hiring a researcher.

c. **Advisors**

i. **Aaron Schaefer, Student Life and Leadership Manager,** stated that the way the Senators delivered their reports was perfect. He stated that they kept it concise and to the point while encompassing what was discussed at their committee meetings. Advisor Schaefer stated that if anyone's committee has not contacted you by the end of this week, be sure to come see him or Advisor Hamadeh next week. He stated that they would then confirm that the committee Chair knows you are on their committee. He stated that he would not be here on Thursday or Friday so if you need anything from him see him by the end of the day Wednesday. He thanked all the Board Chairs and stated that the boards are all meeting and they have some excellent members who are all participating. Finally, Advisor Schaefer stated that Advisor Hamadeh will return tomorrow.

ii. **Fauzi Hamadeh, Student Life and Leadership Assistant,** was not present.

VII. Unfinished Action, Discussion, and Information Items

a. Appointments – President Kaffl

President Kaffl stated that Vice President Trump is on the District Student Council but won't be able to make the meeting tomorrow at 1:30 PM. He asked if anyone could go in her place. He stated he would be there too. Advisor Schaefer explained that the President, Vice President, or their designee, meet. He stated that our Student Trustee chairs the meeting. He explained that they like to send two student representatives so if anyone can sit in for Vice President Trump this month it would be fantastic. Vice President Trump stated that it is here at CSM. Finance Director Wang stated that she would attend the meeting in her place.

President Kaffl stated that there aren't too many positions on the committees left so he will not worry about that at the moment. He stated that he would now proceed with board appointments.

President Kaffl stated that Grisel Lopez is to be appointed to Cultural Awareness Board. Grisel introduced herself and stated she wants join the Cultural Awareness Board to get more involved. She stated that she was President of the Latino Club at her high school and she wants to help make CSM more culturally aware. She was involved in organizing events that represented different cultures and supported diversity.

Motion to approve appointing Grisel Lopez to the Cultural Awareness Board by Senator Yu and seconded by Senator Zavala. Without objection, the motion passes. Grisel Lopez is appointed to the Cultural Awareness Board.

President Kaffl stated that Albert Jian is to be appointed to the Programming Board. Albert introduced himself and stated that the reason he wants to join Programming Board because he was so impressed by Welcome Week and how fun that was. He stated he wants to help organize that sort of thing and be more socially involved around campus.

Motion to approve appointing Albert Jian to the Cultural Awareness Board by Senator Wallace and seconded by Vice Chair Roe. Without objection, the motion passes. Albert Jian is appointed to the Cultural Awareness Board.

President Kaffl stated that Frank Xu is to be appointed to the Advocacy Board. Frank stated that he wants to join the Advocacy Board because he wants to get more involved on this campus, and he wants to learn more about legislation and the relationships between community colleges.

Motion to approve appointing Frank Xu to the Advocacy Board by Vice Chair Roe and seconded by Senator Mascareno. Without objection, the motion passes. Frank Xu is appointed to the Advocacy Board.

President Kaffl stated that he would now proceed with the appointments of Senators. He stated that Kurtis Casperson and Andy Zhao are to be appointed as Senators. Kurtis introduced himself and stated that he wants to be involved in the Senate because he wants to work with us to make positive changes at CSM. He is interested in helping the different parts of our campus community and is especially interested in environmental topics and the Advocacy Board. Andy introduced himself and stated that he wants to join the Senate because he wants to help increase student activism and he is interested in promoting and collaborating with the CSM library, which he feels is somewhat disconnected from the rest of the college.

Motion to approve appointing Kurtis Casperson to the Senate by Vice Chair Roe and seconded by Senator Zavala. Without objection, the motion passes. Kurtis Casperson is appointed to the Senate.

Motion to approve appointing Andy Zhao to the Senate by Vice Chair Roe and seconded by Senator Zavala. Without objection, the motion passes. Andy Zhao is appointed to the Senate.

b. Legislative Bills

None.

c. ASCSM Goals for 2015/16 Action Plans – Advisor Schaefer

Advisor Schaefer stated that the Senate had come up with 5 excellent and achievable goals. He stated that we now need to figure out how to achieve them. He stated that we would brainstorm some ideas and start coming up with some taskforces to focus on them in detail so we don't spend hours discussing them here. He suggested that some ideas can be given to the boards to pursue and that taskforces would be created for higher-level action plans, which should be handled by senators.

Action plans will be discussed for the following goals previously outlined by the Associated Students.

1. **Increase Support of and Collaboration with Campus Clubs**

   Vice Chair Roe stated he wants to create a point system that gives clubs points for anything on campus that they participate in. The clubs with the most points could then receive an award or some kind of prize at the end of the year mixer. He is trying to get as many ideas as possible about what things clubs can do so they can implement this system next year. He stated that he needs two main groups. One will gather as many ideas as possible. And the other will go over those ideas and pick out the best ones. He stated he would inform all the clubs that we want ideas at the next ICC meeting. Finance Director Wang asked if clubs would receive money as prizes. Advisor Schaefer explained that this is a sort of competition and they may or may not receive a small amount of money as a prize. For example, a prize for the club that did the most service hours, or the club that held the most events, or the best event of the year. We will have a banquet, at which they will be recognized for their efforts. Vice President Trump stated that at the end of the year there is a banquet for the Senate and they are considering combining the two. Senator Zhao stated that he has recently collaborated with several clubs but most clubs don't even know the Presidents of the other clubs. He suggested making it mandatory for the Presidents to attend one IIC meeting per month. Advisor Schaefer stated that we couldn't do that, as it would mean that Presidents who couldn't make it would have to be replaced, which wouldn't be fair. Advisor Schaefer suggested an optional mixer 2 or 3 times a semester. He stated we could figure out an incentive to encourage them to come.

President Kaffl asked how many clubs Vice Chair Roe had visited and if they had liked his idea. Vice Chair Roe stated he had visited about 6 or 7 clubs and they were all very enthusiastic about the idea. He stated that he would try to have a proposal put together in two weeks. President Kaffl stated that he supports the idea of combining the ASCSM and Club Mixers together, as the more connected the student government and clubs are, the more we can accomplish as a whole. Senator Zhao stated that clubs with similar interests could get together for fun off-campus activities as well as events. He stated that socializing together and building that interconnectedness is important.

Secretary Exner suggested creating a Facebook page, or other social media forum for club officers to connect. He stated that ideas, activities and events could be proposed and discussed and clubs could find out who is interested getting together or collaborating. Advisor Schaefer Stated that he thinks that the club leadership mixers should be the primary was to establish connections with the club officers and decide how you want to do that. Secretary Exner agreed and stated that social media would be a good way for the different clubs' officers to stay connected without giving out their personal information to too many people. President Kaffl stated that he thinks the mixer is a better way to network. Advisor Schaefer explained that this is in addition to the mixers and is a way for club officers to stay connected and communicate beyond the mixers.

Vice Chair Roe stated that these are all good ideas and he wants to create a taskforce. The taskforce will be Senator Zhao, Senator Zavala and Vice President Trump.

Advisor Schaefer stated that they are implementing some of new things to help support the clubs. He stated that they are going to have a Club Leadership Retreat, as always but they also want to hold some of the workshops here at CSM for those who can't go on the retreats. That way the club leaders can benefit from some of the same leadership training you in student government have had. We will have a wide variety of workshops, which they can sign up for. If enough clubs sign up for one we will hold that workshop and maybe they can earn service hours by bringing club members. He stated that they want to teach clubs good club practices to help them succeed. Many clubs don't prepare for the following semester by electing new officers and make a plan before the current semester ends. Then they waste a lot of the new semester trying to get up and running again. We would also instruct them on how to create decent flyers that will attract students' attention. He stated that they would also discuss how to do recruitment with them.

2. **Focus on Group Cohesion, Communication and Involvement**

Advisor Schaefer stated that they want us to maintain the bonds we established at the retreat and maintain communication when not at these meetings. He stated that they also want to keep people involved and make sure they don't drift away as the year progresses.

President Kaffl stated that he would like to have a monthly hangout. He stated that he thinks it will help us stay bonded. We should come up with some ideas. Vice President Trump stated that Senator Stein and Senator Ferroggiaro have off-campus group activities planned. Senator Stein stated that we could go out to eat together before or after the beach cleanup. President Kaffl proposed that we go bowling.

Secretary Exner stated that Active Minds had gone to Vasona County Park, which has a small lake and boats, and paddleboards you can rent and it was very fun. He stated that we could all go, have a picnic; play Frisbee and those who want can go out on the lake.

Advisor Schaefer stated that the group seems receptive to the idea. He asked Sennai to take the lead on this and come up with a couple things we could do over the semester. Advisor Schaefer asked that we send any ideas we have to President Kaffl. Senator Wallace stated that we should have the next group activity planned by a certain date. Senator Casperson suggested we coordinate all of our schedules and have lunch together here. Senator Stein stated that we could get blankets and sit on the grass and eat. President Kaffl stated that he would prefer to get together off-campus, as it is more casual and relaxed. Senator Chin asked if we could be more efficient in our meetings. Advisor Schaefer stated that we would become more efficient as the semester progresses. Finance Director Wang suggested that we have a calendar included with the Agenda that lists the planned club events for that month. Advisor Schaefer stated that that is a good idea. Advisor Schaefer stated that we should discuss these ideas further on our own.

Advisor Schaefer stated that another way to maintain cohesion and communication is to use the Senate Office at least a couple times a week. Finally, he recommended that Senators see who has compatible schedules and study together. He stated that the most successful Senates have spent a lot of time studying together because they can be there to help each other when they need it most.

The action plans for the remaining ASCSM goals are tabled until the next Senate meeting.

d. CSM High School Jazz Festival – CSM Director of Bands Mike Galisatus

Director Galisatus stated that this is the 19th annual high school jazz festival and it has been a very successful event. He explained that each year he requests finding for this event from the ASCSM. He stated that a school would come and perform and a group of adjudicators would come and give constructive criticism to the students. These would include experts in the different sections such as brass, woodwinds, or percussion. Experts from different schools will be there. He stated that there would also be workshops held for both the high school and, also college students. They will have workshop on how a rhythm section works and a workshop about various music schools around the country. They will also have a workshop by a professional performer. Director Galistatus stated that about 400 high school students would attend the all-day jazz event. He stated that the event has grown in popularity and the 18 available slots for schools fill up quickly. He stated that he is requesting $2000.00 to pay the adjudicators for this event. Vice President Trump stated she wanted to note that no proposal for this event was included with the Agenda and she confirmed that the amount being requested is $2000.00.

Motion to approve $2000.00 to fund the CSM High School Jazz Festival by Senator Ferroggiaro and seconded by Vice Chair Roe. Hearing no objections, the motion passes.

Senator Chin asked if students could volunteer to help. Director Galistatus stated that they always welcome any help. He stated that we could set up concessions or tables, the Associated Students could promote student government and the clubs could earn service hours. Vice President Trump suggested that they could mention it at the ICC meeting. Director Galistatus stated that that would be great and they would probably need 5 to 10 people. He stated that the date is Friday, November 20th. Senator Wallace asked if they requested $2000.00 each year. Director Galistatus stated that they did last year but prior to that they requested $1500.00. He stated that the need to ask for more these days as costs for the event increased. They pay the 5 adjudicators $400.00 each. It is more than is being requested but the high schools pay an entrance fee, which covers the remaining, costs. Advisor Schaefer stated that the money is intended mostly as an honorarium, as most of the adjudicators could earn far more money doing something else that day. President Kaffl asked if CSM students would be charged to attend this event and how many CSM students generally attend. Director Galistatus stated that it is free to CSM students and, as it is an all-day event, professors often bring their classes. President Kaffl asked if it was open to the public. Director Galistatus

stated that technically yes, but they don't advertise it to the public. He welcomes student help advertising it on campus. He stated that the clubs could also earn service hours by hanging up posters. Advisor Schaefer stated that they would discuss it and put together a sign-up list, as clubs always need service hours. He then explained what service hours are and how they work.

By a vote of 11 in favor, 0 opposed, and 0 abstaining, the motion is carried.

VIII. New Business, Discussion, and Information Items

a. Family Science Day "Secrets of the Living World" Plant Diversity Exhibit – Botany Club

Julia Barron of the Botany Club explained that she is a Middle College student. She stated that Family Science Day is October 17th and that every year the Botany Club volunteers to help. They will be helping in Building 36 from 1:00 PM to 6:00 Pm in Building 36. They will be presenting a Plant Diversity exhibit, which will focus on Orchids and carnivorous plants. It is open to students, families, and children. Botany Club is requesting $814.90 to purchase the flowers and plants, a small banner for their club, and stickers.

Motion to approve $814.90 to fund the Family Science Day Plant Diversity event by Senator Wallace and seconded by Senator Stein.

Senator Ferroggiaro asked why we were being charged tax and not using our tax-exempt status as a government agency. Advisor Schaefer stated that it doesn't work that way for club purchases. Senator Ferroggiaro asked if it would be better to put it on a purchase order from the school. Advisor Schaefer stated that, due to the added paperwork, and costs involved with that, it is easier to just pay the sales tax. Senator Zhao asked what kind of activities the event would entail. Julia stated that there would be two tables, one with orchids, and the other with carnivorous plants. Student volunteers will discuss the plants and how they work in ecology. Then guests will fill out a brief worksheet and receive a sticker. Vice President Trump stated that this is a fun for event for families and it was very successful last year. She stated that some professors bring their classes by and many students participate. Advisor Schaefer stated that last year many clubs got service hours for helping out. Senator Wallace asked if they are re-using any plants from last year. Julia stated that they'd like to do that but Building 36 has tinted windows that are not conducive to the plant's long-term survival and they will need to be replaced. President Kaffl asked approximately how many people attended the event last year. Advisor Schaefer stated that there were 400 to 600 people. Vice President Trump stated that it is well attended and is advertised off campus.

By a vote of 11 in favor, 0 opposed, and 0 abstaining, the motion carried.

IX. Future Agenda Items

- Community College Support for Lake County Fire Victims.
- Club Fair Debrief

Advisor Schaefer stated that if you have ideas please go through the proper channels. Don't just bring them here. If you have an idea about an event you should take it to the appropriate board first.

X. Final Announcements & Hearing of the Public

None.

XI. Adjournment

Motion to adjourn meeting at 3:52 pm by Senator Ferroggiaro and seconded by Vice Chair Roe. Hearing no objections, the meeting is adjourned.

Appointments

There is no printed material related to this item.

Legislative Bills

There is no printed material related to this item.

ASCSM Goals 2015/16

1. Increase support of and collaboration with campus clubs.

2. Focus on group cohesiveness, communication, and involvement.

3. Increase student involvement, activism, and participation on campus.

4. Encourage student participation in community activism and off-campus volunteer activities.

5. Find innovative and creative ways to communicate and promote ASCSM events and activities.

Approved Monday, September 21, 2015

ASCSM Senate/ICC Proposal Form

Instructions This form must be filled out and submitted for review by the ASCSM Executive Cabinet in time for inclusion on the ASCSM Senate Agenda. Please check with the Center for Student Life for information about the current deadline.

For the meeting of **Monday, October 5, 2015**

Title of Proposal **Support for CSM Food Pantry**

Being Proposed by **Sharon Bartels** Lead Coordinator **Sharon Bartels**

Event Date(s) if applicable **n/a**

Forwarded to the Student Senate by:

☐ Executive Cabinet ☐ Advocacy ☐ Cultural Awareness ☐ Programming ☐ ICC ☐ Other

ASCSM Account Number/Name **5032 College Program Assistance**

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.

We have just opened a food bank, in partnership with Second Harvest. This food is available to all qualified students. Unfortunately Second Harvest is not consistent in what providing the same foods each week. We would like to have certain staple available in the food pantry each week. In order to do this we will need to augment what is provided. We need a budget to be able to do this. With the opening of the food pantry we have already augmented the food by using the health center budget. However this is not sustainable without help.

We have many students who have food insecurities. They cannot be successful students without proper nutrition. The food pantry gives them access to healthy food.

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.	CSM Food Pantry Support	$3,000.00
2.		
3.		
4.		
5.		
	Total Costs	**$3,000.00**

For ASCSM Secretary Use Only

Motion by _____ Second by _____

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

Revised October 2013

ASCSM Student Senate/ICC Proposal Form

Instructions This form must be filled out and submitted for review by the ASCSM Executive Cabinet in time for inclusion on the Student Senate Agenda. Please check with the Center for Student Life for information about the current deadline.

For the meeting of 9/30/15

Title of Proposal Active Minds National Conference

Being Proposed by Active Minds Lead Coordinator Timothy Exner

Event Date(s) if applicable 11/13/15 - 11/15/15

Forwarded to the Student Senate by:

☐ Executive Cabinet ☐ Advocacy ☐ Cultural Awareness ☐ Programming ☑ ICC ☐ Other

ASCSM Account Number/Name

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.

The Active Minds National Conference brings together hundreds of leaders, change-agents, and educators from across the country to energize and inspire the next generation of mental health advocates. This conference will be attended by 3 Active Minds leaders and one adviser. The conference will include sessions that cover topics to aid in chapter success, leadership development, social justice and Active Minds programming. The conference will be held at the University of California at Irvine. Attendees will stay in the Hilton Orange County/Costa Mesa hotel with a reduced room price, and will need a rental car for 3 days. Food will be provided with the exception of dinner on Saturday night. The CSM community will benefit by having new and inspiring ideas to spread mental health awareness around campus. Prices regarding flights have been estimated and may be less than expected.

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.	Early Bird Registration tickets x 4	$ 200.00
2.	Rental Car for 3 days	$ 80.00
3.	Saturday Night Dinner	$ 50.00
4.	Flight x4	$ 800.00
5.	Hotel Room x3 nights x3 rooms	$ 700.00
	Total Costs	$ 1,830.00

For ASCSM Secretary Use Only

Motion by _____ Second by _____

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

Revised October 2013

RECEIVED
SEP 23 2015
CSM Center for Student Life

ASCSM Student Senate/ICC Proposal Form

Instructions This form must be filled out and submitted for review by the ASCSM Executive Cabinet in time for inclusion on the Student Senate Agenda. Please check with the Center for Student Life for information about the current deadline.

For the meeting of: On-campus Activity

Title of Proposal: World Chat

Being Proposed by: International Club Lead Coordinator: Zhen Lu

Event Date(s) if applicable: October 7- October 21

Forwarded to the Student Senate by:

☐ Executive Cabinet ☐ Advocacy ☐ Cultural Awareness ☐ Programming ☉ ICC ☐ Other

ASCSM Account Number/Name

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.

International Club aims to share different cultures in the world with CSM students. Since language is an essential part of any culture, we are going to hold a big on-campus activity, "World Chat", teaching students the basic daily phrases and sentences in six language. The detailed languages and the corresponding dates are below. More infomation can also be found in our flyers.

Oct 7 Bahasa Melayu (Malaysia)
Oct 14 Swedish
Oct 21 Tongan

Basically speaking, we will have 30 minutes every Wednesday from 2:00 - 2:30. We will have some native speakers teaching students how to speak their language. During the lessons, students may have snacks and even taste some local food in the country whose language is being taught that day. Moreover, excellent learners might get some rewards!

In the aspect of money, we are requiring $500 in total for two main parts:

a. Local food & snacks ---- 3*100=$300
b. Tiny presents for excellent students & teaching materials (such as markers, cards, etc.) ---- $200

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.	Local food & snacks	$300
2.	Tiny presents for excellent students & teaching materials	$200
3.		
4.		
5.		
	Total Costs	$500

For ASCSM Secretary Use Only

Motion by _____ Second by _____

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

ASCSM Student Senate/ICC Proposal Form

Instructions This form must be filled out and submitted for review by the ASCSM Executive Cabinet in time for inclusion on the Student Senate Agenda. Please check with the Center for Student Life for information about the current deadline.

For the meeting of: October 5, 2015

Title of Proposal: SUAVETONA!

Being Proposed by: Rudy Ramirez Lead Coordinator: Rudy Ramirez

Event Date(s) if applicable: November 11, 2015

Forwarded to the Student Senate by:

☐ Executive Cabinet ☐ Advocacy ☑ Cultural Awareness ☐ Programming ☐ ICC ☐ Other

ASCSM Account Number/Name

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.

Music is the language of the world. It crosses all boundaries and brings people from different cultures, gender, stage of development and ethnicities together like nothing else. It is the tie that binds us all together and makes us realize how interconnected we all are.

Combining musical genres does all that ... and more! La Gente is one such band that combines high energy hip hop, cumbia, rock and reggae all rolled into one. There is no labeling or categorizing of La Gente because they have created a niche for themselves.

By providing this "edu-tainment", students, faculty, staff and community members will be exposed to the different genres of music coming together and creating one delightful evening of music.

This event will be staffed by students from my classes earning extra credit. The event will be held in the Theatre from 7:30 to 9 pm.

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.	Musicians compensation	$ 300.00
2.	Videographer	$ 600.00
3.	Refreshments	$ 500.00
4.		
5.		
	Total Costs	$ 1,400.00

For ASCSM Secretary Use Only

Motion by _____ Second by _____

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

Revised October 2013

ASCSM Student Senate/ICC Proposal Form

Instructions This form must be filled out and submitted for review by the ASCSM Executive Cabinet in time for inclusion on the Student Senate Agenda. Please check with the Center for Student Life for information about the current deadline.

For the meeting of: Monday, October 5, 2015

Title of Proposal: Homecoming Rally

Being Proposed by: Programming Board

Lead Coordinator: Laurie Chin

Event Date(s) if applicable: Friday, November 13, 2015

Forwarded to the Student Senate by:

☐ Executive Cabinet ☐ Advocacy ☐ Cultural Awareness ☐ Programming ☐ ICC ☐ Other

ASCSM Account Number/Name: 5150 Programs

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.

To support a rally before the final CSM Football home game of the season against City College of San Francisco.

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.	Food	$ 1,200.00
2.	Supplies (face paint, stickers, etc.)	$ 300.00
3.		
4.		
5.		
	Total Costs	$ 1,500.00

For ASCSM Secretary Use Only

Motion by _____ Second by _____

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

Revised October 2013

RECEIVED
OCT 02 2015
CSM Center for Student Life

7-E

ASCSM Student Senate/ICC Proposal Form

Instructions This form must be filled out and submitted for review by the ASCSM Executive Cabinet in time for inclusion on the Student Senate Agenda. Please check with the Center for Student Life for information about the current deadline.

For the meeting of: Monday October 5th

Title of Proposal: Latino Heritage Event

Being Proposed by: Chair Grecia Mascareno

Lead Coordinator: Grecia Mascareno

Event Date(s) if applicable: Wednesday, October 14th from 11am to 1pm

Forwarded to the Student Senate by:

☐ Executive Cabinet ☐ Advocacy ☑ Cultural Awareness ☐ Programming ☐ ICC ☐ Other

ASCSM Account Number/Name

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.

I am requesting funding from student government to hold the Hispanic Heritage event. This event has three parts that can help the board meet the purpose of promoting diversity on campus. The EOPS is helping the Cultural Awareness Board by creating posters regarding different countries in Latin America (North, Central and South) based on traditions, culture and location and meeting the purpose of the educational part. The second part is having some flavor on campus by starting with Burrios from a Mexican restaurant, Cola- Champagne " Cuzcatlan" that is from El Salvador, and going south by giving Alfajors that are from South America. Leaving us now with the fun part of the event by having some aztecs dancing and interacting with the students.

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.	Food, drinks, dessert	$ 1,300.00
2.	Setup	$ 500.00
3.	Honorarium	$ 200.00
4.	Decorations	$ 500.00
5.		
	Total Costs	$ 2,500.00

For ASCSM Secretary Use Only

Motion by _____ Second by _____

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

Revised October 2013

ASCSM Student Senate/ICC Proposal Form

Instructions This form must be filled out and submitted for review by the ASCSM Executive Cabinet in time for inclusion on the Student Senate Agenda. Please check with the Center for Student Life for information about the current deadline.

For the meeting of: Monday, October 5, 2015

Title of Proposal: SMCCCD Board of Trustees Candidate Forum

Being Proposed by: Advocacy Board

Lead Coordinator: Daniel Wallace

Event Date(s) if applicable: TBD - Either 10/21 or 10/29

Forwarded to the Student Senate by:

☐ Executive Cabinet ☐ Advocacy ☐ Cultural Awareness ☐ Programming ☐ ICC ☐ Other

ASCSM Account Number/Name

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.

This year, there are three seats open on the Board of Trustees, the governing body for the San Mateo County Community College District. Two incumbents are running for re-election. One current Board member has indicated that she will not be seeking re-election, leaving one seat up for grabs.

We would like to hold a forum with candidates for the Board of Trustees so that they may lay out their vision for the District and so that students may ask them questions. This proposal would cover setup costs and refreshments for a small meet and greet with the candidates prior to the forum.

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.	Refreshments for Meet and Greet	$ 600.00
2.	Setup costs for Bayview Dining Room	$ 600.00
3.		
4.		
5.		
	Total Costs	$ 1,200.00

For ASCSM Secretary Use Only

Motion by _____ Second by _____

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

Revised October 2013

Establishment of Textbook Task Force

There is no printed material for this item.

BOARD POLICY
San Mateo County Community College District

***Subject*:**	BP 1.10 Duties and Responsibilities of the Board
***Revision Date*:**	2/12; xx/xx
***Policy References*:**	ACCJC Accreditation Standards III.A.1.b , IV and IV.C.9; Education Code Section 70902

---

1. The essential duties of the Board, as the elective body representative of all the people of the District, shall be:

    a. To provide policy guidelines for staff through adoption and periodic review of District Mission and Goals Statement.
    b. To establish, enforce, and periodically review Board policies consistent with the goals and operation of the District and its Colleges.
    c. To appoint and annually evaluate the Chancellor of the District.
    d. By Board action and decision making, may give direction to staff on matters relating to District organization, operations, and property.
    e. To approve all District and College programs, insuring that program offerings are responsive to and reflect community needs.
    f. To establish guidelines for District negotiations and the collective bargaining process.
    g. To review and set salary schedules annually for all District personnel. Considers and approves all personnel assignments and transfers on the recommendation of the Chancellor.
    h. To provide guidelines on funding levels, allocations, and District reserves; review and consider staff-prepared District and College budgets; adopt annual budget; assure fiscal health and stability.
    i. To delegate appropriate authority for implementation of State law, regulations, and Board policies.
    j. Under most circumstances, to serve as the final appeal within the District for students, staff, and citizens of the San Mateo County Community College District.
    k. To monitor institutional performance and educational quality.
    l. To carry out such specific duties as required by law.

2. The essential responsibilities of the Board, in the public interest and trust, shall be:

    a. To provide the best possible learning experiences for students of the Colleges.
    b. To assure that the District and its Colleges are effectively and efficiently managed.
    c. To maintain enlightened, fair, and equitable policies for employees and students of the District and its Colleges.
    d. To represent the general interests of the entire College District and to act only on the basis of what is in the best interests of the College District and the community.
    e. To be knowledgeable of and support the mission and philosophy of community colleges.
    f. To hire and evaluate the Chancellor.
    g. To support the work of the Colleges in the community.
    h. To engage in ongoing development ~~as a~~ of the Board. ~~and to a trustee education program that includes new trustee orientation.~~ The Board will conduct study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

i. To provide a comprehensive new trustee orientation program for newly elected or appointed trustees that includes attendance at a statewide "New Trustee" orientation program; one-on-one interviews with the Chancellor, Presidents and Executive Vice Chancellor; delivery of the Trustee Handbook prepared by the Community College League of California (CCLC); and review of the CCLC's comprehensive online education program title "Elected/Appointed Trustees: Next Steps."

BOARD POLICY
San Mateo County Community College District

Subject: BP 7.69 Student Conduct
Revision Date: 5/12; 8/13; xx/xx
Policy References: Education Code Sections 66250 et seq., 66300, 66301 and 76030 et seq.; Government Code Sections 12926.1 and 12940 et seq.; ACCJC Accreditation Standards I.C.8 and 10

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 who violate this code of conduct may be subject to disciplinary action as defined in Procedure 7.69.3 and also to civil authority.~~

Board Procedure, 7.69.1 outlines the specific actions that are prohibited and which may lead to appropriate disciplinary action.

Students who violate this code of conduct may be subject to disciplinary procedures as outlined in Procedure 7.69.2 (Student Disciplinary Procedures) and sanctions as defined in Procedure 7.69.3 (Student Disciplinary Sanctions), and also to civil authority.

~~A. 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. Causing or attempting to cause, threatening to cause or participating in an act of hate violence, as defined in Education Code Section 233(e).~~
~~7. 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.~~
~~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.~~

9. Terroristic threats against school officials, students or school property as defined in Education Code Section 48900.7(b).
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.
11. Knowingly receiving stolen property belonging to the College District.
12. Participation in hazing.
13. Unauthorized entry into, or use of, or misuse of College/District owned or operated facilities.
14. Forgery, alteration, or misuse of College/District documents, records, or identification.
15. Misrepresentation of oneself or of an organization as an agent of the College/District.
16. Dishonesty (such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials).
17. Infringement or violation of copyright laws.
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 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.
19. Extortion or breach of the peace on College/District property or at any College/District sponsored or supervised function.
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.
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.
22. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College/District.
23. Failure to satisfy College/District financial obligations.
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.
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.
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.
27. Gambling: Betting, wagering or selling pools; playing card games for money; using District resources (telephones, computers, etc.) to facilitate gambling.
28. Committing sexual harassment as defined by law or by District policies and procedures.
29. Engaging in harassing or discriminatory behavior based on 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.

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

B. Actions: Students who engage in any of the above are subject to the procedures outlined in AP 7.69.2 and the sanctions included in 7.69.3.

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.

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject:	AP 7.69.1 Standards of Student Conduct, Prohibited Actions and Disciplinary Procedures
Adoption Date:	8/13; xx/xx
Policy Reference:	~~Education Code Sections 66300 and 66301;~~ Education Code Sections 66250 et seq., 66300, 66301 and 76030 et seq.; Government Code Sections 12926.1 and 12940 et seq.; ACCJC Accreditation Standards I.C.8 and 10

~~1. Detailed standards of conduct for students are contained in Board Policy 7.69.~~

~~2. Board Policy 7.69 includes information on the District's expectations concerning student academic honesty and the consequences for dishonesty.~~

The following actions are prohibited and may lead to appropriate disciplinary action:

1. Disruptive behavior, 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. Causing or attempting to cause, threatening to cause or participating in an act of hate violence, as defined in Education Code Section 233(e).
7. 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.
8. Disorderly conduct or 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.
9. Terroristic threats against school officials, students or school property as defined in Education Code Section 48900.7(b).
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.
11. Knowingly receiving stolen property belonging to the College District.
12. Participation in hazing.
13. Unauthorized entry into, or use of, or misuse of College/District owned or operated facilities.

14. Forgery, alteration, or misuse of College/District documents, records, or identification.
15. Misrepresentation of oneself or of an organization as an agent of the College/District.
16. Dishonesty (such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials).
17. Infringement or violation of copyright laws.
18. Disorderly conduct or lewd, indecent, or obscene conduct or expression including profanity or vulgarity; any expression which is obscene, libelous or slanderous according to current legal 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.
19. Extortion or breach of the peace on College/District property or at any College/District-sponsored or supervised function.
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.
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.
22. Smoking in any area where smoking has been prohibited by law or by regulation of the College/District. This includes e-cigarettes and other vapor products.
23. Failure to satisfy College/District financial obligations
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.
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.
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.
27. Gambling: Betting, wagering or selling pools; playing card games for money; using District resources (telephones, computers, etc.) to facilitate gambling.
28. Committing sexual harassment as defined by law or by District policies and procedures.
29. Engaging in harassing or discriminatory behavior based on 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.
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.
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.

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

A. Actions: Students who engage in any of the above are subject to the procedures outlined in AP 7.69.2 and the sanctions included in 7.69.3.

B. 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.

C. 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.

D. 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.

BOARD POLICY
San Mateo County Community College District

Subject: 8.06 Investment of District Funds
Revision Date: 3/11; xx/xx
Policy References: California Probate Code Section 16040; Government Code Sections 53600 et seq., 1090 et seq., 81000 et seq.

---

1. This section of Rules and Regulations ~~is intended to~~ provides policy direction for the investment of all District funds. The Executive Vice Chancellor or designee is responsible for investment of District funds, within the parameters of this policy. It is intended to provide meaningful guidance in the management of the portfolio and not be overly restrictive given the changing economic and investment market conditions. This policy statement shall be reviewed no less than annually by the District and approved by the Board of Trustees. Any modifications should be immediately provided to the Districts' investment advisors, if any. There may be additional investment restrictions on bond proceeds on an issue-by-issue basis as required by bond rating agencies and as specified in the bond issuance documents.

2. ~~General Rule:~~ The District operates its temporarily ~~pooled~~ idle cash under the prudent-man rule (CA Probate Code Section 16040). This affords the District a broad spectrum of investment opportunities as long as the investment is deemed prudent and is allowable under current legislation of the State of California (Government Code Section 53600 et seq.). It is the policy of the District to invest public funds in a manner which will provide maximum security of principal invested with a secondary emphasis on providing liquidity matching cash flow needs and achieving the highest yield while conforming to all applicable statues and resolutions governing the investment of public funds.

3. The following criteria, known by the California Municipal Treasurer's Association as "SLY", will be used for selecting investments, in order of priority:

    a. Safety: The safety and risk associated with an investment refers to the potential loss of principal, interest, or a combination of these amounts. The District only operates in those investments that are considered very safe. The District shall seek to preserve principal and minimize capital losses by mitigating credit risk and market risk as follows:

    Credit Risk: Defined as an issuer(s) ability and willingness to repay interest and principal. Credit risk shall be minimized by diversifying the fund among issues and issuers so that the failure of any one issue or issuer would not result in a significant loss of income or principal to participants. Wherever possible, credit rating evaluations for all securities will be monitored on a consistent basis, prior to and after purchase. This analysis may be done by consultants and/or money managers. The District should not solely rely on nationally recognized credit reporting agencies for credit analysis.

    Market Risk: Defined as the risk of market value fluctuations due to changes in the general level of interest rates. Longer-term securities generally have greater market risk than shorter-term securities. Therefore it is critical to match the duration of the portfolio to the approximate duration of the cash flows needed by the District. The maximum allowable

maturity for an instrument in the pool at the time of purchase is five years, and typically the duration of the aggregate portfolio will be between two and three years. Duration and maximum maturities must be monitored and reported quarterly.

b. Liquidity: This refers to the ability to "cash in" at any moment in time with a minimal chance of losing some portion of principal or interest. Liquidity is an important investment quality, especially when the need for unexpected funds appears occasionally. The District should match the maturities to the projected cash flows.

c. Yield: This is the potential dollar earnings an investment can provide, and sometimes is described as the "rate of return." Yield is the sum of both income and capitals gains or losses. The District's investments are designed to maximize the return on investable funds over various market cycles, consistent with the first priority of safeguarding principal, followed by the second priority of liquidity, then yield. Yield will be considered only after the basic requirements of safety and liquidity have been met.

4. To maximize the income generated from any surplus funds available for investment and to assure that these investments are made under the provisions of Federal and State law and regulations, the following financial instruments are designated as acceptable investments under the provisions of Government Code Sections 53600 and 53601. All final maturities are limited to five years unless specified otherwise. Maturities, or more precisely, duration of the portfolio should approximately match the cash flow needs, or time frame, of the District. This will optimize returns while minimizing safety and liquidity risks.

a. Up to 100% of the portfolio may be invested in the District's own bonds.

b. Up to 100% of the portfolio may be invested in U.S. Treasury notes, bills, ~~or~~ bonds or certificates of indebtedness, for which the full faith and credit of the United States is pledged for the payment of principal and interest.

c. Up to 30% of the portfolio may be invested in any one particular Federal agency or U.S. government-sponsored enterprise (GSE), such as FNMA or FHLMC. U.S. Government Agency/GSE securities must be rated AA, long-term, or A-1, Short-term, or better by at least two of the three nationally recognized rating services (S&P, Moody's and Fitch).

d. Up to 20% of the portfolio may be invested in mortgage backed securities (MBS) or asset backed securities (ABS). The issuer of this investment shall have a minimum "A" credit rating by a nationally recognized rating service, and the specific investment shall carry a minimum rating of "AA."

e. Up to 30% of the portfolio may be invested in negotiable certificates of deposit placed with commercial banks and/or savings and loan companies, insured by the FDIC~~,~~, subject to a maximum of five percent of the portfolio in any one institution, at the time of purchase. At the time of purchase, negotiable certificates of deposit must be rated either A-1/P-1/F1 or better by at least two of the three nationally recognized rating services (S&P, Moody's and Fitch) and a long term rating of single A or better when applicable. These certificates must be issued by a U.S. National or State chartered bank or state or federal association (as defined by section 5102 of the California Financial Code). Issuers must be a corporation with total assets in excess of $5 Billion.

f. Up to 30% of the portfolio may be invested in registered State of California warrants, notes or bonds.

g. Up to ~~40~~15% of the portfolio may be invested in banker's acceptance, not to exceed 180 days maturities, with no more than ~~30~~5% of the portfolio invested in the banker's acceptances of any one commercial bank. These banker's acceptances must be issued by a U.S. National or State chartered bank or state or federal association (as defined by section 5102 of the California Financial Code) and must be rated either A-1/P-1/F1 or better by at least two of the three nationally recognized rating services (S&P, Moody's and Fitch). Issuers must be a corporation with total assets in excess of $5 Billion.

h. Up to 30% of the portfolio may be invested in commercial paper of prime quality as defined by at least 2 nationally recognized organizations that rate these securities, subject to a maximum of 5 percent of the portfolio in any one issuer at the time of purchase, with maturity limited to 180 days or less.

i. Up to 100% of the portfolio may be invested in the Local Agency Investment Fund (LAIF).

j. Up to 100% of the portfolio may be invested in the San Mateo County Treasury.

~~k. Up to 30% of the portfolio may be invested in securities that have the explicit or implicit guarantee of the U.S. government (such as the Federal Deposit Insurance Corporation's, FDIC, Temporary Liquidity Guarantee Program, TLGP).~~

k. Up to 30% of the portfolio may be invested in U.S. corporate bonds with a minimum rating of "A" by a nationally recognized rating service, subject to a maximum of ~~five~~ 5 percent of the portfolio in any one corporation, at the time of purchase. Non-U.S. issuers are excluded.

l. General account and collateralized Guaranteed Investment Contracts (GICs) are allowed. General account GICs shall be considered similarly to a corporate bond and subject to the 30% aggregate and 5% per issuer limits and credit rating limits described above. Collateralized GICs, if backed by U.S. Treasuries or agencies exclusively, shall be subject to the Federal Agency requirements listed above.

m. Credit Quality. Should any investment or financial institution represented in the portfolio be downgraded by any of the major rating services to a rating below those established in this investment policy, the Executive Vice Chancellor or designee must immediately make an informed decision as to the disposition of that asset. The situation will be monitored daily by the Executive Vice Chancellor or designee until final disposition has been made.

Security Description	**Maximum**
District's own bonds	100%
U.S. Treasuries	100%
Federal Agencies or GSEs (per issuer)	30%
Mortgage backed securities or Asset backed securities (MBS or ABS)	20%
Certificates of deposit (CD)	30%
Registered state warrants, notes or bonds	30%

Bankers Acceptance	~~40~~15%
Commercial Paper	30%
Local Agency Investment Fund (LAIF)	100%
San Mateo County Treasury	100%
Other Federal government guaranteed securities	30%
U.S. Corporate Bonds	30%

All investments are subject to additional aggregate limits per issuer and minimum credit ratings as described above.

5. Prohibited Transactions. At the time of purchase, all permitted investments shall conform in all respects with this Investment Policy and with California Government Code Sections §53601, §53601.1, §53601.2, §53601.6, and §53635, as may be amended from time to time. No investment prohibited by California Government Code shall be permitted herein. Any investment transactions, credit risk criterion, percentage limitations or market valuation that are not in compliance with this Investment Policy at time of purchase are prohibited. If a percentage restriction is adhered to at the time of purchase, a later increase or decrease in percentage resulting from a change in values or assets will not constitute a violation of that restriction. The District shall not leverage its investments through any borrowing collateralized or otherwise secured by cash or securities held unless authorized by this investment policy. Security Lending is not authorized by this policy. The following transactions are specifically prohibited: A. Borrowing for investment purposes ("Leverage") is prohibited B. Inverse floaters, leveraged floaters, equity-linked securities, event-linked securities, or structured investment vehicles (SIV) are prohibited. U.S. Treasury and Agency zero coupon bonds, U.S. Treasury and Agency strips, or other callable securities which otherwise meet quality, maturity and percent limitations assigned to their respective security category, are exempt from this section. C. Derivatives (e.g. swaps, spreads, straddles, caps, floors, collars, etc.) shall be prohibited. D. Trading of options and futures are prohibited.

6. Internal Controls. The Executive Vice Chancellor shall establish internal controls to provide reasonable assurance that the investment objectives are met and to ensure that the assets are protected from loss, theft, or misuse. The Executive Vice Chancellor shall also be responsible for ensuring that all investment transactions comply with the District's investment policy and the California Government Code. The Executive Vice Chancellor shall establish a process for daily, monthly, quarterly and annual review and monitoring of investment program activity. Daily, the Executive Vice Chancellor or authorized District personnel shall review the investment activity, as well as corresponding custodial and commercial bank balances and positions for compliance with the investment policy and guidelines. The District shall conduct an annual review of the investment program's activities. It is to be conducted to determine compliance with the District's investment policy and the Government Code. The responsibility for conducting the District's investment program resides with the Executive Vice Chancellor, who supervises the investment program within the guidelines set forth in this policy. The Executive Vice Chancellor may delegate the authority for day-to-day investment activity to the Chief Financial Officer or outside Investment Advisors, such activity to be in full compliance with the District investment policy.

7. Approved Investment Advisors. The Executive Vice Chancellor will maintain a current list of Approved Investment Advisors, Brokers and Dealers who may conduct business with the District. All financial institutions on the approved list will be evaluated individually, with preference given to

primary dealers, who possess a strong capital and credit base appropriate to their operations. The Executive Vice Chancellor will forward a copy of the District Investment Policy to all approved Investment Advisors, Brokers, and/or Dealers and require written acknowledgment of the policy. No Investment Advisor, broker, brokerage, dealer or securities firm is allowed on the approved list if, within any consecutive 48-month period, they have made a political contribution in an amount exceeding the limitations contained in Rule G-37 of the Municipal Securities Rulemaking Board, to any member of the governing board of the District or any candidate for that office.

8. Statements, including positions marked to the market, all transactions, and summary of income, will be sent to the ~~Treasurer~~ Executive Vice Chancellor monthly. Performance reports will be provided to the ~~Treasurer and~~ Board on a quarterly basis. Investment performance will be reported relative to appropriate market benchmarks. These benchmarks should approximate the specific restrictions in this investment policy statement, the California government code guidelines, and the timeframe for the portfolio. Shorter-term portfolios, such as LAIF, should be benchmarked against shorter-term indices like the 3 month T-bill. Intermediate-term portfolios should be benchmarked against the Barclay's Capital 1-3 Year Government Index and the Barclay's Capital 1-5 Year Aggregate Index. While no one benchmark exactly matches the specifics of this investment policy statement, reviewing performance relative to these three benchmarks is appropriate.

9. Officers, employees, and agents involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial decisions. Officers, employees, and agents involved in the investment process shall abide by California Government Code Section 1090 et seq. and the California Political Reform Act (California Government Code Section 81000 et seq.).

ASCSM Student Senate/ICC Proposal Form

Instructions This form must be filled out and submitted for review by the ASCSM Executive Cabinet in time for inclusion on the Student Senate Agenda. Please check with the Center for Student Life for information about the current deadline.

For the meeting of: Monday, October 5, 2015

Title of Proposal: Purchase of ASCSM Apparel

Being Proposed by: Center for Student Life

Lead Coordinator: Fauzi Hamadeh

Event Date(s) if applicable: n/a

Forwarded to the Student Senate by:

☐ Executive Cabinet ☐ Advocacy ☐ Cultural Awareness ☐ Programming ☐ ICC ☐ Other

ASCSM Account Number/Name: 5151 Publicity

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.

To purchase sweatshirt for members of ASCSM.

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.	ASCSM Sweatshirts	$ 1,200.00
2.		
3.		
4.		
5.		
	Total Costs	$ 1,200.00

For ASCSM Secretary Use Only

Motion by _____ Second by _____

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

Revised October 2013