



## Student Senate Regular Meeting Agenda

Monday, August 9, 2021, 2:15 p.m.

Via Zoom | Join Link: <https://smccd.zoom.us/j/84130912542>

Dial-In Number: (669) 900-9128 | Webinar ID: 841 3091 2542

The public is invited and encouraged to attend ASCSM Student 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 and Hearing of the Public items on the agenda. Members of the public may participate in discussions only when recognized by the chair. The Student Senate reserves the right to suspend the orders of the day if necessary to conduct business.

**I. Call to Order**

**II. Roll Call**

**III. Approval of the Agenda**

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

**V. Announcements and Hearings of the Public**

During this time, members of the public may address the Student Senate on non-agenda items. Limit of 15 minutes per topic and 3 minutes per speaker.

**VI. Reports**

**a. Officers**

- |                              |                |
|------------------------------|----------------|
| i. President                 | Andrea Morales |
| ii. Vice President           | Anna Mahoney   |
| iii. Finance Director        | Tania Farjat   |
| iv. Vice Chair               | Nicole Hong    |
| v. Secretary                 | vacant         |
| vi. District Student Trustee | Ashley Garcia  |

**b. Senators**

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

**c. CSM Administration**

- i. Dr. Jennifer Taylor-Mendoza, CSM President
- ii. Mike Holtzclaw, CSM Vice President of Instruction

**d. Advisors**

- i. Aaron Schaefer, Student Life and Leadership Manager
- ii. Fauzi Hamadeh, Student Life and Leadership Assistant

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

**a. Appointments – President Morales**

The Student Senate shall discuss and consider any and all appointments and/or recommended appointments to the Student Senate, ASCSM Boards and/or task forces, any College and/or District participatory governance committees, and/or any other appointments that may be deemed necessary; possible action to take place.

- i. ASCSM Board Chairs
- ii. Student Representative to CSM Director of Marketing Hiring Committee

**b. Legislative Bills – Advocacy Board Chair**

The Student Senate shall discuss and consider recommendations from the Advocacy Board regarding positions on local, state, and national legislation; possible action to take place.

**c. Debrief of ASCSM Events**

The Student Senate shall discuss and review any recent ASCSM events; no action to take place.

**d. Fall 2021 Campus Reopening**

The Student Senate shall discuss and consider information regarding the reopening of the CSM campus for the fall 2021 semester. Possible action to take place.

**e. Welcome Event for Fall 2021**

The Student Senate shall discuss and consider plans for a welcome event for fall 2021. Possible action to take place.

**VIII. New Business: Action, Discussion, and Information Items**

**a. CSM E-Sports Program – Andreas Wolf, CSM Dean of Kinesiology, Athletics, and Dance**

The Student Senate shall review and discuss a presentation regarding the College's new e-sports program. No action to take place.

**b. ASCSM Budget Presentation**

The Student Senate shall review and discuss a presentation regarding the ASCSM Budget. No action to take place.

**c. CSM Centennial Update**

The Student Senate shall review and discuss an update on the plans for CSM's centennial celebration. No action to take place.

**d. Suspension and Modification of ASCSM Bylaws**

The Student Senate shall discuss and consider suspension and temporary language modifying eligibility requirements for ASCSM and club officers. Possible action to take place.

**e. ASCSM Goals for 2021-2022**

The Student Senate shall discuss and consider adopting goals for the 2021-2022 academic year. Possible action to take place.

**IX. Future Agenda Items**

During this time, members of the Student Senate may suggest agenda items for consideration for future meetings.

**X. Final Announcements and Hearing of the Public**

During this time, members of the Student Senate and the public may voice any concluding comments. Limit of 15 minutes per topic and 3 minutes per speaker.

**XI. Adjournment**

## **Appointments**

There is no printed material related to this item.

## **Legislative Bills**

There is no printed material related to this item.

## **Debrief of ASCSM Events**

There is no printed material related to this item.

## **Fall 2021 Campus Reopening**

There is no printed material related to this item.

## **Welcome Event for Fall 2021**

There is no printed material related to this item.

## **CSM E-Sports Program**

There is no printed material related to this item.



A complex network diagram with numerous nodes of various colors (blue, orange, green, purple, teal) and sizes, connected by a dense web of thin black lines. The background is dark gray with scattered small black dots and faint green curved lines.

# ASCSM Budget Overview

# Things to remember...

- This is student money
- No expenditures may take place without prior authorization, either via the ASCSM Budget or a direct action of the Student Senate
- Just because you have money doesn't mean you have to spend it, but...
- Students expect something back
- The Associated Students have the largest "discretionary" budget on campus

# Budget Areas

- Income
- Expenses
- Club Accounts
- Trust Accounts
- Student Representation Fee
- Reserves

# Income

- ATM Commission
- Programs
- Vendor Rental Fees
- Student Body Fee
  - \$15 per semester (except summer)
- Carryover from prior years
- Transfers from Reserves

# Expenses

- Non-Discretionary
  - Office Supplies
  - Operations
  - Student Activity Card
  - Student Assistant - Salaries
  - Student Assistant - Benefits

# Expenses (continued)

- Discretionary
  - Awards and Scholarships
  - Ceremonies
  - Club Assistance/ICC
  - College Program Assistance
  - Conferences
  - Ethnic and Cultural Affairs
  - Hospitality
  - Printing
  - Programs
  - Publicity
  - Repair and Maintenance
  - Furniture, Fixtures, and Equipment

# Club Accounts

- Club funds are held “in trust” by the Associated Students
- Direct control lies with the club and advisor
  - Ultimate fiscal responsibility lies with the Center for Student Life and the College
- Funds raised by individual clubs are deposited directly into the club’s account
  - Funds granted by Inter Club Council are **not** transferred to the club
- Clubs may **not** have any type of off-campus account
- If a group is inactive for more than four semesters, their account is subject to closure

# Trust Accounts

- Two types of trust accounts
  - Trusts directly controlled by the Associated Students
    - For long-term support of programs, events, or activities.
  - Trusts that benefit another department or program
    - ASCSM Officers serve as trustees along with other folks on campus



# Student Representation Fee

- \$2 per semester, including the summer session
  - \$1 stays on campus
  - \$1 goes to the Student Senate for California Community Colleges (SSCCC)
- May only be used for advocacy, training, and related expenses (e.g., advocacy related travel)
- Examples
  - CCCSAA Leadership Conference
  - Sacramento Advocacy Trip
  - Washington, DC Advocacy Trip

Questions?

## **Budget Notes and Guidelines**

These notes and guidelines provide the underlying principles and parameters for the various ASCSM accounts. Ultimately, the Student Senate, with the approval of the Student Life and Leadership Manager, shall have final say over all Associated Students funds. Please also see the ASCSM Bylaws for additional financial and budgetary information.

### **INCOME ACCOUNTS**

#### **4020 ATM Commissions**

San Mateo Credit Union pays the Associated Students a monthly commission for the opportunity to have their Automatic Teller Machine on campus. The commission is derived from the non-member charges the credit union imposes on users of the ATM.

#### **4070 Space Rental – Vendor**

Income from outside vendors renting space on campus to sell goods and services to students.

#### **4080 Student Body and ID Card Fees**

Income derived from the \$15 per semester (fall and spring) student body fee that entitles students who pay the fee to receive a Student ID Card (or current semester validation sticker) and associated benefits. Also includes income from students who are not automatically assessed the fee but voluntarily choose to pay it in order to receive an ID card, such as Middle College and concurrent enrollment students.

#### **Transfer from Reserves**

Carryover from prior fiscal years (if any) or transfers from Associated Students reserve funds to augment estimated current year income.

### **EXPENSE ACCOUNTS – NON-DISCRETIONARY**

#### **5140 Office Supplies**

General office supplies for the Associated Students and the Center for Student Life and Leadership Development may be purchased and charged to this account without further Senate approval, as long as the request is made or approved by the Student Life and Leadership Manager and the Center for Student Life staff.

### **5145 Operations**

Continual expenses that are fundamental to the ongoing operation of the Associated Students. Including, but not limited to, District central duplicating charges; leased photocopiers in the Center for Student Life; maintenance agreements for office equipment; etc.

### **5182 Student Activity Card**

Supplies for the printing and updating of ID cards are funded from this account. Expenses may include, but are not limited to, blank ID cards; validation stickers; ribbons, cleaning supplies, and other items related to the care and maintenance of the ID card printer; updates and/or upgrades to the ID card software; service to the ID card equipment and/or software; and other expenses related to the production of ID cards.

### **5183 Student Assistant – Salary**

### **5184 Student Assistant – Benefits**

To fund student assistant positions in the Center Student Life and Leadership Development. These student assistant positions support the functions of the Center for Student Life as related to student government, including the making of ID cards, clerical and program support for student government and club events, supporting counter services, and assisting with other tasks as assigned. One of the student assistants serves as the Student Senate Secretary, compiling agendas and minutes for all Student Senate meetings. A second student assistant assists with the promotion of ASCSM events, including development of fliers and posters and social media event promotion. In addition, funds may from this account may be used to provide stipends to students who serve as ushers during the College's annual Commencement ceremony.

## **EXPENSE ACCOUNTS –DISCRETIONARY**

### **5010 Awards and Scholarships**

This account is used to fund the Allan R. Brown Outstanding Service and Leadership Award. An appreciation check is given to each awardee. The Student Senate sets the number of awards and the award amount each year. The awards are given for leadership and volunteer service outside of the classroom that has been outstanding in a wide variety of areas and that has demonstrated exceptional achievement, remarkable accomplishment, outstanding personal character, and served as an inspiration to fellow students. This is the highest award for service recognized at the College of San Mateo, and was named the "Allan R. Brown Outstanding Student Service Award" by the Associated Student Senate to honor a former College of San Mateo Vice President of Student Services whom the students admired for his high ideals and support for student leadership and volunteer service to the college and community.

### **5030 Ceremonies**

This account is used to support ceremonial events or activities hosted by the A.S. This includes, but is not limited to, the annual end of year banquet hosted by the Student Senate.

### **5031 Club Assistance (ICC)**

This account is used via the Inter Club Council (ICC) to assist campus clubs with the sponsorship of activities and events. Club proposals and requests for financial assistance from this fund are proposed first to ICC and then forwarded to the Student Senate. Funds may also be used to promote student involvement in club membership and activities. No proposal for funds from this account may go to the Student Senate without first being recommended for approval by ICC (except as allowed by the ASCSM Bylaws).

Programs are reviewed and approved by the Student Senate based on a variety of factors including, but not limited to, the availability of funds, merits of the program, completeness of the proposal, the number of potential students served, and other factors.

### **5032 College Program Assistance**

Funds are used to support programs held in conjunction with the college's instructional and student services programs. Normally the Associated Students are not requested to support ongoing programs of the College since each department or program must go through the College's annual budgeting process. However, in unforeseen circumstances, the Associated Students may allocate funds to assist a College program or department. Funding should also be pursued from other sources, such as the Vending Commission Fund.

This account may also be used to provide short term funding during the current year for new services which the students may want the College to provide immediately, but which are not budgeted for in the current year. The Associated Students may want to make a contribution toward a new program until college budget allotments can be adjusted upward for the following fiscal year. If student funding is provided, sometimes the college may be persuaded to match funding to begin a new program or expand a service that otherwise might not be as high on the college's funding priority list but is important to students.

### **5033 Conference**

Funds from this account are used to pay for registration, travel, lodging, and other costs associated with attending conferences not eligible for support through the Student Representation Trust. These conferences may include, but are not limited to, programming and event conferences (such as the National Association of Campus Activities); ethnic, cultural, and diversity related conferences (such as the National Student Leadership Diversity Convention); and leadership and development conferences (such as NASPA).

### **5050 Ethnic and Cultural Affairs**

To support events and activities planned and coordinated through the Student Senate's Cultural Awareness Board that recognize, celebrate, and educate about issues of equity, diversity, and culture. Topics may include, but are not limited to, ethnicity, race, religion, socioeconomic status, sexual orientation and gender identity, etc.

### **5080 Hospitality**

This is a discretionary fund to be used to host receptions, to entertain visiting dignitaries and guests of the Associated Students, to send flowers or condolences to college students, staff or their relatives for catastrophic events, or to provide refreshments at Associated Students sponsored meetings or special events. The fund may be used to provide gestures of good will, or to allow Associated Student officer attendance and representation at special college or district functions which require admissions or fees.

All expenses from this fund require a majority vote of the Senate prior to the activity, except in unforeseen emergency situations between senate meetings where normal approval through the Senate is not possible. In such cases, the A.S. President, with the consent of the Student Life and Leadership Manager or designee, may authorize, without the prior approval of the Senate, expenses for any one activity in this category. This is to be done only in an emergency, where time does not permit having the item approved in advance by the Senate. However, all such actions must be reported by the President to the Senate at the next regular Senate meeting.

### **5147 Printing**

To fund the printing of large scale projects, such as promotional brochures, informational booklets, glossy fliers and posters, and other high-quality printed material.

### **5150 Programs**

Campus-wide activities, events, and services can be funded out of this account. Such activities and events include, but are not limited to, live band performances, talent shows, cultural events and programming, guest speakers, dances, festivals such as Oktoberfest and Spring Fling, Welcome Weeks, art shows, and movie series.

### **5151 Publicity**

Public relations expenses that can be charged against this account include, but are not limited to, giveaway items that promote the Associated Students and/or the Student ID Card; fees for Internet related activities, such as a website or e-mail system; and ASCSM-apparel and other items.

### **5171 Repair and Maintenance**

Funds from this account are used to repair and maintain equipment owned by the Associated Students, such as office furniture, event equipment, computer equipment, and other items.

**5181 Furniture, Fixtures, and Equipment**

Expenditures from this account are for the purchase of new furniture, fixtures, and/or equipment.

Examples include furniture for the student lounge, such as couches, chairs, small tables, recreational game equipment, etc.; office furniture and equipment such as file cabinets, desks, etc.; event equipment such as audio systems, microphones, staging, etc.; minor utility improvements such as electrical or telephone wiring; and other fixed assets. Also includes remodeling costs for offices, minor additions to existing infrastructure, lounges, etc.

## **CSM Centennial Update**

There is no printed material related to this item.



**SUSPENSION OF ASCSM BYLAWS  
DURING FOR FALL 2021**

Eligibility requirements for officers and senators of the ASCSM Student Senate require that “[a] majority of currently enrolled on-campus units must be at CSM (distance learning units exempted)” while the member holds office. Although the college has implemented a phased return to campus for the fall 2021 semester, members may not be able to fulfill this eligibility requirement through no fault of their own. To allow members to continue their service and maintain compliance with the California Education Code, Title V, and District Policies and Procedures, the Center for Student Life is advising that the current eligibility requirements on enrolled units be suspended and be temporarily replaced with the following:

“Officers and senators must be enrolled in at least six (6.0) units of credit at College of San Mateo during the fall 2021 semester. Units may be any combination of for-credit courses delivered either on-campus or via distance education. To qualify as a College of San Mateo course, the online class schedule (WebSCHEDULE) must indicate that the course’s College is College of San Mateo.”

All other eligibility requirements (GPA, progress, etc.) would remain in place.

Additionally, students serving as officers in student clubs and organizations are required to “[b]e currently enrolled in at least six (6) units of credit at College of San Mateo. A majority of the student’s units must be at College of San Mateo. This requirement shall only be in effect during the fall and spring semesters” (ASCSM Bylaws Article IX, Section 3, Item 3.1.a) In order to allow more students to continue to serve in club and organization leadership positions as we transition back to campus, the Center for Student Life is advising that the current unit enrollment requirements for club officers be suspended and temporarily replaced with the following:

“Be currently enrolled in at least one (1) for-credit course at College of San Mateo during each the fall 2021 semester. The course may be delivered on-campus or via distance education. To qualify as a College of San Mateo course, the online class schedule (WebSCHEDULE) must indicate that the course’s College is College of San Mateo.”

All other eligibility requirements for club officers (GPA, progress, etc.) would remain in place.

**RECOMMENDATION**

It is recommended that the Student Senate adopt the suspension and replacement of the ASCSM Bylaws on eligibility requirements for officers and senators, as well as club officers, as outlined above.

## **ASCSM Goals for 2021–2022**

Information regarding this item will be distributed at the meeting.