



Student Senate Regular Meeting Agenda

Monday, October 2, 2023, 2:15 p.m.

In-Person: Center for Equity, Leadership and Community Building 17, Room 146
College of San Mateo; 1700 W. Hillsdale Blvd.; San Mateo, CA 94402

Via Zoom: Join Link: <https://smccd.zoom.us/j/83157047240>
Dial-In Number: (669) 444-9171 | Webinar ID: 831 5704 7240

Please silence all cell phones and other electronic devices.

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 Student 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.

1. Call to Order

2. Roll Call

3. Approval of the Agenda

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

5. Announcements and Hearings of the Public

During 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.

6. Reports

a. Officers

- i. President Enzo Ferreira
- ii. Vice President Brittany Shive
- iii. Finance Director Montse Morales
- iv. Vice Chair Paola Tagashira
- v. Secretary Lianna Lim
- vi. District Student Trustee Arthur Veloso

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. College of San Mateo Administration

Including the College president, the vice president of Student Services, members of the executive leadership team, deans, and any other College administrators wishing to report to the Student Senate.

d. Advisors

- i. Aaron Schaefer, Student Life and Leadership Manager
- ii. Fauzi Hamadeh, Student Life and Leadership Assistant
- iii. Mondana Bathai, Student Life Staff Assistant

- 7. Appointments – President Ferreira**
The 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.
- 8. Discussion on Class Cancellation Policy**
The Student Senate shall hold a discussion and consider feedback regarding the District’s class cancellation policy. Possible action to take place.
- 9. Questions for Chancellor Screening Committee**
The Senate shall discuss and consider recommendations for questions and/or areas of concern to forward to the student representatives on the District’s Chancellor Screening Committee. Possible action to take place.
- 10. Update on SparkPoint and SAM Card**
The Senate shall review and discuss and update on the College’s SparkPoint program and the SAM Card offering. No action to take place.
- 11. Debrief of Fall 2023 Club Fair**
The Senate shall review and discuss the Fall 2023 Club Fair to identify successes and areas for improvement. No action to take place.
- 12. Future Agenda Items**
During this time, members of the Senate may suggest agenda items for consideration for future meetings.
- 13. Final Announcements and Hearing of the Public**
During this time, members of the Senate and the public may voice any concluding comments. Limit of 15 minutes per topic and 3 minutes per speaker.
- 14. Adjournment**



Student Senate Regular Meeting Minutes (Unapproved)

Monday, September 25, 2023

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

ROLL CALL

Members Present: President Enzo Ferreira; Vice President Brittany Shive; Finance Director Montse Morales; Secretary Lianna Lim; Vice Chair Paola Tagashira; Senators Jake Austin, Andy Cheng, Jasper Cheng, Marlo Cowan, Luana Ferreira, Michelle Lopez Grijalva, Ashley Phyu, Antu Sosa, Megan Sullivan, Eugene Teng, Karina Viner

Members Absent: Senator Ryan Luftman

Advisors Present: Student Life and Leadership Manager Aaron Schaefer, Student Life and Leadership Assistant Fauzi Hamadeh, Student Life and Leadership Staff Assistant Mondana Bathai

Others Present: CSM Interim Vice President of Student Services Alex Guiriba; CSM Dean of Enrollment Services and Support Programs David Crafts; VPSS Student Fellow Gulnazik Bakhramova

APPROVAL OF THE AGENDA

Motion to approve the agenda as presented by Senator Ferreira; seconded by Senator Austin. Hearing no objections, the motion carried.

APPROVAL OF THE MINUTES OF PRIOR MEETING(S)

Motion to approve the minutes of the Monday, September 18, 2023, meeting as presented by Senator Cheng, seconded by Senator Cheng. Hearing no objections, the motion carried.

ANNOUNCEMENTS AND HEARING OF THE PUBLIC

On behalf of the College's Sustainability as Social Justice Committee, Professor Judith Hunt asked the Associated Students to appoint a student representative to the committee. Prof. Hunt also said that committee meetings are open for anyone interested in attending. Meetings are held monthly on Wednesdays. The committee has focused on holding activities to celebrate Earth Day and working with Indigenous peoples to highlight issues on sustainability and social justice.

REPORTS

President Ferreria said that he had met with CSM Interim President Richard Storti. Dr. Storti is asking for feedback about the campus from students. President Ferreira asked that members of the Senate share any concerns they may have, or that they may be hearing, with him so we can relay them to President Storti.

Vice Chair Tagashira said that the second day of the Club Fair had to be canceled due to last week's campus closure. She will be working with the clubs to determine when the fair will be rescheduled.

District Student Trustee Veloso reported that he and a member of the student government from Cañada will be representing students on the District's Chancellor Screening Committee. He asked for suggestions and feedback on any questions that students may want to ask the candidates for chancellor.

Student Life and Leadership Manager Aaron Schaefer said that Day 1 of the Club Fair went very well. He lamented that the second day had to be canceled due to the campus closure, but expressed hope that the clubs will be able to reschedule

the event or be a part of an upcoming ASCSM event. Mr. Schaefer also reminded the group that all club presidents and treasurers must attend a Club Officer Workshop. This is a requirement for all clubs and is not optional.

Student Life and Leadership Assistant Fauzi Hamadeh expressed apologies for being away and taking longer than usual to respond to email messages lately but explained that he had some ongoing issues in his personal life that require his attention. Mr. Hamadeh said that he will try to be more responsive but asked for patience if communication is sometime delayed. Mr. Hamadeh said that he is hoping to discuss with the clubs and Vice Chair Tagashira options for rescheduling Day 2 of the Club Fair at this week's Inter Club Council (ICC) meeting. He also announced that Interim President Storti has asked for a student representative to the screening committee for the interim vice president of administrative services opening.

Student Life and Leadership Staff Assistant Mondana Bathai said that the College's first-ever Family Movie Night will be taking place on Friday, September 29, starting at 5:30 pm in the Fine Arts Courtyard (Buildings 2/3/4). There will be food, face painters, and other activities before the movie. The entire campus community is invited to attend.

APPOINTMENTS

President Ferreira made the following appointments:

- Student representatives to College and District participatory governance committees as presented (see attached) with the addition of Paola Tagashira as representative to the Committee on Teaching and Learning and Megan Sullivan as the representative to the Sustainability as Social Justice Committee. Motion to approve the appointments by Senator Cheng; seconded by Senator Viner. Hearing no objections, the motion was carried.
- Michael Llanell-Vararaj to the Advocacy Board. Motion to approve the appointment by Senator Cheng; second by Senator Teng. Hearing no objections, the motion was carried.

INTRODUCTION AND WELCOME OF CSM INTERIM VICE PRESIDENT OF STUDENT SERVICES

Mr. Schaefer introduced Alex Guiriba as CSM's new Interim Vice President of Student Services. Mr. Guiriba said that he is a former CSM student and was involved with student clubs and organizations, which is how he first met Mr. Hamadeh. Interim Vice President Guiriba said that he had also been a member of CSM's classified staff before going to another college for a dean position. He then came back to CSM as counseling faculty. Mr. Guiriba said that he looks forward to working with the Student Senate and that he pursued the interim VPSS position because he wanted to provide stability and accessibility for the campus.

Interim VPSS Guiriba also introduced Dave Crafts, CSM's dean of enrollment services and support programs, and Gulnazik Bakhramova, student fellow in the VPSS Office.

FUNDING FOR NEW STUDENT ID CARD SYSTEM

Mr. Hamadeh said that the current student ID card system runs on an old version of Microsoft Access that requires compromises in its setup and efficiency. The system is hard to customize, prone to breaking down, and is generally difficult to use. He noted that Skyline College transitioned to a cloud-based ID card software solution in summer 2022 and the staff there have been extremely happy with the decision. Besides the new ID card software, Skyline also moved to a Wi-Fi enabled network printer that allows for remote printing. Mr. Schaefer said that the folks at Skyline have reported positive experiences with the new vendor. He noted that the new vendor offers on-site support in addition to remote support. The cost to upgrade the ID card system is approximately \$8,500.00, but the Center for Student Life is requesting a total of \$10,000.00 to buy additional supplies such as blank ID cards and printer ribbon.

Motion to approve \$10,000.00 from the ASCSM Reserves to fund the purchase of a new ID card system by Senator Viner; seconded by Senator Ferreira. The motion was carried unanimously with all members present voting in favor.

ASCSM BUDGET FOR 2023-2024

Mr. Hamadeh presented Stage 1.5 of the ASCSM Budget for 2023-2024. The updated budget reflects an increase in estimated income based on the higher headcount so far this semester. The additional funds were distributed across the budget, particularly in the areas of Club Assistance, Ethnic and Cultural Affairs, and Printing.

Motion to approve the Stage 1.5 Budget by Senator Lopez Grijalva; seconded by Senate Viner. The motion was carried unanimously with all members present voting in favor.

DEBRIEF OF FALL 2023 CLUB FAIR

As noted earlier, the first day of the Club Fair was a success. Several clubs reported getting new members. Handing out ice cream was a different but welcome change. President Ferreira said that he thought the event was well executed. Since the second day of the Club Fair was planned to be a recruitment day for ASCSM, Senator Cheng asked if the Senate would hold a recruitment drive on another day. The matter will be taken to the Executive Cabinet for discussion. Senator Phyu said that the Programming Board is planning to invite the clubs to participate in the Halloween activities at the end of October. Vice President Shive said that the Senate could hold a separate recruitment event if needed.

FUTURE AGENDA ITEMS

- Questions for Chancellor Screening Committee
- SparkPoint and SAM Card Update
- Class Cancellation Policy

FINAL ANNOUNCEMENTS AND HEARING OF THE PUBLIC

Vice Chair Tagashira said that the Active Minds Club is starting a gardening event to encourage mental well-being. There will be five sessions throughout the semester, with the first happening on Thursday, September 28, at 2 pm. The weekly student study lounge will also be available on Thursdays from 9 am to 2 pm.

The Chinese Students and Scholars Association will be holding a Moon Festival Event on Wednesday, September 27. AS part of the event, the group will be distributing mooncakes.

ADJOURNMENT

Motion to adjourn at 2:59 pm by Senator Sullivan; seconded by Senator Phyu. Hearing no objections, the motion carried.

Submitted by,

Lianna Lim
ASCSM Secretary

Agenda Item #7: Appointments

The 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.

Agenda Item #8: Discussion on Class Cancellation Policy

The Student Senate shall hold a discussion and consider feedback regarding the District's class cancellation policy. Possible action to take place.

College of San Mateo Class Cancellation Guidelines

The goal of CSM's Administrative Team is to create a schedule that meets student needs while still maintaining efficiency. Through the process of scheduling, we aim to serve varied student populations with a range of modalities and timing of courses. We will use data and student input to create this schedule and are working to create predictable schedules that are responsive to evolving student needs.

Despite our best efforts to predict student demand and market programs to the community, we recognize that we will need to cancel classes at times. Class cancellations are disruptive both to students and faculty, and we seek to minimize that disruption wherever possible.

The administrative team looks to apply a consistent process across academic divisions. SMCCCD Board Policy 6.04 directly informs the class cancellation process:

1. The District's Colleges will organize classes in as efficient a manner as possible consistent with good instructional practices and the needs of students.
2. Classes with fewer than twenty (20) students will normally be cancelled or merged with another section.
3. Certain classes with enrollments of twenty (20) or fewer, for example required sequential courses, single sessions required for the major, and classes in facilities which will not accommodate twenty (20) students, will be carefully reviewed in consultation with discipline faculty and, if offered, will be balanced against large classes in the program.

The approach the administrative team takes in determining class cancellations requires collaboration, flexibility, and regular review so that we can act in the best interests of students, faculty, programs, and the College. Before cancelling classes, the administrative team will consider a number of factors that will include:

- The impact on student degree and certificate completion
- Current and historical enrollment patterns
- The availability of the same and/or similar courses at CSM or sister colleges
- Needs of the program
- New and experimental courses and/or modalities
- Regional workforce needs
- Courses that support equity and disproportional impacted populations
- Faculty contractual load obligations
- Frequency of course offering

In consideration of Board Policy 6.04 and in thoughtfully analyzing enrollment and potential class cancellations, administration will utilize a student-ready approach that will encompass the following:

1. Communication with all students via email and/or telephone that their class was cancelled and to include (a) alternative courses, where applicable, and open class lists so that students have choices in continuing their progress toward their academic goal as well as the contact information for person who can help them to identify an alternative.

2. The Vice President of Instruction will work with deans to report low-enrolled classes to counseling so that they may be promoted to students.
3. Deans may allow time for enrollment to increase up to the first week, per their discretion, and in collaboration with faculty. If a class is cancelled after the first week, faculty will receive compensation at the appropriate rate for the hours taught.
4. Communication with faculty via email, telephone and/or in person that their classes will be cancelled.
5. Consultation with the faculty member to adjust the teaching assignment in compliance with the AFT contract, if necessary.

BOARD POLICY
San Mateo County Community College District

Subject: BP 6.04 Minimum Class Size Guidelines

Review Date: 9/14

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1. The District's Colleges will organize classes in as efficient a manner as possible consistent with good instructional practices and the needs of students
 2. Classes with fewer than twenty (20) students will normally be cancelled or merged with another section.
 3. Certain classes with enrollments of twenty (20) or fewer, for example required sequential courses, single sessions required for a major, and classes in facilities which will not accommodate twenty (20) students, will be carefully reviewed in consultation with discipline faculty and, if offered, will be balanced against large classes.

Agenda Item #9: Questions for Chancellor Screening Committee

The Senate shall discuss and consider recommendations for questions and/or areas of concern to forward to the student representatives on the District's Chancellor Screening Committee. Possible action to take place.

Agenda Item #10: Update on SparkPoint and SAM Card

The Senate shall review and discuss and update on the College's SparkPoint program and the SAM Card offering. No action to take place.