



Senate Agenda

Monday, October 13, 2014

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 Maggie Garcia
 - ii. Vice President Javokhir Inatov
 - iii. Finance Director Lana Bakour
 - iv. Vice Chair Danuta Wang
 - 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 Garcia**

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 Bills – Advocacy Board Chair Trump**

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.

VIII. New Business, Discussion, and Information Items

a. Sustainability Activities – Professor Linton Bowie and Sustainability Committee

The Senate shall hear a presentation and may engage in a discussion about current and future sustainability activities at the College and in the District; possible action to take place.

b. Latin and Filipino Connection – Filipino Student Association

The Senate shall discuss and consider the proposal from Filipino Student Association for the Latin and Filipino Connection event on November 6th, 2014; possible action to take place.

c. Events and/or Activities for Evening Students

The Senate shall discuss and consider possible events and activities for night students; possible action to take place.

d. Parking Solutions – President Garcia

The Senate shall discuss, consider, and brainstorm recommendations for addressing parking issues at the College; possible action to take place.

e. Halloween Event Funding – Senator Garcia

The Senate shall discuss and consider the funding request from Programming Board for a Halloween-themed event; possible action to take place.

f. Mixer with At-Large Students – President Garcia

The Senate shall discuss and consider plans and funding to hold a mixer with the At-Large Students on the various Boards; possible action to take place.

g. Measure H – President Garcia and Advisor Schaefer

The Senate shall discuss and consider endorsement and activities in support of Measure H; possible action to take place.

h. Proposed Revisions to District Policies & Procedures – President Garcia

The Senate shall discuss and consider the proposed revisions to District Policies & Procedures § 1.40 Meetings of the Board, 1.55 Order of Business and Procedure, 2.19 Nondiscrimination, 2.25 Prohibition of Harassment, 6.03 Division Organization, 6.04 Minimum Class Size Guidelines, 6.23 Grade Changes, 6.30 Externally Funded Special Projects and Programs, 7.07 Non-Resident Student Tuition Fees, 8.70 Fees and Charges; 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

Appointments

There is no printed material related to this item.

Legislative Bills

There is no printed material related to this item.

Sustainability Activities

There is no printed material related to this item.

RECEIVED

OCT 02 2014

CSM Center
for Student Life

N.J



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 8, 2014

Title of Proposal Latin and Filipino Connection

Being Proposed by Filipino Student Association Lead Coordinator Nathan Depante

Event Date(s) if applicable November 6, 2014

Forwarded to the Student Senate by:

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

ASCSM Account Number/Name 5031 Club Assistance/ICC

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.

Latin and Filipino Connection is both a musical performance and lecture about the influences that Latin music has had on Filipino music and it's connections today. This event, played by four professional performers with one of them currently being the lead classical guitarist in the Philippines, will have a rich cultural discussion on the subject of music and the intermingling of cultures. CSM students will be able to listen to a free performance but also learn about the history of a country not found within a course on campus. The students will be cultural enriched by the performance as well as learn more about how a one cultures influence can influence another and the similarities one can find even today. This discussion can then lead to students find similarities to one another and open up a new path for students to connect instead of shying away from other because they feel they cannot understand someone because of the different cultures they were raised in.

The four performers, living relatively far from CSM, have asked for Filipino Student Association to pay up to \$500 for their performance. We are asking Student Senate to allow us a budget of \$500 in order to pay for the four musicians in order to show the students of CSM how the intermingling of two cultures can create something new yet familiar to the culture that had influenced the other.

The event will take place on November 6, 2014 in the theater on campus. Members of Filipino Student Association will be volunteering at this event as ushers and guides for people who are coming for the performance. There will be no cost for this.

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. Professional musicians/lecturers	\$ 500.00
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
Total Costs	\$ 500.00

For ASCSM Secretary Use Only

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

Revised October 2013

Passed ICC with a vote of 30 in favor, 0 opposed, and 0 abstaining.

Event and/or Activities for Evening Students

There is no printed material related to this item.

Parking Solutions

There is no printed material related to this item.



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 20th, 2014

Title of Proposal Halloween Event

Being Proposed by Programming Board Lead Coordinator Marissa Garcia
 Event Date(s) if applicable October 28th-30th

Forwarded to the Student Senate by:

- Executive Cabinet
 Advocacy
 Cultural Awareness
 Programming
 ICC
 Other

ASCSM Account Number/Name 5150 Programming

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 ASCSM Programming Board will be holding a three day event from October 28th-30th. The board will be handing out free food, as well as providing games/activities with prizes in honor of the Halloween holiday.

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

Item Description	Cost
1. <u>Food</u>	<u>1600</u>
2. <u>Deco</u>	<u>300</u>
3. <u>Prizes</u>	<u>600</u>
4. <u>Games</u>	<u>1200</u>
5. <u>Misc.</u>	<u>500</u>
Total Costs	<u>4200</u>

For ASCSM Secretary Use Only

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

Mixer with At-Large Students

Material related to this item will be distributed at the meeting.

Measure H

There is no printed material related to this item.

CHAPTER 1: Board of Trustees
BOARD POLICY NO. 1.40 (BP 2305, 2310, 2315, 2320, and 2365)

BOARD POLICY
San Mateo County Community College District

Subject: BP 1.40 Meetings of the Board
Revision Date: 2/12; 5/13; ~~xx/xx~~
Policy References: Education Code Sections 72000(c)(2)(A), 72000(d), 72122, 72129; Government Code Sections 54952.2, 54953 et seq., 54954.3(a), 54956, 54956.5, 54956.8, 54956.9, 54957, 54957.6, 54961, 6250 et seq. and 11125.4

1. All meetings of the Board shall be open to the public, except that the Board may hold closed sessions for purposes specifically exempted from the open meeting laws of the State of California.
2. The rules contained in the current edition of Robert's Rules of Order shall govern meetings of the Board in all cases unless they are inconsistent with the Education Code, other State or Federal laws or District Rules and Regulations.
3. Any audio or video recording of an open and public Board meeting made by or at the direction of the Board shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250 et seq. Any such recordings shall be maintained for at least thirty days following the taping or recording.

Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may broadcast the proceeding. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute persistent disruption of the proceedings, any such person shall be directed by the President of the Board to stop.

4. **Annual Organizational Meeting**
The Board shall hold an annual organizational meeting within the time frame specified in the Government Code. The purpose of the annual organizational meeting is to elect the President, Vice president-Clerk, Secretary and a representative to the County Committee on School District Organization, and to conduct any other business as required by law or determined by the Board. The organizational meeting shall take place within the regularly scheduled meeting held during the first two weeks of December and shall comply with notification procedures contained in the Education Code. Newly elected members of the Board shall be notified of the date, time, and place of the organizational meeting fifteen (15) days in advance of the meeting.
5. **Regular Meetings**
 - a. The regular meetings of the Board shall normally be held on the second and fourth Wednesday of each month in the Board of Trustees Meeting Room, District Administration Building. Roll call will be held at 6:00 p.m. and the public session of the meeting will begin at that time. A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting.

BP 1.40 Meetings of the Board (continued)

- b. The date, time and place of the regular meeting may be changed by action of the Board. In the event of a change of meeting date, time, or place, the Secretary for the Board shall take appropriate steps to inform the public and representatives of the news media of the change in advance of the meeting.
- c. All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.
- d. All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

6. Special Meetings

- a. Special meetings of the Board may be called by the President of the Board or by a majority of the members of the Board or by the Chancellor of the District when approved by the President of the Board.
- b. Members of the Board shall be notified of the meeting by the Secretary for the Board at least twenty-four (24) hours in advance of the meeting. Notice of such meetings shall be posted at least twenty-four (24) hours before the time of the meeting, and shall be noticed in accordance with the Brown Act.
- c. Such notice shall also be provided to representatives of the news media who have requested such notification.
- d. No business shall be transacted at a special meeting other than that specified in the call.

7. Emergency Meetings

- a. Emergency meetings may be called by the President of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.
- b. No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.
- c. The Chancellor shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

8. Adjourned Meetings

Adjourned meetings may be held as the business of the Board requires.

9. Closed Sessions

- a. Closed sessions of the Board shall be held only as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code.
- b. The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session.
- c. After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote **or abstention** of every member present.
- d. All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.
- e. If any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the Chancellor. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board. The

BP 1.40 Meetings of the Board (continued)

employee shall be given at least twenty-four (24) hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board.

10. Hearing on the Budget

A public hearing on the budget shall be held prior to adoption of the budget as required by law.

BOARD POLICY
San Mateo County Community College District

Subject: BP 1.55 Order of Business and Procedure
Revision Date: 12/11; xx/xx
Policy Reference: Education Code Sections 54950 et seq. and 72000(d)(3)

1. Three publicly elected Board members will constitute a quorum for the transaction of business. An affirmative vote of the majority of all publicly elected Board members will be required for the passage of a motion except where otherwise provided by law. No action shall be taken by secret ballot. **The Board will publicly report any action taken in open session and the vote or abstention of each individual member present.**

2. The order of business at a regular meeting of the Board shall be:
 - a. Roll Call
 - b. Pledge of Allegiance
 - c. Discussion of the Order of the Agenda
 - d. Minutes
 - e. Presentations to the Board by Persons or Delegations (subject to advance arrangement with the Chancellor)
 - f. Statements from Executives and Student Representatives
 - g. Board Series Presentation – Innovations in Teaching, Learning and Support Services
 - h. Statements from the Public on Non-Agenda Items
 - i. Unfinished Business
 - j. New Business
 - i. Approval of Personnel Actions: Changes in Assignment, Compensation, Placement, Leaves, Staff Allocations and Classification of Academic and Classified Personnel; other personnel items
 - ii. Approval of Consent Agenda
 - iii. Other Recommendations
 - k. Information Reports
 - l. Statements from Board Members
 - m. Communications
 - n. Recess to Closed Session (when needed)
 - o. Reconvene to Public Session
 - p. Closed Session Actions Taken
 - q. Adjournment

3. The President of the Board may rearrange the agenda during a meeting of the Board if there is no objection from a majority of the members present.

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.19 (BP 3410)**

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 2.19 Nondiscrimination
Revision Date: 3/13; ~~xx/xx~~
Policy References: Education code Sections 66250 et seq.; 72010 et seq. and 87100 et seq.;
Title 5 Sections 53000 et seq. and 59300 et seq.; Penal Code Section 422.55;
Government Code Sections 12926.1 and 12940 et seq.; Accreditation
Standard II.B.2.c

1. The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.
2. The District, and each person who represents the District, shall provide access to its services, classes, and programs to individuals without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, **military and veteran status**, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.
3. The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination. For represented employees, any action taken in response to a complaint under this policy is subject to the provisions of collective bargaining agreements. Upon request by the collective bargaining units, the District will negotiate any issues related to the complaints or investigations under this policy that are mandatory subjects for bargaining.
4. No District funds shall ever be used for membership in, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, **military and veteran status**, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.25 (BP 3430)**

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 2.25 Prohibition of Harassment
Revision Date: 4/13; xx/xx
Policy References: Education Code Sections 212.5; 44100; 66252; 66281.5; Government Code Section 12950.1; Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e; Title IX, Education Amendments of 1972; Title 5 Sections 59320 et seq.

1. All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation, including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, genetic information, medical condition, marital status, sex, gender, gender identification, gender expression, age, or sexual orientation of any individual, **military and veteran status**, or because an individual is perceived to have one or more of the foregoing characteristics. This policy shall apply to all employees, students and any other individuals who come onto District property.
2. The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct may be subject to disciplinary action, up to and including termination or expulsion. Engaging in intimidating conduct or bullying against another employee through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyber bullying are strictly forbidden.
3. Any individual who believes that he or she has been harassed, bullied or retaliated against in violation of this policy and wishes to report such incidents should use the procedure provided by his/her supervisor or the office of the Vice President of Student Services. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention to the Vice Chancellor of Human Resources and Employee Relations.
4. This policy applies to all aspects of the academic and work environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any District activity. In addition, this policy applies to minors as well as adults, and to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, reemployment, transfer, leave of absence, training opportunities, assignment of work hours and projects, and compensation.

BP 2.25 Prohibition of Harassment (continued)

5. The Chancellor shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.
6. The Chancellor shall establish procedures that define harassment throughout the District. The Chancellor shall further establish procedures for employees, students and other members of the District community that provide for the investigation and resolution of complaints regarding harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students and agents.
7. The District shall promptly investigate and resolve complaints of harassment and will assure that any harm resulting from the harassment will be promptly redressed by restoring any lost benefit or opportunity. All participants are protected from retaliatory acts by the District, its employees, students, and agents.
8. This policy and related written procedures shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees on the District's public website.
9. It is the responsibility of each individual to maintain a level of conduct that is compliant with this policy. Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 6.03 Division Organization
Review Date: 09/14

1. Each College shall be divided into administrative divisions which are appropriate to the instructional and student services needs of that College.
2. Each division shall have a Dean whose appointment is offered and held on recommendation of the College President, with the approval of the Chancellor and the Board.
3. Faculty members shall be assigned to one or more divisions. A faculty member with assignments in two or more divisions shall be considered a member of the division in which the majority of his/her workload is assigned. If the major assignment is not clearly defined, the College President or appropriate Vice President shall make the assignment.

BOARD POLICY
San Mateo County Community College District

Subject: BP 6.04 Minimum Class Size Guidelines

Review Date: 9/14

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.

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 6.23 Grade Changes

Review Date: 9/14

Policy References: Education Code Sections 76224, 76232; Title 5 Section 55025

1. The colleges shall implement uniform procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:
 - a. Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final;
 - b. Procedures for students to challenge the correctness of a grade;
 - c. Procedures for installation of security measures to protect grade records and grade storage systems from unauthorized access;
 - d. Limitations on access to grade records and grade storage systems;
 - e. Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization;
 - f. Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

**BOARD POLICY
San Mateo County Community College District**

Subject: BP 6.30 Externally Funded Special Projects and Programs
Review Date: 9/14

1. The District and the Colleges shall actively seek external funds in the form of grants to support educational programs consistent with the vision, mission and master plans of the District and the Colleges.
2. Projects must be consistent with the objectives and priorities of the educational program. The value of the project, not the availability of state, federal or private funds, shall be the prime criterion in applying for funds.
3. The Chancellor or Chancellor's designee must approve all projects for which outside funds are sought.
4. Recognizing that projects may be experimental in nature, the Board establishes the following parameters:
 - a. The administration must present reasonable assurance that a successful program can be continued with District funds if outside funds are discontinued.
 - b. Projects of limited duration or those designed to meet a transitory need must have a clear end date with the understanding that the program and/or services will not be continued.
 - c. The administration will recommend discontinuance of the program if an evaluation indicates that it is not successful, regardless of available funding.
5. When matching District funds are required, the administration will evaluate the impact of the proposed commitment on other District needs. Other viable programs should not suffer in order to attract projects with matching funds. When matching funds are required, every effort will be made to use already budgeted District funds as part of the District contribution.
6. Any funds acquired shall accrue to the District for District purposes and not to any individual.
7. The Chancellor is authorized to accept external funds which:
 - a. Are renewals
 - b. Support current programs and services within the District and require a District dollar match (not in-kind) of \$50,000 or less
 - c. Support current programs and services within the District and require an in-kind match only.
8. The Chancellor will inform the Board about all such external funds anticipated.

6.30 Externally Funded Special Projects and Programs (continued)

9. Board approval will be required before external funds are accepted when:
 - a. The external funds support a new District program or service
 - b. The District dollar match of more than \$50,000 is required
 - c. The award requires a commitment that the program will continue beyond the funding period.
10. Any new faculty to be employed in positions funded from external funds/grants shall be advised that they are not guaranteed employment beyond the expiration date of the external funding.
11. Whenever possible, the full cost of administering the grant shall be included in the grant funding.

CHAPTER 7: Student Services
BOARD OF POLICY NO. 7.07 (BP 5020)

BOARD POLICY
San Mateo County Community College District

Subject: BP 7.07 Non-resident Student Tuition Fees
Adoption Date: 8/13; xx/xx
Policy References: Education Code Sections 68050, 68051, 68130, 68130.5, and 76141;
Title 5 Section 54045.5

1. Non-resident students shall be charged non-resident tuition for all units enrolled, unless specifically required otherwise by law.
2. Not later than February 1 of each year, the Chancellor or designee shall bring to the Board of Trustees for approval an action to establish non-resident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College ~~Attendance Budget~~ Accounting Manual.
3. The ~~College President or designee District~~ shall establish procedures regarding collection, waiver, and refunds of non-resident tuition.
4. The Chancellor or designee is authorized to implement a capital outlay fee to be charged only to persons who are both citizens and residents of foreign countries. The Board of Trustees finds and declares that this fee does not exceed the amount expended by the district for capital outlay in the preceding year divided by the total FTES in the preceding fiscal year.
- ~~5. Students who would otherwise be charged the non-resident tuition and capital outlay fees shall be exempt if they demonstrate that they are a victim of persecution or discrimination in the country of which they are a citizen and resident, or if they demonstrate economic hardship.~~
- ~~6. Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States under federal regulations permitting such persons to remain in the United States. Students shall be deemed to have demonstrated economic hardship if they present evidence that they are citizens and residents of a foreign country and that they are receiving Temporary Assistance for Needy Families Program, Supplemental Income/State Supplementary benefits, or general assistance.~~
5. Students who would otherwise be charged the non-resident tuition and capital outlay fees shall be exempt if they demonstrate that they are a victim of persecution or discrimination in the country of which they are a citizen and resident. Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States under federal regulations permitting such persons to remain in the United States.

BP 7.07 Non-resident Student Tuition Fees (continued)

6. Students who would otherwise be charged the non-resident tuition and capital outlay fees shall be exempt if they demonstrate economic hardship. Students shall be deemed to have demonstrated economic hardship if they present evidence that they are citizens and residents of a foreign country and that they are receiving Temporary Assistance for Needy Families Program, Supplemental Income/State Supplementary benefits, or general assistance.
7. Students will be exempt from the non-resident tuition fee and capital outlay fee if they demonstrate that they have a parent who has been deported or was permitted to depart voluntarily, they moved abroad from California as a result of that deportation or voluntary departure, and they attended a public or private secondary school in the state for three or more years. Upon enrollment, students who qualify for this exemption must be in their first academic year as a matriculated student in California public higher education, live in California, and file an affidavit with the District stating that they intend to establish residency in California as soon as possible.
8. Non-resident high school concurrent students are not charged non-resident fees, regardless of the number of units they enroll in.

CHAPTER 8: Business Operations
BOARD POLICY NO. 8.70 (BP 5030)

BOARD POLICY
San Mateo County Community College District

Subject: BP 8.70 Fees and Charges

Revision Date: 11/11; xx/xx

Policy References: Education Code Section 76365 and 76370; Title 5 Sections 59400-59408

1. The San Mateo County Community College District recognizes that the mission of community colleges to provide quality postsecondary educational opportunities to all is enhanced by maintaining the lowest possible costs to students. Therefore, the Board is committed to maintaining the lowest possible costs to students, consistent with State requirements, level of support, and local budgetary needs. All fees shall be approved on the basis of providing equity among students enrolled in each of the District's Colleges.
2. Fees and other charges shall be reduced or waived only as provided for by law and Board-adopted policy.
3. To the extent possible, and as provided by the Education Code, full cost shall be recovered for selected student-consumed materials, selected special instructional services, and for nonstudent use of District resources. In the San Mateo County Community College District, the following fees are authorized:
 - a. Fees which are mandated by the State.
 - b. Enrollments fees for credit courses as required by law.
 - c. Auditing fees ~~of \$15.00 per unit per semester as authorized by the Education Code. The fee amount shall be adjusted proportionally based upon the term length.~~ Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.
 - d. Health services fees: as authorized by the Education Code.
 - e. Nonresident student tuition fee (see Section 7.07).
 - f. Parking fee: actual cost of parking facilities maintenance and enforcement as determined by the Executive Vice Chancellor, not to exceed the maximum allowed by law.
 - g. Instructional materials fees: students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom.
 - h. Physical Education Facilities: Where the District incurs additional expenses because a physical education course is required to use non-District facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

BP 8.70 Fees and Charges (continued)

- i. Fees for catalogs, special publications deemed necessary by College or District officials, radio and TV guides, etc.: based upon actual cost of preparation, printing and mailing.
 - j. Fees for reimbursement for special services not a part of the District's regular curriculum (GED, College Level Examination Placement, etc.): direct costs only.
 - k. Fees for copies of student records under Section 7.28: not to exceed \$1 per page.
 - l. Fees for copies of other records: not to exceed \$1 per page.
 - m. Student body fees: as authorized by the Education Code.
 - n. Student representation fees: as authorized by the Education Code. Students will be charged a \$1 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.
 - o. Transcript fees: as authorized by the Education Code. The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Executive Vice Chancellor is authorized to establish the fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.
4. Students shall be charged for books and other materials on regular loan from the College libraries for each school day beyond the due date specified. Borrowers shall be required to pay the replacement cost (current list price) for books or other materials they fail to return.
 5. Students shall be charged for books and other materials on a textbook loan program from the College Bookstore and laboratories for items not returned. Borrowers shall be required to pay the replacement cost (current list price) for books or other materials they fail to return.
 6. Fees are due and payable in full at the time of registration. Parking fees are due and payable in full at the time the student purchases a parking permit. Beginning with the spring 2012 term, students whose fees are not paid and who have not enrolled in a payment plan shall be dropped from classes prior to the start of the term.
 7. All students who enroll in a variable unit course will be required to pay State mandated fees based on the number of units in which the student enrolls and nonresident students will also be required to pay nonresident tuition based on the number of units in which the student enrolls.
 8. Deferral of payment of the State-mandated enrollment fee shall be allowed in accordance with procedures established by the Vice Presidents for Student Services.
 9. Students who are certified eligible and awarded financial aid will be permitted to register and must pay all applicable fees at the time they receive their first financial aid check. All applicable fees shall be used in calculating the cost of education for financial aid purposes. Fee payment shall be given first priority in the allocation of funds and the development of payment schedules.

BP 8.70 Fees and Charges (continued)

10. Grades, transcripts, degrees, and/or registration privileges shall be withheld from any student or former student properly charged with owing the District fines, fees, or other charges which remain unpaid.
11. Credits or debits of \$20 or less incurred by students per fee type will be carried on the District's books for a maximum of five years.
12. All approved fees and charges shall be collected under procedures established by the District Administrative Services Office and in accordance with audit requirements.