



Associated Students of College of San Mateo

Student Senate Regular Meeting Agenda

Monday, September 24, 2018, 2:15 p.m.

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 and Hearing of the Public (15 minutes per topic, 3 minutes per speaker)

At this time, members of the public may address the Senate on non-Agenda items.

VI. Reports

a. Officers

| | |
|-----------------------|----------------------|
| i. President | Mondana Bathai |
| ii. Vice President | Georgia Giari |
| iii. Finance Director | Gaby Topete Eng Goon |
| iv. Vice Chair | Spencer (Sitt) Paing |
| v. Secretary | Jordan Chavez |

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. CSM Administration

- i. Michael Claire, CSM President
- ii. Kim Lopez, CSM Vice President of Student Services

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 Bathai

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 Young

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: Action, Discussion, and Information Items

a. Funding for High School Jazz Festival

The Senate shall discuss and consider funding the 22nd Annual College of San Mateo Jazz Festival hosted by the College's music department; possible action to take place.

b. Funding for HBCU Diversity Project

The Senate shall discuss and consider funding the EOPS Program's HBCU Diversity Project, which will give twenty students the opportunity to visit various Historically Black Colleges and Universities and participate in diversity/equity workshops; possible action to take place.

c. Funding for Family Science Day Botany Exhibit

The Senate shall discuss and consider funding Botany Club's interactive plant exhibit during Family Science Day on October 20th; possible action to take place.

d. Funding for Mental Health Awareness Week Finger Paint Activity

The Senate shall discuss and consider funding Psychology Club's finger paint activity during Mental Health Awareness Week; possible action to take place.

e. Funding for Moon Festival Celebration

The Senate shall discuss and consider funding Chinese Community Club's Moon Festival Celebration event on September 28th; possible action to take place.

f. Funding for Fall 2018 Club Fair

The Senate shall discuss and consider funding this semester's Club Fair, which will take place on September 26th and September 27th; possible action to take place.

g. Review of District Board Policy Changes

The Senate shall discuss, and consider changes in District BP 2.36 Policy on Use of Student Email Address, and BP 2.52 Local Law Enforcement; possible action to take place.

h. Project Truth Response Event Debrief

The Senate shall discuss and review the recent Project Truth Response Event which took place on September 17th and 18th; no 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 and 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



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, September 24, 2018

Title of Proposal High School Jazz Festival Funding

Being Proposed by Prof. Mike Galisatus ^{Lead} Coordinator Prof. Mike Galisatus

Event Date(s) if applicable Friday, Nov. 16, 2018

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.

See attached.

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>Honorariums for Guest Musicians</u> | <u>\$2,100.00</u> |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| Total Costs | <u>\$2,100.00</u> |

For ASCSM Secretary Use Only

Motion by _____ Second by _____

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

COLLEGE OF SAN MATEO JAZZ FESTIVAL PROPOSAL

The 22nd Annual College of San Mateo Jazz Festival is a not for profit event hosted by the CSM music department. This event is designed as an educational tool for high school jazz programs in San Mateo County and the greater Bay Area. There will be eighteen high school jazz groups performing throughout the day beginning at 8:00 AM and ending at approximately 6:00 PM. Each group will receive a workshop and recorded critiques of their performances by noted jazz educators. In addition, there will be clinicians giving workshops in the areas of woodwind performance, brass performance, and rhythm section performance. The event will be held in the College of San Mateo Theatre on Friday, November 16, 2016.

There will be a free noon concert featuring Dave Eshelman's Jazz Garden Big Band. Mr. Eshelman is an internationally acclaimed jazz composer and educator whose compositions have been performed by jazz ensembles worldwide.

There will be approximately 350 high school students participating in this event, and perhaps an additional 200 parents, educators, CSM students, and community members will be in the audience throughout the day. This event is extremely beneficial for our music program and the College of San Mateo, as it brings the 350 students to our campus to experience our program first hand. Our instrumental music program has tripled in size the past five years, primarily through the exposure provided by our jazz festival.

The festival also provides an opportunity for students in our Music 100, 202, 250, and 275 courses to fulfill their concert attendance requirements free of charge, and offers them the convenience of staying on campus to complete these projects. There are approximately 350 CSM students enrolled in these classes.

Each participating group pays an entry fee of \$275 to help offset the majority of the festival expenses. I would like to request funding in the amount of \$2,100 to cover the cost of our guest musicians

This year's CSM Jazz Festival marks the twenty second year of this outstanding event. It is one of the more popular festivals from the standpoint of the participating directors who return each year to participate. Your consideration of this request is greatly appreciated.

Sincerely,

Michael Galisatus
Director of Bands
College of San Mateo



ASCSM Senate/ICC Proposal Form

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For the meeting of Monday, September 24, 2018

Title of Proposal HBCU Diversity Project

Being Proposed by Gwendolynn Kenny, EOPS Lead Coordinator Gwendolynn Kenny, EOPS

Event Date(s) if applicable TBA

Forwarded to the Student Senate by:

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

ASCSM Account Number/Name 5050 Ethnic and Cultural Affairs

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.

See attached.

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>Travel Expenses for Students and Faculty/Staff</u> | <u>400</u> \$2,300.00 |
| 2. Facility Setup | |
| 3. _____ | |
| 4. _____ | |
| 5. _____ | |
| Total Costs | <u>400</u> \$2,300.00 |

For ASCSM Secretary Use Only

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

HBCU Diversity Project – Request Summary

Representation matters. This is a ubiquitous phrase like many others, which has been used in the social discourse to the extent that it may have started to lose its impact. Historically Black Colleges and Universities (HBCUs) have proven themselves to be sanctuaries that fill an educational and social void not just for black students but for all students and especially students of color. HBCUs have stood as a beacon for equity and liberty, the Chancellor's Office and the SMCCCD has recognized the importance of HBCUs through the HBCU Transfer Program, the development of transfer agreements, and the facilitation of HBCU fairs on campus. The district has a rich history of committing itself to educational equity and educational attainment for students of color and this proposal can act as a continuation of sorts, of the work already established by the district and the College of San Mateo, in ensuring access to our HBCU partners. While wonderful steps have been taken to laud the benefits of HBCUs to our students, our students still must be able to envision themselves in these unique environments. A personal vision that can only be attained through immersion. There is something to be said for acting and moving with purpose and intentionality, while students from our district have been presented with the option of attending an HBCU, our students who are representative of intersectional identities often facing disenfranchisement and hyper marginalization, need to be purposefully sought out to experience four year institutions that can weave their cultural identities and traditions into educational frameworks.

The EOPS (Extended Opportunity Programs & Services) Program requests funds for twenty students to participate in an immersive experience that will include a visit to the campuses of four HBCUs located in Georgia (Clark Atlanta University, Spelman College, Morehouse College, Morehouse School of Medicine, and Fort Valley State University), engagement in diversity/equity workshops while on the campuses, and presentations of their experiences to their fellow students within the district. EOPS was created and continues to strive towards true educational equity in addressing “language, social, and economic disadvantages” faced by students in the community college environment. The students will also attend a civil rights tour and workshop. While a specific time frame is still being solidified, we are aiming to complete the trip either during spring break (2019) or a recess week in-between semesters. One of the main goals with timing, is to insure that the institutions mentioned are not on recess during the proposed time frame, to guarantee that students receive the full campus experience. The immersion experience will be completed by the April 30th, 2019 timeframe identified.

The funds are being requested for travel expenses and expenses related to facilitating peer-led workshops. We will request that the HBCU partners provide student housing and meal plan access to offset costs. While EOPS at the College of San Mateo is the sponsoring group requesting funding with College of San Mateo being the lead campus, the group would like to open applications to student's at all three campuses within the district and potentially collaborate with Umoja and Puente at all three campuses. This experience could serve a pivotal role in helping student's envision themselves at HBCUs. Hispanic students now comprise 21% of student enrollment at HBCUs and the Hispanic community is representative of the fastest growing adolescent population in the United States. As all three campuses within the district are now recognized as Hispanic Serving Institutions (HSIs), this experience would also aid Hispanic students within the district in their identification of HBCUs as an inclusionary and educationally supportive environment. Upon their return, students that have participated will facilitate peer-led workshops, with the direction of faculty, that speak to equity and diversity in the educational landscape and the role that HBCUs play. Students will also complete surveys that speak to their interest in transfer to HBCUs in addition to developing a self-guided presentation on the importance of representation, the civil rights historical context of HBCUs and the present day roles of HBCUs. The identified transfer institution of all participants will be tracked upon graduation/ transfer from the district.

HBCU Diversity Project – Desired Outcomes

Stodghill argues that HBCUs are “at a crossroads” and suggests that in 2015, “HBCUs face the first true existential crisis in their collective history.” The desired outcome for this experiential immersion is for students within the district to fully engage with the history and tradition of HBCUs in a manner that cannot be done at a distance. Additionally, the students will be able to contextualize the role that HBCUs play in our current shifting educational landscape and articulate that for their peers within the district. In accordance with the aforementioned, this immersive experience will serve to bolster transfer rates of our students to our HBCU partners. The Chancellor’s Office and the SMCCCD has recognized the importance of HBCUs through the CCC - HBCU Transfer Program, the development of transfer agreements, and the facilitation of HBCU fairs on campus. The trip will include a visit to the campuses of four HBCUs located in Georgia (Clark Atlanta University, Spelman College, Morehouse College, Morehouse School of Medicine, and Fort Valley State University), engagement in diversity/equity workshops while on the campuses, and presentations of their experiences to their fellow students within the district. The students will also attend a civil rights tour and workshop. This experience could serve as a pivotal role in helping student’s envision themselves at HBCUs. Upon their return, students that have participated will facilitate peer-led workshops, with the direction of faculty, that speak to equity and diversity in the educational landscape and the role that HBCUs play. Students will also develop a self-guided presentation on the importance of representation, the civil rights historical context of HBCUs and the present day roles of HBCUs.



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 ICC: Wednesday, Sept. 19, 2018 / Senate: Monday, Sept. 24, 2018

Title of Proposal Family Science Day Botany Exhibits

Being Proposed by Botany Club ^{Lead} Coordinator Botany Club

Event Date(s) if applicable Saturday, Oct. 20, 2018

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.

The Botany Club will set up an interactive plant display as part of the CSM Family Science Day event on Saturday, October 20 from 2pm-6pm in the Science Building. The display will be presented by Botany Club student volunteers, and they will teach students, families, and children about plant ecology, emphasizing orchids and carnivorous plants. Family participants will leave the exhibit with their very own small succulent that they will pot at the event. In conjunction with Family Science week, the Botany Club will also host a CSM Community Garden annual Fall planting party, and it will include installing plants and mulch before the winter rains.

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>Rocket Nursery plants and supplies for Family Science Day</u> | <u>\$400.00</u> |
| 2. <u>Half Moon Bay Nursery plants and supplies for CSM Community Garden</u> | <u>\$400.00</u> |
| 3. <u>Stickers from Moo.com</u> | <u>\$100.00</u> |
| 4. <u>Potting supplies from Amazon</u> | <u>\$100.00</u> |
| 5. <u>Tissue Culture supplies from Carolina Biological Supply</u> | <u>\$100.00</u> |
| Total Costs | <u>\$1,100.00</u> |

For ASCSM Secretary Use Only

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



ASCSM Senate/ICC Proposal Form

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For the meeting of ICC: Wednesday, Sept. 19, 2018 / Senate: Monday, Sept. 24, 2018

Title of Proposal Mental Health Awareness Week Finger Paint Funding

Being Proposed by Psychology Club ^{Lead} Coordinator Psychology Club

Event Date(s) if applicable Tuesday, Oct. 9, 2018

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.

The Psychology club is requesting funds to purchase finger paint to use on the Tuesday of Mental Health Awareness Week (10/09) so students may express themselves through art.

We are asking for funds to pay for finger paint as well as paper.

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>Paint</u> | <u>\$50.00</u> |
| 2. <u>Paper</u> | <u>\$50.00</u> |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| Total Costs | <u>\$100.00</u> |

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



ASCSM Senate/ICC Proposal Form

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For the meeting of ICC: Wednesday, Sept. 19, 2018 / Senate: Monday, Sept. 24, 2018

Title of Proposal Moon Festival Celebration

Being Proposed by Chinese Community Club ^{Lead} Coordinator Chinese Community Club

Event Date(s) if applicable Friday, Sept. 28, 2018

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.

We are holding this event mainly for Chinese Freshmen student and other international students as well, in the order of creating an Moon Festival atmosphere, giving freshmen the sense of familiarity, and sharing common experience among them. Some food and drinks will be served during this event.

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>Drinks (Milk Tea and Soda)</u> | <u>\$100.00</u> |
| 2. <u>Food (Moon Cakes, Egg-Tarts, Traditional Snacks)</u> | <u>\$400.00</u> |
| 3. <u>Awards (Stationary, Keychains, Gift Cards, etc.)</u> | <u>\$300.00</u> |
| 4. _____ | _____ |
| 5. _____ | _____ |
| Total Costs | <u>\$800.00</u> |

For ASCSM Secretary Use Only

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



ASCSM Senate/ICC Proposal Form

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For the meeting of Monday, September 24, 2018

Title of Proposal Club Fair Funding

Being Proposed by Spencer Paing ^{Lead} Coordinator Spencer Paing

Event Date(s) if applicable Tuesday, Sept. 26, and Wednesday, Sept. 27, 2018

Forwarded to the Student Senate by:

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

ASCSM Account Number/Name Club Account Reserve

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 Fall 2018 Club Fair will be on Tuesday, Sept. 26, and Wednesday, Sept. 27, in the Bayview Dining Room (Building 10). This funding will pay for the setup of tables and chairs in the Bayview Dining Room as well as pizzas for students who visit at least five club tables. This event will help promote and build the club culture at CSM.

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>Pizza</u> | <u>\$600.00</u> |
| 2. <u>Facility Setup</u> | <u>\$900.00</u> |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| Total Costs | <u>\$1,500.00</u> |

For ASCSM Secretary Use Only

Motion by _____ Second by _____

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

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.36****BOARD POLICY
San Mateo County Community College District**

Subject: BP 2.36 Policy on Use of Student Email Addresses
Revision Date: 1/11; ~~xx/xx~~

Email is not appropriate for transmitting sensitive or confidential student information.

Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of email, including use for sensitive or confidential information, will be consistent with FERPA.

Email shall not be the sole method for notification of any legal action or disciplinary action. In order to control the use of mass emails to students, the following recommendations and guidelines are proposed:

1. “Mass email” is defined as a non-personalized email that is sent to more than 100 student email addresses at one time. Emails sent by faculty members to students enrolled in their classes are not considered to be “mass email” even if the number of emails sent at one time exceeds 100.
2. The ~~Vice President of Student Services~~Public Information Officer at each College or designee shall approve the content and timing of delivery of any mass email, ~~including mass email proposed by Auxiliary Services,~~ to all current or prospective students. When determining whether a mass email should be sent, the ~~Vice President~~Public Information Officer shall consider the following:
 - a. the number of mass emails that have been sent to students in the most recent four-week period of time;
 - b. whether prospective email messages from several departments can be combined into one email in order to reduce the total number of email messages sent to students; and
 - c. the appropriateness of the message; and
 - ~~d. whether the student has indicated that the College cannot release the student’s “directory information” without the student’s consent. In this case, the College does not have permission to use a student’s email address.~~
3. Mass emails shall typically be used to communicate with students regarding the following:
 - a. registration dates and opening of the school semester
 - b. financial aid and scholarship information (not including any personally identifying information)
 - ~~c.~~ special events on campus
 - ~~e-d.~~ resources on campus which enhance student success
 - ~~e-e.~~ schedule of final examinations
 - ~~e-f.~~ billing and payment information
 - ~~f-g.~~ new program information
4. In general, Mmass emails to students shall not be used to communicate with students for private commercial purposes ~~(e.g., special deals for college students offered by local vendors, etc.);~~ however, mass emails to students may be used to provide information regarding commercial purposes that align with or support College programs and services (e.g. discounted bus passes, etc.)

BP 2.36 Policy on Use of Student Email Addresses (continued)

Mass email may be used for District-sponsored commercial activities (e.g., sales at College bookstores; sales of college athletic or special event tickets) with the permission of the College ~~Vice President of Student Services~~Public Information Officer.

5. In order to prevent students from seeing other students' email addresses, mass email messages sent to students should be sent by using distribution groups or the "blind carbon copy" options.

~~6. At the end of each mass email sent, the student will be given the option to "Unsubscribe" from the mass email list.~~

~~6.7. Mass emails sent for the purpose of notification of emergency situations are not governed by this policy.~~

**CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.52 (BP 3520)**

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

Subject: BP 2.52 Local Law Enforcement
Revision Date: 12/11; ~~xx/xx~~
Policy References: Education Code Section 67381; 34 Code of Federal Regulations Section 668.46(b)(4)

1. ~~Each College in the~~ The District shall enter into a written agreement with local law enforcement agencies. The agreement shall clarify operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault, occurring at each location.
2. The written agreement shall designate which law enforcement agency shall have operational responsibility for violent crimes and delineate the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.
3. The written agreements required by this policy shall be public records and shall be made available for inspection by members of the public upon request.
4. The District encourages accurate and prompt reporting of all crimes to campus public safety officers and the appropriate police agencies.
5. Professional mental health and religious counselors are exempt from reporting obligations. However, counselors are encouraged, if and when they deem it appropriate, to inform the persons they are counseling of procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Project Truth Response Event Debrief

There is no printed material related to this item.