



Associated Students of College of San Mateo

## Student Senate Regular Meeting Agenda

Monday, October 29, 2018, 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 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	John Burright
iv. Vice Chair	Spencer (Sitt) Paing
v. Secretary	Jordan Chavez
vi. Student Trustee	Gaby Topete Eng Goon

#### **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.

#### **c. Debrief of ASCSM Events**

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

**d. Funding for Robotics Club Equipment**

The Senate shall discuss and consider funding the purchase of new equipment for Robotics Club; possible action to take place.

**e. ASCSM End-of-the-Year Scholarships**

The Senate shall discuss and review the terms of earning their allotted scholarships at the end of the year; no action to take place.

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

**a. Library Resources – CSM Professor Stephanie Roach**

The Senate shall hear and discuss a presentation on resources available from the CSM Library; no action to take place.

**b. Funding for Umoja Conference – Vakatasi Pasefika Club**

The Senate shall discuss and consider the funding request by the Vakatasi Pasefika for registration to the Umoja Conference in November; possible action to take place.

**c. Halloween Event with Child Development Center – EOPS Club**

The Senate shall discuss and consider the funding request by the EOPS Club to support a Halloween event with the CSM Child Development Center on Oct. 30, 2018; possible action to take place.

**d. Funding for Rock the Vote Event – Advocacy Board**

The Senate shall discuss and consider the funding request by the Advocacy Board to hold an event on Nov. 5 promoting voting in the mid-term elections; possible action to take place.

**e. Funding for Additional Fall Club Fair – Vice Chair Paing**

The Senate shall discuss and consider allocating funds for an additional Club Fair for the Fall 2018 semester; possible action to take place.

**f. District Mixer Funding – President Bathai**

The Senate shall discuss and consider allocating funds for a District Mixer with the student government groups from Cañada College and Skyline College; possible action to take place.

**g. CSM Educational Master Plan Review and Feedback – President Bathai**

The Senate shall review, discuss, and provide feedback regarding the CSM Educational Master Plan, 2018-2023; possible action to take place.

**h. Review of Proposed Revisions to District Policies and Procedures – President Bathai**

The Senate shall review, discuss, and provide feedback regarding the proposed revisions to various District Policies and Procedures; 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 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**



## Student Senate Minutes (Unapproved)

Monday, October 22, 2018

College Center Building 10, College Heights Conference Room (Room 468)

### CALL TO ORDER

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

### ROLL CALL

Members Present: President Mondana Bathai; Vice President Georgia Giari; Finance Director Gabriela Topete Eng Goon; Senators Jose Barajas, John Burrigh, Max Gaines, Nuri Illini, Dorian King, Stephen Langi, Hadifa Dinda Miqailla, Joseph Park, Ashley Perrilliat, Szymon Ryng, Rosemarie Taylor, April (Youn) Thu, and Vitor Viana.

Members Absent: Secretary Jordan Chavez (excused, attending hiring committee meeting); Vice Chair Spencer (Sitt) Paing; Senators Enya Nava and Andrew Young (excused, attending College Assessment Committee meeting).

Advisors Present: Aaron Schaefer, Student Life and Leadership Manager and Fauzi Hamadeh, Student Life and Leadership Assistant.

### APPROVAL OF THE AGENDA

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

### APPROVAL OF THE MINUTES OF PRIOR MEETING(S)

Motion to approve the minutes of the Monday, October 15, 2018, meeting by Senator Park; seconded by Senator Perrilliat. Hearing no objections, the motion carried.

### ANNOUNCEMENTS AND HEARING OF THE PUBLIC

Luis Zavala, a new Energy and Education Fellow in the District Office of Facilities Planning and Operations, introduced himself and stated he is interested in working with professors and students groups on campus to more tightly integrate sustainability practices on campus.

### REPORTS

President Bathai reported that she had attended a meeting of the Enrollment Caps Committee. The group is looking at establishing enrollment limits for certain classes. The committee is still in the discussion phase of developing an official policy. Input will be sought from the Student Senate on the proposal.

Vice President Giari reported that she had attended the Institutional Planning Committee meeting and that the group had reviewed the draft of the Educational Master Plan. IPC is now asking for feedback from all the campus constituencies. Ms. Giari also attended the District Student Council meeting at Skyline last Friday, during which the group discussed a Get Out the Vote event for the upcoming mid-term elections. In addition, Ms. Giari announced that the Career Awareness Fair will be held this Wednesday, Oct. 24, from 11 am to 2 pm in the Bayview Dining Room (Building 10).

Finance Director Topete Eng Goon announced that this would be her final meeting in the role of Finance Director as she will be sworn in as District Student Trustee at the Board of Trustee's Wednesday, Oct. 24, meeting. Ms. Topete Eng Goon also reported on the DSC meeting last Friday, during which the group discussed the transportation challenges facing

students and the District Chancellor's proposed student hunger initiative. In addition, DSC talked about the upcoming District Mixer, which CSM will be hosting.

On behalf of Vice Chair Paing, Inter Club Council Vice Chair Candela Garciarena reported that ICC had recommended for approval the six club proposals on the Senate's agenda. She urged the Senate to approve these items as the members of felt they are positive events.

Senator Taylor reported that she had attended the Educational Equity Committee meeting. The deadline for the College's Equity Plan has been delayed until the spring. In the meantime, the committee will be reviewing and making recommendations regarding the College's and District's hiring processes to emphasize diversity and equity.

Senator Thu attended the International Education Committee meeting and reported that the College's SEVIS certification has been renewed through 2020. She also reported that the federal government is closely monitoring how long international students stay in the U.S. to ensure that they are not overstaying their visas. Additionally, the committee is working with the ESL and English departments to implement AB 705.

Senator Burrigatt attended the Accreditation Oversight meeting last week and reported that the College is in the process of drafting the Institutional Self-Evaluation Report for submission to the Accrediting Commission for Community and Junior Colleges. The College's site visit, during which a team from ACCJC will verify what is in the ISER, is scheduled for Fall 2019.

Student Life and Leadership Manager Schaefer reminded members of the Senate to help spread the word about ASCSM events. Going forward, Board chairs will make copies of fliers and leave them in the ASCSM Office for distribution. He also encouraged members of the Senate to make announcements about events and activities in their classes.

Student Life and Leadership Assistant Hamadeh reminded the group that today is the last day to register to vote in California to be eligible to vote in the upcoming mid-term elections. Mr. Hamadeh also reminded members of the Senate to be sure to meet with their counselors to update their Student Education Plan in order to receive priority registration for the Spring 2019 semester.

## **APPOINTMENTS**

President Bathai made the following appointments:

- Senator Perrilliat to the Guided Pathways Steering Committee  
Motion to approve the appointment by Senator Langi; seconded by Senator Gaines. Hearing no objections, the motion carried.
- Senator Gaines and student-at-large Nicholas Charney to the Advocacy Board  
Motion to approve the appointment by Senator King; seconded by Senator Viana. Hearing no objections, the motion carried.

## **LEGISLATIVE BILLS**

None.

## **DEBRIEF OF ASCSM EVENTS**

### *Grab & Go Event*

Senator Thu stated that the event promoting the Grab & Go program went well despite some early setbacks. All the sandwiches and fliers were distributed, and several folks indicated that they would be spreading news about the program via word-of-mouth. Senator Thu also noted that there were A-frames positioned around the campus promoting the Grab & Go program. Finally, Senator Thu extended a thank you to everyone who helped with the event.

Senator Taylor noted anecdotally that there seemed to be an uptick in business at the Bookstore after the event. Student Life and Leadership Manager Schaefer thanked the Senate for working hard to put on the event on such short notice. He stated that the program is a priority for both the College and the District, and encouraged everyone to support the SparkPoint program's official launch event in November. Mr. Schaefer noted that clubs can earn Service Hours for assisting at the kickoff event. Senator Thu noted that volunteers should bring Service Hours Verification Forms with them to the events so they can be signed off on by the person in charge. Vice President Giari also noted that volunteers should be briefed on the nature of the event, their tasks, and how to respond to any questions in order to provide consistent information.

#### *Voter Registration Event*

Senator King noted that the location of the event immediately inside the central ring of the College Center Plaza was an effective place to maximize exposure. Senator Taylor noted that there seemed to be a good turnout and that she witnessed quite a few folks completing voter registration cards. Senator Rying reported that 26 people registered to vote on the first day of the event. He also noted that some people were "double-dipping" when it came to pizza on the second day and suggested that the Senate explore a way to address this issue. President Bathai extended thanks to Senators Young, Thu, and Taylor for their efforts to organize the event. President Bathai also recognized Nicholas Charney for taking the initiative to contact the Senate and encourage such an event take place.

#### **FUNDING FOR ASTRONOMY CLUB BANNER**

A representative from the Astronomy Club stated that the group is requesting funds to purchase a vinyl banner that will be used at events and activities.

Motion to approve \$200.00 from the Club Assistance/ICC account (#5031) for a banner for the Astronomy Club by Senator Thu; seconded by Senator Perrilliat.

Senator Burrigh asked how the group determined the amount of funding they are requesting. The group stated that they had received a quote from FASTSIGNS in San Mateo. Mr. Schaefer noted that this amount is in line with what vinyl banners usually cost. Senator Langi asked where the banner would be hanging. The club responded that it would be hung from a table or from the wall at events and activities. Senator Rying asked if this funding was only for one banner, and this was confirmed by the club. Senator King suggested that the group explore the possibility of purchasing a branded tablecloth as it would be easier to display on a table than a vinyl banner.

By a vote of 13 in favor, 0 opposed, and 0 abstaining, the motion carried.

#### **FUNDING FOR ROBOTICS CLUB EQUIPMENT**

Due to the absence of a representative from the Robotics Club, this item was tabled until the next meeting.

#### **FUNDING FOR MENTAL HEALTH FAIR MATERIAL**

On behalf of the Active Minds Club, a representative from the group stated that the club will be hosting a mental health activity during the annual Fall Health Fair. The activity will help students deal with stress and hopefully dispel some of the stigma around mental illness.

Motion to approve \$202.00 from the Club Assistance/ICC account (#5031) for supplies for the Mental Health Fair for Active Minds by Senator Thu; seconded by Senator Taylor.

Senator Langi asked when the fair would take place. The Active Minds Club representative stated that it would be held Wednesday, Oct. 31, in the Bayview Dining Room (College Center Building 10).

By a vote of 13 in favor, 0 opposed, and 0 abstaining, the motion carried.

### **FUNDING FOR ART WORKSHOP**

A representative from EOPS Club stated that the group would like to sponsor an art-focused workshop to help students de-stress prior to the start of finals.

Motion to approve \$575.00 from the Club Assistance/ICC account (#5031) for the EOPS Club Art Workshop by Senator Illini; seconded by Senator Langi.

Senator King inquired as to the inclusion of a facilitator fee. The EOPS Club representative clarified that it was supposed to a “facilities fee” in case any clean-up is needed. Mr. Schaefer noted that the Facilities Department may charge extra for events that need special clean-up. Finance Director Topete Eng Goon asked if the event is open to all students, to which the EOPS Club representative responded in the affirmative. Senator Thu asked if the group had decided on dates. The EOPS Club representative stated that the group had not finalized dates because they were working with their advisor to determine a day and time that worked for everyone.

By a vote of 13 in favor, 0 opposed, and 0 abstaining, the motion carried.

### **FUNDING FOR DIA DE LOS MUERTOS EVENT**

Members of the Puente Latinx Club stated that the group would like to continue the tradition of the annual Dia De Los Muertos event at CSM. The event is an opportunity for the group to share Latino culture and celebrate their ancestors. This year, the club will be partnering with the Puente Cohort to put on the event. In addition, Puente Latinx is working with groups such as Mana and Umoja to integrate their communities into the event. The group is also expanding the event to include dancers and other performers.

Motion to approve \$2,000.00 from the Club Assistance/ICC account (#5031) for the Puente Latinx Dia De Los Muertos event by Senator Barajas; seconded by Senator Thu.

Senator Burrignt asked what time the event would take place. Members of Puente Latinx Club stated that it would be on Thursday, Nov. 1, from 10 am to 2 pm. Senator Taylor asked if the group needed more volunteers to help with the event. The club stated that because they are partnering with the Puente Cohort, and because part of the activity is an assignment for the cohort, they did not need any additional assistance. Vice President Giari inquired as to when the performances would take place. The Puente Latinx Club stated that the schedule is not finalized, but that the performances would most likely take place towards the beginning of the event at 10 am. Senator Burrignt asked if the performance would take place during the entire event, to which the group responded that the performance would only be during the first 30 to 45 minutes of the event. Senator Ryng stated that it might be better to consider having the performances at a time when more students would be out of class. The group noted that the performance would begin with a blessing of the event and pushing it later would nullify the purpose of the blessing. Senator Ryng suggested that the group consider having two performances at different times for more exposure. Senator King asked if the performance would be loud and disrupt classes. Mr. Hamadeh responded that the Center for Student Life will work with the Vice President of Student Services Office to inform the campus community about the event and amplified sound. Finance Director Topete Eng Goon commended the group for building community on campus, educating the campus about their culture, and including other groups in the event. She noted that events like this make a huge academic and cultural contribution to the campus.

By a vote of 13 in favor, 0 opposed, and 0 abstaining, the motion carried.

### **FUNDING FOR OPEN MIC NIGHT**

A representative from the Creative Writing Club explained that the event would be an opportunity for members of the campus community to share their written works in a spoken word format. The event will take place on Monday, Oct. 29, in the Bayview Dining Room Alcove (College Center Building 10) beginning at 6:30 pm.

Motion to approve \$700.00 from the Club Assistance/ICC account (#5031) for the Creative Writing Club Open Mic night by Senator Ryng; seconded by Senator Taylor.

Senator Burrignt noted that the attended the event last semester and though the poems and short stories shared by students were very well written.

By a vote of 13 in favor, 0 opposed, and 0 abstaining, the motion carried.

### **FUNDING FOR MOVIE NIGHT**

On behalf of the Cultural Awareness Board, Senator Taylor stated that the group would like to offer a movie night on Wednesday, Oct. 24. The group is planning to show the movie *Freedom Writers*. The Board got started a bit late in the semester, but would like to put on this first event to gain some experience. If it is successful, the group will consider holding a series of movie nights for the rest of this semester and into the spring semester.

Motion to approve \$224.00 from the Ethnic and Cultural Affairs account (#5050) for the Cultural Awareness Movie Night by Senator Perrilliat; seconded by Senator Gaines.

Finance Director Topete Eng Goon asked if there would be an educational component integrated into the event. Senator Taylor stated that the group planned to hold an open discussion with attendees after the movie. Senator Viana asked if the Board had advertised the event. Senator Taylor responded that there are fliers in the ASCSM Office ready to be distributed.

By a vote of 13 in favor, 0 opposed, and 0 abstaining, the motion carried.

### **CONFIRMATION OF ASCSM FINANCE DIRECTOR POSITION**

President Bathai noted that with Finance Director Topete Eng Goon assuming the office of Student Trustee, the position of Finance Director would be open. President Bathai spoke to several folks interested in the position. After careful consideration and discussions with the executive team, President Bathai decided to nominate Senator Burrignt to the position of Finance Director effective Oct. 24, 2018.

Motion to confirm Senator Burrignt to the position of Finance Director effective Oct. 24, 2018, by Senator Taylor; seconded by Senator Viana.

Senator Burrignt stated that he was honored to be considered for the position. As a Business major, he is looking forward to applying his knowledge to being Finance Director.

By a vote of 13 in favor, 0 opposed, and 0 abstaining, the motion carried.

### **ASCSM BUDGET UPDATE**

Finance Director Topete Eng Goon provided the Senate with a budget update through the last meeting. Mr. Schaefer noted that allocations are in line with where they should be at this time in the fiscal year. He also stated that the Senate would have the opportunity to reallocate funds as needed in early spring.

### **ASCSM END-OF-THE-YEAR SCHOLARSHIPS**

Hearing no objections, this item was tabled until the next meeting.

### **ASCSM GOALS 2018-19**

On behalf of the Goals and Action Steps Task Force, President Bathai presented a revised set of goals and action steps for the 2018-19 academic year. During the task force's discussion, the group decided to recommend merging two of the original goals that were similar. The task force also recommends adding two new goals. The goals and action steps would be as follows:

*Utilize our voices to promote the diversity, equity, and empowerment of all students.*

- Consider the perspectives of all groups of students and speak up in committee meetings.

- Focus our events on raising awareness and educating the campus on critical student issues.
- Partner with different resource departments for events.

***Ensure effective promotion and execution of ASCSM outreach and events.***

- Develop and implement an event checklist.
- Send out a SignUpGenius early.
- Hold strategy meetings before each event.
- Assign shift leaders for each event.
- Create a public relations management team to facilitate social media outreach.
- Talk to our classes and to faculty in different departments.
- Utilize bulletins across the campus and our social media to post promotional materials.

***Enhance communication among members of the Senate and the Boards.***

- Encourage other Senators to participate in board events.
- Speak up during meetings and be open to different ideas.

***Provide greater support and assistance to clubs in planning, executing, and promoting events.***

- Hand out an event planning checklist at club officer workshops.
- Encourage clubs to bring a flyer or promotional items when presenting to Senate.
- Encourage other Senators to attend and volunteer at club events.
- Encourage clubs to use the prep room.

***Explore and implement ways to enhance Senate cohesion.***

- Randomized seating at Senate meetings.
- Hold social outings.
- Encourage Senators to use the Senate Office more often.

Motion to approve the ASCSM Goals and Action Steps for 2018-19 as presented by \_\_\_\_\_;  
seconded by \_\_\_\_\_.

President Bathai asked for feedback on the proposed goals. In particular, she asked if members of the Senate would commit themselves to engaging in social outings in order to create more cohesion amongst the group. Members indicated that they would commit to this goal, and several highlighted the connections that have already been made in the Senate. Mr. Schaefer asked that the Senate consider adding an action step under “Empower and implement ways to enhance Senate cohesion” that speaks to members of the Senate providing academic support to each other. Mr. Schaefer pointed out that he considers the Senate an informal learning community and that the support through study groups, tutoring, and other academic scaffolding that takes place is important. The Senate agreed to add the following action step: “Make an effort to rely on each other for personal academic support.”

By a vote of 13 in favor, 0 opposed, and 0 abstaining, the motion carried.

**FUTURE AGENDA ITEMS**

The following items were suggested for a future Senate meeting agenda:

- End of Year Scholarships
- Robotics Club Equipment
- Presentation by CSM Library
- Review of Educational Master Plan
- Chancellor’s Meal Plan
- District Mixer Funding
- Review of Revisions to District Policies
- Get Out the Vote Event Funding



## **FINAL ANNOUNCEMENTS AND HEARING OF THE PUBLIC**

Mr. Schaefer announced that President Bathai will be making her first report on behalf of ASCSM to the Board of Trustees at their Wednesday, Oct. 24, meeting. The meeting will be at 6 pm at the District Office, right across the street from CSM. He encouraged members of the Senate to attend the meeting to support President Bathai. Mr. Schaefer also pointed out that Ms. Topete Eng Goon will be sworn in as Student Trustee at the same meeting.

## **ADJOURNMENT**

Motion to adjourn the meeting at 3:45 pm by Senator Thu; seconded by Senator Illini. Hearing no objections, the motion carried.

Submitted by,

Fauzi Hamadeh  
Student Life and Leadership Assistant

# ASCSM Senate Vote Record for Monday, October 22, 2018

	Funding for Astronomy Club Banner	Funding for Mental Health Fair Material - Active Minds	Funding for Art Workshop - EOPS Club	Funding for Dia De Los Muertos Event - Puente Latinx Club	Funding for Open Mic Night - Creative Writing Club	Funding for Movie Night - Cultural Awareness Board	ASCSM Finance Director	Confirmation of John Burrright as	ASCSM Goals and Action Steps for 2018-19		
Jose Barajas	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
John Burrright	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Max Gaines	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Nurt Illini	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Dorian King	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Stephen Langi	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Hadifa Dinda Mitqaila	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Enya Nava	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent		
Spencer (Sitt) Paing	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent		
Joseph Park	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Ashley Perrilliat	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Szymon Rynq	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Rosemarie Taylor	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
April (Youn) Thu	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Vitor Viana	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Andrew Young	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent		
Georgia Giari*	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		
<b>Vote Count</b>	13-0-0	13-0-0	13-0-0	13-0-0	13-0-0	13-0-0	13-0-0	13-0-0	13-0-0		

\* only votes in case of a tie  
Yes-No-Abstain

## **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.



# 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, Oct. 17, 2018 / Senate: Monday, Oct. 22, 2018**

Title of Proposal **Equipment for Robotics Club**

Being Proposed by **Robotics Club** Lead Coordinator **Xiaolu Zheng**

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

Forwarded to the Student Senate by:

- Executive Cabinet  
  Advocacy  
  Cultural Awareness  
  Programming  
  ICC  
  Other

ASCSM Account Number/Name **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 robotics club is lack of hardware supply. For example, soldering iron, screw driver, allen key. Also, lots of members in our club would like to work on radio control drones. We would like to get some micro indoor safe flying drone kits.

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>Soldering iron and supply</u>	<u>\$200.00</u>
2. <u>Radio controllers and drone kits</u>	<u>\$800.00</u>
3. <u>Arduino kits</u>	<u>\$200.00</u>
4. <u>Robot kits</u>	<u>\$300.00</u>
5. _____	_____
<b>Total Costs</b>	<b><u>\$1,500.00</u></b>

For ASCSM Secretary Use Only

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

**ASCSM End of the Year Scholarships**

There is no printed material related to this item.

## **Library Resources**

There is no printed material related to this item.





# Funding Proposal

For the meeting of **ICC: Wednesday, October 24, 2018 / Senate: Monday, October 29, 2018**

Title of Proposal **Funding for Umoja Conference**

Being Proposed by **Vakatasi Pasefika** Lead Coordinator **Tailua Manu**

Event Date(s) **November 8 – 11, 2018**

Forwarded to the Student Senate by:

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

ASCSM Account **5031 Club Assistance/ICC**

### DESCRIPTION

Vakatasi Pasefika is requesting \$2,360 to pay for the registration of 8 members to attend the conference on Nov 9-10. Being that we are a cultural club, it is important that we stand in solidarity with our fellow cultural clubs/learning communities because the lands we hail from may differ but here we all share common forms of oppression. The conference may be centered on the African American experience, but it is a perfect opportunity for us as leaders to expand on our capacity to be efficient leaders within and across communities.

Item Description	Cost
1. Conference Registration	\$2,360.00
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
<b>Total Costs</b>	<b>\$2,360.00</b>

For ASCSM Secretary Use Only

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



# Funding Proposal

For the meeting of **ICC: Wednesday, October 24, 2018 / Senate: Monday, October 29, 2018**

Title of Proposal **Halloween Event with Child Development Center**

Being Proposed by **EOPS Club** Lead **Oscar Avila**  
Coordinator

Event Date(s) **October 30, 2018**

Forwarded to the Student Senate by:

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

ASCSM Account **5031 Club Assistance/ICC**

**DESCRIPTION**

Event to table various activities for the children of the development center on campus. Themed for Halloween.

Item Description	Cost
1. <u>Cookies</u>	<u>\$50.00</u>
2. <u>Art Supplies</u>	<u>\$100.00</u>
3. <u>Candy</u>	<u>\$50.00</u>
4. _____	_____
5. _____	_____
<b>Total Costs</b>	<b><u>\$200.00</u></b>

For ASCSM Secretary Use Only

Motion by \_\_\_\_\_ Second by \_\_\_\_\_

Result of Vote    In Favor \_\_\_\_\_    Opposed \_\_\_\_\_    Abstained \_\_\_\_\_    Passed \_\_\_\_\_    Failed \_\_\_\_\_



# Funding Proposal

For the meeting of Monday, October 29, 2018

Title of Proposal Funding for Rock the Vote Event

Being Proposed by Advocacy Board Lead Coordinator Andrew Young

Event Date(s) November 5, 2018

Forwarded to the Student Senate by:

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

ASCSM Account **Student Representation Trust**

### DESCRIPTION

The Advocacy Board will host several nonpartisan speakers to inform students about the importance of voting and participating in democracy. Each speaker may also address issues that are important to them. Coffee, tea and cookies will be available to those in attendance. The event will last for about two hours.

Item Description	Cost
1. <u>Facilities Costs</u>	<u>\$600.00</u>
2. <u>Refreshments</u>	<u>\$60.00</u>
3. _____	_____
4. _____	_____
5. _____	_____
<b>Total Costs</b>	<b><u>\$660.00</u></b>

For ASCSM Secretary Use Only

Motion by \_\_\_\_\_ Second by \_\_\_\_\_

Result of Vote    In Favor \_\_\_\_\_    Opposed \_\_\_\_\_    Abstained \_\_\_\_\_    Passed \_\_\_\_\_    Failed \_\_\_\_\_



# Funding Proposal

For the meeting of Monday, October 29, 2018

Title of Proposal Funding for Additional Fall Club Fair

Being Proposed by Vice Chair Spencer Paing <sup>Lead</sup> Vice Chair Spencer Paing <sub>Coordinator</sub>

Event Date(s) Tuesday, Nov. 6, and Wednesday, Nov. 7

Forwarded to the Student Senate by:

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

ASCSM Account **Club Account Reserve**

### DESCRIPTION

Due to concerns about the effectiveness of the first Club Fair this semester, we would like to hold an additional fair prior to the end of the fall semester. This would allow the clubs another opportunity to reach out to the campus community and encourage students to become involved.

Item Description	Cost
1. Facility Costs	\$800.00
2. Pizza	\$500.00
3. _____	_____
4. _____	_____
5. _____	_____
<b>Total Costs</b>	<b>\$1,300.00</b>

For ASCSM Secretary Use Only

Motion by \_\_\_\_\_ Second by \_\_\_\_\_

Result of Vote    In Favor \_\_\_\_\_    Opposed \_\_\_\_\_    Abstained \_\_\_\_\_    Passed \_\_\_\_\_    Failed \_\_\_\_\_



# Funding Proposal

For the meeting of Monday, October 29, 2018

Title of Proposal District Mixer Funding

Being Proposed by President Mondana Bathai Lead Coordinator District Student Council

Event Date(s) \_\_\_\_\_

Forwarded to the Student Senate by:

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

ASCSM Account **5080 Hospitality**

**DESCRIPTION**

To fund a mixer with the three student government organizations in the district. This year's mixer will be hosted at CSM.

Item Description	Cost
1. <u>District Student Government Mixer</u>	<u>\$2,000.00</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
<b>Total Costs</b>	<b><u>\$2,000.00</u></b>

For ASCSM Secretary Use Only

Motion by \_\_\_\_\_ Second by \_\_\_\_\_

Result of Vote    In Favor \_\_\_\_\_    Opposed \_\_\_\_\_    Abstained \_\_\_\_\_    Passed \_\_\_\_\_    Failed \_\_\_\_\_

## **CSM Educational Master Plan Review and Feedback**

There is no printed material related to this item.

**CHAPTER 2: Administration and General Institution  
BOARD POLICY NO. 2.03 (BP 2431, 2432, 2435)**

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

**Subject:** BP 2.03 College Presidents

**Revision Date:** 3/12

**Policy References:** Title 5 Sections 53000 et seq.; ACCJC Accreditation Standards III.A.5, IV.B, IV.C.3 and IV.D.4

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1. The Board of Trustees and Chancellor shall employ a President at each of the three Colleges within the District. In the case of a presidential vacancy, the Board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.
  2. The Chancellor shall delegate to each College President the executive responsibility for leading and directing the College operations including Administrative Services, the Office of the President, the Office of the Vice President of Instruction, the Office of the Vice President of Student Services, Research, Marketing, and Public Relations.
  3. The College President shall establish administrative procedures necessary for the operation of the College.
  4. The College President shall perform all duties specifically required or assigned to him/her by the statutes of the State of California, by the Chancellor and by the Board of Trustees of the San Mateo County Community College District.
  5. The College President will be evaluated by the Chancellor and Board of Trustees annually based upon goals previously established and agreed upon by the Chancellor, Board of Trustees and the College President and in accordance with any other provision of the Contract for Employment for College President.
  6. The compensation of the College President shall be in accordance with the pay schedule established for the College President and placement of the salary in the range shall be made by mutual consent between the Chancellor and the College President.

**CHAPTER 2: Administration and General Institution  
BOARD POLICY NO. 2.09 (BP 7130)**

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

**Subject:** BP 2.09 Categories of Employment  
**Revision Date:** 5/09  
**Policy Reference:** Government Code 3540

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1. Employees may be categorized as follows:
  - a. Faculty (Contract, Regular or Part-time) – for description and applicable policy, see Chapter III.
  - b. Classified (Probationary or Permanent) – for description and applicable policy, see Chapter IV.
  - c. Short-term temporary, Non-Faculty – for description and applicable policy, see Chapter IV.
  - d. Student Assistants – for description and applicable policy, see Chapter IV.
  - e. Management, Confidential, Supervisory, and Professional – for the purpose of labor relations, certain positions in the District are designated as management, confidential, supervisory and professional pursuant to the Government Code. For descriptions and applicable policy, see Chapter V.
  
2. An employee given an interim or temporary assignment in a classification different from his/her regular assignment will have the rights, benefits, salary placement and other terms and conditions of employment of the classification to which s/he is assigned. The rights, benefits, salary placement and other terms and conditions of employment of the employee's regular assignment will not apply. Prior arrangements, made in writing with the Office of Human Resources, may modify the application of this provision.



**CHAPTER 2: Administration and General Institution  
BOARD POLICY NO. 2.10 (BP 7120)**

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

**Subject:** BP 2.10 Selection Procedures  
**Revision Date:** 5/10  
**Policy References:** Education Code Sections 70901.2, 70901(b)(7), 70901(d), 87100 et seq., 87400, 87458 and 88003; Title 5 Sections 53000 et seq. and 51023.5; ACCJC Accreditation Standard III.A.1

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The Chancellor and the College Presidents shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria:

1. An Equal Opportunity plan shall be implemented according to Title 5 and Board Policy 2.20.
2. Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.
3. The criteria and procedures for hiring academic employees shall be established and implemented in accordance with Board policies and procedures incorporating the Academic Senate's mandated role in local decision making.
4. The criteria and procedures for hiring classified employees shall be established after first affording CSEA an opportunity to participate in the decisions under the Board's policies regarding local decision making.
5. The Chancellor and the College Presidents, after appropriate consultation with faculty and administration, shall identify faculty positions to be filled to meet changing enrollments or changing curricular demands at the Colleges.
6. The selection process to be followed in hiring faculty is specified in the Faculty Selection Procedures as adopted by the Board of Trustees and maintained by the Office of Human Resources.
7. The selection process to be followed in hiring classified staff and managers is specified in the Classified Staff and Managers Selection Procedures as adopted by the Board of Trustees and maintained by the Office of Human Resources.
8. Campus authorities, in conjunction with the Office of Human Resources, shall determine salary placement for contract and regular faculty, classified staff and managers, and shall prepare all appropriate pre- and post-employment documents. Salary placement and related paperwork for hourly temporary faculty, short-term temporary employees and student assistants are prepared by the appropriate administrator at the College in collaboration with the Office of Human Resources and in accordance with collective bargaining agreements as applicable.
9. Formal notice of selection of regular faculty and classified staff shall be given by the Office of Human Resources to each person selected for employment for Board approval of the hiring.

**CHAPTER 2: Administration and General Institution  
BOARD POLICY NO. 2.12 (BP 3900, 7510, and 7700)**

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

**Subject:** BP 2.12 Employee Rights and Protection, Domestic Partner Rights, and Whistleblower Protection  
**Revision Date:** 3/11  
**Policy References:** Education Code Sections 87160-87164; Labor Code Section 1102.5, Government Code Section 53296, Private Attorney General Act of 2004 (Labor Code Section 2598); Family Code Sections 297-299; Affordable Care Act (29 U.S.C. 218C)

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1. Any employee shall have:
  - a. The right that the employee has as a private citizen to support or oppose any political issue or candidate. Such activities must be conducted on the employee's own time and must not interfere with District or College operations. The employee shall take reasonable steps to clarify that he/she is acting in an individual capacity, does not represent the District, and that the position of the employee with respect to a political issue or candidate does not represent the position of the District.
  - b. The right to inspect materials in the employee's personnel files in accordance with provisions of the Education Code and applicable collective bargaining agreements.
  - c. The right to an appropriate process for resolution of any public charge against the employee which is taken under consideration, as well as appropriate process with respect to any action based solely on charges lodged anonymously.
  - d. The right to appear before the Board of Trustees, consistent with the Board's policies and legal requirements. The employee may apply for such appearance through the Chancellor who will make necessary arrangements for such appearances. The process set forth herein shall not limit the employee's right to address the Board through applicable open meeting laws, including, for example, the Brown Act.
  - e. Except as otherwise provided by law, employees shall have the right to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations. Employees shall also have the right to refuse to join or participate in the activities of employee organizations, although the employee may be required, by terms of the collective bargaining agreement, to pay a service fee.
2. Domestic partners registered with the California Secretary of State shall have, insofar as permitted by California law, all of the same rights, protections, and benefits, as well as the same obligations, responsibilities, and duties of married persons (spouses) under state law. Insofar as permitted by California law, former domestic partners shall have all of the rights and obligations of former spouses. Surviving domestic partners shall have the same rights, protections, and benefits as are granted to a surviving spouse of a decedent. Therefore, all references to "spouses" in the District's policies and procedures shall be read to include registered domestic partners as permitted by California law.

3. The Chancellor shall establish procedures regarding the reporting and investigation of suspected unlawful activities by District employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For purposes of this policy and any implementing procedures, “unlawful activity” refers to any activity – intentional or negligent – that violates state or federal law, local ordinances, or District policy. The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices, and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation. Furthermore, District employees shall not: (1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or (2) directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this anti-retaliation policy, including discipline of those who violate it, up to and including termination of employment.

**CHAPTER 2: Administration and General Institution  
BOARD POLICY NO. 2.13**

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

**Subject:** BP 2.13 Dissemination of Employee Information

**Revision Date:** 12/10

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1. For employment verification inquiries, the District shall provide only verification of employment, dates of employment, the location of assignment and position held or job title, and the gross salary of an employee.
  2. Upon the written permission of an employee, any information about the employee may be released. In addition, information about an employee shall be furnished in compliance with law, a court order, subpoena, or to an official, employee or contractor of this District or another public agency, provided that such person has a legitimate reason to have the information. Except as otherwise authorized by law or in this policy, disclosure of employees' information and personal data to others, including but not limited to creditors, other governmental agencies or other individuals, is permitted only as authorized above.
  3. The District will promptly notify an employee whose employment records or personal data have been requested pursuant to law, subpoena or individual order.
  4. The District reserves the right to release information to the public regarding its employees provided there is good reason to do so and the release of such information would not be an unwarranted invasion of privacy.

**CHAPTER 2: Administration and General Institution  
BOARD POLICY NO. 2.15 (BP 7140)**

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

**Subject:** BP 2.15 Collective Bargaining  
**Revision Date:** 5/09  
**Policy References:** Government Code Sections 3540, et seq

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1. The Government Code establishes the right of public school employees to select an employee organization as their exclusive representative in their employment relationships with the District. The Board shall enter into negotiations with the exclusive representative as provided by State law and, if agreement is reached, the Board shall execute a written document incorporating any such agreements which shall become binding on both parties to the agreement.
2. The agreement between the District and the exclusive representative shall be considered part of the established policy of the Board.

**Attachment #04**

**CHAPTER 3: Certificated Personnel  
BOARD POLICY NO. 3.00 (BP 7340)**

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

**Subject:** 3.00 Applicability of Chapter III Policies  
**Revision Date:** 11/10

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The policies in this Chapter are applicable to all faculty except when noted in the policy. In addition, faculty who are members of the faculty bargaining unit are covered by the provisions of the current collective bargaining agreement between the District and the American Federation of Teachers, Local 1493, as approved by the Board of Trustees.

CHAPTER 3: Certificated Personnel  
BOARD POLICY NO. 3.15 (BP 7330)

BOARD POLICY  
San Mateo County Community College District

**Subject:** 3.15 Employment Requirements )  
**Revision Date:** 11/10 )  
**Policy References:** Education Code Sections 87400, 87408, 87408.6

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Prior to assuming their duties and as a condition of employment, all faculty members must:

1. Meet the minimum qualifications or equivalencies for community college teaching as adopted by the State Board of Governors and the District Board of Trustees.
2. File a Loyalty Oath.
3. Be fingerprinted.
4. Submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray that has been performed within 60 days prior to employment. All continuing members of the faculty shall submit evidence of freedom from active tuberculosis by means of a tuberculin skin test or chest x-ray. A report of a negative tuberculin skin test reaction is valid for a period of four years from the date of examination. A negative chest x-ray is valid for two years.
5. The provisions of the above paragraph do not apply to any employee who files an affidavit stating that he/she adheres to the faith or teaching of any well-recognized religious sect, denomination, or organization and in accordance with its creed, tenets, or principles depends for healing upon prayer in the practice of religion and that to the best of his/her knowledge and belief he/she is free from active tuberculosis. If at any time there should be probable cause to believe that such affiant is afflicted with active tuberculosis, he/she may be excluded from service until the Board is satisfied that he/she is not so afflicted.
6. Furnish proof of authorization to work in the United States, pursuant to the Immigration Reform and Control Act of 1986 (IRCA).
7. Complete other paperwork required by the District or by the Federal, State or any other regulatory agency.

**CHAPTER 3: Certificated Personnel  
BOARD POLICY NO. 3.30**

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

**Subject:** 3.30 Pay Period for Faculty

**Revision Date:** 12/10

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1. Each employee will receive one monthly payroll warrant covering all payments due in the time period, distributed and payable on the last working day of the month. A pay period shall be the calendar month for regular faculty. All temporary faculty work will cover one month, but the pay period may vary based upon the classification of the work performed.
  2. Depending upon the faculty member's first date of employment, the pay year for faculty is August 1 to May 31 or September 1 to June 30.
  3. Payments are made in ten (10) annual payments.



**CHAPTER 3: Certificated Personnel  
BOARD POLICY NO. 3.35 (BP 7385)**

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

**Subject:** 3.35 Payroll Deductions  
**Revision Date:** 12/10  
**Policy References:** Education Code Sections 87040, 87833, 87834, 88167

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1. Income Tax

Federal and State income taxes shall be withheld on the basis of information furnished by the employee on Forms W-4 (Federal) and DE-4 (State).

2. Retirement Fund

- a. All members of the faculty, unless excluded from membership under provisions of the Education Code, shall be required to participate in the California State Teachers' Retirement System (STRS).
- b. Deductions shall be made at rates determined by the Retirement System and for the actual months of active employment.

3. Medicare

All members of the faculty hired after April 1, 1986 shall be required to contribute to Medicare at the current rate established by Federal law.

4. Other

- a. When requested by the employee in a revocable written authorization, payroll deductions shall be made for:
  - 1) Participation in a deferred compensation program offered by companies which are approved by the District.
  - 2) Premiums on a certificate of group life insurance, group disability insurance, or professional liability insurance when the master contract is held by the District or an employee organization.
  - 3) Dues, fees, or periodic charges in any hospital service contract, medical and hospital contract.
  - 4) Purchase of shares in any regularly chartered credit union.
  - 5) Contributions to Board-approved charitable, fund-raising organizations.
- b. Dues or agency fees required by the collective bargaining unit represented by the American Federation of Teachers (AFT), Local 1493 and dues in any local or Statewide professional organization shall be deducted from the employee's paycheck.
- c. Based upon documents from the IRS, the State Franchise Tax Board, court orders and other legal action, the District is also required to make deductions from employee wages.