

Santa Monica College: Student Affairs Committee

Meeting Minutes

Date & Time: Wednesday, October 2, 2019
Location: Academic Senate Conference Room (HSS 261)
Chairs: Beatriz Magallon (Chair), Esau Tovar (Vice Chair)
Attendees: Donna Davis-King, Stanley Hecht, Tom Peters, Bridgette Robinson, Mike Tuitasi, Alicia Villalpando, Catherine Weir, Hao Hao: Student Rep
Guests: Bob Myers: Campus Counsel, Isaac Rodriguez: Associate Dean of Student Life, Benny Blaydes: Counselor of Student Life
Excused/Absent: Yongha "Eric" Hwang: Student Rep

I. Call to Order: 12:00 PM

II. Public Comments: None

III. Welcome and Introductions

Administrator Catherine Weir joined Student Affairs Committee as a new voting member.

IV. Approval of Minutes: September 18, 2019

Motion to approve Minutes as is, Esau moved, Tom seconded, (7) Yes, (1) Abstention: Catherine at 12:04pm.

V. Review of Scope and Functions of Committee

- a. The Committee read and decided not to change any language from the previous year's version of Scope & Functions of the Student Affairs Committee.

Motion to approve Scope & Functions as is, Esau moved, Mike seconded, (8) Yes at 12:08pm.

- b. Student Members (Voting and Non-Voting)
 - a) Past practice: two voting members with one-week notice of replacement.
 - b) Two voting members determined by Associated Students.
 - c) Replacements allowed with one-week notice from Associated Students to Committee chair.

Motion to Approve Student Members, Mike moved, Bridgette seconded, (10) Yes at 12:14pm.

- c. Voting Members – Faculty and Administrators
 - i. Suggestion that administrators can elect voting replacement in the event of an absence.
 - a) Past practice: not allow faculty and administrator voting replacements. Has not been an issue.
 - b) Without notice, it could create problems.
 - c) Would treat faculty and administrators differently.
 - d) Response that DPAC allows substitutions for administrators.

- e) Suggestions:
 - i) Postpone official votes should faculty outnumber administrators due to absences. It's a joint committee. Last meeting first time we didn't reach consensus.
 - ii) Administrators allowed to vote by E-mail. Knowing if a majority vote may be an issue.

Changes tabled for further clarification on whether faculty and/or administrative members can send replacements.

VI. Old Business: Update

- a. AR's 5410, 5420, 4225, 4226
 - i. 5410, 5420, and 4226 to be submitted to Executive Committee's next meeting
 - ii. 4225, due to no mutual agreement, will be reviewed by SMC President and Academic Senate President

VII. New Business:

- a. AR 5017 Responding to Inquiries of Immig. Status, Citizenship Status and Nat'l Origin Info
 - i. Procedure is legally required. Districts must adopt language from the Office of the California Attorney General or locally created equivalent language.
 - ii. Problematic language in paragraph 2, *...the District shall not use that documentation or information for decisions related to admissions or enrollment...*
 - a) F-1 students require F-1 visa to be admitted.
 - b) Other visa types also affect admissions.
 - c) Language changed to *In those circumstances in which federal or state law authorizes such an inquiry, the documentation or information shall be used only in accordance with such federal or state law.* Language appended to the end of the first paragraph.
 - iii. Fifth paragraph changed from *[designate]* to *Dean of Enrollment Services, or designee.*
 - iv. Suggestion to exclude from this AR examples of documents that can be used as proof of residency documents and following three paragraphs as these are outlined in AR 4110.
 - v. Guidelines to cover topics in this AR are being drafted by Campus Counsel.
 - vi. Campus Counsel recommended changing title of this AR to *Making Inquiries...*
 - a) Guidelines will operationally address how to respond to inquiries.
 - b) *Responding to Inquiries* would be a separate AR, number to be determined by Campus Counsel.

Motion to Approve AR 5017 with changes, Esau moved, Bridgette seconded, (10) Yes at 12:46pm.

- b. AR 5203 Lactation Accommodation
 - i. Required by January 2020.
 - ii. Need reasonable accommodations, including a location.
 - a) AR does not restrict location to that place.
 - b) Main campus lactation room located on third floor of Student Services Center.

- c) Room must provide a table, a sink, and access to a power source for a breast pump or any other equipment used to express breast milk.
- iii. Advanced notice for faculty
 - a) Standardized accommodation form to be drafted and made available to students.
 - b) Academic Affairs to remind faculty of reasonable accommodations.
- iv. Title IX Coordinator to identify location of lactation rooms for satellite campuses.
 - a) Mark on campus maps
 - b) Identified in campus materials (e.g. student handbook), etc.
- v. Responsible party for complaints
 - a) Informal: In the event of noncompliance, students are encouraged to meet with the department chair, faculty chair, or Academic Affairs to address the concern.
 - b) Formal: Complaint of noncompliance may be filed using the standard Title 5 complaint process administered by Human Resources.
- vi. Highlighted *on its respective campuses* changed to *at each of its campuses*.

Motion to Approve AR 5017 with changes, Alicia moved, Donna seconded, (10) Yes at 1:11pm.

- c. Walkthrough for ARs 3900, 5430, 5431, 4300, and 5570
 - i. Language is long but specific.
 - a) Principal mission is education.
 - b) Need to manage College properties to be used for intended purposes of student education.
 - c) Language adopted from several sources.
 - d) More details may prevent legal trouble.
 - ii. General overview
 - a) Obtained AR numbering
 - b) Events combined with use of college property
 - c) Added credit card marketing
 - iii. Not a style manual – can reorder
 - a) Introduction discusses free speech and use of college properties.
 - b) Headings readable by screen readers for persons with disabilities.
 - c) AR is comprehensive to promote reading of the entire document rather than portions.
 - iv. General Comment: Thoroughness would provide a way to deescalate without the use of police.
- d. AR 3900 Use of C. Property for Speech & Other Act.

Committee did not review this AR. Postponed to next meeting.

- e. AR 5430 Student Clubs
 - i. Paragraph B
 - a) College does not want to be affiliated to all clubs or club activities.
 - b) Removed *which act independently of the College*.
 - c) Under the Associated Students Constitution, a club may be formed for any purpose.
 - d) Language changed to *A club may be formed for any lawful purpose, including academic, social, political, or religious purpose. The College does not direct the purposes of student clubs.*
 - ii. Paragraph I
 - a) Student club names are not college names.
 - b) College name before club name implies it is the College's club.
 - c) College name after club disassociates it from a College activity.
 - d) Sanctioned clubs have access to Associated Students funding, rooms, and facilities.
 - e) College has authority to discipline behavior that occurs during official field trips.
 - f) The act of organizing a field trip makes it official.
 - iii. Request to adopt language to this AR from AR 5431 Paragraph G.
 - iv. Comment: Faculty should know that attending an unofficial club activity will make them personally liable.
 - v. This AR renamed to *Formation of Student Clubs*.
 - vi. Inter-Club Council votes to approve clubs.

Committee did not complete the review of this AR. Postponed to next meeting.

- f. AR 5431 On-Campus Events by St Org's & Clubs

Committee did not review this AR. Postponed to next meeting.

- g. AR 4300 Field Trips and Extra-Curricular Activities

Committee did not review this AR. Postponed to next meeting.

- h. AR 5570 Credit Card Marketing

Committee did not review this AR. Postponed to next meeting.

VIII. Announcements: None

IX. Adjournment: 2:12 PM

For all documents, visit

www.smc.edu/ACG/AcademicSenate/AScommittees/Documents/Student%20Affairs/SAC%202019-2020

Next scheduled meeting: Wednesday, October 16, 2019 at 12:00 PM, HSS 261

Respectfully Submitted by Nicholas Chambers

