

Santa Monica College Student Affairs Committee

Meeting Minutes

Date & Time: Wednesday, October 16, 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, Hope Ullman: Student Rep
Guests: Bob Myers: Campus Counsel, Isaac Rodriguez: Associate Dean of Student Life, Benny Blaydes: Counselor of Student Life
Excused/Absent: Hao Hao: Student Rep

I. Call to Order: 12:00 PM

II. Public Comments: None

III. Approval of Minutes: October 2, 2019

Motion to approve Minutes as is, Esau moved, Tom seconded, (7) Yes at 12:07pm.

IV. Voting Privileges

- a. Up to the Committee to decide – nothing in by-laws regarding replacements
 - i. DPAC replacement rule is found in by-laws.
 - ii. District is not under purview of Academic Senate’s by-laws.
 - iii. Joint committees have 2:1 faculty-administrator ratio.
- b. Example of AR not moving forward after not meeting Mutual Agreement: AR on transcripts.
 - i. Transcript AR stalled for fee clarification from the District, not due to mutual agreement. The 2 issues were if server could provide first 2 transcripts requests for free & justification for electronic fee which is more than when a student orders transcript in person. AR’s returning to committee were prioritized for Spring.
 - ii. Electronic transcripts would require \$2.40 processing fee.
- c. Administrator requested replacement that is briefed on committee matters for proxy vote.
 - i. Counter argument presented that the Committee’s members should be consistent and able to collaborate over several meetings; members should be committed to a process over time.

- ii. History shows consensus has been met and only once did we not meet mutual agreement recently with AR 4225.
- iii. There has not been a true consensus. Committee member asked what this meant, since all committee members have a voice on all AR's and respect and space for others to provide feedback has always been given.
- iv. Faculty will always outnumber administrators due to composition of the Committee.
- v. Administrators speak for the District.
- vi. Sequence of approval as follows:
 - a) Student Affairs Committee
 - b) A.S. Exec Committee and senior administrative staff
 - c) Academic Senate
 - i) Returns to SAC after first reading.
 - ii) Returns to A.S. for second read
 - d) President
 - i) Current workflow gives senior staff one week to review. Recommended delaying Academic Senate's first reading, because senior administrative staff may not have the opportunity to review within one week.
 - ii) It takes about a month or more to go through process. Suggest AR's be given to District as soon as changes are tracked. Discussion as to when Administrators forward AR's to Sr. Administrators.
- d. The Committee decided that proxies will not be necessary.
 - i. Administrators will take responsibility to communicate concerns to each other and request a postponed vote.

No motion made. Minutes to reflect the discussion.

V. Old Business: Updates

- a. AR's 5410, 5420
 - i. Associated Students Elections and Finance
 - ii. Passed through Exec
- b. AR 4226 Time Conflict
 - i. Exec recommends the following changes:
 - a) Flow of the AR.
 - b) Remove requirement of maintaining a log separate from the Time Conflict form.
 - c) Insert language from paragraphs a.-d. into the preceding paragraph
 - ii. Purpose of log: the College must maintain documentation of make-up time

- a) Current form is an agreement to make up time, but does not document that commitment has been fulfilled. Past practice has never required it.
- b) Example: Recent audit disallowed apportionment for two classes because students documented hours inconsistently. Class has since switched to arranged hours, and faculty is required to keep a log of attendance.
- c) This example is not the same since this is class overlap for maybe a single student in a class and not arranged make-up hours for the entire class.
- d) It is important to demonstrate that the College is not double-dipping.
- e) Regular attendance may not meet an auditor's expectations in the future.
- f) Weekly census is not required for these exceptions.
- g) Faculty do not receive overtime for make-up of instruction.
- h) Form to log hours will be made available to faculty.
 - i) Format: instructor, section, roster (student name and ID), week number, day of the week, time student attended.
 - ii) To be made available on Admissions & Records website.
 - iii) Log will be available upon auditor's request.
- iii. Revised and moved to prioritize language *The instructor is under no obligation to approve the student's request.*
- iv. Language revised to *The instructor will record attendance that can be submitted to Admissions upon request or at the end of semester. A form is available to assist faculty in maintaining record.*

Motion to Approve AR 4226 as revised. Donna moved, Esau seconded, (10) Yes at 1:08pm.

c. AR 5203 Lactation

- i. Exec recommended including *employee* within the language to provide lactation accommodations to employees.
 - a) No regulation exists for employees.
 - b) Employee accommodations under the purview of the DPAC HR Subcommittee.
 - c) The Committee recommended that the DPAC HR Subcommittee develop an AR under personnel policies to provide employees with lactation accommodations.

Motion to Approve AR 5203 as revised. Donna moved, Bridgette seconded, (10) Yes at 1:09pm. Campus counsel suggested using College in place of District for uniformity. Friendly Amendment to change language from District to College.

VI. Old/New Business:

- a. AR 5017 Making Inquiries of Immig. Status, Citizenship Status and Nat'l Origin Info
 - i. Chair held this AR because deleted language from last meeting could not be found in AR 4110
 - a) List of example documents to use as proof of residency can be found in the Admissions and Records residency questionnaire.
 - b) Language updated to clarify where students can find the list of example documents.
 - ii. Model language from the League not based on the law.
 - iii. Immigration Enforcement document posted to the website with a link on Student Services page
 - a) Webpage is colloquial to provide guidance
 - b) First page uses simple language, and the following pages have legalistic guidelines.
 - iv. Fifth bullet language simplified to require the District to post the SMC Guidelines on the website.
 - v. Following paragraph language regarding immigration officer's request eliminated, as this level of detail is not required in the AR. This information is included under SMC Guidelines on the website.

Motion to Approve AR 5017 as revised. Esau moved, Tom seconded, (10) Yes at 1:28pm.

- b. AR 5430 Student Clubs
 - i. Paragraph C
 - a) Eliminated the restriction that limited the number of advisors allowed on a club.
 - ii. Paragraph D
 - a) Changed *shall* to *may*. Paragraph now reads *A minimum of six currently enrolled AS members may form a club.*
 - iii. Paragraph I
 - a) Eliminated language allowing the Associate Dean of Student Life to authorize clubs to act on behalf of the College. Per Campus Counsel, this could impact very exceptional circumstances, but other ways to deal with these exceptions exist.
 - b) Added language *or representing* to read *...acting on behalf or representing the College.*
 - c) Changed first sentence to read *Neither a club nor the officers...*
 - d) Second sentence was a flat prohibition. Added language to specifically prohibit clubs and their members.
 - e) Paragraph I split into Paragraphs I, J, K, and L to separate the different ideas.
 - i) Paragraph L to read *With the approval of the Associate Dean of Student Life, student clubs may only use the name "Santa Monica College," "Corsairs," the campus seal, or any other SMC logo or trademark to identify their organizations on materials such as stationery, posters, signs, and banners dealing with sanctioned on-campus activities of the organization.*

Motion to Approve AR 5430 as revised. Alicia moved, Mike seconded, (10) Yes at 2:00pm.

c. AR 3900 Use of C. Property for Speech & Other Act.

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

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

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

e. AR 4300 Field Trips and Extra-Curricular Activities

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

f. AR 5570 Credit Card Marketing

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

g. Chair asked if Campus Counsel would like to recommend the order in which committee reviews AR's?

Recommended as follows:

i. AR 4300 Field Trips and Extra-Curricular Activities

ii. AR 5570 Credit Card Marketing

iii. AR 3900 Use of C. Property for Speech & Other Act.

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

VII. Announcements: None

VIII. Adjournment: 2:01 PM

For all documents, visit

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

Next scheduled meeting: Wednesday, October 30, 2019 at 12:00 PM

Respectfully Submitted by Nicholas Chambers