

Santa Monica College Student Affairs Committee

Meeting Minutes

Date & Time:	Wednesday, November 19 th , 2025 – 12pm
Location:	SSC 222
Chairs:	Beatriz Magallon (Chair), Esau Tovar (Vice Chair)
Attendees:	Bea Magallon, Esau Tovar, Nancy Cardenas, Donna Davis-King, Press Nicolov, Sharyn Obsatz, James Thing, Alicia Villalpando, Ike Munguntsatsralt (Student Rep.)
Guests:	Ana De Montes, Nick Chambers
Excused/Absent:	Thomas Bui, Liz Li (Student Rep.)

I. Call to Order: 12:08 PM

II. Public Comments:

III. Updates and Old Business:

a. Updates on Revised AR 4100.2 Graduation Requirements for Certificates and Certification of General Education

- i. Bea brought AR 4100.2 back to the Committee for any last-minute edits or changes. Bea inquired if Nick and the Committee had had time to review the document; the Committee made no further edits. Bea further informed the Committee that there is a chance the ARs most recently worked on will pass this semester.

IV. New Business:

a. AR 5030 Fees and Refunds

- ii. Bea informed the Committee that they had almost finished AR 5030, and the Committee resumed work therein. The Committee debated the retitling of the subsection “Fees Authorized by Law”; the original title was retained. The Committee removed the “Sectional Lease Deposit” subsection as it was not in the handbook and deliberated over additional minor changes such as removing redundancies and restructuring the document to improve clarity.

After lengthy deliberation, the Committee settled on the following language for the Refund Processing Time subsection: “Refunds will be processed in the manner and timeline noted on the Tuition and Fees webpage. Expedited refund requests will be considered through the Admissions & Records Office and the International Education Center.”

The Committee then began to restructure the parking subsections in the AR. The Committee subsequently removed the “Parking Regulations” subsection in its

entirety. The Committee then moved on to the “Accessible Parking Fee Exemption” subsection, changing the language of one bullet point to read, “Persons with disabilities” and “Individuals providing transportation services to persons with disabilities”. Additional language around the topic was excised and additional “Parking Fee Refunds” subsection was transferred and combined with the “Accessible Parking Fee Exemption” section.

Motion to approve AR 5030 Fees and Refunds: Sharyn Obsatz moved, Nancy Cardenas seconded, (9) Yes, (0) No, (0) Abstain. Unanimous at 1:13 PM.

iii. **AR 5015 Residency Determination**

Bea explained to the Committee that Esau had spent a considerable amount of time creating the AR and thanked him for his hard work. Esau went on to explain the complexity of residency determination and how it impacted the outline of the AR. Amongst other issues, Esau explained that students run the risk of not qualifying for residency and being charged the full amount of fees which often causes tremendous issues for both Admissions & Records as well as impacted class rosters.

Bea brought up two subsections 2.2.4 and 2.2.5 for Esau to comment on. Esau then explained that subsections 2.2.4 (5.3) and 2.2.5 (5.1) are both exemptions located in a different part of the AR and wished to remove them as they are located in full or in part, elsewhere in the AR. Bea began to read through various passages of the AR to the Committee, pausing for comments and revision requests. Esau then requested that 2.2.6.1.15, 16 and 17 be removed in its entirety as they were dealt with elsewhere in the AR. Esau further stated that subsection 5.17 titled “Noncitizens with Nonimmigrant Status” needed additional information; Esau stated he would send the language to Bea after the meeting.

The Committee went on to make additional minor edits, revisions and excisions in the AR. Moving on to 6.4 “Right to Appeal and Appeal Procedure”, Bea read the subsection to the Committee, making minor edits throughout. The Committee then revised the language in the subsection to read, “Students will be provided a decision to their Residency Reclassification Appeal within 30 days of receipt of the petition”, so that Admissions & Records could meet the deadline with more consistency.

Motion to approve AR 5015 Residence Determination: Alicia Villalpando moved, Donna Davis-King seconded, (9) Yes, (0) No, (0) Abstain. Unanimous at 1:53 PM.

VI. Announcements: Next scheduled meeting December 3, 2025

VII. Adjournment: 1:57 PM

For all documents, visit: <http://www.smc.edu/ACG/AcademicSenate/Committees/Pages/Student-Affairs.aspx>

Respectfully Submitted by Jackson Edwards