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## **ARTICLE 2100: ADMINISTRATIVE OPERATIONS**

### **AR 2116 WHISTLEBLOWER PROTECTION**

Any individual may report suspected incidents of improper activities by District employees in the performance of their duties. Reports made under this Administrative Regulation must be made in good faith. Good faith is a sincere and reasonable belief or motive that is not characterized by malice or foreknowledge that the report is false. Employees who, in good faith, report such activities and/or assist the District in the investigation will be protected from retaliation. Reports about suspected incidents of improper activities will be investigated promptly and appropriate remedies applied.

This procedure sets out the processes for responding to and investigating reports of improper activities\* and addressing complaints of retaliation for making such reports.

#### **Filing a Report about Suspected Improper Activities**

Any person may report allegations of suspected improper activities. Knowledge or suspicion of such improper activities may originate from academic personnel, staff, administrators, or managers carrying out their assigned duties, internal or external auditors, law enforcement, regulatory agencies, customers, vendors, students, or other third parties.

District employees shall not directly or indirectly use or attempt to use the official authority or influence of their position for the purpose of interfering with the right of an individual or entity to make a report of a suspected improper activity to the District or to other non-District authorities.

Anonymous reports will be investigated to the extent possible. However, employees are strongly encouraged not to report anonymously because doing so impedes the District's ability to thoroughly investigate the claim and take appropriate remedial measures. As set forth below, retaliation against individuals who report suspected improper activities will not be tolerated.

Normally, a report by a District employee of allegations of a suspected improper activity should be made to the reporting employee's immediate supervisor or other appropriate administrator, manager, or supervisor within the employee's operating unit. However, if the report involves or implicates the direct supervisor or others in the employee's operating unit, the report may be made to any other District official whom the reporting employee believes to have either responsibility over the affected area or the authority to review the alleged improper activity on behalf of the District. When the alleged improper activity involves the Superintendent/President, the report should be made to the Chair of the Board of Trustees. When the alleged improper activity involves the Board of Trustees or one of its members, the report should be made to the Superintendent/President who will confer with the Chair of the Board of Trustees and/or legal counsel on how to proceed.

Allegations of suspected improper activities should be made in writing so as to assure a clear understanding of the issues raised, but may be made orally. Such reports should be factual and contain as much specific information as possible. The receiving supervisor, administrator, or manager should elicit as much information as possible. If the report is made orally, the receiving supervisor, administrator, or manager shall reduce it to writing and make every attempt to get the reporter to confirm by his or her signature that it is accurate and complete.



### **Internal Reporting and the Investigation Process**

Once the receiving supervisor, administrator, or manager has received and/or prepared a written report about the alleged improper activity, he or she must immediately forward it to the Superintendent/President or Superintendent/President's designee. However, if this process would require submitting the report to an employee implicated in the report, the receiving supervisor, administrator, or manager should follow the reporting options outlined above. The manager, administrator, or trustee who receives the written report pursuant to this paragraph is responsible for ensuring that a prompt and complete investigation is made by an individual with the competence and objectivity to conduct the investigation, and that the assistance of counsel and/or an outside investigator is secured if deemed necessary.

In the course of investigating allegations of improper activity, all individuals who are contacted and/or interviewed shall be advised of the District's no-retaliation policy. Each individual shall be: (a) advised that if he or she experiences retaliation for cooperating in the investigation, it must be reported immediately; and (b) warned that retaliation by an employee against the reporter(s) and/or others participating in the investigation will subject the employee to discipline up to and including termination.

In the event that an investigation into alleged improper activity verifies the allegations, prompt and appropriate corrective action shall be taken.

Employees found to violate this Administrative Regulation shall be subject to discipline up to and including termination. Violations of this Administrative Regulation include making a report not in good faith or engaging in retaliation.

### **Protection from Retaliation**

When a person makes a good-faith report of suspected improper activities to an appropriate authority, the report is known as a protected disclosure. District employees and applicants for employment who make a protected disclosure are protected from retaliation.

Any employee who believes he or she has been subjected to or affected by retaliatory conduct for reporting improper activities, or for refusing to engage in activity that would result in a violation of law, should report such conduct to the employee's immediate supervisor or other appropriate administrator, manager, or supervisor within the employee's operating unit. However, if the report involves or implicates the direct supervisor or others in the employee's operating unit, the report may be made to any other District official whom the reporting employee believes to have either responsibility over the affected area or the authority to review the alleged retaliatory conduct on behalf of the District. When the alleged retaliatory conduct involves the Superintendent/President, the report should be made to the Chair of the Board of Trustees. When the alleged retaliatory conduct involves the Board of Trustees or one of its members, the report should be made to the Superintendent/President who will confer with the Chair of the Board of Trustees and/or legal counsel on how to proceed.

All allegations of retaliation shall be investigated promptly and with discretion, and all information obtained will be handled on a "need to know" basis. As appropriate, remedial and/or disciplinary action will be taken at the conclusion of an investigation where the allegations are verified.

### **Whistleblower Contact Information**

Employees may report suspected improper activities of employers or complaints of retaliation resulting from whistleblower activities to the California State Auditor Whistleblower Hotline at (800) 952-5665, or to the California State Attorney General's Whistleblower Hotline at (800) 952-5225. In addition, employees can contact the State Personnel Board with complaints of retaliation resulting from whistleblower activities at (916) 653-1403.



### **Other Remedies and Appropriate Agencies**

In addition to the internal reporting and complaint process set forth above, any employee who has information concerning alleged improper activity may contact the appropriate government agency.

\***BP 2116** defines *improper activity* as “any activity by the District or one of its employees that (a) violates a state or federal law or regulation, including but not limited to corruption, malfeasance, bribery, theft of government property, fraudulent claims, fraud, coercion, conversion, malicious prosecution, misuse of government property, or willful omission to perform duty, or (b) is economically wasteful or involves gross misconduct, incompetency, or inefficiency.”

*Approved: 3/4/2014*

### **References:**

Education Code Sections 87160-87164;  
Government Code Section 53296;  
Labor Code Section 1102.5;  
Private Attorney General Act of 2004 (Labor Code Section 2698)  
Board Policy 2116



**ARTICLE 2100: ADMINISTRATIVE OPERATIONS**

**AR 2141 Conflict of Interest Code: Place and Time of Filing of Statement of Financial Interest**

Members of the Board of Trustees shall file the original Statement of Financial Interest with the secretary of the governing board who shall make and retain a copy and forward the original to the clerk of the Board of Supervisors.

All other designated employees required to submit a statement of financial interest shall file the original with the superintendent.

A designated employee required to submit an initial statement of financial interest shall submit the statement within 30 days after the effective date of this code.

Civil service employees appointed, promoted, or transferred to designated positions shall file initial statements within 30 days after date of employment.

All other employees appointed, promoted, or transferred to designated positions shall file initial statements not less than 30 days before assuming office unless an earlier assumption of office is required by emergency circumstances, in which case the statement shall be filed within 30 days thereafter.

Annual statements shall be filed prior to April 1<sup>st</sup> by all designated employees. Such statements shall cover the period of the preceding calendar year or from date of filing initial statement.

Closing statements shall be filed within 30 days of leaving a designated position. Such statements shall cover the period from closing date of the last statement filed to the date of leaving the position.

*Reviewed and Adopted: 5/1/2000  
Revised 1/14/2002*

**AR 2142 Conflict of Interest Code: Contents of Disclosure Statements**

Disclosure statements shall be made on forms supplied by the district, and shall contain the following information:

1. Contents of Investment and Real Property reports:
  - a. A statement of the nature of the investment or interest;
  - b. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
  - c. The address or other precise location of the real property;
  - d. A statement whether the fair market value of the investment, or interest in real property, exceeds ten thousand dollars (\$10,000).
  - e. If the investment or interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the date of acquisition or disposal.
  - f. Disclosure of location or value of principal residence and personal recreational property is not required.
2. Contents of Personal Income Reports:



When personal income is required to be reported, the statement shall contain:

- a. The name and address of each source of income aggregating five hundred dollars (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
- b. A statement whether the aggregate value of income from each source was greater than one thousand dollars (\$1,000), and whether it was greater than ten thousand dollars (\$10,000);
- c. In the case of a loan, the annual interest rate, the security, if any, given for the loan, and the term of the loan;
- d. A description of the consideration, if any, for which the income was received;
- e. In the case of a gift, the amount or value and the date on which the gift was received.

3. Contents of Business Entity Reports:

When income of a business entity, including income of a sole proprietorship, is required to be reported under this article, the statement shall contain:

- a. The name, address, and general description of the business activity of the business entity;
- b. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000) during a calendar year.

4. Initial Statement:

The first report filed by an employee appointed to a designated position shall disclose any reportable investments and interests in real property.

5. Acquisition or Disposal During Reporting Period:

If any otherwise reportable investment or interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the date of acquisition or disposal shall be reported.

*Reviewed and Adopted: 5/1/2000*  
*Revised 1/14/2002*



**AR 2143      Conflict of Interest Code: Disqualification**

Designated employees shall disqualify themselves from making or participating in the making or in any way attempting to use their official position to influence a governmental decision when it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally, on:

1. Any reportable investment or interest in real property;
2. Any reportable source of income, other than loans by a commercial lending institution in the regular course of business, aggregating two hundred fifty dollars (\$250) or more in value received within twelve months prior to the time the decision is made;
3. Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management.

*Reviewed and Adopted: 5/1/2000*  
*Revised 1/14/2002*



**ARTICLE 2100: ADMINISTRATIVE OPERATIONS**

**AR 2150 Flying Flag at Half Staff**

The flag will be flown at half staff when:

1. The flags at Federal buildings are flown at half staff.
2. The flags at State buildings are flown at half staff.
3. An active member of the college community dies.
4. A retired member of the college community dies.
5. The Superintendent/President or senior administrator on duty determines it is appropriate.

*Reviewed and/or Updated 8/2004*





## **ARTICLE 2100: ADMINISTRATIVE OPERATIONS**

### **AR 2175      GUIDELINES FOR ACCESS TO PUBLIC RECORDS**

Records of the Santa Monica Community College District are maintained at various locations. Public records maintained by the District will be available for inspection by members of the public pursuant to the following procedures:

1. Public records maintained by the District shall be available for inspection during the regular business hours of the department. The District has put many of its documents online, which are accessible to the public at the District's website: <http://www.smc.edu/>.
2. Requests for inspection or copying of public records:
  - Should be specific, focused and not interfere with the ordinary business operations of the District. Where a request is not specific and focused, District staff will assist the requester to identify the requested information, describe the technology or physical location of the record, and provide suggestions of how to overcome practical barriers to disclosure. The operational functions of the District will not be suspended to permit inspection of records during periods in which such records are reasonably required by District personnel in the performance of their duties. If the request requires review of numerous records, a mutually agreeable time should be established for the inspection of the records.
  - Should be directed to the District Public Records Act Coordinator in the Superintendent/President's Office who will work with the department which created and has responsibility for the desired records.
  - Should sufficiently describe the records so that identification, location and retrieval of the records can be achieved by District personnel.
  - Should be made in writing unless the request involves records which are maintained by the District for the purpose of immediate public inspection.
3. The District may refuse to disclose any records which are exempt from disclosure under the Public Records Act. (See e.g., Gov. Code, § 6254.)
4. Physical inspection of the records shall be permitted within the appropriate offices in the District and under the conditions determined by the District. Upon either the completion of the inspection or the oral request of District personnel, the person conducting the inspection shall relinquish physical possession of the records. Persons inspecting District records shall not destroy, mutilate, deface, alter, or remove any such records from the District. The District reserves the right to have District personnel present during the inspection of records in order to prevent the loss or destruction of records.
5. Upon any request for a copy of records, other than records the District has determined to be exempt from disclosure under the Public Records Act, District personnel shall provide copies of the records to any person upon payment of a fee (20 cents per page) covering the direct costs of duplication. If the records are sufficiently voluminous, the requester may be asked to retain the services of an on-site microfilm or PDF copy service.
6. A copy of these guidelines will be posted in a conspicuous public place in the District, and a copy thereof will be made available free of charge to any person requesting such copy.
7. Written requests should be addressed to:

Public Records Act Coordinator  
Superintendent/President's Office  
1900 Pico Boulevard  
Santa Monica, California 90405



**ARTICLE 2200: PARTICIPATORY GOVERNANCE**

**AR 2250 District Planning and Advisory Council (DPAC)**

The District Planning and Advisory Council is formally recognized in Board Policy 2250 as the body primarily responsible for making recommendations to the Superintendent/President on matters that are not otherwise the primary responsibility of the Academic Senate (BP 2210), Classified Staff (BP 2220), Associated Students (BP 2230) or the Management Association (BP 2240). Issues include, but are not limited to, District budget, facilities, human resources, instruction, student services and technology planning.

**DPAC Recommendations to the Superintendent/President**

It is the charge of DPAC to make recommendations to the Superintendent/President. It is the responsibility of the Chair and Vice-Chair to convey DPAC's recommendations to the Superintendent/President. The Superintendent/President or designee will respond to DPAC recommendations either in writing or through a report from the Chair at a subsequent DPAC meeting. The Superintendent/President's responses will be reflected in the DPAC minutes.

**DPAC Members**

1. The District Planning and Advisory Council membership shall be comprised of the following:

Superintendent/President (or designee)  
Academic Senate President (or designee)  
Faculty Association President (or designee)  
CSEA President (or designee)  
Management Assoc. President (or designee)  
Associated Students President (or designee)

2. Each Constituency Group President (or designee) shall be allowed one additional seat at DPAC meetings for a total of 12 people (President + One).

3. Privileges and Obligations of DPAC Members

- Each member is expected to represent their group in discussions and deliberations
- Each member of the Council will attend meetings
- Each constituency president will participate in agenda setting

**Chair and Vice Chair:**

1. The Chair shall be selected by the Superintendent/President in June to serve a one-year term the following fiscal year.

2. The Vice-Chair shall be elected by a majority vote of DPAC members (5 of 8 votes) in June to serve a one-year term for the following fiscal year.

3. The Vice-Chair shall not come from the same constituency group as the Chair of DPAC.

**Meetings**

1. The District Planning and Advisory Council meets on the second and fourth Wednesdays of the month.

2. At the first meeting in July, DPAC will adopt rules for conducting meetings for the year by an absolute majority vote (5 of 8 votes).



3. A quorum will consist of a simple majority of DPAC members (7 of 12 members)
4. Meetings are subject to the provisions on the Brown Act.
5. Voting
  - A. No voting will take place during the first ten minutes of a meeting.
  - B. Two votes per each constituency group or one vote per sub-constituency group.

Academic Senate	1 vote
Faculty Association	1 vote
CSEA	2 votes
Management Association	1 vote
Administration	1 vote
Associated Students	2 votes
6. There are 8 votes only on DPAC, none of which shall be proxy.
7. Agenda Setting Meeting: The Council of Presidents, or designees, shall set agendas for DPAC meetings.

### **Planning Subcommittees**

The Planning Subcommittees shall consider issues relevant to their respective areas and make recommendations to the District Planning and Advisory Council that are consistent with the college's mission, vision and goals. DPAC shall determine the scope and function, and provide direction for the Planning Subcommittees. Planning Subcommittees include, but are not limited to, the following:

- Budget Planning
- College Services Planning
- Facilities Planning
- Human Resources Planning
- Technology Planning

#### 1. Membership:

Each of the Planning Subcommittees shall be comprised of four representatives of each constituency group or two representatives of each sub-constituency group.

- Faculty (2 Academic Senate/2 Faculty Association)
- Classified (4 CSEA)
- Managers (2 Administration/2 Management Association)
- Students (4 Associated Students)

#### 2. Co-Chairs:

- A. One Chair named by the Superintendent/President. The Superintendent/President may name any Santa Monica College employee or student as this co-chair and is not held to any particular universe.
- B. One Chair elected by the work-group/subcommittee. This co-chair shall be selected from within the work-group/subcommittee membership.

C. Chairs shall not come from the same constituency group. If the



Superintendent/President selects a faculty person for chair then the other chair must come from a constituency group other than faculty.

- D. All Co-Chairs (or designees) of the Planning Subcommittees are expected to attend all DPAC meetings.

#### **Academic Senate Joint Committees as Planning Resources**

1. Chairs and Vice-Chairs of the following Academic Senate Joint Committees shall serve as planning resources to DPAC:
  - Program Review
  - Curriculum
  - Student Affairs
  - Student Learning Outcomes
2. All Chairs and Vice Chairs of these Academic Senate Joint Committees are expected to attend all DPAC meetings.
3. These committees are not subcommittees to DPAC.

An annual orientation session will be held for Planning Subcommittee Co-Chairs and Academic Senate Joint Committee Chairs and Vice-Chairs.

#### **Resource Liaisons**

1. Additional Resource Liaisons invited to participate in DPAC meetings include:
  - Chair of Chairs
  - Others as designated by DPAC

*Approved by DPAC: 09/28/2005, 11/1220/08, 8/12/2009*



## **ARTICLE 2300: PUBLIC AFFAIRS**

### **AR 2320 Campus Events**

#### Ordering and Selling Tickets

1. The organization sponsoring the event is responsible for ordering the tickets themselves either through an independent ticket printing company or the SMC Reprographics. Ticket orders are placed prior to each semester for upcoming shows. Once tickets are received they are turned over to the Events Department, where the Facilities/Box Office Specialist will review all ticket orders to verify counts.
2. The Events Box Office puts the tickets on sale on the date specified by the sponsor. The tickets may be sold only at the Events Box Office or at the door. Tickets are sold in person over the counter during business hours, by telephone, and by mail. Cash, check, Visa and MasterCard are accepted for all sales. An events ticket order form is filled out for every ticket sold.

#### Ticket Orders and Cash Handling

1. An events ticket order form is filled out for each sale taken either over the counter or by telephone. The card must be filled out completely with name, address, and telephone number for credit cards and personal checks. The events ticket order must also have the date of the sale and the sales person's initials.
2. Visa or MasterCard will be accepted with a minimum purchase of \$10. The customer must sign the charge terminal receipt for each credit sale. The customer receives the yellow copy and the Events office retains the original.
3. Discounts are only given in person, over the counter, in order to verify identification. All telephone orders are for General Admission price only.
4. No \$50 or \$100 bills are accepted. The customer should be asked to go to the bookstore to change the bill. Giving out change for payphones, parking meters, or any such request is not allowed. When an employee requests change, another staff member must open the drawer to make change.
5. Any errors made on the register can be corrected on the same day. If an error is found the following day, it needs to be corrected on the register tape. All voids and corrections must be initialed by the sales person and the supervisor. All paperwork must be retained for auditing purposes.
6. Complimentary tickets are not given out by the Events Box Office. Anyone requesting a complimentary ticket must contact the department presenting the performance to obtain complimentary tickets.
7. Ticket exchanges of equal value are allowed for a fee of \$2.00 per ticket, providing the event has not taken place
8. All ticket sales are final; there are no refunds given except by special appeal. If a customer wants to appeal this they must submit a letter along with the ticket explaining the circumstances to the Director of Events. The Director of Events will review the request and determine if a refund will be made. Any refunds will be in the form of a check issued through Auxiliary Services and mailed to the customer.



Accounting and Recordkeeping

1. A Daily Box Office Report is made up for each individual account/department. Deposits are turned into the main cashiers office along with a copy of the box office report. A ledger is maintained from the box office reports and journal entries are made into each individual account/department. These records are kept in the Events department.
2. A computerized spreadsheet is maintained, recording the daily transactions made on the bank charge terminal from the daily box office report. This report is then forwarded to Auxiliary Services, along with the monthly credit card charges.

*Reviewed and/or Updated 8/2004*



**ARTICLE 2400: DISTRICT ENVIRONMENT**

**AR 2420 Crisis Prevention**

1. **Establishment.** The Superintendent/ President establishes a Crisis Prevention Team (CPT) as set forth in this Administrative Regulation.
2. **Mission.** The mission of CPT is to:
  - a. Promote the health and safety of the campus community.
  - b. Improve campus community safety through a proactive, collaborative, coordinated, objective, and thoughtful approach to the prevention, identification, assessment, intervention, and management of situations that pose, or may reasonably pose, a threat to the safety and well-being of individual students or the campus community.
3. **Purpose.** The purpose of the CPT is to coordinate existing resources with a focus on prevention and early intervention in campus situations involving students experiencing distress or engaging in harmful or disruptive behaviors. The Team will develop intervention and support strategies and offer case coordination. This Team will regularly review and assess these situations and recommend actions in accord with existing College policies.
4. **Responsibilities.** The CPT will have the following responsibilities:
  - a. Receive, review, and catalogue information about concerns regarding student behavior.
  - b. Perform initial assessment of risk and refer cases to offices and officials as needed for additional assessment.
  - c. Develop specific strategies to manage potentially harmful or disruptive behavior to protect the safety and rights of both the student and the college community.
  - d. Make recommendations to college officials on appropriate actions consistent with college policies and procedures.
  - e. Engage in ongoing refinement of Team procedures and protocols to foster optimal Team functioning and interface with the College community.
  - f. Identify College policy and procedural issues warranting further examination and refer such matters to appropriate entities.
  - g. Make training available to faculty and staff regarding the identification and referral of students who may pose threats to the campus community.
5. **Team Members.** The following shall be members of the Crisis Prevention Team:
  - a. Dean, Counseling and Retention
  - b. Dean, Instructional Services
  - c. Dean, Student Life/Campus Disciplinarian
  - d. Dean, Human Resources
  - e. Dean, International Education
  - f. Chief of Police or designee
  - g. Chair, Counseling Department
  - h. Coordinator of Psychological Services
  - i. Coordinator of Disabled Student Programs and Services
  - j. Coordinator of Health Services
  - k. Campus Ombudsperson
  - l. Campus Counsel



6. **Chairperson.** The Dean of Counseling and Retention shall be the chair of the CPT and have the following responsibilities:
- a. Set the agenda for and facilitates meetings.
  - b. Facilitate meeting discussions and managing meeting time.
  - c. Work with Campus Counsel to assure appropriate record keeping and other procedures.
  - d. Oversight of case management/support coordination process.
  - e. In cooperation with existing relevant systems, coordinate and triage referral of students of concern from the College community.
  - f. Coordinate threat assessment as appropriate.
  - g. Post-meeting follow-up.
  - h. Assure relevant policy issues are brought to the attention of the CPT.

*Approved: 7/2013*





## ARTICLE 2400: DISTRICT ENVIRONMENT

### AR 2421 Local Law Enforcement

The District shall enter into an agreement with local law enforcement agencies that clarify operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault. The agreement shall designate which law enforcement agency shall have operational responsibility for violent crimes and delineate the special geographical boundaries of each agency's operational responsibility.

#### Law Enforcement Certificate Program

The Santa Monica Community College District participates in the Law Enforcement Certificate Program for the purpose of maintaining and improving high standards for the selection and training of peace officers employed by the Santa Monica Community College District in accordance with the California Commission on Peace Officers Standards and Training requirements.

That the Commission and its representatives may make such inquiries as deemed appropriate by the Commission to ascertain that the Santa Monica Community College District maintains selection and training standards for its peace officers that conform with Chapter I, Title 4, Part 4, of the California Penal Code.

#### Weapons/Equipment

The Board of Trustees enacts the following policy for the use of weapons by the Santa Monica College Police Department.

The sole purpose for arming the officers is to provide them with the necessary equipment to assist in preventing the death or serious injury of innocent persons or themselves while carrying out their responsibilities in protecting lives and property. There is no other purpose for the presence and use of weapons by members of the department. Each officer constantly shall bear in mind that a decision to use his/her weapon must be justified by sufficient evidence to show that he/she did in fact by such use prevent the probable death of or serious injury to another person or himself/herself.

Nonlethal force (without firearms) normally will suffice in cases where a suspect is armed only with a knife or bludgeon. A firearm seen in the hands of a suspect, coupled with some positive action on his part showing that he/she intends to use it, normally will be the **only** justification for the drawing of and/or use of a weapon by the college police officers. Each officer must realize that he/she is subject to penal sanctions as provided by the California Penal Code (homicide, manslaughter, assault with a deadly weapon, etc.) if he/she misuses his or her weapon.

*Reviewed and/or Updated 8/2004*



**ARTICLE 2400: DISTRICT ENVIRONMENT**

**AR 2422 Bomb Threats**

The Board of Trustees places the safety of students and staff above all other considerations. Insofar as is consistent with that aim, the Board's policy is to prevent any disruption of the operations of the college and the educational process in response to bomb and similar threats to the college. Administrative Regulations are designed to minimize disruption of the educational process when danger is judged to be minimal; and to provide for implementation of graded safety measures up to and including immediate evacuation of an entire college site when danger is judged to be more than minimal.

*Reviewed and/or Updated 8/04*

**AR 2423 Disruptive Demonstrations**

The Santa Monica Community College District exists to educate the members of the community. All other considerations are secondary. The Board of Trustees will not infringe on anyone's constitutional rights. However, the right to dissent and to protest must not be confused as a right to disrupt the operations of the college. No individual or group can be permitted to infringe on the right of others to secure an education.

Therefore, disruption of the operation of the college will not be tolerated. Demonstrations which disrupt operation of the college will be controlled as quickly as possible. The Santa Monica Police Department may be requested to assist the Santa Monica College Police Department in the restoration of order. The primary consideration in such action will be the safety of the students and the staff. Any persons, students, staff, or "nonstudents" who use force or the threat of force, or illegal acts to disrupt school operations, will be subject to suspension, dismissal, and/or arrest. Any person who violated any law on District property will be subject to similar appropriate action.

*Reviewed and/or Updated 8/04*

**AR 2424 Weapons on Campus**

Firearms or other weapons shall be prohibited on any District facility except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency.

Reference: Penal Code Sections 626.9 and 626.10

*Reviewed and/or Updated 8/04*



**ARTICLE 2400: DISTRICT ENVIRONMENT**

**AR 2425 Reporting of Crimes**

The Superintendent/President shall assure that, as required by law, reports are prepared of all occurrences reported to the SMC Police Department and arrests for crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Superintendent/President shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.

Reference: Education Code Section 67380

*Reviewed and/or Updated 8/2004*

**AR 2426 Sexual and Other Assaults**

Any sexual assault or physical abuse, including rape as defined by California law, whether committed by an employee, student, or member of the public that occurs on District property, is a violation of District policy and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty and staff who may be victims of sexual or other assaults shall be treated with dignity and provided comprehensive assistance.

The District shall maintain the identity of any alleged victim of sexual assault on District property in confidence unless the alleged victim specifically waives that right to confidentiality. The District shall maintain the identity of any alleged assailant who is a student or an employee in confidence unless the alleged assailant waives that right to confidentiality.

Reference: Education Code Section 67385

*Reviewed and/or Updated 8/2004*



**ARTICLE 2400: DISTRICT ENVIRONMENT**

**AR 2427 Ombuds Office**

1. Establishment of Ombuds Office

The Ombuds Office at Santa Monica College shall provide informal dispute resolution and mediation services to students. The Ombuds Office shall be a place where students can seek guidance regarding the addressing or resolution of disputes or concerns through a resource which is confidential, neutral, informal and independent. Services of the Ombuds Offices do not replace other processes at the College. The Office works to facilitate communication and assist parties in reaching mutually acceptable, fair and equitable resolutions that are consistent with the ideals and objectives of the College. The Ombudsperson is appointed by the Superintendent/President.

2. Standards of Practice and Code of Ethics

The Ombuds Office shall adhere to the International Ombudsman Association ("IOA") Standards of Practice and Code of Ethics. These tenets require that Ombuds Office function independently of the organization, shall be confidential and neutral, and shall limit the scope of their services to informal means of dispute resolution.

3. Confidentiality

The Ombuds Offices shall not disclose or be required to disclose any information provided in confidence, except to address an imminent risk of serious harm. The Ombuds Offices shall not confirm communicating with any party or parties, or disclose any confidential information without the party's or parties' express permission provided in the course of discussions with the Ombuds Office, and at the discretion of the Ombuds Office. The Ombuds Offices shall not participate as witnesses with respect to any confidential communication, nor shall they participate in any formal process inside or outside the College.

4. Receiving Notice for the College

Communication to the Ombuds Offices shall not constitute notice to the College or Santa Monica Community College District. This includes allegations that may be perceived to be violations of laws, regulations or policies, such as sexual harassment, issues covered by the Whistleblower policy, or incidents subject to reporting under the Clery Act. Because the Ombuds does not function as part of the administration of the College, even if the Ombuds becomes aware of such allegations, the Ombuds is not required to report them to the College. If someone would like to put the College on notice regarding a specific situation, or wishes for information to be provided to the College, the Ombuds will provide the visitor with information so that the visitor may do so himself/herself.

5. Record Keeping

The Ombuds Office does not keep records for the College and shall not create or maintain documents or records for the College about individual cases.

*Reviewed and approved: 2/2014*



**ARTICLE 2400: DISTRICT ENVIRONMENT**

**AR 2430 Medical Marijuana**

In accordance with federal law and Board Policy Section 2430, possession and/or use of medical marijuana is prohibited in all property owned or controlled by the Santa Monica Community College District.

Reference: Drug Free Schools and Communities Act  
Drug Free Workplace Act of 1988  
California Health and Safety Code Section 11362.79

*Approved by DPAC: 4/28/2010*

**AR 2440 Smoke Free Campus**

1. The definition of “smoking” includes the use of e-cigarettes or vaporizers.
2. Smokers will be directed to designated outdoor areas on the periphery of all campuses.
3. The primary means of enforcement of the District’s Smoke Free Campus policy is education, awareness, and voluntary compliance.
4. Free smoking cessation programs and counseling for students, faculty and staff are available through the Office of Health Services.
5. If a smoker refuses a request to refrain from smoking on District property, the college police may be contacted for purposes of enforcement.

*Approved: 7/2007  
Revised 6/2014*



## AR 2450 Student Death Response and Reporting

### **I. Purpose**

The death of a Santa Monica College Student is a tragedy for the family and friends of the deceased and a special loss for the College community. This procedure was developed to ensure that proper notifications are made by SMC staff in the event of a student death. This procedure establishes an ad hoc Student Death Emergency Response Team comprised of the Executive Vice President, the Vice President of Student Affairs, the Dean of Counseling and Retention, the SMCPD Chief of Police, and the Campus Counsel. The team is headed by the Executive Vice President who functions as the Student Death Emergency Response Coordinator.

A student death may set in motion a range of responses by campus police, medical professionals and others depending on the circumstances of the death, whether it occurred from natural causes, whether it was the result of an accident, a suicide, or a homicide, and whether it is related to a more general campus emergency. This procedure is not intended to dictate the response of campus police, health care professionals, or other campus emergency response personnel in carrying out their responsibilities. Instead, the purpose of this procedure is to set forth the notifications that should occur subsequent to or in connection with such responses.

### **II. Definitions**

**SMC Student:** for purpose of this procedure, a SMC Student is defined as one who is currently enrolled at Santa Monica College or, during the recess period between semesters/intersessions, one who has completed the immediately preceding term and is eligible for re-enrollment.

**On-Campus Student Death:** the death of a SMC Student shall be regarded as having occurred on campus if it occurs on College property, including any College owned, operated, or maintained property; on the premises of an organization or group officially recognized by the College; or in connection with an official College function.

**Student Death Emergency Response (SDER) Team:** a campus administrative group consisting of the Executive Vice President, the Vice President of Student Affairs, the Dean of Counseling and Retention, the SMCPD Chief of Police, and the Campus Counsel. The team is headed by the Executive Vice President who functions as the Student Death Emergency Response Coordinator.

**SDER Coordinator:** the Executive Vice President, as designated by this procedure, who heads the Student Death Emergency Response Team and is responsible for coordinating the notifications and other actions that may be necessary in response to a student death.

### **III. Procedures**

#### **A. When a SMC Student Death Occurs On Campus**

In the event of an On-Campus Student Death responded to by the SMC Police Department (SMCPD), the SMCPD should attempt to notify the SDER Coordinator (Executive Vice President) as soon as practical. If the Executive Vice President is not available, the notification should be made to the Vice President of Student Affairs and then to the Dean of Counseling and Retention.



**B. When a SMC Student Death Occurs Off-Campus**

In the event of the death of a SMC Student occurring off-campus, campus staff who learn of the death should notify the SDER Coordinator (Executive Vice President) as soon as possible. If the Executive Vice President is not available, the notification should be made to the Vice President of Student Affairs and then to the Dean of Counseling and Retention.

**C. Notifications and Other Responses**

Upon receiving notification of a student death, the SDER Coordinator shall ensure that the following steps are taken:

<b>Responsibility</b>	<b>Action</b>
SDER Coordinator	Verifies that the deceased was a SMC Student and checks to see if the student has family or relatives in the campus community.
	Informs the other team members or their specific designees of the nature of the death, the name of the student, and other identifying information.
	Notifies the Superintendent/President.
SDER Team	Members gather additional, pertinent information, particularly if the Coordinator regards the death to constitute an emergency for the campus community.
	<p>Considers other possible additional actions:</p> <ul style="list-style-type: none"> <li>a) As appropriate, confirms the reliability of the information that a student has died.</li> <li>b) Consults with additional campus experts (e.g., Coordinator of Psychological Services; Coordinator of Disabled Student Programs and Services).</li> <li>c) Identifies the next of kin, significant others, and/or the person the student had designated to be contacted in case of emergency.</li> <li>d) Identifies the most appropriate person to notify the next of kin or others. Ordinarily, initial notification will be performed in person by SMCPD personnel. If the next of kin reside in another police jurisdiction, SMCPD will notify the local police department which, in turn, will notify the next of kin. Others close to the deceased, such as spouse, roommates and classmates, will be notified as soon as possible by appropriate campus staff.</li> <li>e) Assists, supports, and provides services to survivors, other victims, and students adversely impacted by death, and determines which offices will be responsible for doing so.</li> <li>f) Assesses any special circumstances that may adversely impact the campus community.</li> <li>g) Determines the type of communications that should be sent to the campus community about the death and the information to be provided.</li> <li>h) Coordinates response to media requests.</li> </ul>
Dean of Enrollment Services	<p>Upon receipt of written verification of a SMC Student Death, provides written notification of the death to campus offices. <b>The nature of the death shall not be revealed in the notification.</b> Notification shall be provided to:</p> <ul style="list-style-type: none"> <li>a) Vice President of Academic Affairs</li> <li>b) The faculty of each class the student was enrolled in.</li> <li>c) The department chair of each faculty member listed in (b) above.</li> <li>d) The Dean of Student Life</li> <li>e) Financial Aid</li> <li>f) Information Services</li> <li>g) Library</li> </ul>
Superintendent/President	Sends a letter of condolence on behalf of SMC to the next of kin or other appropriate person(s) within a reasonable period of time.



ARTICLE 2500: INFORMATION TECHNOLOGY

**AR 2512 Accessibility Standards for Electronic and Information Technology - Section 508**

Electronic and information technologies (EIT) are a significant means by which Santa Monica Community College District provides information to students, faculty, staff and other constituents. The need to ensure accessibility to all members of the campus community becomes critical as more administrative services and learning environments are based on EIT. It is also a part of the district's ongoing commitment to establishing a barrier free learning community, or universal access, to all qualified individuals.

Individuals with disabilities are guaranteed access to educational institutions and systems of communication under the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Amendments to Section 508 of the Rehabilitation Act clarify accessibility requirements for EIT developed, procured, maintained, or used by federal agencies.

The technical standards of Section 508 provide criteria specific to the following technologies:

- Software Applications and Operating Systems (1194.21)
- Web-based Intranet and Internet Information and Applications (1194.22)
- Telecommunications Products (1194.23)
- Video and Multimedia Products (1194.24)
- Self Contained, Closed Products (1194.25)
- Desktop and Portable Computers (1194.26)
- Functional Performance Criteria (1194.31)

Furthermore, California Government Code Section 11135 states the following:

- (1) In order to improve accessibility of existing technology, and therefore increase the successful employment of individuals with disabilities, particularly blind and visually impaired and deaf and hard-of-hearing persons, state governmental entities, in developing, procuring, maintaining, or using electronic or information technology, either indirectly or through the use of state funds by other entities, shall comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Sec. 794d), and regulations implementing that act as set forth in Part 1194 of Title 36 of the Federal Code of Regulations.
- (2) Any entity that contracts with a state or local entity subject to this section for the provision of electronic or information technology or for the provision of related services shall agree to respond to, and resolve any complaint regarding accessibility of its products or services that is brought to the attention of the entity.

As mandated by federal and state laws and the California Community Colleges Chancellor's Office it is necessary that Santa Monica Community College District comply with Section 508 Standards to ensure accessibility to EIT for individuals with disabilities. The Board directs the President/Superintendent or designee to enforce compliance with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) and its implementing regulations set forth at Title 36 CFR Part 1194.

*Approved by Academic Senate 3/2004*





ARTICLE 2500: INFORMATION TECHNOLOGY

AR 2513 Computer Hardware and Software

1. Software may not be used on equipment controlled by the Santa Monica Community College District unless the software falls into one of the following categories:
  - A. The software has been purchased by the District in sufficient quantities to account for one purchase for each machine on which the software is used and a written record of the purchase is available in district files.
  - B. The software is covered by a licensing agreement with the software author, vendor, or developer, as applicable, and no tenets of the agreement have been violated by the user and a written copy of the agreement is available in district files.
  - C. The software has been donated to the District and a written record of the donation or its acceptance is available in district files.
  - D. The software has been developed or written by a District employee for use on District equipment and full credit has been given to the developer by other users.
  - E. The software is in the public domain and documentation exists to substantiate its public domain status.
  - F. The software is being reviewed or demonstrated as part of a purchasing or licensing decision and arrangements for such review or demonstration have been satisfactorily reached between the District and the appropriate vendor or representative.
2. Any software that is personal property of the user shall not be installed, used or maintained on computers owned by the District. The District is not accountable for unauthorized installation of personal software on District computers.
3. No person shall make, cause to be made, use, or cause to be used on the District's computer facilities an illegal copy of copyrighted or licensed software. An illegal copy is defined as any copy which violates the tenets of Public Law 96-517, Section 7(b) which amended Section 117 of Title 17 of the United States Code.

According to this law, all copies are illegal unless they fall into one of the following categories:

- A. The copy is created as an essential step in the utilization of the computer program in conjunction with a machine and it is used in no other manner.
- B. The copy is for archival purposes only and all archival copies are destroyed when continued possession of the computer program ceases to be rightful.

AR 2514 Telecommunications

The Telecommunications department provides the voice and data communications infrastructure to campus through the delivery of cost-effective, state-of-the-art technology and services. The department also provides installation, repair and maintenance services for personal computers and related equipment.



## **AR 2515      Computer and Network Use**

### Purpose

The Santa Monica Community College District provides a wide array of technology resources to staff, students and faculty. These resources are intended to advance the educational, scholarly, and service missions of the District. This document describes the general regulations covering the use of technology computing facilities which are under the direction of Santa Monica College Information Technology (IT) department and its staff.

Technology computing resources are a limited and finite resource that each and every user needs to respect. Every user is expected to use the technology resources in a manner which does not infringe upon use of those facilities by other people and which does not waste either "soft" resources (e.g., computer time) or "hard" resources (e.g., paper, disk space, documentation materials). The guidelines discussed here are intended to insure that the security of the system is protected consistent with the user's right to privacy and fair share of available resources.

Users agree to read and abide by this regulation. The Vice President responsible for Information Technology or designee is responsible for providing interpretation, which will be modified periodically in light of experience gained and legal and administrative developments that occur.

### System Security

1. The District will seek to maintain system security, but users should not assume that information in their accounts, or on District-owned or -administered computers they use, is private. Authorized District personnel may obtain access to computing and networking resources only as necessary to service the computing system, retrieve or modify District work, and to investigate suspected security violations of this policy, including unlawful activity. Files will be disclosed to third parties as required by law. Users will be notified of such access whenever possible.
  - a. The District cannot and does not guarantee the confidentiality of electronic information. In addition to accidental and intentional breaches of security, the District may be compelled to disclose electronic information as required by law.
  - b. As part of its necessary routine operations, the District occasionally gains access to network accounts and other computing services it makes directly or indirectly available to the campus community. Suspected security violations discovered during such routine operations will be reported to the Vice President responsible for Information Technology or designee and/or law enforcement officials. All other information accessed during such routine operations will be treated as confidential, except as otherwise required by this policy or law.
  - c. Unless otherwise prohibited by law, and subject to legal requirements, the District and law enforcement personnel may access computers, network accounts or any other electronic information or technology necessary to investigate suspected violations of this policy or unlawful activity.
  - d. Users will relinquish access to computing and network resources upon permanent separation from the District.



- e. The District and the IT staff will seek to maintain system security, but users should not assume that their accounts or the files or information they store on or their use of District-owned or – administered computers will remain private. Users should not assume their email messages are private communications, nor that their use of technology resources will not be monitored as part of the District’s routine operations. As all electronic mail is a form of public record, users should have no expectation of privacy in their use of electronic mail, as the IT department may regularly choose to inspect, disclose, retain or dispose of electronic correspondence as part of the District’s routine operations.
  - f. The IT department will make reasonable efforts to maintain the security of account names, numbers, passwords, directories and files. However, no computer system is completely secure. Even with all the safeguards taken by the District to control privacy and security, it may still be possible for some user to gain access to another user’s accounts through actions or accidents beyond any reasonable control. As a result, each user must take full advantage of password and file protection security mechanisms provided by their computer and its operating system.
  - g. Users agree not to violate system security; maliciously interfere with system performance or another user's use of the system; or access network accounts, files or passwords intentionally and without authorization.
2. Users may not intentionally send email or develop other electronic information inaccurately attributed to another person.
  3. No computers or network accounts shall be used for unlawful purposes, or in violation of district policies or procedures.

#### Appropriate and Inappropriate Use

1. It is impossible to provide an exhaustive definition of inappropriate computer use, or a complete set of examples to cover every conceivable situation. Users who have questions about which computer uses are appropriate and which are not should inquire about their intended use by contacting the IT department.

Without limitation, the following examples shall be construed by all of the campus community as examples of inappropriate use of technology resources:

- users shall not interfere with system performance or another user’s use of the system
  - users shall not disclose their passwords or lend their account to any other individual, apart from IT staff
  - users shall not gain access to accounts, files, passwords or resources intentionally and without authorization of the account holder
  - users shall not use technology resources for non-District fundraising or commercial purposes.
  - users shall not use technology resources for any activities which violate state or federal laws. Computing resources may not be used to intimidate, threaten or harass individuals, or violate the college’s policies concerning relationships between college constituencies. Such activities include, but are not limited to, using computing resources to store, print, or send obscene, slanderous, or threatening messages.
2. Users may use their computers and network accounts for non-District matters except as otherwise prohibited by this or other District policy or where such use unreasonably interferes with academic uses, job performance or system performance/operations. Such use is subject to the terms of this policy including, without limitation, terms regarding access to information on District computers and accounts.



- a. Any and all information maintained on District-owned computers/network accounts, whether District-related or not, is accessible by the District. Other than to perform routine operations or as may be legally required, the District will not monitor accounts or access the information stored in computers/network accounts without the user's consent unless such action is necessary to enforce this policy.
- b. Employees are strongly encouraged to remove any "personal" information they may have stored on their computers/network accounts prior to ending their relationship with the District. The District may destroy information left on computers/network accounts. Information will be retained if retention is in the District's best interest. If the District extends an individual's account access beyond the employment separation date, the account is not subject to this provision until the extension has ended.

#### Process for Suspension and Termination of Use

Users understand that violation of this regulation may result in suspension or termination of computer, network account and other access and, depending upon the circumstances, may result in disciplinary action. Violations will be processed through normal District channels. If the activity is also unlawful, it may result in criminal and/or civil prosecution.

##### 1. Emergency Suspensions

- a. In the event of a perceived emergency or where other exigent circumstances demand immediate action, the Vice President responsible for Information Technology or designee may immediately suspend computing privileges and notice will be given to the user as soon as reasonably possible.
- b. The District may temporarily suspend a user's computing privileges for security or other administrative reasons. Computing privileges suspended pursuant to this provision will be restored as soon as the threat or concern has been addressed or within three business days, whichever is shorter. Accounts that are suspended for more than three days will be handled as outlined below, irrespective of whether disciplinary action has been initiated. Absent extenuating circumstances, no account may be suspended pursuant to this policy for more than 10 business days, unless the disciplinary process has been invoked.

##### 2. Non-Emergency Suspensions and Terminations

- a. In non-emergency situations, the Vice President responsible for Information Technology or designee will provide the user with notice of the perceived problem and an opportunity to be heard before privileges are suspended.
- b. A suspension may be appealed in writing to the Vice President of Human Resources or designee within three business days of the effective date of the suspension. The Vice President of Human Resources or designee will provide a written decision to the Vice President responsible for Information Technology and the user within five business days of receipt of the appeal. The Vice President of Human Resources' or designee's decision will remain in effect pending final resolution of the disciplinary proceeding.
- c. Suspected violations by District employees will be reported to the employee's supervisor and handled through established channels for disciplinary action.
- d. Pending resolution of the disciplinary process, the Vice President responsible for Information Technology or designee may suspend District computing privileges if the alleged violation is reasonably perceived to constitute unlawful activity, pose a substantial risk to the integrity of campus computing or present an imminent threat to the safety or welfare of the campus or members of the college community.



- e. Sanctions for violations of this regulation will be imposed by the administrative official with final responsibility for resolution of the disciplinary process in use, following consultation with the Vice President responsible for Information Technology in the event that sanctions involve campus computing services. Sanctions with respect to campus computing services may include, but are not limited to, suspension or permanent revocation of computing privileges. The District reserves the right to seek restitution and/or indemnification from an employee for damages arising from violations of this regulation. In addition, the District and/or third parties may pursue criminal and/or civil prosecution for violations of law.

### Personal Responsibility

1. As a representative of the District, users must accept personal responsibility for reporting any misuse of the network to relevant IT staff. This includes, but is not limited to, users who suspect that their District-provided computers or network accounts have been accessed without their permission. These users are expected to change their password as soon as it is reasonably possible to do so and to report the suspected activity to relevant IT staff.
2. Users are responsible for all use of computers and network accounts provided to them by the District, including backup of files on their district-provided computer and password maintenance.
  - a. Responsible use includes using passwords that are not easily deduced by others. On a regular basis and in accordance with the current security practices of the computing industry, IT staff may require users to change their passwords.
  - b. Voluntary unauthorized disclosure of a password may result in suspension, revocation and/or denial of computing privileges. Disclosure of passwords to Information Technology (IT) staff or other District system administrators is considered authorized disclosure.
  - c. District-provided network accounts may only be used by the user to whom they are assigned unless otherwise authorized by the District. Access to computers and network accounts for maintenance/service purposes by persons responsible for systems and IT is considered authorized; users are not responsible for actions taken by these persons.
  - d. Users who suspect that their District-provided computers or network accounts have been accessed without their permission are responsible for changing their passwords and are strongly encouraged to report the suspected activity to IT.
  - e. Users are responsible for actions of others who use their network accounts with their permission.
  - f. Users are responsible for logging off and for protecting their private account.

Users gain access to computer systems by being assigned an account on the college's computer network. Possession of an account may allow its owner to access various systems, databases, student records, websites and use peripheral devices such as printers. Each employee member is assigned an account for his/her use in their professional activities.

AR 2515 is governed by Article 27, Computer and Network Use, in the District/Faculty Collective Bargaining Agreement.

*Revised 11/6/2009*



**ARTICLE 2600: SUPPORT ORGANIZATIONS**

**AR 2621 Margin of Excellence Award**

It is the responsibility of the Executive Director of the SMC Foundation, upon consultation with President of the Foundation Board of Directors and the SMC Superintendent/President, to submit a nomination for the Margin of Excellence Award. This name of the person nominated shall be submitted to the Superintendent/President no later than **April 1<sup>st</sup>** of each year.

It shall be the responsibility of the Executive Director of the SMC Foundation to:

- Provide background and/or biographical information on the recipient of the Margin of Excellence Award to the Superintendent/President no later than **April 30<sup>th</sup>** of the year. This information shall also be provided to the Public Information Officer.
- Arrange for the recognition award that will be presented to the recipient at the pre-graduation reception. The award shall be ready and delivered to the Superintendent's Office no later than the Friday before graduation.
- Organize the logistics of the recipient's attendance at the pre-graduation reception. This would include, but not be limited to, transportation to/from the college, if needed; invitation of friends and family; and any special transportation and/or seating arrangements for the graduation ceremony.

*Reviewed and/or Updated 8/04*