Associated Students of College of San Mateo

Student Senate Regular Meeting Agenda

Monday, October 26, 2026, 2:15 pm

In-Person: Center for Equity, Leadership and Community Building 17, Room 146
College of San Mateo; 1700 W. Hillsdale Blvd.; San Mateo, CA 94402
Via Zoom: Join Link: https://smccd.zoom.us/j/82862415664
Dial-In Number: (669) 444-9171 | Webinar ID: 828 6241 5664

Please silence all cell phones and other electronic devices.

The public is invited and encouraged to attend ASCSM Student 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 Student Senate on non-Agenda items during the Announcements and Hearing of the Public items on the agenda. Members of the public may participate in discussions only when recognized by the chair. The Student Senate reserves the right to suspend the orders of the day if necessary to conduct business.

1. **Call to Order**
2. **Roll Call**
3. **Approval of the Agenda**
4. **Approval of the Minutes of Prior Meeting(s)**
5. **Announcements and Hearings of the Public**
   During this time, members of the public may address the Senate on non-agenda items. Limit of 15 minutes per topic and 3 minutes per speaker.
6. **Reports**
   - **a. Officers**
     - i. President Jaden Nguyen
     - ii. Vice President Anthony Friis
     - iii. Finance Director Kingston Hua
     - iv. Vice Chair Nicolas Moshkovoy
     - v. Secretary Kelly An
     - vi. District Student Trustee Rêvée Reboredo
   - **b. Senators**
     Including reports from ASCSM boards and committees, ASCSM task forces, college and district participatory governance committees, and other boards, committees, or organizations.
   - **c. College of San Mateo Administration**
     Including the college president, the vice president of student services, members of the executive leadership team, deans, and any other college administrators wishing to report to the Student Senate.
   - **d. Advisors**
     - i. Aaron Schaefer, Student Life and Leadership Manager
     - ii. Fauzi Hamadeh, Student Life and Leadership Assistant
     - iii. Mondana Bathai, Student Life Staff Assistant

7. **Appointments – President Nguyen**

   The Senate shall discuss and consider any and all appointments and/or recommended appointments to the Student Senate, ASCSM Boards and/or task forces, any College and/or District participatory governance committees, and/or any other appointments that may be deemed necessary. Possible action to take place.

8. **Funding for Veterans Resource Fair (Veteran's Resource and Opportunity Center)**

   The Senate shall discuss and consider the request from the Veteran's Resource and Opportunity Center (VROC) to support the annual CSM Veterans Resource Fair. Possible action to take place.

9. **ASCSM Goals for 2026-2027**

   The Senate shall discuss and consider the proposed goals for the Associated Students of College of San Mateo (ASCSM) for the 2026-2027 academic year. Possible action to take place.

10. **Review of Draft AP 3900 Speech: Time, Place, and Manner**

    The Senate shall discuss and consider the proposed draft of Administrative Policy 3900 Speech: Time, Place, and Manner. Possible action to take place.

11. **Review of Draft BP and AP 4300 Field Trips and Excursions**

    The Senate shall discuss and consider the proposed drafts of Board Policy and Administrative Policy 4300 Field Trips and Excursions. Possible action to take place.

12. **Future Agenda Items**

    During this time, members of the Senate may suggest agenda items for consideration for future meetings.

13. **Final Announcements and Hearing of the Public**

    During this time, members of the Senate and the public may voice any concluding comments. Limit of 15 minutes per topic and 3 minutes per speaker.

14. **Adjournment**

Associated Students of College of San Mateo

Student Senate Regular Meeting Minutes (Unapproved)

Monday, October 19, 2026

The meeting was called to order at 2:17 pm.

ROLL CALL

Members present:	President Jaden Nguyen; Vice President Anthony Friis; Finance Director Kingston Hua; Vice Chair Nicolas Moshkovoy; Secretary Kelly An; Senators Jason Caballero, Nicholas Costello, Hudson Gates, Irene Jones, Brianna Kei, Kristi Lee, Shaila Lewis, Richard Lucas, Esteban Madriz, Samantha Nguyen, Seth Nocos, Ern Ee Ong, Mattea Park, Danalyn Silva, Abigail Sinarle, Violet Wu
Advisors present:	Aaron Schaefer, Student Life and Leadership Manager; Fauzi Hamadeh, Student Life and Leadership Assistant
Others present:	Alex Guiriba, CSM Vice President of Student Services

APPROVAL OF THE AGENDA

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

APPROVAL OF THE MINUTES OF PRIOR MEETING(S)

Motion to approve the meeting minutes of Monday, October 12, 2026, as presented by Senator Ong; seconded by Senator Nguyen. Hearing no objections, the motion carried.

ANNOUNCEMENTS AND HEARINGS OF THE PUBLIC

None.

REPORTS

President Nguyen welcomed back everyone and brought attention to the finalized goals that will be brought up during the meeting.

Vice President Friis invited members to attend the District Student Council (DSC) mixer this Friday at 5 pm in Building 10, Room 468.

Finance Director Hua reported that he will attend the District Budget and Finance Committee meeting on Tuesday and the College Finance Committee meeting on Thursday. He will also meet with Vice President of Administrative Services Gerardo Ramirez to draft a formal report to present at next week's meeting.

Vice Chair Moshkovoy noted that today's meeting will include ICC funding requests and proposed policy updates.

Senator Nguyen invited members to attend the Equity Affairs Board and Katipunan event this Thursday.

CSM Vice President of Student Services Alex Guriba reported on participating in the Half Moon Bay Pumpkin Festival and Parade. He noted that several students also attended, including Senator Caballero. Vice President Guiriba announced an upcoming Lunch and Learn event featuring sociologist Dr. Anthony Ocampo, who will speak about immigration and Latinx Heritage Month and Filipino American History Month. Mr. Guiriba also expressed enthusiasm for Thursday's cultural

event and reminded everyone about next week's Halloween celebration and health fair, which will offer flu shots, COVID-19 vaccines, and blood pressure checks. Finally, Vice President Guiriba encouraged students to participate in the Strategic Enrollment Management group led by himself, Vice President of Instruction Lauren Servais, and Dean of Planning, Research, and Institutional Effective (PRIE) Alex Claxton.

APPOINTMENTS

President Nguyen made the following appointments:

- Shaina Lubarsky, Olivier Ansel, Jazmine Isabelle Quinquino, and Adi Rathore to the Equity Affairs Board. Senator Lucas made the motion to approve the appointments, and Senator Moshkovoy seconded the motion. Hearing no objections, the motion carried.
- Ken Kita, Kendrick Choi, Isaac Yam, and May Xian to the Programming Board. Vice Chair Moshkovoy made the motion to approve the appointments, and Senator Madriz seconded the motion. Hearing no objections, the motion carried.
- Geoffrey Won to the Public Relations Board. Vice Chair Moshkovoy made the motion to approve the appointment, and Senator Sinarle seconded the motion. Hearing no objections, the motion carried.

FUNDING FOR PRINTING OF THE LABYRINTH (WRITER'S PROJECT CLUB)

Motion to approve $1,750.00 from the Club Assistance/ICC account (5031) to support the Writer's Project Club's printing of the Labyrinth by Senator Silva; seconded by Senator Lucas. The motion carried with all members present voting in favor.

ASCSM GOALS FOR 2026–2027

The board reviewed the proposed ASCSM goals for 2026–2027, including a draft proposal to improve student transportation and bus stop comfort. Members discussed the need for better infrastructure, additional shelter from weather, and clearer information about transportation options. The board agreed to review the draft further and bring suggestions to the next meeting before proceeding with final approval.

PROPOSED UPDATES TO DISTRICT BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

The board received an overview of the proposed updates to District Board Policies and Administrative Procedures. Mr. Hamadeh explained that the District Participatory Governance Council (DPGC) reviews proposed changes and gathers feedback from students, faculty, staff, and administrators before they proceed to the Board of Trustees for final adoption. Members were encouraged to review the proposed updates, including policies on service animals, speech and campus activities, field trips and excursions, registered sex offender information, commitment to diversity, employment eligibility, collective bargaining, and personnel files. Discussion also addressed how employment eligibility procedures apply to student employees and the need to balance campus safety with individual privacy. Members were asked to direct feedback to Vice Chair Moshkovoy and suggest topics for future board discussions.

FUTURE AGENDA ITEMS

- Review and discuss the CSM goals for the 2026–2027 academic year
- Review and discussion of Proposed Board Policies and Administrative Procedures 3900 Speech: Time, Place, and Manner; and 4300 Field Trips and Excursions

FINAL ANNOUNCEMENTS AND HEARING OF THE PUBLIC

None.

ADJOURNMENT

A motion to adjourn the meeting at 2:38 p.m. was made by Senator Nguyen and seconded by Senator Nocos. Hearing no objections, the motion carried.

Submitted by,

Kelly An
ASCSM Secretary

Agenda Item #7: Appointments

The Senate shall discuss and consider any and all appointments and/or recommended appointments to the Student Senate, ASCSM Boards and/or task forces, any College and/or District participatory governance committees, and/or any other appointments that may be deemed necessary. Possible action to take place.

Form Name: ASCSM Funding Application for College Departments and Programs
Submission Time: October 20, 2026 9:32 pm

ASCSM Funding Application for College Departments and Programs

College Department or Program Name	Veterans Resource & Opportunity Center (VROC)
Event or Request Title	College of San Mateo Veterans Resource Fair
Application Contact Name	Marcos Baluyut-Hand
Application Contact Email	baluyuthandm@smccd.edu
Event or Request Description	The Student Veterans of America (SVA) chapter and the Veterans Resource & Opportunity Center (VROC) are hosting the annual CSM Veterans Resource Fair on Tuesday, November 17, from 11:00 AM to 1:30 PM in Building 10 (Bayview Dining Hall). This event connects student veterans, active duty members, military dependents, and the general CSM student body with campus resources, county veteran service officers, employment representatives, and community partners. By hosting this fair, we aim to streamline student access to educational benefits (such as the Post-9/11 GI Bill, CalVet Fee Waiver, and Vocational Rehabilitation), offer career transition support, promote physical and mental wellness, and strengthen peer community connection on campus. SVA student officers, VROC student staff, and peer mentors will manage event planning, setup, tabling navigation, guest registration, and cleanup.
Event Date and Time	Nov 17, 2026 11:00 AM
Event Location	Nov 17, 2026 11:00 AM Event Location: 1700 West Hilllsdale Boulevard, San Mateo, CA 94402 Building 10(Bayview Dining Hall)
Estimated Attendance	250
How does this event support the mission and purpose of CSM and the Associated Students?	This event directly advances our mission to empower military-connected students by centralizing access to academic, career, and healthcare support. By bringing campus departments veteran service organizations and the broader bay area community together, we help ease the transition from military to civilian academic life and cultivate a supportive peer community at CSM.

What do you want to students and the campus community to take away from this event?	We want student veterans and the campus community to leave with actionable knowledge of their eligible benefits, career tools, and support systems. For the broader campus community, we also hope to foster an inclusive environment by building awareness of the unique strengths and experiences student veterans contribute to CSM. We also want the campus community to know that many of the resources at the fair are not just for veterans but anyone who may be seeking support from campus departments and the broader bay area community.
Please explain how you will promote and market this event.	We will market the event through campus-wide digital displays, flyers posted in high-traffic areas (Student Center, Library, Building 10), and targeted email broadcasts via the VROC mailing list. Additionally, we will promote it through CSM social media accounts, Canvas announcements, and tabling announcements at ICC meetings
Please upload a copy of a flyer promoting this event.	https://www.dropbox.com/scl/fi/b5fccdq49kvjadha3kra1/193438135_c7c95f8cf7de420c90977d82b5364fff__csmveteransresourcefairnovember172026pdf.pdf?rlkey=arq373xssw5a2393ntva2x1s9&dl=0
Please upload an agenda for the event (it is OK if this is in draft or outline form).	https://www.dropbox.com/scl/fi/1t2wo8b8be4g68sjyn9ga/193438136_c3b58123449b4497ab338a7cdeb108ea__csm_veterans_resource_fair_agenda_17nov26.pdf?rlkey=5rvjmbza4tc2sur1se687ysd3&dl=0
Item #1 - Description	Pacific Dining Catering
Item #1 - Requested Funding Amount	1000
Total Funding Request	1000

ASCSM Goals 2026-2027
DRAFT

CAMPUS LIFE

Infrastructure

- *Make the bus stop more comfortable for students.*
- *Update the parking lot policies for students.*

Clubs

- **Empower clubs to be more proactive, more accountable, and more thoughtful in their funding requests, outreach and promotion, and event planning.**
    - *Encourage clubs to be more fiscally prudent and examine the return on investment for club funding.*
    - *More descriptive club proposals*
    - *Accurate funding*
    - *Funding request spreadsheet*
    - *Encourage more data tracking*
    - *Require clubs to provide reports post-events to Student Senate*
    - *Best practices/recommended information sheet for clubs coming to Senate for funding*
    - *Reinstate service hours for clubs*
    - *Community service awards to clubs and participants for volunteer hours*
- **Create opportunities for club promotion, outreach, and awareness through events and activities.**
    - *Create more events catered towards clubs/create more opportunities for clubs to participate in ASCSM events*
    - *Club Halloween costume contest/table decorating contest*

  Promote and highlight the contributions of clubs and student organizations.
    - *More activities to recognize and appreciate club contributions and activities*
    - *Highlight one club per month on ASCSM social media*
    - *Keep club website updated*
    - *Incentives*

Make campus life more engaging and fun for students by creating a friendlier and more accessible environment.

- *More creative events on campus to foster connectivity and engage in conversations*
- *Sports-related events and activities*

ACADEMICS/INSTRUCTION

Work with faculty and staff to create and encourage students to gain hands-on knowledge within their majors and to gain more out of the classroom experiences.

- *Promote the Honors Program*
- *Encourage more out-of-classroom learning experiences*
- *Highlight the expertise of CSM faculty and staff*
- *More opportunities for STEM majors to better prepare for their major*
- *Having more hands-on experience on projects related to their majors*

STUDENT SUPPORT

Work to increase student awareness and engagement of support centers on campus.

Language labs, career center, etc.

Work with College and District administration and ITS to improve the accessibility and functionality of student technology platforms such as WebSMART, WebSchedule, etc.

Work with Counseling and Strong Workforce (SIED) to redevelop and reimagine CSM's Career Center and other career support services.

- *More opportunities: what can students access with their degree - more career fairs*
- *Updated websites for job/internship opportunities*
- *More internship opportunities on campus - more accessible to have research papers - promoting the writing center/having workshops*
- *Promoting more services available on campus*
- *Provide career guidance/exploration (workshops)*
- *Build partnerships with local businesses and industries*
- *Sponsor networking events*
- *Help building a resume*

OUTREACH

Work with the Community Relations and Marketing Department to make the CSM website more responsive and user-friendly for students.

- *Encourage use of the Campus Event Calendar*
- *Make events on the CSM Event Calendar more discoverable and easier to find*

Increase awareness of ASCSM, clubs, and student life on campus

- *Student Life/ASCSM/Club brochure*
- *Student Senate tabling (monthly/bi-weekly)*
- *Encourage Middle College participation*
- *ASCSM Feedback/Suggestion box or online form*

ADVOCACY

Advocate for students' voice, particularly international students, undocumented students, LGBTQIA+ students, and other marginalized/underrepresented populations

- *Make CSM a comfortable place, providing protection*
- *Collaborate with centers around campus to support students through trainings and other opportunities*
- *Educate students about the impact of happenings at the state and federal level*
- *Provide the Senate with tools and resources to support students*
- *Transparency with the budget*
-

Promote the growth and development of the CSM Pride Center through partnerships and collaborations.

Explore more ways to advocate for students through outreach to local elected officials in addition to trips to Sacramento and Washington, DC.

AP 3900 Speech: Time, Place, and Manner

References:
Education Code Sections 66301 and 76120

As a publicly financed California community college district, the District recognizes that the students and employees of the District and members of the public shall be permitted to exercise their rights of free expression subject to the time, place, and manner policies and procedures contained in BP 3900 Speech: Time, Place, and Manner and this procedure. These are and must be applied in a content-neutral, narrowly tailored manner, designed to serve a significant public interest.

In the spirit of open discussion and freedom of expression, any individual or group may use campus and District exterior spaces, including lawns, plazas, quadrangles, patios, and similar or related open spaces on the College campuses and District grounds which are considered public forums for ~~the free exercise of academic freedom and~~ free expression, subject to the regulations and the restrictions of this ~~policy~~ procedure.

~~As a publicly financed California community college district, the District recognizes that students, employees, and members of the public are free to exercise their rights of free expression and academic freedom on its premises, subject to the requirements and the restrictions of this policy, which are and must be applied in a content-neutral, narrowly tailored manner, designed to serve a significant public interest.~~

Areas of the District that are non-public forums specifically include administrative offices, classrooms, cafeterias, meeting rooms, auditoriums and other areas of the District which are enclosed.~~, such as meeting rooms, auditoriums, classrooms and similar areas periodically~~ A non-public area may be designated by the District as a designated public forum for a particular event. ~~s, where freedom of expression is protected, as determined by the circumstances.~~ ~~For example, if a group would like to host a speaker in a classroom and welcomes all members of the public.~~

a. ~~While classrooms are intended for educational purposes, the District may designate a classroom as a designated public forum for a particular event or debate. Generally, a classroom environment is one in which academic freedom protects expression, although subject to the reasonable regulations of the instructor in charge, and time, place and manner rules as appropriate.~~

Generally, a classroom environment is one in which academic freedom protects expression,

although subject to the reasonable regulations of the instructor in charge, and time, place and manner rules as appropriate.

When classrooms are used for educational purposes, individuals in classrooms are protected by principles of academic freedom that protects speech relevant to the educational process occurring within the classroom, as facilitated by the instructor in charge. ~~Free speech remains constitutionally protected if it does not substantially disrupt the educational process. See BP 4030 Academic Freedom.~~

There shall not be restrictions on the right of students, employees, and members of the public to exercise free expression, including but not limited to the use of bulletin boards, digital boards or screens, the distribution of printed materials or petitions, and the wearing of buttons, badges and other insignia, except as is limited by the reasonable time, place and manner restrictions of this procedure below.

~~In order to protect the safety of all individuals on campus and to prevent the unreasonable interference with the educational, research, outreach, and other functions of the District and its campuses, the following content-neutral and narrowly tailored time, place and manner restrictions,~~

The following restrictions, designed to serve a significant public interest, will apply to all public forums on campus. Speakers and organizers must:

a. Allow the District's regularly scheduled classes, research, events, ceremonies and normal and essential operations to proceed without unreasonable interference.
b. Allow parking and the flow of vehicular and pedestrian traffic.
c. Allow the ingress and egress to and from all buildings.
d. Allow a speaker or performer to be seen and heard by the audience.
e. Allow a group that has reserved the space to use it. An individual or group with a reservation will have priority in the use of the location. ~~For example, if any individuals attempt to disrupt a group's use of the reserved space, then the disrupting individuals would be in violation of this procedure.~~
f. Maintain a noise level that allows classes, campus events, and operations to occur without unreasonable interference.
g. Refrain from using any means of amplification that creates noise that disrupts classes, campus events, and/or District operations taking place at that time.
~~h. The use of sound amplification shall normally be allowed, except where such sound amplification creates noise or diversion that unreasonably disrupts classroom, College or District activities or operations.~~
i. Refrain from touching, striking, or physically impeding the progress of passersby, except for incidental or accidental contact, or contact initiated by a passerby.
j. Refrain from forcing a passerby to take material or sign a petition.
k. Refrain from erecting any temporary structure or encampment that is maintained overnight, or camping overnight, on District Property (between the hours of midnight and 6am), except as part of an official college or District function or major event and in compliance with the rules of that official function or event;
l. Ensure that actions do not create an imminent health or safety hazard.
m. Ensure that actions do not destroy District property.

Members of the public and/or community groups wishing to engage in speech or expressive activities on campus, in the areas designated as public forums, must provide notification to the District and/or College where the activity is planned at least three business days prior to engaging in the activities. This does not involve an advance approval process:

- Notification should include the name of the individual or group contact information, and describe the nature of the activities, and include the specific geographic location and time desired.
- No illegal activities will be permitted, no activities that violate District or campus rules, including rules and laws on illegal harassment and discrimination, and none that will substantially interfere with or disrupt activities already scheduled for that day and time in the designated areas, as described below.
- In the event the area sought to be used for expressive activities has already been reserved for another activity so that there will be substantial interference or disruption based on noise, overcrowding, or other considerations unrelated to content, the District will offer alternative available areas or if none is available offer alternative dates.
- Students, outside organizations, and others are encouraged to make reservations in advance to use the areas for their expressive activities through the use of ~~optional~~ reservation forms available on the District and college websites

Because it is the District's intention to assure maximum use of its grounds for free expression and in compliance with the California Civic Center Act, reservations normally shall be made to the District to ensure that a location is available for use at a specific date and time. An individual or group with a reservation will have priority in the use of the location. Reservations help ensure that the space will be available for the event and not be disrupted, as discussed in more detail below. The District shall not deny a reservation application based on the speech content of the proposed activity or on the viewpoint of the individual(s) or group.

The District shall not prohibit speech or expressive activity on its campuses and grounds solely because the individual(s) or group did not make or does not have a reservation. Any District denial of a reservation application shall be in writing and may be appealed to the Chancellor, who shall respond promptly in writing to the appeal.

~~There shall not be restrictions on the right of students, employees, and members of the public to exercise free expression, including but not limited to the use of bulletin boards, digital boards or screens, the distribution of printed materials or petitions, and the wearing of buttons, badges and other insignia, except as is limited by the reasonable time, place and manner restrictions of this policy, which are and must be applied in a content-neutral, narrowly tailored manner, designed to serve a significant public interest.~~

~~Persons using these areas reserved and open for expressive activities shall not:~~

- ~~Touch, strike, or physically impede the progress of passersby, except for incidental or accidental contact or contact initiated by a passerby.~~

- ~~Use any means of amplification that creates a noise or diversion that disturbs the orderly conduct of the campus or classes taking place at that time;~~

- ~~Disrupt the orderly operation of the college;~~

- ~~Erect any Temporary Structure or encampment on District Property that is maintained overnight (between the hours of midnight and 6am), except as part of an Official University Function or Major Event and in compliance with the rules of that official function or event;~~

- ~~Camp overnight (between the hours of midnight and 6am), except as part of an Official University Function, Organized or Major Event and in compliance with the rules of that official function or event;~~

The District shall deny a reservation or restrict speech or an event only when there is clear and convincing evidence that:

a. The event is likely to lead to an unreasonable disruption of previously scheduled campus activities or the conduct of education;
b. The location is unsuitable based on demonstrable health, safety, or fire code restrictions;
c. The use or activity would present danger to the health and safety of people; or
d. The activity is prohibited by law.

It is the responsibility of the District Chancellor and/or a College President and/or a College Chief Disciplinary Officer or their designee to determine if a particular instance of speech violates this procedure. This includes determining whether the speech is a form of harassment or is obscene. The Chancellor, College President, Chief Disciplinary Officer, or their designee shall direct the appropriate response to address the violation.

Any student or employee who believes there is speech that is in violation of this policy and procedure should contact their College Chief Disciplinary Officer, Office of the President, District Chancellor, or their designee.

Also see BP 3900 Speech: Time, Place, and Manner; BP 4030 Academic Freedom; and BP/AP 6700 Civic Center and Other Facilities Use.

Approved:

Board Policy
Chapter 4 – Instructional Services

BP 4300 Field Trips and Excursions

References:
Title 5 Section 55220;
Government Code Section 11139.8

1. A required field trip is a college-sponsored, off-campus activity which is considered a mandatory part of the curriculum or course of instruction for which students are expected to attend and are given some credit for attendance or penalty for non-attendance.

2. A non-required field trip is any travel activity which is voluntary in nature and which students are not required to attend as part of their course work. All persons making the field trip shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip and shall sign a statement waiving such claims.

3. Instructors supervising field trips must be familiar with procedures dealing with transportation (~~Rules and Regulations 8.45~~ See BP 6525 Transportation on District-Sponsored Activities).

4. The District Chancellor shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co- curricular activity.

5. The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant, or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds.

6. Students, faculty, and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

7. No student shall be prevented from taking a required field trip because of insufficient funds. The Colleges shall coordinate efforts of community service groups to supply funds for students in need.

8. All student trips must be approved in advance and in writing by the appropriate Dean and Vice President. The approval shall indicate whether the activity is required or voluntary.

9. The above activities are not to be confused with Study/Travel Tours (~~Rules and Regulations 8.47~~ See BP 4450 Study/Travel Tours) or Student Activities (~~Rules and Regulations 7.60~~ See BP/AP Student Organizations and Activities).

Also see AP 4300 Field Trips and Excursions, BP/AP 5400 Associated Students Organization, AP 6530 District Vehicles, and BP/AP 7400 Employee Travel.

Adopted: No date

Revised: 5/10

(Replaces former SMCCCD BP 6.45)

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

AP 4300

Administrative Procedure
Chapter 4 – Instructional Services

AP 4300 Field Trips and Excursions

References:

Title V Section 55220
BP 6.45 Field Trips and Excursions
BP 8.45 Transportation on District-Sponsored Activities
BP 7.69 Student Conduct
AP 7.69.1 Standards of Student Conduct, Prohibited Actions and Disciplinary Procedures
AP 7.69.2 Student Disciplinary Procedures
AP Student Disciplinary Sanctions
AP 8.55.1 Domestic Conference and Travel Expenses

It is the intent of this procedure to provide clear guidelines of the San Mateo County Community College District's regulation regarding the transportation and supervision of students to and from District sponsored events and activities. This procedure pertains to field trips and excursions which do not include study abroad trips.

In accordance with Title 5, Section 55220 of the California Code of Regulations, field trips or extra-curricular field trips (also known as "excursions") may be conducted in connection with courses of instruction or instructionally-related social, educational, cultural, athletic, or music activities to and from places in the state, or any other state, the District of Columbia, or a foreign country for students enrolled in the college.

The requirements contained herein are additional to and do not replace other requirements mandated by law or found in District Policies and/or Procedures.

The goals of this procedure are to:

- Align operations across all college sites under Board Policy 6.45 Field Trips and Excursions
- Define terms and categorize types of field trips and excursions
- Limit and manage risk associated with field trips and excursions
- Establish budgetary guidelines for field trips and excursions
- Clarify processes for transparency and accountability
- Identify forms used to manage and account for field trips and excursions
- Prioritize student welfare and class attendance in terms of any approved field trip or excursion

1. Definitions

a. **Field Trip** (Mandatory): A field trip is travel to an off-campus location that is required of all students enrolled in connection with a college course of instruction, and is supervised by an academic employee/manager. Per Title V (55220), only certificated faculty members can supervise a field trip under this definition per Title V. Classified (instructional aides) can assist.

b. **Excursion** (Non-Mandatory): An excursion is travel to an off-campus location, supervised by an academic employee/manager, that is in connection with courses of instruction, instructionally-related social, educational, cultural or music activities, which include, but are not limited to conferences, art shows, museums, movies, speeches, etc., or special programs designed to provide experiences connected with specific elements of the program's focus. Classified staff can assist.

c. **Field Study Course**: A field study course is one that is required of all students enrolled in a college course and is supervised, as well as taught by an academic employee/manager at an off-campus location.

d. **Off Campus Location**: Field trips, excursions, and field study courses can take place anywhere in the state, any other state, the District of Columbia, or a foreign country.

e. **Student Participant**: An officially enrolled student authorized to participate in a field trip, excursion, or field study course.

f. **Not a field trip, excursion, or field study course:**

1) A casual trip planned by a group of students or a faculty member at times when classes are not in session, NOT related to a course of instruction or District sponsored program. The District assumes no liability for travel or transportation related to such activities.

2) Any class, homework, or extra credit assignment that students are required to complete, whether supervised by an academic employee/manager or not, and may be satisfied a number of ways, one of which is visiting an off-campus location and as such the District assumes no liability for travel or transportation related to such activities.

3) Classes convening at alternative locations, including but not limited to clinical experience, internship programs, and service learning. The District assumes no liability for travel or transportation related to these programs.

4) Athletic events conducted under the auspices of California Community College Athletic Association (3C2A) Bylaws including contests, scrimmages, and non-traditional competition. Due to the significant volume and planning timelines (notably CCCAA post conference competition), athletic travel shall use documents and processes specifically designed to match curricular mandates, District requirements, and external governing bodies' requirements.

2. Required Field Trip/Excursion Approval and Release Forms

a. Requestor (faculty/staff) Forms:

- Request for Field Trip/ Excursion Approval Form
  - Required form
  - Submit at least six (6) weeks before the event

b. Student Forms:

- Release from Liability, Behavior Standards, Medical Consent Form
  - Required form
  - Must be completed by each student participant
  - Submit before the event
- Student Voluntary Transportation Agreement Form
  - Applicable form, if student is providing their own transportation
  - Must be completed by each student participant
  - Submit before the event

c. Sexual Violence and Harassment Awareness and Prevention Training Certificate of Completion:

Students are required to complete the Sexual Violence and Harassment Awareness and Prevention training in accordance with their college's current Title IX training requirements. For more information, please contact the College Title IX Coordinator.

3. Approval Process

a. Permission to conduct such off-campus activities with students must be approved by the college administration before they take place. A Request for Field Trip/Excursion Approval Form and an estimate of anticipated cost shall be submitted for approval to the appropriate Division Dean and Vice President of Instruction or Vice President of Student Services at least 30 days prior to the date of departure.

b. A budget, estimate of anticipated costs, shall be submitted along with the Field Trip/ Excursion Approval Form. Such budget shall show itemized costs of the field trip/excursion which may include but not limited to, registration fee, transportation cost to and from the event, transportation cost during the event, lodging, meals, activity/excursion cost, etc. When possible, the budget should break down the cost per student participant.

c. Submission of requests for approval differs for Field Trips and Excursions:

1) **Field Trips**: Faculty who wish to conduct a Class Field Trip must receive prior approval from the **Vice President of Instruction** or designee. Such approval may be requested by submitting the Request for Field Trip/ Excursion Approval Form and anticipated cost to the appropriate Division Dean.

2) **Excursions**: Personnel who wish to conduct an Excursion must receive prior approval from the **Vice President of Student Services** or designee. Such approval may be requested by submitting the Request for Field Trip/ Excursion Approval Form and anticipated cost to the appropriate Division Dean.

3) **Out-of-State and International Travel and/or Overnight Trips**: All out-of-state travel and overnight trips shall be approved by the College President. All international travel shall be approved by the Chancellor.

4. Requirements for Field Trips and Excursions

a. Field trip/excursion participation shall be restricted to only students officially enrolled in the course or program and have completed the required release forms. All student participants shall satisfactorily complete all requisite activities and conditions associated with field trips, excursions, and field study courses including, but not limited to course prerequisites, conditions of participation, orientation, and completion of required forms.

b. Every effort should be made to schedule class field trips and excursions so as to not interfere with students' other classes.

c. Class field trips that occur outside the regularly scheduled class time may not be mandatory.

d. Faculty shall provide students with an alternate assignment in lieu of a scheduled field trip in cases where students are unable to participate due to extenuating circumstances.

e. When participation in a field trip is integral to completion of the course, the dates, times, locations, and costs of the trip(s) must be published in the Schedule of Classes prior to student registration and be included in the course syllabus.

f. Class field trips should include a minimum of one faculty for every 45 students. Single day excursions should include a minimum of one college personnel for every 45 students.

g. For overnight trips or higher risk activities, it is advised to have one college personnel for every 18 students. Field trip/excursion approval may be withheld for insufficient faculty or college personnel.

h. Any field trip or excursion involving water activities, rock scrambling or climbing, other high-risk activities, or any activity at a location more than one hour from emergency medical care requires approval by the District's Office of the Executive Vice Chancellor of Administrative Services. The Office of the Executive Vice Chancellor of Administrative Services should be contacted at least thirty days prior to any activity requiring approval.

i. Field trips or excursions shall not be scheduled during the final exam period.

j. An ~~academic~~ employee/manager is deemed the supervisor and shall accompany the students for the duration of the field trip, excursion, or field study course.

k. Students, faculty, and staff shall adhere to the standards of conduct applicable to conduct on campus, at all times during the field trip/excursion. Neither the college, staff nor the instructor has any responsibility for student conduct outside the official field trip/excursion hours.

5. Legal Liability and Insurance

a. All persons making the field trip or excursion shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion activity.

b. Only faculty, staff, students, and district-authorized volunteers who have been vetted by the Human Resources Department, are allowed to ride on district-sponsored transportation. For further information, please contact the Office of the Executive Vice Chancellor.

c. The District's field trip/excursion liability release forms shall be completed by all student participants.

d. The submission of the Release from Liability, Behavior Standards, Medical Consent Form for each student participant is required for all field trip/excursion. Minor students, under 18 years of age, must obtain written approval from their parent/legal guardian as noted on the form.

e. All forms must be completed and signed by all participating students before being allowed to participate in a field trip/excursion.

f. Forms shall be readily accessible and in the custody of the accompanying faculty/ staff member for the duration of the trip.

g. All completed forms shall be on file for one year from the date of the event in the appropriate College Division Office and College Business Office. Division Office shall send electronic copies of the forms to the College Business Office.

h. District employees have the same liability coverage while on field trips and excursions as they do for on-campus activities.

i. Accident insurance for field trips and excursions is provided for all registered students through the District's student accidental injury insurance policy.

j. It is recommended that each student participant should have some form of personal medical coverage.

6. Transportation

a. The District may, at the discretion of college administration, transport students, instructors, supervisors or other personnel by use of District equipment, contract to provide transportation, or arrange transportation by the use of other equipment, in accordance with Board Policy 8.45 Transportation on District-Sponsored Activities.

b. District Vehicles
   1) District vehicle may be used for the field trip/excursion.

   2) The driver(s) must be a San Mateo County Community College District employee, possess a valid California State Driver's license, and must be cleared by enrollment in the Employee Pull Notice program of having a clean driving record.

   3) All trips involving the use of District vehicles/vans will require following each respective college's van procedures.

c. If other transportation, such as airplane, boat, or private bus company is to be used for the field trip, the instructor/college personnel shall procure and arrange for transportation through the appropriate division dean, college business office and

General Services. Such trips shall be reviewed and approved by the respective college administrator.

1) Air Travel
When reserving air travel the most cost-effective available fare shall be obtained. In the event of cancellation, the employee shall make every effort to receive credit for the fare.

2) Charter Bus Transportation
For charter bus accommodations select a vendor from the Districtwide Charter Bus Transportation list available on the District's website under District Supported Goods & Services, Charter Bus Transportation. These vendors have been pre-approved by the District and have active contracts in place. Contact the vendor(s) to schedule transportation for the event.

3) Rental Vehicle
Employees are encouraged to use the Enterprise Business Use Program for rental vehicle accommodations. Information can be found on the SMCCCD website under District Supported Goods & Services, Enterprise Car Rental. Employees shall secure Supplemental Liability Insurance (SLI) and Loss Damage Waiver (LDW) with the rental vehicle. The most cost-effective available vehicle that meets the travel requirements shall be selected.

d. Personal vehicle (Employee)
1) Employees shall not transport student(s) in their personal vehicles.

2) It is the responsibility of the employee to maintain adequate liability insurance coverage if using their vehicles for college-related travel.

3) Mileage shall be reimbursed in accordance with Administrative Procedure 8.55.1 Domestic Conference and Travel Expenses.

e. Voluntary Transportation (Student)
1) If the college is not sponsoring transportation to the field trip/excursion venue, **each** student shall be required to complete a Student Voluntary Transportation Agreement Form if they will be providing their own transportation.

2) Student(s) will not be reimbursed for mileage, gas, time, toll, fines, or any other expenses associated with driving to the event.

7. Faculty and College Personnel Responsibilities

a. Accompanying faculty/staff shall assume responsibility for supervising the student(s) during the official hours of the field trip/excursion. Faculty/ staff are expected to adhere to the field trip/excursion itinerary. The itinerary and expectations should be communicated to the student participants. In case of an emergency, the accompanying faculty/staff shall maintain emergency contact information for all student(s) participating in the event.

b. Faculty and staff supervising field trips/excursions must be familiar with procedures dealing with field trips/ excursions - Board Policy 6.45, Field Trips and Excursions.

c. Faculty and college personnel shall comply with the following rules during any field trip or excursion:

1) Escort students to and from the field trip/ excursion destination unless students are providing their own transportation and/or prior District approval is received.

2) Supervise all students during the entire trip.

3) Assure that each student going on a field trip / excursion is a currently enrolled student.

4) Provide students with instructions that include the time and place of departure and the time and place of arrival. Students must be instructed to proceed directly from the college or any other assigned point to the field trip or excursion site.

5) For overnight excursions, provide students with an itinerary and instructions for travel including time and place of departure and time and place of arrival. Overnight excursions require that all student participants depart and arrive as a group, share the same lodging and participate in all college-sponsored activities together. Individual exceptions can only be made in extenuating circumstances.

6) Obtain written acknowledgment on a college approved form of the date and time of any early departure from the trip by a student. This action serves as the student's acknowledgment that the student is no longer part of the field trip.

7) On overnight trips, not share a bedroom or tent with students.

8) On overnight trips, ensure that a minor student does not share a bedroom or tent with an adult student unless the adult student is a parent or guardian of the minor.

9) Follow any approved safety plan for the trip.

10) Notify as soon as possible the appropriate Dean and Vice President who approved the trip or designee, if any injury, incident or violation of the student code of conduct occurs on the trip. For serious injury or death, also contact the local Police and Public Safety. (If there is an injury, the Office of the Executive Vice Chancellor of Administrative Services should be contacted).

11) Clery reporting, field trip locations and offsite locations are an extension of the campus. Employees accompanying the students on the field trips are deemed mandatory reporters. Clery reportable incidents from those locations must be reported and will be included in the Annual Security Report.

8. Student Responsibilities/ Code of Conduct

a. Students of the San Mateo County Community College District are expected to conduct themselves admirably and with respect for others, as the actions of one individual can affect the reputation of the college and the campus organization participating in any off-campus event. During the entirety of the event, the San Mateo County Community College District Policies and Procedures regarding Student Conduct, including Sections 7.69, 7.69.1, 7.69.2, and 7.69.3, and as listed in each college's catalog, shall be observed.

b. Rules of Conduct and Behavior

1) Alcoholic beverages or controlled substances are prohibited.

2) Engaging in harassing or discriminatory behavior based on nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or on any basis prohibited by law.

3) Fighting is prohibited.

4) Student participants are expected to comply with any and all instructions given by the accompanying faculty, staff, advisor, or chaperone.

5) Unless otherwise authorized, attendees are not to leave the event premises without permission or being accompanied by a faculty, staff, or advisor.

c. Consequences of Unacceptable Conduct and Behavior:

1) Use of alcohol and/or controlled substances may result in removal from the event and referral to the College Disciplinary Officer as stated in the San Mateo County Community College District Student Conduct policy.

2) Failure to comply with directions of College/District officials, faculty, staff, continued and willful disobedience or open persistence and defiance may result in removal from the event.

3) In the event that a student is sent home, said student shall be required to either cover the expense or reimburse the sponsoring campus organization for the cost of travel, including changing the time and/or day of tickets.

9. Fees, Costs and Reimbursement

a. No student shall be prevented from making a mandatory field trip, which is integral to the completion of the course due to the lack of sufficient funds. The college shall coordinate efforts to provide funds for students in need of them.

b. Expenses of students participating in a field trip or excursion authorized by this section may not be paid with public funds, except where funds from a state or federal grant or categorical program are used consistent with the statutory, regulatory or contractual conditions applicable to the expenditure of such funds. Funds of an auxiliary organization duly established pursuant to Education Code section 72670 et seq. shall not be considered to be public funds.

c. Expenses, including meals and lodging, for instructors, chaperones, and other personnel participating in a field trip, excursion, or field study course may be paid from District funds.

d. Advances can be made to the extent that funds are available. Requests for advances will be submitted to the division dean and college business office for approval.

e. Meal Reimbursement

1) If student meals are necessary as part of the field trip/ excursion:
   - Day trips will align with the per-diem rate given to student-athletes
   - Overnight trips will align with the per-diem rate given to faculty/staff
2) Faculty/ staff meal reimbursements will align with Administrative Procedure 8.55.1 Domestic Conference and Travel Expenses.
3) Only qualifying meals will be reimbursed. Meals provided by the event venue will not be reimbursed.
4) Advances for student per diem in lieu of a reimbursement is acceptable.

f. Lodging

1) To qualify for an overnight trip the location must be 60-mile radius from campus. Every effort shall be made to avoid overnight travel.

2) Every effort shall be made to find lodging, if overnight travel is required, that represents the best value in terms of cost, location and safety of those participating. A justification shall be provided if lodging exceeds the lowest rate available.

3) Faculty/ staff are prohibited from occupying the same room as a student. The room arrangement shall be made by mutual consent of the student(s) and faculty/ staff. There shall be one bed per student.

4) Use of Airbnb, VRBO, and any other comparable short-term rental facilities are prohibited by the District due to the limited insurance coverage and potential liabilities.

g. Expense Reimbursement

1) Each student participant is responsible for the expenses incurred unless otherwise pre-approved in advance by the college administration. The District will not be liable for any other charges, such as amenities, damage, room service, telephone, etc.

2) Approved allowable expenses for travel of faculty and staff shall be reimbursed in accordance with Administrative Procedure 8.55.1 Domestic Conference and Travel Expenses. *A Statement of Conference Expense Form* must be submitted within thirty (30) days after the date of travel, but no later than June 30th of the fiscal year. Original itemized supporting documentation of all expenses being claimed for reimbursement must be submitted with the form.

3) Student participants will be liable for those expenses for which an itemized receipt is not provided or that was not pre-approved by college administration unless extenuating circumstances exist.

4) Excess cash advances must be returned at the time the expense form is submitted.

10. Emergencies and Other Considerations

The appropriate college administrator and the Office of the Executive Vice Chancellor of Administrative Services shall be notified of any emergencies as soon as possible.

a. Accidents involving a vehicle or student:
   1) In the event of an accident/incident involving any kind of bodily injury/harm to students:

      - Dial 911 if emergency medical services are needed.
      - Render first aid to any injured persons.
      - If a student participant is a minor, notify minor's emergency contact listed on their Release from Liability, Behavior Standards, Medical Consent Form.
      - Should the accident/incident involve the generation of a police report, either ascertain a copy of the police report or the police incident report number for District's use and claims processing.
      - Complete Student & Visitor Accident/Incident Report Form and as soon as possible, preferably not later than 24 hours from the time of accident/incident, submit in the following order:
        - Supervisor
        - Office of the Executive Vice Chancellor of Administrative Services

b. Illness:
   1) Each student participant shall be cautioned that health care is her/her/their personal responsibility.

   2) An ill student may be sent home from the field trip or excursion upon the decision of the instructor/college personnel. The student is responsible for the cost of transportation home in such an instance.

c. Any person requesting an accommodation associated with the Americans with Disabilities Act (ADA) shall contact the Chief Human Resources Officer.

d. Each faculty member / college personnel responsible for a field trip, excursion, or field study course shall familiarize themselves with this administrative procedure, Board Policy 6.45, Board Policy 8.45 and Board Policy 7.69 and Administrative Procedures 7.69.1, 7.69.2 and 7.69.3 pertaining to student conduct.

Also see BP 4300 Field Trips and Excursions, BP/AP 5400 Associated Students Organization, AP 6530 District Vehicles, and BP/AP 7400 Employee Travel.

Approved:

(This is a new procedure)