



Agenda
District Participatory Governance Council
Monday, December 4, 2023
2:15 p.m.

Zoom Meeting Link

<https://smccd.zoom.us/j/84813702830?pwd=M3NFTVdMYWNaYmVRaDFMbXISL1ZKdz09>

- 1. CALL TO ORDER/ESTABLISH A QUORUM** *(Time Allotted: 5 minutes)*
- 2. STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS**
(Time Allotted: 5 minutes)
- 3. ACTION ITEM** *(Time Allotted: 5 minutes)*
 - a. BP 8.11 - District Budget
- 4. DISCUSSION/INFORMATIONAL ITEMS** *(Time Allotted: 40 minutes)*
 - a. First Read
 - i. BP 6.26 - Transfer of Credit and Graduation and/or Certificate Program Requirements for Students Who Transfer among the District's Colleges
 - ii. BP 6.10 - Philosophy and Criteria for Associate Degree and General Education
 - b. Second Read
 - i. BP 6.04 - Minimum Class Size
- 5. PRESENTATION** *(Time Allotted: 20 minutes)*
 - a. BP 2.27 – Policy on Smoking
 - i. Michele Rudovsky
 - ii. Brian Tupper
 - iii. Rika Fabian
- 6. FUTURE AGENDA ITEMS** *(Time Allotted: 5 minutes)*
 - a. Requests for future agenda items
- 7. CLOSING REMARKS**
- 8. ADJOURNMENT**

BOARD POLICY NO. 8.11 (BP 6200 and 6250)

BOARD POLICY
San Mateo County Community College District

Subject: BP 8.11 District Budget
Revision Date: 3/11
Policy References: Education Code Section 70902(b)(5), Title 5 Sections 58300 et seq.;
ACCJC Accreditation Standard III.D

1. The District budget is a financial plan for the operation of the District and its Colleges for the fiscal year in accordance with Board-adopted educational short- and long-term goals and objectives.
 - a. College and District functions and services shall be performed within the Board-approved line item budget.
 - b. The approved plans for programs, services, personnel, facilities, and finance, all correlated and interdependent, shall be reflected in the annual budget.
 - c. Each budget shall contain all proposed expenditures and all estimated income for the fiscal year, compared to the last completed fiscal year.
2. The Board shall adopt tentative and final budgets at the time and in the manner prescribed by Title 5 and the California Community Colleges Budget and Accounting Manual.
 - a. A budget calendar shall be developed to serve as a guide to the Board and administration for the orderly development of the budget, in accordance with law.
 - b. The Chancellor has overall responsibility for the management of the District's budget.
 - c. Each College shall operate within the allocations of the current budget. The President of each College is responsible for operating the College within the limitations placed by the budget.
 - d. The Chief Financial Officer is responsible for the general management of the budgeting, budget controls, and the accounting programs of the District. College administrative responsibilities include: adherence to guidelines established by the District Administrative Services Office; compliance with time deadlines; and following generally accepted accounting principles.
 - e. All funds received, including bookstore, cafeteria, Associated Student organizations, trust accounts, etc., shall be considered District funds and shall be administered according to guidelines set by the District Administrative Services Office.
 - f. **As part of the District's contingency planning, the Unrestricted General Fund reserves shall be no less than the recommendation made by the California Community College Chancellor's Office. The reserves will be set annually with the adopted budget to ensure fiscal stability of our programs and services.**
3. The Board authorizes the establishment and maintenance of a general fund. All District monies not required to be placed in a special fund or account shall be deposited in the District's general fund, which is maintained in authorized accounts, including those maintained by the County Treasurer, Local Agency Investment Fund, and those authorized by trust and debt instrument agreements. The general fund may be used for general purposes including, but not limited to, the cost of operations and capital outlay expenditures.

BP 8.11 District Budget (continued)

4. The Board authorizes a fund for expenditures for long-range building maintenance, purchase of new equipment or replacement of equipment, repair of operating maintenance systems, major/minor construction (remodeling), and any other capital outlay items as defined by the California School Accounting Manual.
5. The Board authorizes the establishment and maintenance of a community education fund for accounting and control of income and expenditures involved in fee-based, noncredit programs.
6. The Board authorizes a health fee fund to comply with a mandate by the State Chancellor to report student health fee income and expenditures. The College President shall be responsible for the provision of health services, within the constraints of the health fee fund.
7. The Board authorizes a child development fund for accounting and control of income and expenditures involved in the child care and development programs. The College President shall be responsible for operation of the Child Care Center in accordance with the Board-approved budget.
8. The Board authorizes a student aid fund for accounting and control of federal and state allocations for loans and scholarships. The College President shall be responsible for operation of the financial aid programs and offices within available funding.
9. The Board authorizes the establishment and maintenance of auxiliary accounts. The Chief Financial Officer shall be responsible for the efficient operation of the auxiliaries.
10. The Board authorizes the establishment and maintenance of student organization accounts at each College. The College President shall be responsible for the proper administration of each student organization account.
11. Budget transfers and revisions shall be submitted to the Board for ratification semi-annually. Budgetary transfers will be authorized only when expenditures in certain (object) accounting classifications are in excess of the amounts budgeted and there are amounts in other object classifications that will not be required for expenditures in those classifications.
12. All transfers from contingency accounts shall be submitted to the Board for approval semi-annually. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board.
13. The Chief Financial Officer shall be responsible for the proper accounting of all funds and accounts.

**BOARD POLICY
San Mateo County Community College District**

Subject: 6.26 Transfer of Credit and Graduation and/or Certificate Program Requirements for Students Who Transfer among the District's Colleges

Revision Date: 9/08; 4/15

1. Students may transfer from one College within the District to another without penalty, although differences in curriculum offerings among the Colleges may exist.
2. Individual courses students have taken at a particular College within the District that satisfy an area in the general education pattern, elective, statutory, and specific area requirements at one District College shall be accepted by the other District Colleges as satisfying those same requirements.
3. Students who have completed an entire General Education pattern, electives, residency, competency, statutory and specific area requirements, at one District College shall be determined to have completely fulfilled all area requirements for graduation or certificate programs at any of the District Colleges. Upon transferring to another District College, students shall be required to complete only those courses applicable toward their major for the Associate Degree or Certificate Program.
4. District students who transfer to another College within the District shall receive full transfer credit for instruction completed in their major field but, in order to graduate with a locally-awarded AA or AS degree, they shall be expected to meet the major-field graduation requirements established by the College to which they have transferred. The local major-field graduation requirements do not apply to Associate Degrees for Transfer.
5. Students who have taken course work at more than one of the District's Colleges shall ordinarily be recommended for graduation by the College in which they have taken the majority of their course work. Students who have completed the majority of their course work at a college outside the District must complete a minimum of twelve (12) units or a minimum of fifty percent (50%) of the total units required (whichever is less) for the major at one or more the District Colleges in order to be recommended for graduation with the Associate of Arts or Associate of Science Degree or completion of a Certificate Program. The 50% requirement does not apply to Associate Degrees for Transfer.

CHAPTER 6: Educational Program
BOARD POLICY NO. 6.10 (BP 4025)

BOARD POLICY
San Mateo County Community College District

Subject: BP 6.10 Philosophy and Criteria for Associate Degree and General Education
Revision Date: 4/12
Policy References: Title 5 Section 55061; ACCJC Accreditation Standard II.A

1. An Associate Degree represents more than an accumulation of units. It is awarded to a student who successfully completes learning experiences designed to develop specific abilities and insights as well as to prepare for transfer and employment. Among these are the ability to think and communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry and knowledge including the humanities and fine arts, kinesiology, the natural sciences, and the social sciences; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to consider ethical problems and develop the capacity for self-understanding.
2. Within an Associate Degree, the student will complete a major course of study.
3. Central to an Associate Degree, General Education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction that those who receive a degree must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live.
4. The Academic Senate shall establish procedures to assure that courses used to meet General Education and Associate Degree requirements meet the standards in this policy.

BOARD POLICY
San Mateo County Community College District

Subject: BP 6.04 Guidelines for Class Cancellation

Review Date: 9/14; 6/XX

1. The District's Colleges offer class sections in an efficient and fiscally responsible manner, according to student-centered scheduling, consistent with best instructional practices and the needs of students.
2. The District's Colleges work to minimize the impact of class cancellations on students' progress toward their educational goals to the greatest extent possible in accordance with this Board Policy and Administrative Procedures.
3. Before cancelling classes, the Colleges and their Deans, in collaboration with faculty, consider factors that may impact student completion, including but not limited to:
 - a. The impact on student degree and certificate completion;
 - b. Degree and certificate requirements and core courses;
 - c. Current and historical enrollment patterns;
 - d. The availability of the same and/or similar courses at one of the other colleges in the District;
 - e. Needs of the students within a program;
 - f. Student progress through course sequences;
 - g. New and experimental courses and/or modalities;
 - h. Courses emphasizing and supporting anti-racism, equity, and social justice;
 - i. Regional workforce needs;
 - j. Faculty contractual load obligations;
 - k. College Strategic Enrollment Management plans.
4. Classes are cancelled following criteria specified in AP 6.04.1, which includes College guidance on class cancellation.

BOARD POLICY NO. 2.27 (BP 3570 and 6800)

BOARD POLICY
San Mateo County Community College District

Subject: BP 2.27 Policy on Smoking

Revision Date: 7/10; 5/14

Policy References: Government Code Sections 7596, 7597, 7598; Labor Code Section 6404.5; Title 8 Section 5148

It is the policy of San Mateo County Community College District to provide a safe learning and working environment for both students and employees. It is recognized that smoke from cigarettes pipes and/or cigars is hazardous to health. There is also evidence that vapor from e-cigarettes may be harmful. Therefore, it is the intent of the District to provide a smoke-free environment to the greatest extent possible. To achieve this goal, the District will limit smoking on District property to outdoor areas only, at a minimum of twenty (20) feet away from any doorway, entrance to an indoor facility, or fresh air intake vent.

1. "Smoking" means engaging in an act that generates smoke or vapor, such as possessing a lit pipe, a lit hookah pipe, electronic cigarettes or other imitation cigarette devices, a lit cigar, or a lit cigarette of any kind.
2. This policy shall apply to all owned or leased District facilities and all owned or leased District vehicles.
3. Smoking is prohibited in all indoor locations within the District.
4. Smoking is prohibited within a distance of twenty (20) feet from any District or College doorway, entrance to an interior area or fresh air intake vent. The College President, in conjunction with the College Council, has the discretion to set campus smoking regulations as long as smoking is prohibited within a distance of at least 20 feet from any District or College doorway, entrance to an interior area or fresh air intake vent.
5. District managers are responsible for publicizing the policy to students, employees and visitors, and are responsible for the posting of signs. International no smoking signs will be posted as appropriate. Notification about the policy on smoking will be included in employee and student publications, newsletters and in other written materials as appropriate. In addition, materials that are used to publicize District public events will include policy notification to the public.
6. To assist in the implementation of this policy, the District will provide education and training in the areas of smoking dangers and smoking cessation.
7. It is the responsibility of all students and employees to observe the policy and guidelines on smoking. Failure to comply with the policy on smoking will be treated in the same manner as other violations of District Rules and Regulations and may result in disciplinary action.
8. It is the responsibility of College and District Office managers to enforce the policy on smoking. Disputes over the interpretation of the policy or complaints about individuals violating the policy

BP 2.27 Policy on Smoking (continued)

should be brought to the attention of the person's supervisor, the Vice-President of Student Services at the College level, or the Vice-Chancellor of Human Resources and Employee Relations in the District Office. When the evidence is non-persuasive on either side, such disputes will be settled in favor of the nonsmoker(s) in recognition of the policy of the District to provide a smoke-free environment. Such disputes shall be settled at the lowest management level.

9. This policy does not supersede more restrictive policies which may be in force in compliance with State or Federal regulations or which are imposed by one of the Colleges.