

**Agenda**  
**District Participatory Governance Council**  
**Monday, October 3, 2022**  
**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 ITEMS** *(Time Allotted: 10 minutes)*
  - a. Brown Act Resolution
- 4. BOARD POLICIES/ADMINISTRATIVE PROCEDURES FOR REVIEW**  
*(Time Allotted: 25 minutes)*
  - a. First Review
  - b. Second Review
    - i. BP 2.51 – Reporting Crimes
    - ii. BP 2.55 – Emergency Response Plans
    - iii. BP 6.04 – Minimum Class Size Requirements
    - iv. BP 7.22 – Student Credit Card Marketing
    - v. BP 7.23 – Athletics
  - c. Third Review
    - i. BP 2.13 (7145) – Dissemination of Employee Information
    - ii. BP 2.14 (7135) – Outside Employment
- 5. DISCUSSION/INFORMATIONAL ITEMS** *(Time Allotted: 20 minutes)*
  - a. Current Basic Needs Support
  - b. SB893 Interim Board Policies (Julie Gardner, Director of Sparkpoint, CSM)
  - c. Spring 2023 In-Person Meetings (AB 2449)  
<https://www.hansonbridgett.com/Publications/articles/220916-4000-ab-2449>
- 6. FUTURE AGENDA ITEMS** *(Time Allotted: 5 minutes)*
- 7. CLOSING REMARKS**
- 8. ADJOURNMENT**

## **Proposed Resolution**

**WHEREAS**, on March 4, 2020, the Governor proclaimed pursuant to his authority under the California Emergency Services Act, California Government Code section 8625, that a state of emergency exists with regard to a novel coronavirus (a disease now known as COVID-19); and

**WHEREAS**, on June 4, 2021, the Governor clarified that the “reopening” of California on June 15, 2021 did not include any change to the proclaimed state of emergency or the powers exercised thereunder; and

**WHEREAS**, as of the date of this Resolution, neither the Governor nor the Legislature have exercised their respective powers pursuant to California Government Code section 8629 to lift the state of emergency either by proclamation or by concurrent resolution in the state Legislature; and

**WHEREAS**, the continued local rates of transmission of the virus and variants causing COVID-19 are such that meeting in person would present imminent risks to the health or safety of attendees of public meetings;

**NOW, THEREFORE, BE IT RESOLVED** that there is an ongoing proclaimed state of emergency relating to the novel coronavirus causing the disease known as COVID-19 and as a result of that emergency, meeting in person would present imminent risks to the health or safety of attendees of in-person meetings of this legislative body within the meaning of California Government Code section 54953(e)(1).

**CHAPTER 2: Administration and General Institution  
BOARD POLICY NO. 2.51 (BP 3515 and 3518)**

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

**Subject:** BP 2.51 Reporting of Crimes

**Revision Date:** 10/09; Reviewed 5/15; ~~XX~~

**Policy References:** Education Code Section 67380; ~~Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3; Welfare and Institutions Code Sections 300, 318, and 601; Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, and 7892~~

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1. The District Chancellor shall assure that, as required by law, reports are prepared of all occurrences reported to campus security of arrests for crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The District Chancellor 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.
  
  2. The District Chancellor shall establish procedures related to the responsibility of employees, within the scope of employment or in their professional capacity, to report suspected abuse and neglect of children.

Also see AP 3515 Reporting of Crimes and AP 3516 Registered Sex Offender Information.

**CHAPTER 2: Administration and General Institution  
BOARD POLICY NO. 2.55 (BP 3505)**

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

**Subject:** BP 2.55 Emergency Response Plan  
**Revision Date:** 1/10; Reviewed 3/18; ~~XX~~  
**Policy References:** Education Code Sections 32280 et. seq.; 71095; Government Code Sections 3100 and 8607(a); Homeland Security Act of 2002; National Fire Protection Association 1600; Homeland Security Presidential Directive-5; Executive Order S-2-05; 19 California Code of Regulations (~~CCR~~) Sections 2400-2450; 34 Code of Federal Regulations Part 668.46(g)

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The District shall have emergency response and evacuation procedures for notifying the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The District Chancellor shall establish procedures that ensure that the District implements a program or plan to be activated in the event of an emergency, or when a natural disaster or hazardous condition occurs. This program or plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and should incorporate the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The ~~program plan~~ must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster. The procedures can be found under District Office EOC Final Documents at: [Emergency Operations Center \(EOC\) Final Documents](#).

1. District and College emergency planning documents and information about the Emergency Operations Center (EOC) can be found at: [Emergency Planning Documents](#).
2. Compliance with NIMS and SEMS mandates include:
  - a. Establishing a disaster preparedness ~~program procedures~~ or a plan; and
  - b. Completion of training sessions by college personnel in compliance with NIMS and SEMS guidelines. Training requirements vary based on job titles or assigned roles within the emergency ~~management program plan~~.
3. College personnel must be informed that as public employees, they are also disaster service workers during national, state and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements. The District Chancellor should ensure that an ICS team is created to carry out compliance with NIMS and SEMS mandates.
4. 4. The District Chancellor should ensure that a team is created to carry out compliance with NIMS and SEMS mandates. The Responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions and the state management level.
5. The plan or program should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and

recovery. The District must ensure that its plan is updated regularly. Colleges must comply with NIMS and SEMS to receive federal or state funding.

Also see AP 3505 Emergency Response Plan and BP/AP 6520 Security for District Property.

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

**Subject:** BP 6.04 Minimum Class Size Guidelines

**Review Date:** 9/14

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1. The District's Colleges will organize classes in as efficient a manner as possible consistent with good instructional practices and the needs of students
2. Classes with fewer than twenty (20) students will normally be cancelled or merged with another section.
3. Certain classes with enrollments of twenty (20) or fewer, for example required sequential courses, single sessions required for a major, and classes in facilities which will not accommodate twenty (20) students, will be carefully reviewed in consultation with discipline faculty and, if offered, will be balanced against large classes.

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

**Subject:** BP 7.22 Student Credit Card ~~Solicitations~~Marketing  
**Revision Date:** 1/10; Reviewed 8/13; ~~XX~~  
**Policy References:** Title 5 Section 54400; Civil Code Section 1747.02(m); Education Code Sections 99030 and 99040.

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Marketing for student credit cards is prohibited at all three Colleges, the District Office and other facilities operated by the District.

The District Chancellor shall establish procedures that regulate the solicitation of student credit cards on campus.

Also see AP 5570 Student Credit Card Solicitations.

BOARD POLICY  
San Mateo County Community College District

**Subject:** BP 7.23 Athletics  
**Revision Date:** 1/10; Reviewed 8/13; 3/15; ~~XX~~  
**Policy References:** Education Code Sections 78223, 66271.6, 66271.8, 67360 et seq., 67456, and 78223; Title IX, Education Amendments of 1972 ; 20 U.S. Code Sections 1681 et seq. ; ACCJC Accreditation Standard II.C.4; California Community College Athletic Association (CCCAA) Constitution and CCCAA Bylaws

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1. The District shall ~~offer-maintain~~ organized programs for ~~men and women~~ students in intercollegiate athletics. The District will offer opportunities for participation in athletics equally to male, female, and transgender students consistent with state and federal law and California Community College Athletic Association standards. The programs shall not discriminate on the basis of gender in the availability of athletic opportunities, as prescribed in the Education Code and Title IX.
2. The District Chancellor shall assure that the athletics programs comply with federal and state law, the California Community College Athletic Association (CCCAA) Constitution and Bylaws, the CCCAA Sport Championship Handbooks, and the Coast Conference Constitution regarding student athlete participation.

Also see BP/AP 3410 Nondiscrimination, BP/AP 4300 Field Trips and Excursions, and AP 5700 Intercollegiate Athletics.



**CHAPTER 2: Administration and General Institution**  
**BOARD POLICY NO. 2.13 (7145)**

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

**Subject:** BP 2.13 Dissemination of Employee Information

**Revision Date:** 12/10; Reviewed 11/18

**References:** [Education Code Section 87031](#); [Labor Code Section 1198.5](#)

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1. For employment verification inquiries, the District shall provide only verification of employment, dates of employment, the location of assignment and position held or job title, and the gross salary of an employee.
  2. Upon the written permission of an employee, any information about the employee may be released. In addition, information about an employee shall be furnished in compliance with law, a court order, subpoena, or to an official, employee or contractor of this District or another public agency, provided that such person has a legitimate reason to have the information. Except as otherwise authorized by law or in this policy, disclosure of employees' information and personal data to others, including but not limited to creditors, other governmental agencies or other individuals, is permitted only as authorized above.
  3. The District will promptly notify an employee whose employment records or personal data have been requested pursuant to law, subpoena or individual order.
  - ~~4. The District reserves the right to release information to the public regarding its employees provided there is good reason to do so and the release of such information would not be an unwarranted invasion of privacy.~~

Also see the related collective bargaining agreements for applicable employee groups.

**CHAPTER 2: Administration and General Institution**  
**BOARD POLICY NO. 2.14 (7135)**

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

**Subject:** ~~BP 2.14~~ Outside Employment  
**Revision Date:** 5/09; Reviewed 5/15

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1. An employee of the District shall be permitted to engage in outside employment as long as it does not in any way interfere with his/her/their ability to carry out his/her/their assignment.
2. The sole determination of whether or not outside employment is in conflict with the employee's work shall be made by the respective College President or by the District Chancellor.