



MT. SAN ANTONIO COLLEGE

PRESIDENT'S ADVISORY COUNCIL MEETING AGENDA

August 24, 2016

Location: Administration Building, Instruction Conference Room

Time: 3:00–4:30 p.m.

Council Members:

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Bill Scroggins, Chair | <input type="checkbox"/> Denise Lindholm | <input type="checkbox"/> Justin Ott | <input type="checkbox"/> Marchelle Nairne-Proulx |
| <input type="checkbox"/> Ron Bean | <input type="checkbox"/> Eric Kaljumagi | <input type="checkbox"/> Jemma Blake-Judd | <input type="checkbox"/> Joan Sholars |
| <input type="checkbox"/> Aneca Nuyda | <input type="checkbox"/> Jean Garrett | <input type="checkbox"/> Bill Rawlings | |
| <input type="checkbox"/> Betty Santos | <input type="checkbox"/> Gary Nellesen | <input type="checkbox"/> Michelle Sampat | |
| <input type="checkbox"/> Dan Smith | <input type="checkbox"/> Jeff Archibald | <input type="checkbox"/> Lance Heard | <input type="checkbox"/> Carol Nelson (Notes) |

AGENDA ITEMS

1. **Welcome and Introductions**
2. **Review of August 10, 2016, Meeting Notes** (attachment)
3. **AP 3710 – Filming and Photography** (attachment-second reading) (Scroggins)
4. **Committee Goals and Progress Report Review** (attachment) (Scroggins)
 - Student Equity Committee
5. **BP/AP Log Review** (Scroggins)
 - AP 3540 – Sexual and Other Assaults on Campus (Archibald and Scroggins Review-6.22.16)
 - AP 3700 – Social Media (NEW) (Faculty Association Review-3.23.16)
 - AP 7365 – Discipline and Dismissal – Classified Employees (HR Review-6.8.16)
6. **Other**

FUTURE MEETINGS:

September 14, 2016

September 28, 2016



MT. SAN ANTONIO COLLEGE

PRESIDENT'S ADVISORY COUNCIL

MINUTES

August 10, 2016

Attendance:

<input checked="" type="checkbox"/> Bill Scroggins, Chair	<input checked="" type="checkbox"/> Denise Lindholm	<input type="checkbox"/> Justin Ott	<input type="checkbox"/> Marchelle Nairne-Proulx
<input checked="" type="checkbox"/> Ron Bean	<input checked="" type="checkbox"/> Eric Kaljumagi	<input type="checkbox"/> Jemma Blake-Judd	<input type="checkbox"/> Joan Sholars
<input checked="" type="checkbox"/> Aneca Nuyda	<input checked="" type="checkbox"/> Jean Garrett	<input checked="" type="checkbox"/> Bill Rawlings	
<input checked="" type="checkbox"/> Betty Santos	<input type="checkbox"/> Gary Nellesen	<input type="checkbox"/> Michelle Sampat	
<input checked="" type="checkbox"/> Dan Smith	<input type="checkbox"/> Jeff Archibald	<input type="checkbox"/> Lance Heard	<input checked="" type="checkbox"/> Carol Nelson (Notes)

Guests: Barbara McNeice-Stallard

The meeting was called to order at 3:11 p.m.

1. **Welcome and Introductions**

Ron Bean was welcomed as the new Management representative.

2. **Review of July 13, 2016, Meeting Notes**

Approved, as written.

3. **Review of July 27, 2016, Meeting Notes**

Approved, as written.

4. **Accreditation Steering Committee Update**

Barbara McNeice-Stallard reported that this committee has not met since the last update. Barbara reported:

- They will begin meeting again in the Fall.
- They met with President's Cabinet to look at the Standard I self-study. Cabinet members will be working to review the document.
- They are working on looking at the evidence that was provided by the Standard teams and working with the Web team to ensure that the links are working.

- They will be presenting the Self-Study to the Board in September.
- Once Executive Management is done with their review, it will go back out to the campus community for a final review.
- The Research team is gathering additional evidence.
- They are looking at possibly creating a mock process.

5. **AP 3710 – Filming and Photography**

This AP was presented for first reading. It was recommended to include the AP/BPs referenced in the document in the "References" section. Motion, seconded, and carried, with changes. This AP will be brought back to the next meeting for second reading.

6. **Committee Goals and Progress Report Review**

- Curriculum and Instruction Council
- Educational Design Committee
- Employee Wellness Committee
- Health and Safety Committee

All reports were reviewed.

7. **College Planning Memo Review**

The Memo was reviewed. It was decided to bring this back for further discussion at a meeting this Fall.

8. **BP/AP Log Review**

The log was reviewed.

9. **Other**

The meeting adjourned at 3:44 p.m.

FUTURE MEETINGS: **August 24, 2016**
 September 14, 2016
 September 28, 2016

Typically, meetings are held on the second and fourth Wednesdays of each month, 3:00-4:30 p.m., in the Administration Building, Room 2440.

Chapter 3 - General Institution

AP 3710 Filming and Photography (NEW)

References:

Education Code §§38131 and 78907; Civil Code §3344(a): *Porat v. Lincoln Towers Community Association*, No. 04 CIV. 3199 (LAP), 2005 WL 646093 (S.D.N.Y. Mar. 21, 2005) *aff'd*, 464 F.3d 274 (2d Cir. 2006); *Perry Education Association v. Perry Local Educators' Association*, 460 U.S. 37 (1983); AP 6700; BP 6530

Because of issues of privacy, security, potential disruption of campus activities, and implied endorsement, the following guidelines have been established to clarify the rights and responsibilities of College guests, students, faculty, and staff relating to campus photography, filming, videography, and audio recording.

For simplicity, all references to film or filming in this policy are meant to include all forms of film, photography, video, live streaming, digital imaging, and audio recording. If you are unable to find the answers you need in the guidelines below, please contact the Office of Marketing & Communication.

As used in this Administrative Procedure, the term public areas refers to the areas generally available to students and the community. The College reserves the right to designate areas as non-public as necessary to prevent the substantial disruption of the orderly operation of the College. Areas of the College that are non-public specifically include campus offices, classrooms, warehouses, maintenance yards, and locker rooms. The term public are in this Administrative Procedure thus coincides with the term limited public forum as defined in Administrative Procedure 3900—Freedom of Expression.

A. General Provisions

On-campus filming must be consistent with College policy and its mission; it must also not interfere with College operations, including but not limited to educational operations and previously scheduled College events. In addition, filming must not create a security, health, or safety risk to members of the College community.

B. Commercial Filming

Express permission is required for non-news and commercial filming on the College's campus. Requests for filming on the College's campus for commercial use should be submitted in writing to the Event Services Office at least 14 days prior to the desired date to start the filming. For commercial filming, proof of insurance is required. Execution of a separate Campus Use Agreement is also required. Fees may be charged for all commercial filming. See Administrative Procedure 6700 – Campus Events and Use of Campus Facilities.

C. Academic Filming

Filming on the College campus or in College-owned or operated facilities for academic purposes is limited to College students, faculty, staff, and others attending the College's academic and extracurricular and College-sponsored programs, including student-run newspapers and publications, and other programs that occur on the College's campus and for which photography, videography, or audio recording is part of the program. With prior approval of the instructor of record, College students may engage in filming if their project is to fulfill academic credit, is the requirement of a class project, or if they are members of the College's newspapers, journals, or other publications or of radio stations, streaming audio, or other media broadcasting. College students not adhering to these provisions are subject to discipline as described in Board Policy 5500 – Standards of Conduct and Administrative Procedure 5520 – Student Discipline Procedures.

D. Internal College Projects

College's divisions, departments, and other established units of the College are permitted to film for the purpose of film production related to the division, department, or unit. The filming must not be disruptive, violate the privacy rights of individuals, and must be done in accordance with College policy.

E. The following guidelines are applicable to ALL filming on campus:

1. Except for personal filming (defined as non-news and non-commercial filming in public areas for personal use or as a private record of a public event), permission from Event Services Office is required to film in indoor spaces, including the library, classrooms, laboratories, and dining facilities. The College accommodates reasonable requests, but reserves the right to deny permission when the request runs contrary to College policies, especially those that ensure student privacy. If applicable, faculty members and administrators with responsibility for the space, such as labs or classrooms, must also provide approval. In particular, consent from classroom instructors must be obtained prior to the use of electronic listening or recording devices, with the exception of reasonable auxiliary aids and academic adjustments for students with disabilities. This paragraph does not apply to:
 - a. Filming of Board of Trustee meetings and any other meetings governed by the Brown Act.
 - b. Video recordings made in the College television studio or in the College remote production truck by College personnel or authorized students.
 - c. Still photography in campus studios (i.e. photography classes, Marketing photo studio).
 - d. Still photography for marketing purposes coordinated through Marketing and Communication or Web Services with permission from faculty members and/or administrators responsible for the space.
 - e. Audio recordings in support of academic research or in direct support of the college programs (i.e. oral histories, off-air recordings by radio students).
 - f. Video recordings in direct support of college programs (i.e. game films for athletic teams, students practicing for a tournament or performance).
 - g. News media recordings in public areas (AP 4600 elaborates on the role of College news media at the College).

h. Filming as authorized in Board Policy 6530 – Closed Circuit Television Surveillance Systems.

2. Filming must not be disruptive and must be done in accordance with College policy.
3. On-campus filming must not interfere with the ongoing operations of the College, including but not limited to educational operations and previously scheduled College events.
4. Filming must not create a security, health, or safety risk to any members of the College community or anyone involved in the project.
5. Appropriate releases may be required for individuals appearing on-camera, with the exception of educational, informational, or purely personal photography. Although releases are generally not required for filming in public areas, there are exceptions and laws vary. When in doubt, get a signed video appearance form.
6. Various fees may be incurred during film shoots requiring College services, including location fees, supervision of the filming event and other college services including security, grounds, custodial and maintenance services.
7. Pyrotechnics, explosives, amplified sound, sound or visual effects, replicas of weapons, and other props that would cause alarm or disruption to the campus community are prohibited without prior authorization from the College.
8. Commercial works that include the College's name, logos or other trademarked images need to be granted a license from the College for use of trademarks.



Committee Goal and Progress Report 2015-16

Committee name: Student Equity

Name of person completing the report: *Carolyn Keys & Tony Rivas*

Instructions: By October 1, 2015: complete Columns 1 and 2; submit electronically to dlindholm@mtsac.edu (on behalf of the President's Advisory Council). By June 1, 2016: Complete Column 3 and submit electronically to dlindholm@mtsac.edu (on behalf of the President's Advisory Council).

(EXPAND AS NECESSARY)

Committee Goal	Link to College Goal #	Completed Outcomes/Accomplishments (descriptive bullet list)
GOAL # 1: Committee website up-to-date	6, 11, 15	<i>Minutes are up-to-date.</i> <i>Membership: Due to term expiration and one retiree, three new appointee will be added to the committee prior to the fall semester.</i>
GOAL #2: Develop a reporting process for departments to update progress on the Student Equity Plan.	9	Reporting process on the progress of the equity-funded projects completed.
GOAL #3: Review progress of Student Equity integration with the College's planning for institutional effectiveness process.	1, 2, 9	Carry –over to 2016-17