Ohlone College
Student Life Policies & Procedures

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Welcome Ohlone Scholars!

I am grateful and humbled to begin my chapter at Ohlone College as the new Director of Student Life. My higher education philosophy centers on education as a legacy and impetus for empowering community and transformational social change. My vision for this year is to collaboratively create innovative, student-centered programming that highlights student leaders and advocates for opportunities for students to contribute to an antiracist, equitable campus environment alongside faculty, staff, and administrators.

In unity with the ASOC and ICC, the Student Life Department seeks to build a vibrant community of co-curricular learning that allows all Ohlone students to build leadership skills, create connections, and foster holistic development and personal growth. With the introduction of a new Multicultural Center as part of this vision, our Student Life team is committed to building a space where all students feel represented, valued, and empowered to lead alongside their peers and Ohlone community. We strive to ensure that our programming is intentional and honors our students’ racially diverse backgrounds and intersectional identities. As a whole, Student Life strives to serve as a “second home” for students; where intersectionality of identities is affirmed and student voices are at the center of the work that we do. We look forward to partnering with you!

Best,
Cristine Sidela (she/her)
Director of Student Life

Meet the Team:

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Ohlone Student Led Events

Student Life Events Check list

This check list is designed as a guideline to help you plan an event for your club/ASOC. It is particularly useful for larger events/functions. It is important that you work closely with the Office of Student Life throughout the entire planning process.

☐ **Step 1:** Review the General Event Guideline & discuss the following with your club/fellow ASOC members
  - Purpose of the event
  - 3 tentative dates, times, and locations (i.e virtual, bldg. 7, etc)
    - Choosing 3 options allows for flexibility, in the event that there are time/location conflicts.
    - In person events require an extra step that will be further discussed when meeting with Student Life
  - Develop an estimated event budget including all expenses and revenues.

☐ **Step 2:** Request a meeting with Student Life via this Google Form (https://forms.gle/H7LkYFVKFJaSSaYE6).
  - Allow at least 7 working days to get a response
    - Example: If a request is sent on Saturday the 1st, and there are no weekday holidays during a Fall/Spring semester – a response will be given by Tuesday the 9th
  - Prepare to discuss the following in this meeting
    - Purpose of the event; is it a fundraiser? Awareness event?
    - 3 potential dates/times
    - 3 potential locations, or if it’s a virtual event
    - Whether or not materials or services need to be purchased
      - All purchases must be made through the Office of Student Life
        - Student’s are not to purchase materials on their own
      - Funding source for the event materials
      - Whether this is an on campus or virtual event
        - On campus events are at the discretion of the Student Life Department & the College Administration due to COVID-19 precautions.

☐ **Step 3:** Submit a Promotional Request to Student Life via this Google Form (https://forms.gle/5HvuHuyKqK6cnS4NA)
  - Allow 7 working days for requests to be processed.

☐ **Step 4:** Provide a list of all approved purchases to Student Life
  - Review Speakers/Performers section of “General Event Planning Checklist” in the ICC Handbook
  - Allow 14 working days for purchases to be processed
  - Allow 30 days for large scale purchases to be processed

☐ **Step 5:** (If applicable) Submit a request for security via the Office of Student Life
  - Minimum of 4 weeks prior to the event *Costs accrued to be paid for by host*

☐ **Step 6:** (If applicable)
  - Your Advisor must submit a request to Facilities
    - Minimum of 4 weeks prior to the event for large scale set ups
    - Include a visual aid layout
    - Large scale events, weekend and evening events may require additional maintenance. Groups will be charged if facilities require extraordinary cleaning, as determined by the Director of Buildings & Grounds.

☐ **Step 7:** (If applicable)
  - Review the Major Event Policy for Ohlone Student Groups (www.ohlone.edu/studentlife/icc/icc-handbook-consititution)
Making Purchases for an Event/Program

It is college policy that all purchases must be made through the Office of Student Life. Students are not to purchase materials on their own & request a reimbursement without prior approval by the Department of Student Life.

☐ **Step 1:** Discuss the following with your club/fellow ASOC members
  - Purpose of the expenditure
  - Develop an estimated event budget including all expenses and revenues.
  - Determine whether or not the company providing the materials/services accepts “PO” (Purchase Order Requisitions) as payment instead of a credit card.
    - PO’s are the preferred way of payment from/by the college

☐ **Step 2:** Request a meeting with Student Life ([https://forms.gle/H7LkYFVkJaSSaYE6](https://forms.gle/H7LkYFVkJaSSaYE6)).
  - Allow at least 7 working days to get a response
    - Example: If a request is sent on Saturday the 1st, and there are no weekday holidays during a Fall/Spring semester – a response will be given by Tuesday the 9th
  - Prepare to discuss the following in this meeting
    - What the purpose of the expenditure is
    - Funding source for the event materials
    - Whether or not there will be revenue collected before, after or during & how.
    - Whether or not the company providing the materials or services accepts PO (purchase order requisitions).

☐ **Step 3:** (If applicable) Review [Speakers/Performers section of “General Event Planning Checklist” in the ICC Handbook](https://forms.gle/H7LkYFVkJaSSaYE6).

☐ **Step 4:** (If applicable) Submit a Money Request to ASOC and/or ICC

☐ **Step 5:** (If applicable) Provide a list of all approved purchases to Student Life
  - Allow 14 working days for purchases to be processed
  - Allow 30 days for large scale purchases to be processed

☐ **Step 6:** (If applicable) Submit a Payment Request via this Google Form ([https://forms.gle/tk6rmsKggAHpFhEZ6](https://forms.gle/tk6rmsKggAHpFhEZ6))
  - If submitting a purchase approved via Money Request make sure to include the following:
    - The original Money Request
    - The ICC and/or ASOC meeting minutes from when the MR was approved
    - Receipts and/or invoices for the materials/services being paid for
  - Submit your completed Payment Request/Reimbursement form.
    - Reminder: Students must have prior approval by the Dept of Student Life before submitting a Payment Request/Reimbursement form.
Promotional Materials/Requests

General Procedure

- **Step 1:** Discuss the following with your club/fellow ASOC members
  - Purpose & creation of the flyer/promotion (PNG format needed for submission)
  - ADA compliant text version of the flyer
    - Ensure that all pertinent information on the flyer is written out in plain text.

- **Step 2:** Request a meeting with Student Life. *This step is only applicable if the promotional request is for an event*
  - Allow at least 7 working days to get a response
  - Review policy for events, starting on page 3
  - Review policy for requesting a meeting Student Life on page 6

- **Step 3:** Submit a Promotional Request to Student Life via this Google Form
  - Allow 7 working days for requests to be processed.
  - **Ohlone Student Updates (Email Blast)** require an additional 3 working days to be processed & require the following information:
    - Subject line for the email
    - Body of the email (final draft version)
    - Signature line (who is the email from?)
    - Attachments (final draft & must be ADA compliant)
  - **Physical Flyers:** After submitting the promotional request you’ll receive an email with a stamped copy of your flyer. You can post this copy of the flyer at designated locations on campus for 3 days. Please review the **Time, Place & Manner College Policy**
    - Physical flyers can be posted on Bulletin Boards (using tacks only) at the following locations: Hyman Hall 2nd Floor, Bookstore (give to the cashier who will put it up), Building 7 2nd & 3rd floors, Building4 outside elevator at Floors 1-3, Building 9 1st floor across from the Gym, Building 6 outside elevator at floors 1-3, Building 5 outside cafeteria, and Newark Campus 1st & 2nd Floor by recycle bins.

Vacant Position in your Organization

When there is an open position in your organization you want to promote – follow the above procedures. However, in support of equity and inclusion- submit the application **40 days prior to the deadline for applications.** This allows the department 7 working days to process the request, and 30 days for the Student Body to learn more about the position and submit their application.

Ohlone Student Body Elections

In support of equity and inclusion – promotional materials announcing the ASOC Executive Officers positions for the new academic year should be submitted no later than 2 weeks prior to Fall finals. Elections notification materials should be submitted no later than **60 days prior to the start of elections.** This allows the department 7 working days to process the request, and the Student Body ample time to learn more about the candidates and to prepare to submit their vote.
Meeting with Student Life
Requesting a meeting with student Life

The Office of Student Life is always reachable via email. Due to COVID-19 precautions, and to ensure that we are meeting with our students, whether in person or virtually, as promptly as possible we ask that all students submit a meeting request form via https://forms.gle/AwwewK6ERZPGrKeBA

This will help us keep a concise log of who needs to meet with us and why, so that we may better serve our students.

Please make sure to submit the following on the form:

- Your First & Last name
- Your Ohlone ID number
- Your email address (please double check the spelling, as this is the email we’ll be reaching out to you)
- 5 dates and timeframes that you’re available to meet
- Whether or not this is an urgent matter
  - This is entirely up to your discretion, if YOU feel it’s urgent then click “yes.”
- Brief description of what the meeting is for. This will help us ensure we connect you with the right team member. If you have a preference on who you’d like to meet with, or if you’d like to meet with the entire team you can also place that in this section of the form.
Public Meetings
Submission of documents

Any public organization hosting public meetings must abide by the Brown Act. In support of our student organizations, namely ASOC & ICC, Student Life assists in posting public meeting documents online a minimum of 72 hours prior to the meeting to remain in compliance with the Brown Act.

Submission of public meeting documents are due to Student Life no later than 1 working day prior to the start of the 72 hour window. For example: If your organization is hosting a meeting on Friday the 10th at 12pm, the documents must be available to the public no later than Wednesday the 8th at 12pm. Thus, your documents are due to Student Life no later than Tuesday the 7th. This is to ensure that not only the Student Life department but other departments involved have ample time to publicly post the documents before the 72 hour window begins.

All documents must be ADA compliant. If you are in need of assistance in learning how to do this – please do not hesitate to reach out to our department and we’d be more than happy to help.

Brown Act

REGULAR MEETINGS: Agenda containing brief general description (approximately twenty words in length) of each matter to be considered or discussed must be posted at least 72 hours prior to meeting. 54954.2 Ch. IV

SPECIAL MEETINGS: Twenty-four-hour notice must be provided to members of legislative body and media outlets including brief general description of matters to be considered or discussed. 54956 Ch. IV

EMERGENCY MEETINGS: One-hour notice in case of work stoppage or crippling activity, except in the case of a dire emergency. 54956.5 Ch. IV

CLOSED SESSION AGENDAS: All items to be considered in closed session must be described in the notice or agenda for the meeting. A model format for closed-session agendas appears in section 54954.5. Prior to each closed session, the body must orally announce the subject matter of the closed session. If final action is taken in closed session, the body generally must report the action at the conclusion of the closed session. 54954.2; 54954.5; 54957.1 and 54957.7 Ch. IV

Ohlone College, ASOC & District Policies

Equal Educational & Employment Opportunity Policy
https://www.ohlone.edu/policy-equaleducemplopp

The Student Complaints and Appeals Procedures as well as additional policies, procedures, and related forms are available on the Office of Student Services website.

Ohlone College maintains an atmosphere that is welcoming to all students and conducive to their academic and personal success. The College provides an environment free of all forms of harassment, in which all students and employees are treated with dignity and respect.

Ohlone College is committed to equal opportunity in educational programs, employment, and campus life. The College does not unlawfully discriminate on the basis of actual or perceived ancestry, color, disability, sex, gender, gender identity, gender expression, ethnicity, national origin, race, religion, sexual orientation, or veteran status, or association with a person or group with one or more actual or perceived characteristics, or any other basis protected under applicable law to the extent required by law, in any access to and treatment in College programs, activities, and application for employment.

Equal educational opportunity includes, but is not limited to, admission, recruitment, extracurricular programs and activities, facilities, access to course offerings, counseling and testing, financial assistance, employment, physical education, and athletics. Equal employment opportunity includes, but is not limited to, providing and safeguarding the opportunity for all persons to seek, obtain, and hold employment; and qualify for advancement in the District without discrimination.

Ohlone College is committed to nondiscrimination in compliance with all applicable law including the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; the Rehabilitation Act of 1973 (Sections 503 and 504); the Americans with Disabilities Act of 1990; Executive Orders 11246 and 11375; the Vietnam Era Veterans' Readjustment Act of 1974; the Age Discrimination in Employment Act of 1967; other applicable federal non-discrimination laws, and applicable non-discrimination laws of the State of California, such as FEHA prohibiting discrimination in employment based on protected characteristics that include medical condition, pregnancy, marital status, age, genetic information, military and veteran status, and possessing a driver's license under Vehicle Code section 12801.9.

Ohlone College is committed to the civil rights responsibilities spelled out in the Vocational Education Programs Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Education Programs. Race, color, national origin, disability, sex, or the lack of English language skills will not be a barrier for admission to and participation in vocational education programs at Ohlone College. Ohlone will comply with all non-discrimination laws that apply to a program.

Inquiries regarding equal opportunity and nondiscrimination may be made to: Vice President, Student Services, Ohlone College, Building 7, 43600 Mission Boulevard, Fremont, CA 94539; (510) 659-6262.

Inquiries regarding Title VI and Title IX compliance may be made to: Vice President, Academic Affairs/Deputy Superintendent, Ohlone College, Building 27, 43600 Mission Boulevard, Fremont, CA 94539; (510) 659-6220.

Inquiries related to compliance with the Americans with Disabilities Act and the Rehabilitation Act of 1973 may be made to: Associate Vice President, Human Resources and Training, Ohlone College, Building 19, 43600 Mission Boulevard, Fremont, CA 94539; (510) 659-6088.

Inquiries related to sexual or other unlawful harassment may be made to: Vice President, Student Services, Ohlone College, Building 7, 43600 Mission Boulevard, Fremont, CA 94539; (510) 659-6262.
Policies Governing Trust Accounts

Following are the general policies and procedures governing all trust accounts created by the authorization form.

TRUST ACCOUNT AUTHORIZATION FORM – A REQUIRED FORM FOR THE CREATION OF A TRUST ACCOUNT

This form “creates” a trust account for the purposes specified on the form and places funds deposited with the College “in trust” with certain persona indicated as “trustees” who are responsible for making sure that such funds are administered correctly as intended. This form is required when campus club accounts, scholarship accounts, loan fund trust accounts, and other trust accounts are created and funds are banked with the College business office. This form provides a description of the primary source of the fund, the use of the fund, and the authorized trustees for the expenditure of such funds.

POLICY ON DESIGNATION OF TRUSTEES FOR TRUST ACCOUNTS

All expenditure requests for the expenditure of funds from an authorized trust account must receive final review and approval by the Vice President of Student Services (or designee), who will act as a required trustee on all trust accounts.

For campus club accounts, the designated trustees must be the staff of the group and a designated student officer of the club, usually the club president or treasurer. The director of Financial Aid shall act as a required trustee for all scholarship and loan accounts. However, additional trustees may be required to authorize expenditures from any trust account if designated on the “Trust Account Authorization Form.” All other accounts require the signature of at least one designated staff member authorized to act in a trustee capacity to administer the account. This signature along with the signature of the Vice President of Student Services (or designee), will be sufficient to authorize expenditure from accounts not requiring additional signatures as outlined above for club, scholarship, and loan accounts.

Note that if a College official who is a required trustee of an account leaves the employ of the College, then the person replacing that individual in the same official capacity will assume responsibility as a trustee of the account unless otherwise noted on the Trust Account Authorization Form.

POLICY ON CHANGES IN DESIGNATED TRUSTEES

If a change in the designated trustee(s) of an account needs to be made, then a new Trust Account Authorization Form needs to be completed and signed by the new trustees including the staff advisor indicating their authorization of the change. These documents must then be delivered to the Vice President of Student Services, for review and approval.

POLICY ON INACTIVE ACCOUNTS

Accounts created by the Trust Account Authorization Form on the reverse side of this sheet will remain “open” and “active” as long as there is some deposit and/or withdrawal activity in the account. If, after two (2) consecutive years the account remains “inactive” with no deposit or withdrawal activity, then a written notice will be sent to all designated trustees of the account informing them of the College’s intent to close the account due to inactivity. If, after 30 days there is no written indication from any of the trustees that they wish to keep the account “open” and “active”, then the account will automatically be closed and any remaining money in the account will be distributed as follows:

For Club Accounts: The remaining funds will be transferred to the Associated Students of Ohlone College’s “Inter Club Council Fund.”

For all other Trust Accounts:

The remaining funds will be transferred to a related account or to the “Ohlone College Short-term Emergency Loan Fund.”

The Vice President of Student Services, and account trustee(s) will determine such distribution.
Administrative Procedures
For a full list of Ohlone’s Administrative Procedures, please visit:
https://www.ohlone.edu/board/policy/aptoc

Chapter 3 General Institution AP: Click Here for Chapter 3 full PDF
- AP 3410 Nondiscrimination
- AP 3530 Weapons on Campus
- AP 3550 Drug Free Environment & Drug Prevention
- AP 3560 Alcoholic Beverages
- AP 3570 Smoking on Campus
- AP 3720 Computer and Network Use

Chapter 4 Academic Affairs AP: Click Here for full Chapter 4 PDF
- AP 4300 Field Trips & Excursions

Chapter 5 Student Services AP: Click Here for full Chapter 5 PDF
- AP 5040 Student Records, Directory Information & Privacy
- AP 5500 Standards of Conduct
- AP 5550 Speech: Time, Place, and Manner

Chapter 6 Business & Fiscal Affairs AP: Click here for full Chapter 6 PDF
- AP 6380 Vendors
- AP 6750 Parking & Traffic

Chapter 7 Human Resources AP: Click here for full Chapter 7 PDF
- AP 7370 Political Activity
- AP 7400 Travel
Board Policies
For a full list of Ohlone’s Board Policies, please visit:
https://www.ohlone.edu/board/policy/bptoc

Chapter 3 General Institution BP: Click Here for Chapter 3 BP full PDF

- BP 3410 Nondiscrimination
- BP 3430 Prohibition of Harassment
- BP 3530 Weapons on Campus
- BP 3550 Drug Free Environment & Drug Prevention Program
- BP 3560 Alcoholic Beverages
- BP 3900 Speech: Time, Place & Manner

Chapter 4 Academic Affairs BP: Click Here for Chapter 4 BP full PDF

- BP 4300 Field Trips & Excursions

Chapter 5 Student Services BP: Click Here for Chapter 5 BP full PDF

- BP 5040 Student Records, Directory Information & Privacy
ASOC Constitution

All active Ohlone College Clubs must follow the policies and procedures of Ohlone College, State and Federal Laws, this handbook, the ICC Constitution, and the ASOC Constitution.

The ASOC Constitution can be found online at: https://www.ohlone.edu/asoc/constitution-bylaws

- ASOC Constitution (approved 8/14/2019)
- Addendum 2: Executive Council

Revised July 2021. The Office of Student Life at Ohlone College reserves the right to update these policies & procedures.