

University Designee with Oversight and Enforcement Responsibility

Dr. Christopher Manning, Vice President, Student Affairs + Campus Diversity, is the University administrative Employee designated to serve as the Designated University Official for San Diego State University with responsibility for oversight, implementation and enforcement of the Systemwide Time, Place, and Manner Policy, and this Addendum, including oversight of a training program for responsible staff and the broader university community (including Students and Employees).

Designated University Law Enforcement Liaison

Caryl Montero Adams, the Dean of Students, is the University administrative Employee designated to serve as the Designated Law Enforcement Liaison between University law enforcement and Students exercising rights guaranteed by the First Amendment to the United States Constitution or Section 2 of Article I of the California Constitution, or both.

University Response Team

Conflict Management Action Team

The Conflict Management Action Team (CMAT) serves as SDSU's University Response Team, and is intended to implement and enforce the Time, Place and Manner Policy for the university campus. CMAT members are a diverse group of cross-divisional employees from Student Affairs and Campus Diversity. As student development specialists, CMAT members take the lead in responding to the opportunities that freedom of speech and expression brings to our community. It concentrates on education, support and intervention.

Trained CMAT members coordinate closely with campus colleagues (Strategic Communications, University Police, Academic Affairs, Business and Financial Affairs, Center for Human Resources, Risk Management, Associated Students, etc.) to serve as on-site, “first responders” who intervene to promote constructive dialogue and action. Through its members and other staff, CMAT provides eyes and ears on the ground to anticipate issues of concern to students and to proactively intercede before large-scale civil disturbances begin.

Aware that affirmation is a proven strategy to defuse stressful situations, CMAT’s primary approach is to acknowledge student voices and the right to express their views, but in a manner that does not disrupt University operations. Training regarding free speech; time, place and manner; and event planning occurs with all student organizations at the beginning of each academic year to proactively engage on these topics.

The goals and approach used by CMAT members:

- Facilitate and protect students’ right to freely speak and assemble.
- Dialogue with participants before, during and after.
- Show leadership in preparation and training for special events.
- Remain open and communicate constantly.
- Ensure that announcements and information needing to be shared with the crowd are communicated to everyone.
- Ensure campus policies and guidelines are being respected and that the academic and business operation of the University is not disrupted.

In the event of the need for a potential higher-level campus response, the CMAT group will communicate with the VPSACD, the Emergency Operations Center, and/or Strategic Preparedness Group for guidance, including University Police response, as appropriate.

The response team for matters related to implementation and enforcement include:

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Name	Title and Division	Contact Information	Policy Role
Caryl Montero-Adams	Dean of Students, Division of Student Affairs and Campus Diversity	caryl.adams@sdsu.edu	CMAT Coordinator and on-site Lead; Designated Law Enforcement Liaison
Kara Bauer	Chief Student Development Officer and Executive Director for Residential Education, Division of Student Affairs and Campus Diversity	kbauer@sdsu.edu	CMAT on-site Lead
Christine Molina	Associate Dean of Students, Division of Student Affairs and Campus Diversity	cvidena@sdsu.edu	CMAT on-site Lead
Dr. Christopher Manning	Vice President, Student Affairs + Campus Diversity	cmanning@sdsu.edu	Designated University Official for Implementation and Enforcement of TPM Policy

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Dr. Randall Timm	Sr. Associate Vice President, Student Affairs + Campus Diversity	rtimm@sdsu.edu	Deputy University Official for Implementation and Enforcement of TPM Policy
Jessica Rentto	Sr. Associate Vice President, Administration	jrentto@sdsu.edu	Designated Liaison on SDSU Buildings & Grounds Regulations

San Diego State University Operating Hours

No one shall enter or otherwise remain on University Property between the hours of 10:00 p.m. and 6:00 a.m., or at such other times as published or posted by University housing and residential programs, and other similarly specialized University programs. This prohibition shall not apply to persons possessing valid written authorization from a University official, persons on legitimate University related business, persons engaging in union activity or persons attending a specific University sponsored event. Those persons with legitimate University business reasons, valid written authorization, persons engaging in union activity or attending a University sponsored event, shall be allowed to remain and access University Property as allowed in their authorization or through the duration of the specific event, after which time they shall leave University Property without any appreciable delay. This prohibition shall not apply to persons transiting on a roadway or path designated as open to the public.

Campus Time, Place and Manner Regulations

Access to and use of designated University Property must be scheduled and registered in advance, as noted in the list of University Property set forth below. Certain uses of University Property may be subject to fees, require liability insurance, and/or an indemnity agreement which must be provided by those who seek to engage in such uses. All users assume responsibility for all damage they cause to University Property. Failure to pay for damage to University Property may jeopardize future access to and/or use of University Property and can result in student conduct action for Students and Employees who are responsible for the damage, as well as civil or criminal action.

For purposes of this Addendum the following terms shall apply, as set forth in the CSU's Systemwide Time, Place, and Manner Policy:

A. Public Areas

A Public Area is University Property that is available for public assembly, marches, demonstrations, protests and debate. Right of access and equality of access are provided in these areas, so long as activities are lawful and do not disrupt University operations. Content and viewpoint based restrictions are prohibited, but reasonable time, place and manner regulations will be applied. In accordance with Systemwide policy, spontaneous activities may take place in Public Areas without pre-scheduling or reservations except when Public Areas are reserved for specific uses and not available for general public use or spontaneous activities, as determined by the University.

B. Limited Areas

A Limited Area is University Property available to the public but due to business operations, safety concerns, or other important University interests, is not open for assembling, marching, demonstrating or protesting. Activities in these areas may require scheduling and reservations with the University, and are available on a limited basis, subject to campus regulations that are narrowly tailored to address the University's legitimate business interests.

Access to and use of certain designated University Property must be scheduled and registered in advance, as noted in the list of University Property set forth below. Certain uses of University Property may be subject to fees, require liability insurance, and/or an indemnity agreement which must be provided by those who seek to engage in such uses. All users assume responsibility for all damage they cause to University Property. Failure to pay for damage to University Property may jeopardize future access to and/or use of University Property and can result in discipline for Students and Employees who are responsible for the damage, as well as civil or criminal action.

C. Non-Public Areas

Except for areas designated as Public Areas and Limited Areas, all remaining University Property, including the interiors of all buildings and facilities, are Non-Public Areas. These areas are not open to the public and the University can restrict access to Non-Public Areas on a Content and Viewpoint Neutral basis. If there is a University location not listed below, please contact the University administrator responsible for implementing this Addendum.

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Place	Day and Time Available	Permitted Manner of Use	Type of Place
Campanile Walkway, Centennial Walkway, Aztec Walk, Sycamore Plaza/President Black Quad (open space north of Love Library), Scripps Cottage Hill Park, Trolley Plaza Park, South Campus Plaza Park, Conrad Prebys Aztec Student Union Courtyard, SDSU Imperial Valley Main Quad	6:00 am to 10:00 pm without specific event approval	Unless an outdoor space has been reserved for an event, or the proposed use would conflict with a scheduled event, these outdoor spaces may be used without reservations for non-amplified speech and expression, including solicitation of signatures on noncommercial petitions. Reservations are recommended to ensure adequate space is provided that does not interfere with other uses. Reservations are required when physical structures (e.g., tables, chairs, canopies, a-frame signs), vehicles, drones (UAV), or sound amplification equipment are to be used.	Public
Other outdoor university spaces including, but not limited to, building courtyards, ADA paths of travel and within 100 feet of building doorways	6:00 am to 10:00 pm without specific event approval	University-related activities in support of SDSU's educational mission.	Limited

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Place	Day and Time Available	Permitted Manner of Use	Type of Place
University classrooms, auditoriums, and interior hallways	7:00 am to 10:00 pm; Reservations required for unscheduled class use, as well as university and non-university use	Classrooms and auditoriums are for university-related activities. Reservations required for use by Registered Student Organizations and non-university organizations. (See SDSU Buildings & Grounds Policy, Appendix A)	Non-Public
Specialized Facilities (see SDSU Buildings & Grounds Policy, Appendix A and Appendix L)	Reservations required	Facilities are managed by the Associated Students and operated under separate facility use policies, procedures and fees. Contact each facility directly for information. Use subject to restrictions outlined in restrictions on use subject to SDSU Buildings & Grounds Policy, Appendix A and Appendix L	Non-Public

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Place	Day and Time Available	Permitted Manner of Use	Type of Place
Calpulli Building	8:00 am - 5:00 pm or by appointment only.	Health services, disability accommodations and related services.	Non- Public
Sports Facilities (including Athletics and recreational fields)	Reservations required	Sports facilities are available for use by Athletics and Associated Students Recreation, unless otherwise provided. Sports facilities may be available for rental, subject to availability, rental, cleaning and utility fees, and insurance requirements, pursuant to contract. (See SDSU Buildings & Grounds Policy, Appendix A)	Non- Public

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Place	Day and Time Available	Permitted Manner of Use	Type of Place
University library facilities, including specialized library facilities and satellite facilities	Per posted hours of operations **Certain areas of the library may have restricted access, including limited hours and/or required campus affiliation (e.g. 24/7 Area)	Support research and scholarship for students, faculty and staff.	Limited for general library spaces; Non-Public for specialized library facilities (e.g. Special Collections)
Non-Academic University Offices and University Laboratories	Per posted hours of operations	Operations of university departments and colleges.	Non-Public

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Place	Day and Time Available	Permitted Manner of Use	Type of Place
Waiting Rooms and Waiting Areas for University Offices and Departments	Per posted hours of operations	Serving members of the campus community and visitors regarding university-related business.	Limited
SDSU Field Stations (including Santa Margarita Ecological Reserve and Sky Oaks Field Station)	Per posted hours of operations; certain areas may have restricted access, limited hours and/or required campus affiliation or permission to enter	Protected field sites for research and education of southern California ecosystems	Limited
Grocery markets, food facilities, bookstore, and other campus-operated commercial facilities	Per posted hours of operations	Providing commercial services to members of the campus community and visitors.	Limited

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Place	Day and Time Available	Permitted Manner of Use	Type of Place
SDSU Mission Valley open spaces (during non-ticketed events)	Closed dusk to dawn	Public recreating; restrictions on use of public spaces subject to Appendix K of SDSU Buildings and Grounds Regulations	Public
Mission Valley Parking Areas and Restricted Open Spaces (During Ticketed Events)	Per posted hours of operations	Use for visitor parking during ticketed events; restrictions on use subject to Appendix K of SDSU Buildings and Grounds Regulations	Non-Public
Snapdragon Stadium	Per posted hours of operations	Use of facility is subject to restrictions outlined in restrictions on use subject to SDSU Buildings & Grounds Policy, Appendix A and Appendix L	Non-Public
University residential halls, dormitories, buildings, and their amenities and facilities	Restricted to use by residents	For exclusive use by residents and their invited guests subject to their housing license agreement	Non-Public
Any other university buildings or interiors not listed above	Per posted hours of operations	Use of buildings and interiors is subject to the restrictions on use subject to SDSU Buildings & Grounds Policy	Non-Public

Scheduling and Registration Procedures

See attached SDSU Buildings & Grounds Regulations.

Activities and Uses on University Property Requiring Written Permission

- A. The following activities and uses are prohibited unless prior written permission from the appropriate University official is obtained, or as otherwise provided in each Campus Addendum.
- B. Posters, Signs, Stickers, Banners, and Chalking: See attached SDSU Buildings & Grounds Regulations, Sections 11.0, 12.0, and 13.0.
- C. No Unmanned Aircraft System (UAS) (also known as a drone) may be flown from, on or around University Property without the express written approval of the University (See attached SDSU Buildings & Grounds Regulations, Section 31.0)
- D. Use of University Property for commercial purposes is prohibited unless prior written permission has been obtained from the University (See attached SDSU Buildings & Grounds Regulations, Section 7.0, 9.0, 14.0, 32.0 and other applicable sections and related appendices.
- D. University Flagpoles are reserved for official University use only. Flags flown on outdoor, permanently installed flagpoles located on University Property serve as a means of expression of the University's official sentiments as determined by the University President or the Chancellor, as applicable. They are not a forum for free expression or expressive conduct by members of the University community or the public. (See attached SDSU Buildings & Grounds Regulations, Section 30.0)
- E. Additional activities, uses and restrictions are outlined in the SDSU Buildings & Grounds Regulations and the CSU Time, Place and Manner policy.

Educational Programs and Activities to Support the Balance Between Free Speech Activities, Educational Mission, and Student Safety

One SDSU Community

One SDSU Community programs provide opportunities for members of the community with different viewpoints to engage in dialogue. Bringing together students who may not typically interact to explore issues surrounding diversity is one of the main goals of One SDSU Community. Past events hosted by One SDSU Community have included topics of free speech and free expression.

Recognized Student Organization Leadership Training

As part of the required key officer training for Recognized Student Organizations, student leaders learn about SDSU's commitment to free speech as well as the responsibilities of students and RSOs.

Policy Education

New Student and Family Orientation (NSO)

New Student and Family Orientation trains students and parents/families on expectations and policies at SDSU that endeavor to foster a healthier and safer community. During NSO, students sign the Student Honor Affirmation, acknowledging SDSU's commitment to maintaining a safe and healthy living and learning environment, and pledging to choose behaviors that reflect responsibility, respectful treatment of others, and positive contributions to student and university life.

New Student and Family Orientation (NSO)

Conflict Management Action Team (CMAT) participates in training and education regarding the First Amendment, university and CSU policies, and how to support student voices while focusing on campus safety.

Center for Inclusive Excellence hosts educational programming, including planned activities on university policies related to free speech and expression.

Office for Restorative Practices (ORP) promotes connectedness and belonging on campus, trust across differences, repairing harm, and transforms tensions into meaningful opportunities to grow, learn, and change through proactive and responsive practices.

Resources for Mental Health and Trauma Support for Employees and Students

Student support:

- Inclusive SDSU: Inclusive SDSU is an online communication resource designed to assist campus and community efforts to promote an inclusive educational environment for all. It is a venue to share both positive and negative experiences related to diversity and inclusion.
 - For more information, visit inclusive.sdsu.edu
- Office of the Ombudsman: The Office of the Student Ombudsman provides information, advice, referrals and intervention to students at SDSU. The Student Ombudsman is a student-focused resource who supports students in addressing and resolving concerns or issues that may arise within the University.
 - Contact Information: Student Services East, Room 1105, 619-594-6578, ombuds@sdsu.edu

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- Counseling and Psychological Services: C&PS offers a wide range of services to help students obtain support for a variety of presenting concerns. These include individual counseling, couples counseling, group therapy, workshops, specialized programs, and therapy dogs.
 - Contact Information: Calpulli Center, Fourth Floor 619-594-5220, psycserv@sdsu.edu
- Student Disability Services: Student Disability Services is dedicated to empowering students with disabilities by ensuring they have access to appropriate support and services that minimize academic and physical barriers.
 - Contact Information: Calpulli Center, Suite 3101 (Third floor) 619-594-6473, sascinfo@sdsu.edu
- Office for Restorative Practices: The Office for Restorative Practices will focus on strengthening the community of San Diego State University (SDSU). This office will utilize both proactive and reactive practices and resources to enhance the community experience at SDSU.
 - Contact Information: Center for Student Rights and Responsibilities, Student Services West, Room 1604, 619-594-3069, SACDorp@sdsu.edu

Faculty and staff support:

The Employee Assistance Program offers SDSU faculty and staff confidential support for a variety of concerns, including emotional, relationship, health, legal and workplace issues. Information, resources and tools are available by calling 1-800-342-8111.

The Office for Restorative Practices fosters an inclusive, engaging campus climate where all members have the tools and experiences necessary to engage in meaningful, restorative dialogue around community and conflict. Information, resources, and tools are available by calling 619-594-3069, or by emailing SACDorp@sdsu.edu.

Questions may also be directed toward Faculty Advancement by emailing facultyadvancement@sdsu.edu.

Additional support resources for students, faculty and staff can be found on the university's dedicated [support resources page](#).

Recognized Student Organizations

Recognized Student Organizations are expected to uphold all policies outlined in the [Student Organization Handbook](#). The Student Organization Handbook also includes information on the student organization conduct process.