 **Student Services Building, Room 241**

**College of Marin-Kentfield Campus**

**835 College Ave, Kentfield, CA 94904**

**Regular Meeting Minutes**

**January 24, 2020**

1. Order of Business
   1. Call to Order: 10:00 AM
   2. Roll Call

|  |  |  |
| --- | --- | --- |
| OFFICERS | PRESENT | ABSENT |
| PRESIDENT  **HELLEN SIGARAN** | X |  |
| VICE PRESIDENT  **FERNANDO SANCHEZ LOPEZ** | X |  |
| STUDENT TRUSTEE  **GABBY HOJILLA** | X |  |
| SECRETARY  **BERTHA CAZARES** | X |  |
| TREASURER  **LIA LARA** | X |  |
| SENATOR – TECHNOLOGY  **OLIVER REYES** | X |  |
| SENATOR - STUDENT ACTIVITIES & SERVICES  **AMINA NAKHUDA** | X |  |
| SENATOR - STUDENT ACTIVITIES & SERVICES  **HARPREET KAUR** | *Late 10:01* |  |
| SENATOR – PUBLIC RELATIONS & MARKETING  **ADDIS GATES** | X |  |
| SENATOR – PUBLIC RELATIONS & MARKETING  **MALAIKA SMITH** | X |  |
| STATE STUDENT SENATE REP.  **LUCA CITROEN (voted in 2/1/18)** | X |  |
| ESCOM REPRESENTATIVE  **DENIZE SPRINGER (NON-VOTING MEMBER)** | X |  |

ASCOM ADVISOR: SADIKA SULAIMAN HARA AND TEA PERALES

AUXILIARY MEMBERS: Ana Camacho

MEMBERS OF THE GENERAL PUBLIC: Lisa Morse, Greg Nelson, Sean Young

* 1. Adoption of the Agenda

Motion to add Discussion/Action ASCOM sponsoring GA Resolution **Luca, Gabby**

Motion to add Discussion on COM's Maintenance and Operations Project. Presentation by Gabby.

Motion to add Discussion on the ASCOM budget presentation by Greg Nelson.

**Motion to Adopt Addis, Harpreet**

* 1. Approval of the Minutes

Motion to approve **Amina, Fernando**

* 1. Public Comment
     1. *This segment of the meeting is reserved for persons desiring to address the ASCOM Executive Board on any matter of concern that is not stated on the agenda. A time limit of three (3) minutes per speaker and ten (10) minutes per topic shall be observed. The law does not permit any action to be taken nor extended discussion of any items not on the agenda. The ASCOM Board or Members may respond briefly to questions or statements, however, for more information please contact the ASCOM President or Secretary to have an item placed on the next regular meeting agenda. (Brown Act 54954.3)*

1. New Business (Actions May Be Taken)
   1. Discussion ASCOM Treasurer budget update for spring 2020. Presentation by Lia Lara.

**Discussion: Addis, Harpreet**

Lia gives presentation

Malaika: When would you need a committee by?

Lia: Within the next two weeks.

* 1. Discussion/Action to approve NTE $1,500.00 from acct.# 5820.01 (printing publicity) to pay reprographics for printing costs for Fall 2019 PR #11758 and Spring 2020 PR #11776.

**Discussion: Fernando, Addis**

Hellen: We did not approve to pay for Repro last semester. This is for the whole year not just last semester. Any questions?

**Vote: Amina, Addis**

**PASSES**

**10-0-0**

* 1. Discussion/Action to fund General Assembly attendance NTE $10,000 from acct.# 5200.10 (rep fee travel/conference). PR #’s 11777, 11778, & 11779. Presentation by Luca, Sadika, and Tea.

**Discussion: Fernando, Harpreet**

Luca: So as you know GA is coming up it is April 3-5. It’s being held in Ontario, near LA, not Ontario, Canada. I met with our lovely advisors yesterday and how much that would all cost and how many people we would be able to bring.

Tea: We leave early on April 3 and come back early on April 5. I made calculations and it looks like we could bring up to 10 people.

Sadika: Folks who are returning and running for office next year you would be our first to select. I’ll give those priorities.

Tea: What I need from you is ID name and date of birth.

**Vote: Fernando, Luca**

**PASSES**

**10-0-0**

* 1. Discussion/Action to fund Drama Program production *Imaginary Invalid* NTE $4,100.00 from acct.#7200.11 (intrafund transfer – MCCD) to FOAP 11100.21501.56700.696700. PR #11770.

**Discussion: Gabby, Luca**

Lisa: I’m here to request funding for the final show of the season. We came upon some unexpected expenses. We had to hire a professional vocalist to play the plant in the *Little Shop of Horrors*. We created a deficit. Part of what we’re asking for is the licensing is for the play and the music. The *Imaginary Invalid* is a period piece and has lots of beading and fabric involved. We’re going to rent as much as we can. I’m taking precautionary measures since we need to prepare for this hit.

Gabby: Approximately how much of the cast are COM students?

Lisa: Hard to say but I know we’re bringing in one equity and one non-equity actors. 12/14 would be COM students.

Denize: Are students involved in the costumes? And why would we have to pay, I thought this play was in the public domain?

Lisa: Yes and the play is public domain but we have to pay for the translator who is still alive.

Hellen: What is an equity actor?

Lisa: Equity actors are some actors that go through a training and they get points to become a union actor. Most actors get stipends and not livable wages.

Denize: The professional actor is going to be the lead I presume?

Lisa: Yes. but I cannot emphasize how important it is for students to work with professionals since they get to know about union from them.

Gabby: Have you tried to get funding from PRAC?

Lisa: Yes, but since we’re in this transition of having to conserve 3 million dollars. The school is looking for a budget that is a little more conservative. We were approved for 15,000 but we haven’t seen it yet. If it comes through great but if it doesn’t we’ll be in some serious trouble. We’ll have to look at our reserves.

Gabby: We learned the drama department has funds from the TEDxMarin account can you use that?

Lisa: Yes, I just got access to this funding yesterday. That money has gone into a reserve account. We’re trying to build up a reserve so that we can build a show if the funding didn’t get allocated. We get a 40k budget and we use all that up with a 25k deficit. I’m trying to hold on to my reserves so that if we ever get into a pickle or pinch we can take care of ourselves.

**Bertha motions to extend time 5 minutes, Fernando seconds**

Lia: Have you tried going through the STEAM grant?

Lisa: Yes, that opens in February. But the timeline I don’t know if it is weeks or if it months. What we’re doing for next season, we’re speaking with a playwright who writes about STEM and people who haven’t been in the spotlight as much. It’s like Hidden Figures. We’re trying to get funding for this.

Gabby: Is it possible to know how much you have in the reserve?

Lisa: Right now we have 18,000 for the department and we just got the TEDx money released yesterday and it was 15,000 so we’re at about 30,000. We have the final show we’re going into with zero funding. Either we go entirely into reserves or get funding. But, I don’t know if I’m getting money from PRAC.

Addis: How much do we have in this account Lia?

Lia: $6,826.

Luca: Can we expect other departments to come in?

Lia: Yes, I know the library is coming in later as well.

Hellen: If you could give us a report on how many students are attending the events

Lisa: I can guess how many people go. As well as get you the ticket numbers.

Hellen: I think we should just table it for two weeks.

Luca: Since we’re not making this an action item I think we shouldn’t double-dip incase Lisa needs this.

**Fernando: Motion to make Item A a non-action item: Addis seconds**

* 1. Discussion/Action to amend 10/11/19 minutes, item “b” – *“fund NTE $250 for Math and Science printer from account #5820.01 (printing/publicity), PRs to follow. Presentation by Sadika”* – change account # to 4500.01

**Discussion: Fernando, Gabby**

Hellen: This item is just to change the account number. We have already approved this item in the past

**Vote: Gabby, Addis**

**PASSES**

**10-0-0**

* 1. Discussion/Action to approve funding for ASCOM Board Member parking permits, Fall 2019 and Spring 2020. NTE $550.00 from acct# 4500.31, PR #’s 11771 Fall 2019 & 11781 Spring 2020.

**Discussion: Amina, Gabby**

Hellen: As you know we get parking permits every semester and this is to pay for them for this and last semester.   
**Vote: Fernando, Gabby**

**PASSES**

**9-1-0**

* 1. Discussion/Action to approve transfer of ASCOM funds NTE $600.00 from acct.#4500.01 (office supplies) to acct.#4500.07 (leadership/retreat supplies). PR #11780.

**Discussion: Addis, Amina**

This item is to fund our retreat from the fall.

**Vote: Gabby, Luca**

**PASSES**

**9-1-0**

* 1. Discussion/Action to approve NTE $600.00 for ASCOM retreat on January 16-17, 2020 from acct.#4500.07. PR #’s 11772, 11773 & 11774.

**Discussion: Fernando, Harpreet**

Hellen: I believe this is for the spring retreat that we had last week.   
**Vote: Gabby, Addis**

**PASSES**

**9-1-0**

* 1. Discussion of the ASCOM Spring 2020 Community Flag led by ASCOM President Hellen Sigaran

**Discussion: Fernando, Addis**

Hellen: I really wanted to do this the first week of school and I wanted us to do it so that we could maybe add things to the community flag. Can someone explain the community flag to Oliver?

Amina: The community flag is an agreement that everyone in the space holds and what we want and what we don’t want in the space and we have a house that represents the room. In the smoke cloud, there are things that we don’t want. The flowers are where we signed.

Hellen: Does anyone want to add what we’ve done well? Or what we’ve been working on?

Malaika: Organization, I got my schedule together so I show up on time.

Hellen: I thought we did a good job of being inclusive and talking to people in the Ask Me Table.

Addis: Being welcoming was big and it was a good look for all of us.

Hellen: Oliver is there something you see here you want to emphasize?

Oliver: It’s pretty good.

Greg: If y’all finish and get a final version I’ll actually get a real flag for you all.

Hellen: I wanted to take this moment to share something that Greg shared with me yesterday Greg is going to lead. I think one of my goals is to have effective communication and we can add that into the community flag.

* 1. Discussion/Action on sponsoring a resolution for General Assembly. Led by Luca Citroen

**Discussion: Fernando, Amina**

<https://docs.google.com/presentation/d/19q2iebmK64VtiyyjSI83PK_8wTTq0K-Tn87erbgS8Lw/edit?usp=sharing>

Hellen: Can you explain what ASCOM’s role would be in supporting the resolution.

Luca: We’d sponsor one of them Sean can speak further.

Sean: Wednesday is the final deadline for the resolution and to send them into the executive VP of the Student Senate and we can find ways to make this resolution stronger. If you have any questions about why you’d want to sponsor these it’s best to ask now

Luca: What’s the benefit of the ASO sponsoring the resolution?

Sean: Many resolutions have been passed that have eventually turned into state law and you can positively impact student’s lives.

Luca: This is the first time ASCOM has sponsored something like this. I’m just interested in what you have to say.

Addis: You said we’re sponsoring one?

Luca: Yes and SRJC is going to sponsor the other one

Sean: You can sponsor both they can be sponsored up to 3 times.

**Bertha: Motion to extend time limit 5 minutes, Harpreet seconds**

Luca: Which one has SRJC not sponsored?

Sean: The gender-inclusive one.

Malaika: I think the gender-inclusive one would really impact students and their success. I like it.

Denize: I think that the first one is really ambiguous because it’s going to involve budgets.

Sean: We have a secondary part of it that includes a period of 5 years that works out budgeting and there’s an opt-out option.

Luca: There is quite a lot when it comes to immediate costs.

Sean: These are all things that can be discussed at GA. We can figure out what are the pros and what can be affected by it.

Addis: I think that both of these are values I think COM would be high. I think that we should try and support both but given that the pronoun one isn’t being.   
**Vote: Fernando, Gabby**

**10-0-0**

**Passes**

* 1. Discussion on COM's Maintenance and Operations Project. Presentation by Gabby.

**Discussion: Bertha, Addis**

Gabby: Over 700 parents of Kent middle school students have signed a petition to stop COM’s Maintenance and Operation Project. They claim that COM has violated the environmental impact policies because we got exempt from a small little thing. When in reality, when Kent middle was being built, they were also exempt from the same thing. Parents have also expressed that the noise from maintenance has been disruptive so they demanded a wall to be built, and we will be doing just that. They also criticized the storage of our trash and recyclables “adjacent to the public school, which will be smelly, and attract rodents, etc.” Because of this lawsuit, COM and the Board of Trustees have been under fire. What we can do as a board is to inform and clarify others about some misconceptions and stand for our school because we really can’t avoid maintenance; renovations are a necessity to this school. We can continue to spread awareness on how we appreciate COM while being understanding of the other side.

Addis: What is the exemption?

Greg: There is a thing called CEEA. You can apply for a categorical exemption and our maintenance department has been there for 50 years. They are challenging us because they’re saying the maintenance department is an eyesore and there’s noise. The noise sound engineer is testing our sounds and we’re reducing the noise and a code compliant facility. The environmental impact we’re trying our best and they’re not going to be happy unless we tear down. We started this in April and the lawsuit came in October. Doing a historical timeline we’ve been doing this since 2015. We met with the Kent school district 40 times since 2017. We sit 150 feet off of the creek. There’s a lot of misinterpretation with this petition. It’s starting to bleed over into the new LRC town hall meeting. We’re putting a trash compactor with an Ozone filter so that no smell comes out. It also takes the maintenance department off the main campus.

Luca: The newly renovated building will be more compliant. Are the others going to be more compliant?

Greg: They’ll be fully compliant.

Gabby: Some of the parents would be at the town hall meeting?

Greg: Yes, we tried to get as many people involved.

Hellen: Town Hall is next Tuesday 4:30 PM-5:30 PM in the LC 160 building.

* 1. Discussion on the ASCOM budget presentation by Greg Nelson.

**Discussion: Amina, Bertha**

Greg: I talked about this informally last semester but I want to give you a quick overview on how money works in the college. I want to make sure that you understand that there are other resources that are available in the college. I’ll just use an example if the maintenance program was asking y’all for money that’s an institutional fund, not a student expense. 254 Million is in our budget. We have 47 different funds within the college when people ask for funding it goes to PRAC. You express your need, and if you have the data to back it up we look at that and try to help fund it. We also try to find other ways to fund it and they’re allocated in July. We have a full-cycle process. The college and myself are worried about the recession since recessions come in every 8-10 years and we’re 14 years into growth. Then we have money to support STEAM from the black-tie blue jeans event. There are lots of other pots of money that people go look at. Ask if they’ve done a program review or gone through PRAC before you give out your finite dollars. When these people come to you don’t do it emotionally, table it, call me and we’ll give you all the info about if they’ve reached out for other funding. Do your leg work first and make a conscious and informed decision. I’d rather have them come to the pie in the sky than the little fish in the sea.

Hellen: How long does it take for PRAC to give the people who asked for money funding.

Greg: July 1st.

**Bertha: Motion to extend time 5 minutes, Fernando seconds.**

Gabby: If they get rejected they can appeal?

Greg: Yes

Lia: What does PRAC look at when they receive requests

Greg: Operating costs, how much they’ve spent last year, equipment, other fundings.

**Bertha: Motion to extend time 5 minutes, Malaika**

Luca: If a department comes to us and asks for funding in addition to our check what is a method for ASCOM to contact us.

Greg: It would be Tea and Sadika. We need to give them access to them.

1. Standing Business (Actions May Be Taken)
   1. Officer Reports:
      1. PRESIDENT REPORT: I am still in the process of scheduling all 1:1 meetings with ASCOM board members. I will be sending out an email by 5:00 pm today over this information. This week I did meet with Luca for a discussion on the GA resolutions which ASCOM has approved today. I will be meeting with Fernando next week to discuss the class schedule feedback to present at College Council. A quick reminder to invite as many students to the town hall meeting over the LRC on January 28th. End of report.
      2. VICE PRESIDENT REPORT: No ICC Meeting this week but all clubs will know that next week is our first meeting and they’ll be a welcome email. I’ve also been working with Amina for club fest and next week we’re going to be asking for the budget and great things are coming. I’ll be talking about office hours for the sign that will be posted outside the door. Club fest is February 11-12. End of report.
      3. STUDENT TRUSTEE REPORT: Over the break, I attended a 10,000 Degrees retreat and planned events for this semester. This month, I was unable to attend the Board of Trustee’s meeting. For some reason, I was removed from the mailing list which notifies the members of the meeting time, dates, and agenda. I noticed this and resolved it. I will be meeting with Jonathan Eldridge to discuss what I missed. During flex week, I participated in a student panel which almost all of the COM faculty and staff attended. On my part, I emphasized the importance of teacher-student interactions, psychological services, accommodations, etc and thanked them for their support. It was a great experience. A lot of people were tearing up and the students were surprised to receive a standing ovation. Recently, Luca and I have also discussed the resolutions we will be thinking of sponsoring. End of report.
      4. SECRETARY REPORT: Please make sure to send me your agenda items an hour earlier than the old usual time. End of report.
      5. TREASURER REPORT: This week I’ve been trying up the budget and getting the numbers for the meeting. Last semester I couldn’t attend PRAC but now I have time to go to these meetings. I changed my office hours and I’ll have a meeting with Amina and Fernando. End of report.
      6. SENATOR – TECHNOLOGY: Next week I’m going to be posting the calendar with the events for this semester. End of Report
      7. SENATORS (2) – STUDENT ACTIVITIES & SERVICES: Amina: Fernando and I have scheduled meetings with Lia and Harpreet for club fest as this is the fourth week before the event. We are figuring out details and once they are finalized, we will let y’all know during our officer reports. I’m excited to start the new semester with everyone!
      8. SENATORS (2) - PUBLIC RELATIONS & MARKETING: We sent in the calendar to approval/print, we met with each other for Black History Month. The Club Fest draft is finished, we just need to finish the translation. We worked on the club roster and the ASCOM brochure. We are taking photos today so cant wait to see those bright smiles. Lastly, If you have not already emailed us to get your individual photos retaken then please reply to the email I sent out yesterday by EOD today. This is only if you need to retake your photos!
      9. STATE STUDENT SENATE REPRESENTATIVE REPORT: Hey folks, as you know we just approved the resolution sponsorship and we’ve also gotten our plans for general assembly. There is going to be a regional retreat held at SRJC on Feb 28. It’s roughly from 10:00-3:30 everyone is invited to attend and it’s the time of our ASO meeting and we’re welcome to hold our meeting at SRJC and that’s always a possibility.
      10. ESCOM REPRESENTATIVE REPORT: No report
      11. ASCOM ADVISORS REPORT: Tea: Welcome back hope y’all are feeling healthy. I just wanted to give you all props for the retreat. Make sure you give the same love and attention to the succulents. I just want to emphasize the town hall and it’s pretty special to be part of the campus and think about the possibilities and what would you love to see in a student services building and vision big. Our office will be providing pizza. Make sure you sign in for your office hours. Oliver after if you can come and check-in about joining a committee. Oliver your woe partners are Malaika and Fernando. Sadika: Ditto about the retreat. I told Tea that it feels like the first time where I felt confident and relaxed in the space. I want to make sure that you’re communicating with the committees. I wanted everyone to know there’s a tax event on the 29th. We’re also working with the golden state opportunity group and they will help you to file taxes. It’s drop-in no appointment needed for it. February 1st and March 7th Tax aid will return to the college to file taxes and it is free. I just wanted to thank Greg for the swag and your support for this group. There’s still stuff in the drawers please move them out. End of Report
      12. Committee Reports:
      13. COLLEGE COUNCIL REPORT: No Report
      14. GOVERNANCE REVIEW COUNCIL: NR
      15. PLANNING AND RESOURCE ALLOCATION COMMITTEE: Meeting is Tuesday.
      16. EDUCATIONAL PLANNING COMMITTEE: NR
      17. FACILITIES PLANNING COMMITTEE: NR
      18. INSTRUCTIONAL EQUIPMENT COMMITTEE: NR
      19. PROFESSIONAL LEARNING COMMITTEE: Next
      20. GUIDANCE, RESOURCES, INTEGRATION, TRANSFORMATION COMMITTEE:NR
      21. TECHNOLOGY PLANNING COMMITTEE: ***VACANT***
      22. INCLUSION, DIVERSITY, EQUITY, AND ACTION COMMITTEE: Next meeting is Feb 7.
2. Communications from the Floor
   1. *This time is reserved for any member of the Board to make announcements on items that are not on the agenda. A time of limit of three (3) minutes per speaker and ten (10) minutes per topic shall be observed and total time will not be extended.*

Malaika: Do we have a photocopy of the tax information so we can put it on social media?   
Sadika: Yes we’ll send to Oliver.

Fernando: I’m going to attend one of the interviews with the architect please let me or Oliver know.

Gabby: I won’t be here next meeting I’ll be at board of trustees retreat.

Hellen: It’s a great opportunity to check in with your woe and how to support each other.

1. Public Comment
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Sadika: Please give Fernando your office hours not email them.

Tea: Fernando Malaika and Oliver please schedule a time to explain what a WOE is.

1. Adjournment: **Malaika, Amina 12:08 PM**

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**ASCOM President ASCOM Advisor**