 **Student Services Building, Room 241**

**College of Marin-Kentfield Campus**

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

**Regular Meeting Minutes**

**October 18, 2019**

1. Order of Business
   1. Call to Order: 11:00 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** |  | *Excused* |
| SENATOR – TECHNOLOGY  **KAI KONISHI GRAY** | X |  |
| SENATOR - STUDENT ACTIVITIES & SERVICES  **AMINA NAKHUDA** | X |  |
| SENATOR - STUDENT ACTIVITIES & SERVICES  **HARPREET KAUR** | X |  |
| 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: Fernanda Davila, Ana Camacho

MEMBERS OF THE GENERAL PUBLIC: Kevin Colgate

* 1. Adoption of the Agenda **Fernando, Gabby**
  2. Approval of the Minutes **Bertha, Addis**

* 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)*

Kevin: We had a guest speaker come in this week and it was a successful presentation. The census is recruiting people to come and work from them and starting pay is 17$. Second I thought this was DOA but we had Nonda who is part of indivisible.org.

1. New Business (Actions May Be Taken)
   1. Discussion/Action to approve funding of $300.00 for the #MentalHealthMatters event from acct#.4500.04 (event supplies), reimburse MCCD, Sadika’s P-Card, PRs to follow. Led by Harpreet and Gabby.

**Discussion: Bertha, Addis**

Hellen: How many people are you expecting to attend?

Gabby: 20-30 people. We will be discussing the time as well at a later time.

Hellen: Your total budget is what?

Gabby: $300 and it includes the cushion.

**Vote: Bertha, Amina**

**PASSES**

**9-1-0**

* 1. Discussion/Action to approve funding NTE $500 for Students for Social Justice’s screening of “Life After Life” from acct.#7200.99 (intrafund transfer – all, clubs), PRs to follow. Speakers James Creed and Yashica Crawford.

**Discussion: Amina, Bertha**

James: The students for social justice is working with Life After Life and it [the documentary] is talking about the mental health implications of being sentenced to life. We will be showing the documentary on Nov 20th. The $1,000 is for the speakers fees for the director and the speaker who was an inmate at San Quentin. There is also a $300 fee to show the movie but it has been waived.

Gabby: Per Lia, the social justice club has money in their account and it is about $2000, are you planning to use the money in the account?

James: Yes, but we’re spending money on food.

Hellen: Do you know how many people are expected? 30-40?

Gabby: Lia said please make a point that they do have money in their account and that they should spend it down.

Luca: I agree with our treasurer, because if they have enough money to cover the event they should use it

Hellen: I would say we have less club events based on last year. I think we should still support the club.

Luca: Where do you all get your funding?

James: From fundraising, we had 3 per semester. This year we were struggling with attendance but we are getting it together. Due to conflicts we’ve had very little club attendance.

Hellen: Have they attend the last ICC meetings? Fernando?

Fernando: They have come to one before but not the previous one.

Addis: Given we are dipping in to our club budget we should support them with $500.

Hellen: What kind of food are you expecting to have? I know we have gotten food from costco, they are 10$ per box.

Gabby: How are you publicizing this event?

James: With a flyer and the faculty is going to help us out as well as advertisements from the director themselves.   
Fernando: This event falls within Community hour and you can receive funding there. I can send out their information.

**Motion to amend item B from $1,000 to $500 Bertha, Fernando**

**Vote: Gabby, Addis**

**Passes**

**10-0-0**

* 1. Discussion/Action to approve funding NTE $200.00 for Funky Jams Club for drum set from acct.#7200.99 (intrafund transfer all – clubs), PRs to follow. Presentation by Funky Jams Club, Ben Daly.

**Discussion: Fernando, Gabby**

Hellen: I don’t think Ben Daly is here?

Fernando: I tried to send an email but I don't have his contact information?

Hellen: I think for this item I have questions and I think this item should be tabled

**Motion to table item: Gabyy, Addis**

* 1. Discussion/Action to approve funding NTE $2,000.00 for Tax-Aid preparation at KTD in spring 2019 from acct.#7300.11 (interfund trfr – MCCD), PRs to follow. Presentation by Sadika.

**Discussion: Gabby, Luca**

Sadika: We’ve been providing free tax services since 2013 and they come every year and every spring. The 2000 is for supplies for the tax preparation. We have volunteer tax preparers they come two saturdays. This year on the 29th they want to come and do tax prep, they’ll be down in the cafeteria and have them be prepared. I was sharing with Hellen and Lia for submitting for a grant, so this is a contingency in case the grant can’t cover it. I’m asking for it incase the grant does not happen.

Luca: Where is the grant from?

Sadika: I don't know that’s up to them

Gabby: Which account is it coming from?

Hellen: Department accounts.

Sadika: About 20-30 people from the 11-4 time slot. And we want them to bring their e-bus so that they can do it in the parking lot.

Malaika: How do they choose people?

Sadika: It is through appointments.

Kai: I think this a good thing since tax services are expensive. Helping people who don’t have the opportunity to learn would be great.

Hellen: I believe we have 11k in that account but since it’s held in spring it will technically be for next semester.

Luca: Why vote on this now and not later?

Sadika: They need to get the volunteers locked in and you all are not at school yet. They have to do all their planning now.

Hellen: so we’re securing the money just like we did with the mariachi as well? Although schools not in session how would we advertise?

Sadika: Tax aid sends emails previous clients and they also send emails out to the students.

**Vote: Gabby, Addis**

**PASSES**

**10-0-0**

* 1. Discussion on appointing volunteers for #MentalHealthMatters Event on Tuesday, November 5th from 2:30 pm to 4:00 pm. Led by Harpreet and Gabby.

**Discuss: Gabby, Harpreet**

Gabby: Attendance for the event is important to destigmatize.

Bertha: I can pick up the rolls

Amina: What time is set up?

Harpreet: 2:00

Amina: I can do the whole time

Kai: I can drop in at the beginning and the end

Fernando: I can do 2:00-4:00

Fernanda: I can do 3:10-4:00

Ana: I can do the same time as well

* 1. Discussion on Regional Resolutions. Led by Luca

Discussion: Addis, Harpreet

Hellen: Do you have resolutions and descriptions? Not just the titles?

Luca: Yes

Hellen: Do you want us to vote on five right now? Because the item is not an discussion/action

Gabby: have you sent a resolution spreadsheet to the board.   
Fernando: I think it would be helpful to get the ones to at least have descriptions? I think we can make a more informed decision that way.

Hellen: I believe that the meeting is next week correct?

1. Standing Business (Actions May Be Taken)
   1. Officer Reports:
      1. PRESIDENT REPORT: Amina and Harpreet weren’t able to meet this week. As you’ve seen we have a new keurig. If you don’t know how to use it to ask another board member so that we can take care of it and keep it here longer. Bea and I had the event this Tuesday and for supporting. We really appreciate it, we didn’t have a debrief but we will meet next week and have an item next Friday. Also Greg came to us to talk about our posters, but in the communications in the floor i will want to start a sub committee. Also during communications from the floor i’m asking for T-Shirt sizes. End of Report.
      2. VICE PRESIDENT REPORT: Good news we got the funding from COMmunity hour. Lia and I have ordered supplies we’re waiting for contracts for the Mariachi, I’m going to drop off the donation letter to Cardenas today. There is a MUN event that’s going to happen on campus which is United Nations Day and this day is about climate change and the effects it’s having on the world. AGS is having a convention this weekend. Also ICC is looking for a secretary since my secretary got into an accident. Thank you to Addis and Malaika for presenting about posters and for Bea for coming to offer her services as secretary. Lastly we got a thank you letter from EOPS. End of report.
      3. STUDENT TRUSTEE REPORT: I had our Board of Trustees meeting this week. I learned that a great number of our students come from San Rafael and Novato High School. We also have what we call "boomerangs," which are college students who come from 4-year institutions and then transfer to COM. I got the Trustees up to date on ASCOM, Umoja, 10KD events. I also told them about my research project about the importance of having psychologists of color on campus. After presenting, a lot of the trustees approached me and commended ASCOM for their efforts in creating community. I told them about the Migration is Beautiful event and they thoroughly impressed especially with Bea and Hellen's banner. Harpreet and I met with Stormi Miller, who oversees Psych Service and SAS, for our #MentalHealthMatters event. We're trying to incorporate cultural competency into mental health and really including historically underrepresented groups into the discussion. As for the Transfer Alumni Panel, it's happening next Thursday. We will be forwarding the agenda of the event to our volunteers.
      4. SECRETARY REPORT: Thank you to everyone who helped out for the Migration is Beautiful event, it was such a great event and was beautiful to see so many people supporting. This week I dropped into the ICC meeting to hand out my business cards and introduce myself as secretary and be a point of contact if they want funding. I also went to coffee with a cop with Addis and Fernando. Please remember if you have a presentation to either put it in the drive or email it to me so that I can put it into the minutes. If you have a presentation, please make sure to have it put on the TV ready to keep the meeting moving along and have more time to discuss. Lastly, please send me your officer reports if you have them as well as your agenda items before Tuesday at 11:00 AM.
      5. TREASURER REPORT: This week I have been invested in Dia de los Muertos with Fernando, and we are so delighted that COMmunity hour has approved our funding! We have been looking for decorations for the event and it's been a fun process. Undocumented students day did so great in making people feel included and it seems like everyone enjoyed the pan dulce. I have deducted 250 from our publicity account so now we are at 500 for the rest of this semester. For our clubs account, I want to point out again that we have already dipped into next semesters funding at 6,018. So when clubs do come in asking for funding, we do support them the best way we can but also keep in mind of the next semester when more clubs come back for funding. What we do this semester will affect next semester budget.
      6. SENATOR – TECHNOLOGY: I have been able to work with the Halloween Costume contest committee, we will sort out details with Maridel. End of Report.
      7. SENATORS (2) – STUDENT ACTIVITIES & SERVICES: Amina: This week, I volunteered for the Undocumented Student week of action event. I also had a meeting with the Environmental Action Club about our upcoming event on November 13th from 12:30-3 pm. I have a meeting with the farm contact at IVC next week to discuss. Harpreet: No report from community hour meeting, because I wasn’t able to make it. Me and Gabby are working on the #MENTALHEALTHMATTERS event. We have talked to Amina and sort out the details about the event. We met with Aneissa and approached her to present but not sure about it yet. She contacted the outside organization. Hopefully hear back from her. We also met with Stormy Miller and she is agreed to be one of the presenters.
      8. SENATORS (2) - PUBLIC RELATIONS & MARKETING: We sent in the Dia de los Muertos poster to approval and print. We created the Halloween Costume Contest poster and sent it to approval and print. We put up Alumni Panel posters and we are missing sandwich boards so we will be finishing that today. We met with Gabby and Harpreet regarding the mental Health Matters Event and have started that poster. We went to ICC meeting to talk to clubs about tearing down posters. Just an FYI we aren’t able to hang posters up in the AC at all from now on. Please be mindful that if you have feedback for your event that it gets sent in before it gets approved and sent to print as by that time we need to edit both language versions in addition to re-photoshopping all posters. Our poster process is very strict and complicated and we have to make our deadline. We think there is some confusion around our duties within our roles. Just to clarify for every poster we have to re-edit it in canva and photoshop, and need to resize it in photoshop with specific rules and then send it in for approval. The due dates we have (2 weeks before for approval 1 week before being put up0 are not flexible and are specifically outlined in the constitution. If you are confused at all please follow up with either Malaika and I after the meeting.
      9. STATE STUDENT SENATE REPRESENTATIVE REPORT: Hey team, nothing too crazy with the SS CCC. I’ll be bringing a full report of the Resolutions to the board for next meeting. There’s another finance meeting Saturday, so you know how I’m spending my weekend. We’re having the Regional meeting on the 25th starting ~4.00, so be there or be square.The Halloween Costume Contest is coming along well, Kai, myself, and Maridel from the Classified Senate have been working together on bringing together the event. I’d like to shout out Addis and Malaika for going above and beyond in supporting us in getting the poster ready.
      10. ESCOM REPRESENTATIVE REPORT: I have no report today.
      11. ASCOM ADVISORS REPORT: Big kudos to the folks who put on the events.Wanted to remind folks about the name badge email. Posters, I wanted to follow up with what Addis had shared, in terms of posters we cannot be posting on walls of buildings or pillars that are down in front of the LC. Even today I saw an alumni panel. We redid the glass case downstairs. Just be strategic on where you place them. There’s just flyers everywhere for long periods of time so if you see a poster on the wall do your due diligence and throw them in the recycling bin. I wanted to reiterate the business card because they’ll be ordered monday. Props to the migration is beautiful event and the collaboration for what happened all week. Though it’s amazing that people attended on the migration is beautiful event not only for the undocumented student week of action but equity is showing up in ways you’re approaching your leadership. The way you decide on funding and just wanted to say that's what equality looks like. I’m excited the Keurig is there but be aware to clean it out, throw the cups away quickly and leave it up to dry.
      12. Committee Reports:
      13. COLLEGE COUNCIL REPORT: No meeting until next month.
      14. GOVERNANCE REVIEW COUNCIL: No Report.
      15. PLANNING AND RESOURCE ALLOCATION COMMITTEE: No Report.
      16. EDUCATIONAL PLANNING COMMITTEE: Our meeting got canceled but Nov 4th is next meeting.
      17. FACILITIES PLANNING COMMITTEE: No Report.
      18. INSTRUCTIONAL EQUIPMENT COMMITTEE: No Report.
      19. PROFESSIONAL LEARNING COMMITTEE: No Report.
      20. GUIDANCE, RESOURCES, INTEGRATION, TRANSFORMATION COMMITTEE: The next meeting will be next week 10/23/19.
      21. TECHNOLOGY PLANNING COMMITTEE: No Report.
      22. INCLUSION, DIVERSITY, EQUITY , AND ACTION COMMITTEE: We discussed convocation speakers for next spring, we got debriefs on professional learning day and how workshops were helpful. We discussed Undocumented Student week of action and how we could improve as well.
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.*

Fernando: I wanted to point out shout out to Malaika for cleaning the couch and we said we cant eat on the couch or have shoes on there. I can volunteer to make a Keurig sign. I also wanted to remind everyone to be mindful of our volume and any way we can show respect towards others is important.

Gabby: For the transfer alumni panel I know Amina and Fernando sent me their availability can anyone else send their availability.

Hellen: I mentioned Greg is planning on having a glass posting place in the AC and Malaika and Addis as well as Fernando. So that we can have new posting places and if we can have that info.

1. Public Comment
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Kevin: Tax aid prep, I’m glad to hear about it. Just remember it’s very good they are doing people’s tax returns

1. Adjournment: **Bea, Malaika 12:03 PM**

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**ASCOM President ASCOM Advisor**