 **Student Services Building, Room 241**

**College of Marin-Kentfield Campus**

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

**Regular Meeting Minutes**

**November 15, 2019**

1. Order of Business
	1. Call to Order: 11:03 AM
	2. Roll Call

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| --- | --- | --- |
| 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** - Proxy: Fernando Sanchez Lopez |  | *Excused* |
| SENATOR – TECHNOLOGY***VACANT*** |  |  |
| SENATOR - STUDENT ACTIVITIES & SERVICES **AMINA NAKHUDA** | X |  |
| SENATOR - STUDENT ACTIVITIES & SERVICES**HARPREET KAUR** - Proxy: Gabby Hojilla |  |  *Excused* |
| SENATOR – PUBLIC RELATIONS & MARKETING**ADDIS GATES** - Proxy: Bertha Cazares |  | *Excused* |
| SENATOR – PUBLIC RELATIONS & MARKETING**MALAIKA SMITH** - Proxy: Amina Nakhuda |  | *Excused* |
| 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

MEMBERS OF THE GENERAL PUBLIC: Nequeshe Dyer, Thomas Boatright, Khadija Nakhuda.

* 1. Adoption of the Agenda:

Motion to add agenda item D Discussion/Action to fund NTE $450 for Finals week giveaway on Dec 9th and 10th. Presentation by Addis and Amina.  **Bertha, Gabby**

Motion to add agenda item E discussion/action to fund NTE $100 to buy flags for ASCOM room. Presentation by Fernando. **Fernando, Addis.**

**Adoption of agenda: Gabby, Addis**

* 1. Approval of the Minutes: **Ferch, Luca**

* 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/Action NTE $100.00 from acct.#4500.04 (event supplies) for desserts from Costco for IVC Fall Luncheon on November 25th from 12-1:30 pm in the Internet Café, reimburse MCCD, Sadika’s P-Card, PRs to follow. We are also looking for volunteers from ASCOM to assist with set-up and serving food (shifts from 11am-2pm). Presentation: Nequeshé Dyer.

**Discussion:** Bertha, Luca

Nequeshe: Good Morning everyone, I am here to solicit funds for desserts for our annual fall luncheon. Pies and cookies is what we’re thinking of. We also need volunteers so please see me in the office to volunteer.

Hellen: This is for harvest fest right?

Nequeshe: Yes.

Hellen: In the past ASCOM has funded this now COMunity hour does but we still want to help out as much as we can.

**Vote: Gabby, Amina**

**PASSES**

**9-0-0**

* 1. Discussion/Debrief on #MentalHealthMatters event on Tuesday, November 5th from 2:00 pm to 3:30 pm. <https://docs.google.com/presentation/d/1brzBcg_w-Uq_vSWCK6gO2hwVTp8DxwmlahDU29SRsJU/edit?usp=sharing>

**Discussion: Bea, Amina**

Hellen: I thought it was a really good event and there was a very honest and deep conversation for a lot of the students who attended the event and saying mental health really does matter.
Amina: I think the location was really perfect and in terms of the presenter I think Stormi did a really good job of seeing the resources on campus. I feel like since all of us are so involved on campus a lot of students don’t know I could definitely see it.
Luca: It seemed like a very good discussion.

* 1. Discussion on the budget process and the CFO’s responsibilities, presentation by Greg Nelson.

**Discussion: Bea, Amina**

Hellen: He said we should table this agenda item to next week once everyone is here since he is in a meeting currently.

**Motion to Table: Gabby, Amina**

* 1. Discussion/Action to fund NTE $450 from acct.# 4500.04 (event supplies), reimburse MCCD, Sadika’s P-Card, PRs to follow for Finals week giveaway on Dec 9th and 10th. Presentation by Addis and Amina <https://docs.google.com/presentation/d/1Z_mGadmq2FIVJ-cmfNOeMc5LJSCivas2T_xR3hDWvzU/edit?usp=sharing>

**Discussion:** **Bea, Ferch**

Gabby: How much is left in the account?

Amina: Lia said there are still some deductions in the account but it’s hard to estimate right now.

Hellen: Since you both met with Lia I feel like it’s okay to plan.

Luca: Will there be therapy dogs?

Amina: I know you have to do that well in advance so we will keep that in mind for next semester.

**Vote:** Gabby, Luca

**PASSES**

**9-0-0**

* 1. Discussion/action to fund NTE $100 from acct.# 4500.04 (event supplies), reimburse MCCD, Sadika’s P-Card, PRs to follow to buy flags for ASCOM room. Presentation by Fernando and Hellen

**Discussion: Bea, Gabby**

Hellen: Ferch and I have been talking a lot about this and we wanted to buy flags that represent our culture. Our hope is that in future people can look at the flags and see themselves represented.

Luca: How does getting the flag work? Does everyone put in a flag?

Hellen: We want to buy them on amazon

Ferch: We’ll be getting flags from amazon. We found some that are 3x5 and they are $5 each.

Sadika: I just want to emphasize multi raced folks and make sure that they are all represented.

**Vote: Gabby, Ferch**

**PASSES**

**9-0-0**

1. Standing Business (Actions May Be Taken)
	1. Officer Reports:
		1. PRESIDENT REPORT: This week as you know we have a position open for the Senator of Technology filled. I spoke with Addis and Malaika to get people to know that the position is open. If you know anyone who is interested in the position. I just wanted to let everyone know that Addis and Malaika are in charge of the social media account. I was informed that our microwave hasn’t been too clean lately so please make sure that you’re mindful of that. Also as you know we have a nice couch and chairs and we have couch rules as well. It's our responsibility to let folks know who haven’t been here know the rules. End of report
		2. VICE PRESIDENT REPORT: I didn’t have an ICC meeting this week. I’m going to have a meeting with my vice president and we created a Gmail and Facebook for ICC. I’m going to make an Instagram as well so clubs can post on this page as well. I attended college council with Hellen. End of report
		3. STUDENT TRUSTEE REPORT: Hello everyone! I'm finally done with planning with events for this semester. I'm preparing for the next Board of Trustees meeting which is happening next Tuesday. 10,000 Degrees is leading another gathering on the 23rd. We'll be going to Cal Skate in Rohnert Park so talk to me if you want to RSVP. End of report
		4. SECRETARY REPORT: This week I volunteered at the event at IVC and it was very well done good job Amina. Please make sure you get you agenda requests in on time. End of report.
		5. TREASURER REPORT: So the event supplies budget sheet is still in process. I am just waiting on a few budget sheets until we have a correct account balance. I am notifying everyone because if you check the budget sheet for the fall semester it still has upcoming deductions to make. So tomorrow if you take a look at the budget sheet during the meeting, it will not be the correct amount. For those who haven't turned in the budget sheet yet, once it is done please email it to me. Thank you! End of report
		6. SENATOR – TECHNOLOGY: ***VACANT***
		7. SENATORS (2) – STUDENT ACTIVITIES & SERVICES: Amina: Addis and I have been meeting continuously to discuss the Finals Week Giveaway event. This includes forms and reaching out for donations. I also had a debrief meeting with Gabby and Harpreet regarding #MentalHealthMatters. Addis and I had our required meeting with Harpreet to discuss the details of the event. We also had a budget meeting with Lia to discuss the budget for this event before our presentation. I also had The Rebuild Replant Renourish event and I will be having a debrief presentation next week! End of report Harpreet: Great kudos to Amina for the wonderful event at IVC and everyone who helped. Thank you all. We are down to the last event of the semester, Finals week giveaway. I met with Amina and Addis yesterday going over the event details. End of report.
		8. SENATORS (2) - PUBLIC RELATIONS & MARKETING: We were volunteers at AGS food drive, started Finals Week Giveaway poster, and took posters down. We took over Social Media in absence of Senator of Technology. Addis went to Rebuild Replant Renourish to take photos for social media and it was a beautiful event Amina! Lastly, Addis met with Amina, Lia, and Harpreet regarding Finals Giveaway. End of report.
		9. STATE STUDENT SENATE REPRESENTATIVE REPORT: Hey folks, the wheels of the SS CCC continue to turn. I’m arranging a debrief meeting with Maridel to talk about the Halloween Costume Contest.
		10. ESCOM REPRESENTATIVE REPORT: I’m a long time Keurig user and wanted to remind that the capsule are recyclable but the thin plastic membrane you have to toss out. If you’re ever pressed for someone to do proof reading you have my email. End of report.
		11. ASCOM ADVISORS REPORT: Sadika: We have three meeting left be mindful of that and if they want to have an agenda item and they can always indicate which agenda they’d like to have it on. I think that the IVC event is a true testament to what could be done. I wanted to give an update on tax fund we don’t need to use the funds. Finally, for receipts and paperwork please make sure you’re communicating with Nequeshe. Ferch if you can tell the clubs to ask for funding before December 11th. End of Report.
		12. Committee Reports:
		13. COLLEGE COUNCIL REPORT: We attended college council yesterday and debriefed on the power outages. They let us know that we are prepared as the key essentials of the college still open but there wasn’t enough generators to power the whole college. They also talked about employees and how 58% of employees live outside of Marin County and we talked about how to communicate with them. We also talked about what needs to be frozen for SMN in labs. There’s also a flex day for trauma working. Besides that Greg mentioned that the trailers on circle drive will be done by this December as well as the tutoring center. Peggy who's part of the academic senate mentioned that they heard comments from parents that College of Marin has a great social life for colleges and she wanted to congratulate all of us. She heard from a Marin parent saying she would send her kid to school here which is different than what we usually hear. There was some concerns with the tutoring center being moved to circle drive and according to college council they’ve been meeting with the tutoring center to work out a deal. If you want to know anything about the completion of any projects let me know.
		14. GOVERNANCE REVIEW COUNCIL: I’m in contact with the chair and we don’t know our meeting time yet.
		15. PLANNING AND RESOURCE ALLOCATION COMMITTEE:
		16. EDUCATIONAL PLANNING COMMITTEE: This coming monday is our next meeting.
		17. FACILITIES PLANNING COMMITTEE:
		18. INSTRUCTIONAL EQUIPMENT COMMITTEE:
		19. PROFESSIONAL LEARNING COMMITTEE:
		20. GUIDANCE, RESOURCES, INTEGRATION, TRANSFORMATION COMMITTEE: Next meeting is this Wednesday.
		21. TECHNOLOGY PLANNING COMMITTEE: ***VACANT***
		22. INCLUSION, DIVERSITY, EQUITY, AND ACTION COMMITTEE: We didn’t have a meeting this friday but in two weeks we’ll have one.
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.*

Ferch: I just want to echo what Hellen said in her report. From the day we got the chairs there were crumbs and we want to emphasize cleaning up after yourself and encouraging others to do so. Greg is doing as much as possible so we can have space efficiency and he wants to redo the desks.
Gabby: I’ve been meaning to use my own utensils because the utensils we have are for our events.

Hellen: Great idea since we have been running out

1. Public Comment
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Nequeshe: I think y’all should use some of your funds and invest in a vacuum cleaner. Just a thought since black Friday is coming up.

Sadika: We have two folks interested in the Senator of Technology position and we need to set a deadline on that.

Hellen: Statements of purpose are due next friday and that includes meeting with Sadika.

Amina: Are we trying to fill the position before the semester ends?
Hellen: Yes, since the retreat is coming up

Sadika: I also wanted to say thank you to Greg for all the care he’s giving to this board and this campus.

Hellen: I think that since we have a bit of time if we can decide as a board where we want to put the couch.

1. Adjournment: Ferch, Bea 11:44 AM

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 **ASCOM President ASCOM Advisor**