 **Student Services Building, Room 241**

**College of Marin-Kentfield Campus**

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

**Regular Meeting Minutes**

**December 6, 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** |  | *Late 11:05 AM* |
| SECRETARY  **BERTHA CAZARES** | X |  |
| TREASURER  **LIA LARA** | X |  |
| SENATOR – TECHNOLOGY  **OLIVER REYES (voted in 12/6/19)** | X |  |
| SENATOR - STUDENT ACTIVITIES & SERVICES  **AMINA NAKHUDA** |  | *Late 11:05 AM* |
| SENATOR - STUDENT ACTIVITIES & SERVICES  **HARPREET KAUR** | X |  |
| SENATOR – PUBLIC RELATIONS & MARKETING  **ADDIS GATES** | X |  |
| SENATOR – PUBLIC RELATIONS & MARKETING  **MALAIKA SMITH** |  | *Late 11:05 AM* |
| STATE STUDENT SENATE REP.  **LUCA CITROEN (voted in 2/1/18)** |  | *Excused* |
| ESCOM REPRESENTATIVE  **DENIZE SPRINGER (NON-VOTING MEMBER)** | X |  |

ASCOM ADVISOR: SADIKA SULAIMAN HARA AND TEA PERALES

AUXILIARY MEMBERS: Thomas Boatright, Fernanda Davila

MEMBERS OF THE GENERAL PUBLIC: Kevin Colgate, Erick Muñoz, Kristin Perrone, Sofia Totapudi

* 1. Adoption of the Agenda

**Motion to add item F discussion on the flex student panel, presentation by Sofia Totapudi:** Bertha, Addis

**Motion to adopt Bertha, Fernando**

**Motion to add item G Discussion / Action to amend minutes 8/30/19 item F. Discussion/ Action NTE $500 dollars for ASCOM supplies for Fall 2019 from acct#4500.01. PRs to follow. To $600.00:** Malaika, Addis

* 1. Approval of the Minutes **Gabby, 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)*

1. New Business (Actions May Be Taken)
   1. Discussion/Action to approve NTE $5,000.00 for ASCOM board member stipends for fall 2019 from account number 5650.01. PR’s: 11730, 11731, 11732, 11733, 11734, 11735, 11736, 11737, 11738.

**Discussion: Bertha, Addis**

Hellen: This is for our stipends and our evaluations that are due today. The whole $5,000 is not being used we just wanted to have it NTE.

**Vote: Bertha, Fernando**

**8-1-0**

**PASSES**

* 1. Discussion on Technology at the College of Marin. Presentation led by Hellen Sigaran.

**Discussion: Addis, Amina**

Hellen: Dave had reached out to me about technology here at College of Marin and I know we don’t have anyone on the committee at the moment. I’ll read what he sent, “Hi ASCOM Leaders: Luna Finlayson and Dave Patterson are on the Technology Planning Committee. This committee is writing a COM Technology Plan for the coming 5 years. We hope to publish our plan in May 2020. We would like your input. Luna and Dave are specifically interested in the ways that we can improve technology help and technology training for students, but in our last question below, Question 4, we warmly welcome *any* thoughts you have about technology at COM. First question: What could COM do in the next 5 years to improve the way it provides students with help and training with technology questions

Addis: Maybe integrate it more into core classes like English? Like the lesson that they have in the library.

Gabby: Just a comment, not many people know where the IT department is and maybe they can put that somewhere.

Harpreet: On the COM website there should be a place where people can see the steps to download the WiFi.

Addis: Lots of students struggle with finding how to get onto the wifi. Maybe we can add a survey after an online class and say what you liked and what you didn’t?

Hellen: I think that IT can come and table during welcome week to help people get connected onto the WiFi.

Fernanda: Maybe they can do an event somewhere to

Denize: Does the library offer manuals for new versions of software commonly used by students.

Hellen: I don't think they do maybe we can suggest it. It makes sense to have that though.

Gabby: When students visit the IT department can offer a survey after.

Amina: From What I see from the surveys I’ve seen before they send them a lot and I believe that they can

**Motion to extend time limit to 5 minutes: Lia, Addis**

Hellen: Second Question: What are the best ways to provide students with help with technology questions? We touched upon that but any other suggestions?

Denize: Does the IT have their times posted like the library?

Hellen: I don’t think so, that would be a good idea.

Hellen: Third question: When you have a question about technology and you need help, what do you do now? Are you frustrated/happy/both frustrated and happy when you need help?

Gabby: I think they just do it and fix it for you but they don’t teach you how to teach it so if they teach students how to fix it, it may be easier.

Amina: I’ve been there they showed me how to fix things and it was very helpful

Hellen: Last question: Anything else you want to say about technology at COM in general, not just technology help and training?

Addis: Maybe normalizing tech use in the classroom? I know some professors say, “you can’t use a laptop” and it’s hard for people who actually need it to learn

Harpreet: I think students with learning disabilities should be able to use it.

* 1. Discussion/action to Appoint New Senator of Technology. Applicant Oliver Reyes.

**Discussion: Gabby, Harpreet**

Oliver: [Gives his appeal]

Gabby: I’m happy to have Oliver on board I’m sure he’ll do a great job.

**Vote: Gabby, Harpreet**

**7-0-0**

**PASSES**

* 1. Tabled from 11-22-19 Meeting: Discussion on recognizing Thomas Boatright as an auxiliary board member

**Discussion: Gabby, Fernando**

Hellen: I just wanted to recognize you as an official auxiliary member. You’re already a part of ASCOM in so many ways. I know its the end of the semester but we’re excited for the next one

* 1. Tabled from 11-22-19 Meeting: Discussion/Action on deciding where the ASCOM couch goes

**Discussion: Gabby, Harpreet**

Hellen: We talked about it the last meeting and some of you brought feedback and we wanted to have more insight. Does anyone have any suggestions or proposals?

Amina: Did we find out if Umoja needs it or if Puente needs it?   
Hellen: we did check out Puente and they do have space for it.

Fernanda: We have about 4 but we are starting to get more people in there. People come super early or stay late and do take naps there.

Lia: Would they accept the couch if we gave it to them?

Hellen: Should we motion to ask if they want the couch? Or should we just give it to all students?

Malaika: What if we mention we have a couch? And have it first-come-first-serve basis.

Hellen: We want to make sure that it stays on campus

Addis: We can maybe email the learning committees.

Hellen: I think email is the best to go and we don’t know who really needs it. I will email different organizations on campus. Does anyone have any suggestions besides learning committees? Do we want to have the option to give it to the students? Can I get a motion to vote no?

**Motion to Vote No:**

**Gabby, Harpreet.**

* 1. Discussion on the flex student panel, presentation by Sofia Totapudi

**Discussion: Fernando, Addis**

Sophie: Hi, we’re here representing maps. We proposed to the professional learning committee and MAPS to hold a student panel for flex this year. Flex is for staff and faculty and we come a week early doing training. We have outside speakers and we wanted to have student speakers come and we wanted to have not just MAPS involved. We wanted to do a working panel called, “what I wish my professor knew about me,” as well as best practices and what lessons have been helpful. It was picked out to be the main session after convocation and we have the best audience and we’re expecting a large attendance. We wanted to invite 1-2 ASCOM members to the panel. It will be on Wednesday the 15th around 11 AM.

Lia: Is it this month or next month?

Sophie: January. It also doesn’t have to be just ASCOM members but outside people as well and we’re happy to hear any voices heard. So long as they have any

Hellen: Are there any compensations for students on the panel?

Sophie: No, just to try and make the. Please email me we need an answer by the end of next week.

* 1. Discussion / Action to amend minutes 8/30/19 item F. Discussion/ Action NTE $500 dollars for ASCOM supplies for Fall 2019 from acct#4500.01. PR’s: 11647 (this was refunded), 11729, 11745, 11752. To $600.00

**Discussion: Malaika, Addis**

Hellen: We went over the budget by $20 and we want to amend it not to exceed $600.

**Vote: Gabby, Addis**

**9-0-0**

**PASSES**

1. Standing Business (Actions May Be Taken)
   1. Officer Reports:
      1. PRESIDENT REPORT: Coming to the end of the semester, let's make sure the area is clean. I don’t have any updates on the new desks. Also clear out the fridge of any foods that can be spoiled and please keep the place as neat and clean as possible. I want to thank everyone for their work. End of Report.
      2. VICE PRESIDENT REPORT: I had my last ICC meeting this Wednesday. Clubs are excited for next semester. End of Report.
      3. STUDENT TRUSTEE REPORT: I attended a 10,000 Degrees Donor Appreciation event and I was lucky enough to be selected as a speaker. I spoke about ASCOM and my role as Student Trustee. They were really interested and impressed with what we're doing and how we're creating a stronger community on campus. I also had a fun time with 10KD COM students during our cohort gathering event at Cal Skate. I will be attending the Board of Trustees meeting on the 17th.
      4. SECRETARY REPORT: No report.
      5. TREASURER REPORT: This week I’ve been tying loose ends of the budget. I am still working on the budget for this fall semester. I met with Nequeshe about past purchases. So far our accounts are set for the fall semester. I deducted from the office supplies event supplies. We as a board have been great about spending and mindful which I appreciate. I hope to carry this in the next semester.
      6. SENATOR – TECHNOLOGY: No report.
      7. SENATORS (2) – STUDENT ACTIVITIES & SERVICES: Amina: There wasn’t that much happening this week, but for the past 2 weeks, Addis and I have been ordering the supplies for The Finals Week Giveaway. We’ve also been hearing back from places that are willing to donate and will be going to pick up the donations from Yerba Mate today. Harpreet: We are down to the last event of the semester. Amina and Addis are leading the FINALS WEEK GIVEAWAY event and thank you for all volunteers volunteering. Me and Amina will start working on Spring semester events planning this winter. If there is some events that you want to do or any feedback you have for the prior semester events, please email one of us. No community hour meeting report. It’s on Thursday I believe. Thank you all for the wonderful semester and all of your help really contributed in us bringing the inclusive and fun events at the campus.
      8. SENATORS (2) - PUBLIC RELATIONS & MARKETING: We posted Finals Giveaway posters. We’re going to start posting it on the socials tonight. In terms of the finals giveaway, we confirmed donations for Noah’s Bagels, Peets Coffee and Yerba Mate. The supplies are present for goody bags but we’re going to buy the bags at dollar tree. We also have not received volunteer hours from all of you, I asked for them by Thursday still waiting, will follow up afterward. We’re brainstorming ideas for posters. We also made a poster for extended library hours this week and posted it to social media. We took down old posters. Please take postcards to advertise the finals giveaway and good luck with finals!
      9. STATE STUDENT SENATE REPRESENTATIVE REPORT: Hey folks, even though I am currently at the Sunrise Movement’s Student Climate Strike, the wheels of the SS CCC continue to spin. Some updates: SRJC is currently working on banning single-use plastics on campus. CCSF is interested in starting a podcast to provide students better access to their ASO meetings. There’s an initiative led by the Chancellors Office and the SS CCC to create a College Factbook to gather data for the SS CCC about each college. Information would focus on demographics/success rates/pressing problems (ASO +School in general) to build institutional knowledge. Campuses across the region are working on a Land Recognition program that would recognize the indigenous peoples whose land the campuses are built on. The state assembly is winding down, starting in Spring the legislative committees will start lobbying our representatives on issues important to community college students.
      10. ESCOM REPRESENTATIVE REPORT: Our office is in the process of moving. It is temporarily in Deedy Lounger. Student with disability services is moving into our current space. Tomorrow is our meeting and is going to be at the social house at Ross it starts at 11:30 and ends at 2:00. Good luck with finals and have a great break.
      11. ASCOM ADVISORS REPORT: Happy Friday. Just wanted to shout out and say congrats to those who submitted their applications. Also congrats on making it to the last meeting of the semester. Time has gone by quick. Reminder Sadika and Nequeshe are out. I have a meeting at 2:00 PM today off-campus. Thank you to Hellen for the reminder on tidying up and make sure that you clear the fridge. Thank you to folks who submitted self and peer evaluations. Thank you all for your thoughtfulness and time. Please submit it to Sadika and I.
      12. Committee Reports:
      13. COLLEGE COUNCIL REPORT: Next Meeting is the 12th
      14. GOVERNANCE REVIEW COUNCIL: NR
      15. PLANNING AND RESOURCE ALLOCATION COMMITTEE: I’m still in contact with meg and there’s no meetings
      16. EDUCATIONAL PLANNING COMMITTEE: The first set of champions that came, came to discuss specific goals that were housing plans for staff on the IVC campus. They came and presented on the goals and gave us an in-depth review and progress of where they’re at.
      17. FACILITIES PLANNING COMMITTEE: The last meeting minutes have not been posted
      18. INSTRUCTIONAL EQUIPMENT COMMITTEE: NR
      19. PROFESSIONAL LEARNING COMMITTEE: They were working on Flex
      20. GUIDANCE, RESOURCES, INTEGRATION, TRANSFORMATION COMMITTEE: Next meeting is December 11th.
      21. TECHNOLOGY PLANNING COMMITTEE: ***VACANT***
      22. INCLUSION, DIVERSITY, EQUITY, AND ACTION COMMITTEE: We had our meeting today and we talked about Flex week and possible workshops and speakers. Tea and Sadika have been talking to Dr. Coon about that. I’m going to be working on the student spotlight with Oliver.
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.*
3. Public Comment
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Kevin: I would like to agree with Denize’s comments and Tea’s comments. You’ve been setting new standards for yourselves so onward and upward. One of the clubs I facilitate is the Moral and ethics club. We had a conversation about the MIT president. They talked about energy and food. 7 billion. How many people will be in the world by 2050 and it is estimated at 10 billion. Have a great new year.

Tea: I just wanted to make sure y’all got your name tags and have a good way to be accessible. It’s a good way to be visible.

1. Adjournment: 11:59 AM Fernando, Gabby.

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**ASCOM President ASCOM Advisor**