 **Student Services Building, Room 241**

**College of Marin-Kentfield Campus**

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

**Regular Meeting Minutes**

**September 13, 2019**

1. Order of Business
   1. Call to Order: 11:04
   2. Roll Call

|  |  |  |
| --- | --- | --- |
| OFFICERS | PRESENT | ABSENT |
| PRESIDENT  **HELLEN SIGARAN** | X |  |
| VICE PRESIDENT  **FERNANDO SANCHEZ LOPEZ** | X |  |
| STUDENT TRUSTEE  **GABBY HOJILLA - Proxy: Lia Lara** |  | X |
| SECRETARY  **BERTHA CAZARES** | X |  |
| TREASURER  **Lia Lara** | X |  |
| 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:

MEMBERS OF THE GENERAL PUBLIC: Fernanda Davila, Aubrey Small, Iram Hernandez, Oksana Pensabene, Odaiclet Piccinini, Aria Schwartz,

* 1. Adoption of the Agenda
     1. Motion to amend item F NTE 300$ **Harpreet, Malaika.**

MOTION TO ADOPT AGENDA, **Fernando, Amina**

* 1. Approval of the Minutes: **Fernando, Kai**

* 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. Tabled from 9-6-19 meeting: Discussion/Action to fund NTE $1,500 from acct.#7300.11 (interfund MCC), PR# 11635 for the Tutoring and Learning Center’s Cram Jam Midterms and Finals preparation tutoring (2 per semester, 4 total), tutor workshop orientation, and supplies for promotional tutoring events.

**Discussion: Malaika, Amina**

Oksana: We are asking for funds for the event that we usually have for finals and midterms because there is a need for that, as well as the tutoring workshop so that they know what they’re doing and so that they are helping. It is a 7-hour event for new tutors. As well as just general supplies, coffee, tea, pencils just general things. If we do 4 events a year for cram jam we just ask for money for food and we usually have about 100 people show up. I am taking the minimum $550 just to make it fair. Usually it is a little bit more but we are asking for only $700

Lia: in the department fund we have about $6,663 for the semester.

Kai: For one of the events you’re requesting $1,100 what is included in that.

Oksana: Usually this is the minimum that we spend, we get about 20 pizzas. They do all get eaten.

Fernando: Where do you go for pizza?

Oksana: Girandelli’s pizza, it’s about 23$ for a large.

Fernando: We tried Costco pizza for Club Fest and for a large and it’s about 10.80$ for pizza and we decreased the cost of pizza and we got more pizzas. Maybe checking in with Costco to decrease the amount would be a good idea. You have to go to pick it up though.

Lia: If I would suggest to get donated from Peet’s coffee and tea. I work there and we can call. And I suggest that.

Oksana: We are very short staffed and picking up donations is difficult.

Kai: We can give you the Tax ID number to ask for donations if you would like.

Lia: is there something for flyers?

Oksana: we usually print out flyers and you guys were helpful to post it on campus.

**Motion to extend discussion 5 minutes: Harpreet, Malaika.**

Hellen: We are willing to work with you to get the marketing out. We are working on a per semester budget and if you come back later, we can help and fund events later possibly. If the board decides to give you $1,500 you can spend it however you’d like.

Motion to amend Item A from $4,100 to $1,500: **Fernando, Malaika**

**Vote: Harpreet, Addis**

**PASSES**

**10-0-0**

* 1. Discussion/Action to recognize the Art & Design Club as an official club an award them $100 seed money from account# 7200.99 (intrafund transfer – clubs).

**Motion to amend item D to award the recognize the Art & Design club as an official club and award them $100 in seed money, Fernando, Amina**

**Discussion: Luca, Harpreet**

Aubrey: Our mission is to support and celebrate student artists and have weekly meetings, workshops and want to focus on a site project and College of Marin or an Art show or art sale. It’s art club not art and design club

Amina: Did you get a lot of sign-ups during club day?

Aubrey: Between 50-60 people and have about 8 members so far.

Aubrey: Our advisor is Kevin and we’ve been meeting outside of Fusselman in the concrete area and are trying to get a room. Chris is allowing us to have meetings in the Art gallery.

Harpreet: What do you want to do to get started?

Aria: We have a lot of projects that we’re excited about and want to have committees and organizing tours to the SF MoMA or the mural walk. We also wanted to organize guest workshops and finally we wanted to do the site specific College of Marin project and wanted to work with you to see what we can do and will go in the direction of where we go. One project and one workshop realistically.

Kai: How would you go to the MoMA? Isn’t that expensive?

Aria: Our advisor Kevin told us about this event and if you go through a big school group it is free. We don’t know how many people want to go yet but we would know that it would be free.

Fernando: I would advise you to have your ICC rep go to the meetings to talk about these types of events. This is the purpose of the ICC, to share ideas with other clubs.

Hellen: A lot of good questions can be answered during ICC meetings.

Fernando: Our advisors have set up a nuts and bolts workshop meeting if you want to attend, but just shoot me an email and I would be happy to help you out.

**Vote: Fernando, Luca**

**Passes**

**10-0-0**

* 1. Discussion/Action to recognize the Rock Climbing Club as an official club.

**Motion to amend item C to re-recognize the Rock climbing club as a club on campus, Fernando Addis  
Discussion: Harpreet, Luca**

Iram: We are all trying to do our best to have students go out in nature, learn technique learn how to climb. We are focusing on bouldering which is climbing without any gear and it’s 4-5 feet and we want to keep this cost minimal. We plan on doing that by having our students buy their own gear and climbing outside which is free. Students want to be going to a gym, but Planet Granite in SF is pricey. One of our officers went there and the employee says that they sometimes give out free passes for the day. We are trying to make this club not spend too much money at all. My other co-founders and I want to get crash pads so that no one gets injured but would be the only thing we spend money on.

Hellen: Do you have waivers for the club?  
Iram: We are still working on that and right now we have 40 people signed up for the club.

Luca: To clarify we are just recognizing them and reinstating them?

Fernando: Yes

Malaika: Who is your advisor and do you have weekly meetings?

Iram: Mr. Newton, and we want to have a weekly Wednesday meetings.  
Addis: how do you want to do transportation?  
Iram: Carpool, or everyone just drives themselves.

Kai: You can maybe try to find out who ran this club before and look into the waivers that they created so you can create something similar.

**Vote: Harpreet, Luca**

**PASSES**

**10-0-0**

* 1. Discussion/Action to recognize the Womxn in Tech Club as an official club and award them seed money.

**Motion to amend Item D and award them $100 seed money** **account# 7200.99 (intrafund transfer – clubs).** **Fernando, Malaika**

**Discussion: Addis, Fernando**

Oda: A lot of you know me already as I was here last week. This is a club that hopes to support not only women but everyone who is non-gender declared. We want to do workshops and bring speakers and see if our instructors from the stem department would want to speak to us about what they see in the field and how we want to diversify. We want to have a louder voice through club fest we have about 60 new members and a lot of teachers who want to be on the advisory board and we have our ICC representative.

Kai: You guys should look at the women in tech in San Francisco.

Oda: We have the contact of someone there in San Francisco, thank you for that. We definitely need role models because we feel like we have no one to look up to. It’s a field that is male dominated, and we get paid less money than the men in the field as well.

Malaika: When and where are the meetings?

Oda: Our meetings our online through Slack and we have a social room on slack and they [members] can ask questions online and on the slack app you can see who is connected and how many students are connected on the app.

Amina: This is super cool and I think it would be very cool if you can do things during COMmunity hour too.

Fernando: I talked to Paula about it and I was wondering if you would be okay with changing the spelling from women to womxn.

Oda: We did change it to the spelling, this time when we applied it, it simplified the mission in the name.

**VOTE: Harpreet, Amina**

**PASSES**

**10-0-0**

* 1. Discussion/ Action NTE $700 for Spooky Spicy Fall from account#4500.04 (event supplies). Reimburse MCCD, Sadika’s P-Card, PR#11653. $500 for Kentfield Campus and $200 for Indian Valley Campus. Presentation by Harpreet Kaur. <https://docs.google.com/presentation/d/1lAiu5KBQ6phLtnKZZtzNSGwcgK3vrGypX_Le3bZRX-4/edit?usp=sharing>

**Discussion: Malaika, Luca**

Luca: When you want decorations, you should check in the event shed.

Kai: We’re looking to get the rolls of color that Fernando had at.

Amina: I feel like we should maybe we should not do the hot chocolate and it adds a lot more to worry about.

Addis: I agree with Amina, you guys have a lot already and I understand that people who don’t drink coffee might not want it.

Hellen: I feel like just for timing we should just keep it to budget questions.

Fernando: Who is going to be cleaning the canisters and such? Because I know Sadika doesn’t want anything growing in them

Malaika: I think that it is a great idea to get the canister and invest in future events.

**Vote: Fernando, Amina**

**PASSES**

**10-0-0**

* 1. Discussion/Action NTE $300 from account #4500.01 (office supplies) for ASCOM name tags for the ASCOM board 2019-2020. PR to follow.

**Motion to amend item F from NTE blank to NTE $300 Fernando, Amina**

**Discussion: Bea, Lia**

Hellen: Much like our business cards and our t-shirts, it will have our name and our position. It will work well with general assembly and it will be good to have somebody to be able to approach everyone with questions based on position.

**Vote: Bea, Harpreet**

**Passes**

**10-0-0**

* 1. Discussion on 'How to start a club'. Presentation by Fernando Sánchez.

**Discuss: Bea, Addis**

**Motion to add three minutes: Bea, Fernando**

Amina: If a club is being reactivated they already have money in their account?

Fernando: Correct. Depending on the balance on their account they get however much money was in their account before.

Tea: Thank you for the presentation, when in doubt refer to the cheat sheet for the club roster. Everything is detailed on the sheet. Get familiar with it.

Hellen: When a lot of students come in, and it feels like a tunnel coming in and always be in the know and be knowledgeable about it.

* 1. Discussion/action to amend item “k” from 8/23/19 minutes to change account number to 7300.11 instead of 7200.11

**Discussion: Bea, Kai**

Hellen: when we try to amend the agenda item. We just needed to amend it for the minutes.

Lia: what is this for?

Hellen: Road to Success. It was just a fix.

**Vote: Bea, Malaika**

**Passes:**

**10-0-0**

1. Standing Business (Actions May Be Taken)
   1. Officer Reports:
      1. PRESIDENT REPORT: This week has been busy for me. I’ve been meeting with all of you and there have been a lot of events. I’m still trying to arrange a time to meet with MAPS since their meeting time is the same as our time. The computer for checking in is just ASCOM office ours which Tea discussed last week. We had a whole system that was different so hopefully we can change that. If you miss an office hour you email, Tea, Sadika, Bea and I, and I know a lot of you have done that. I had a college council meeting this week which I will talk about shortly. I wanted to point out accountability to our mess and I know it can be hard. I noticed a lot of awareness and it’s a good step and we could be even more clear with that. When there is an event I know we volunteer from a specific hour to a specific hour and we should as leaders take time to put things back in the shed. I wanted to point out on the community flag please look to it and ask yourselves if you're lacking and fulfilling in a certain area. In 2 weeks I want to review and debrief if we are being held accountable, just keep it into consideration. End of Report
      2. VICE PRESIDENT REPORT: It was a busy week especially Tuesday and Wednesday with club day. I’m waiting for the debrief for next week so I can go over it with the ICC. Thank you to the volunteers and showing support and thank you to Addis and Amina for picking up the pizza. Thank you Emcee Malaika and Lia. We did have some challenges that we can improve on but I will review that later. On Monday I had a CTE meeting and it was very interesting and the committee is very happy to have a student there. They wanted to improve online classes so they got 200k to improve them and make a business associate, hospital management associates, and multimedia associates. We want to see how we can get Anthropology associates online as well. It’s interesting to see what goes into making an online class online and how to make things accessible. End of Report.
      3. STUDENT TRUSTEE REPORT: Hi ASCOM, I am currently co-leading a 10,000 Degrees event. The next Board of Trustees Meeting will be next Tuesday, September 17th at IVC, starting at 6:30 pm. If you have anything you would like me to include in my presentation to the board, I will be happy to. I will be talking about our fall calendar and past events so If you have a presentation about the debrief of your event, please share it with me! Thank you.
      4. SECRETARY REPORT: I had my first meeting with Hellen this week and we talked about how we can improve the flow of the meetings as well as making a time to have a meeting to discuss Undocumented students’ week. Lastly as I say in all the reports please get your agenda items to me before 11 AM on Tuesday.
      5. TREASURER REPORT: Throughout the week, I have continued making modification to the budget sheet so that it is easier to know how much money has been deducted in an account and so that we don't lose track. This is going to be a theme for the next year: tracking and documenting. And I say this because this week we shifted from just deducting and calculating to adding more documentation on what we are putting funds in since we are in a position where one of our accounts is spreading thin which is our clubs account. So I really want to emphasize to communicate with clubs that it's important for them to try to fundraise first especially if they do have a certain account balance and then come to the board for their proposal which we obviously want to support.

Fernando has sent me his spreadsheet from club fest and at this point, I have to meet with Nequeshé to get the receipts. I’d like to congratulate Fernando for leading a great event and seeing a big response from students and seeing them get involved. Unfortunately, because I was out sick yesterday, I had to cancel my meeting with Harpreet and Kai about the budget for spooky spicy fall but Harpreet is going to send me the budget sheet. End of Report

* + 1. SENATOR – TECHNOLOGY: Club fest was this week and I posted 6 times and I added new highlights to the Instagram and I also made sure to post about national suicide prevention week. I’ve met with Harpreet for Spooky Spicy Fall and if you have flyers or anything you would like posted let me know
    2. SENATORS (2) – STUDENT ACTIVITIES & SERVICES: Harpreet: Congratulations to Fernando for club fest and it was a great turn out for the number of people that came. We have constitution day on september 19th and if Luca and Malaika could send the volunteer shifts that would be great. I will be sending a volunteer list for Spooky Spicy fall and it would be great if we could get a lot of hands for Spooky Spicy Fall. I went to the COMmunity hour meeting and if I could get the flyer so I can give it to them for the marketing. Amina: I Had a meeting with Kai and Harpreet about Spooky Spicy Fall and the details. We talked about what the event is going to be looking like, as they explained in the budget breakdown. I reached out to vendors again and hopefully they will reply. (Johnny’s Doughnuts and Barton Bagels.)
    3. SENATORS (2) - PUBLIC RELATIONS & MARKETING: The constitution day posters were sent to print and are going to be put up. Please be sure that you take postcards for the event. The posters for Spooky Spicy Fall were sent for approval. Please remember to meet with Malaika and I three weeks in advance of you event so we are able to turn in your poster on time and have adequate time to edit it. It is your responsibility to schedule this meeting, not ours. If you Addis does not receive information to go on the poster 24 hours in advance, it will be submitted late and put up late as a result. If there is not clear communication leading up to the event it not only affects your event but our responsibilities in the constitution. We sent the posters with the updated photos to print and will get them up ASAP. We started working on an Undocumented Student Week of Action poster. Lastly we met with Ferch regarding ASCOM marketing posters/pamphlets and we met with Hellen about this as well.
    4. STATE STUDENT SENATE REPRESENTATIVE REPORT: Assembly bill 1504 is going to be voted on this week and that would be a student representation fee of 2$ per student. One dollar will go to the SSCCC and one will stay at the college level. This would put our budget into the millions, because right now we are getting .03 per student. The regional meeting will be held here in October. The ASCOM constitution and the SSCCC by laws don’t add up and I will meet with the advisors and president to work on that
    5. ESCOM REPRESENTATIVE REPORT: I represent the Emirates students and we have about 30 clubs and the classes we take are our community ed classes. Nothing else to report.
    6. ASCOM ADVISORS REPORT: Congrats on club fest, Fernando and everyone involved. I want to reiterate on cleaning. Even though there is some progress, clearly another bag has appeared and the flies come very quickly. At the end of the day of the food pantry we have to do a sweep of all the bags. Cleanliness means really being clean and at the end of the day of COM cupboard there can be no bags left here. Not only do you need to clock in, Nequeshe will monitor the office hours at the end of the month. If that is not fulfilled that will impact the stipend. Also next week there is QT Pie Cafe, with free pizza and on Wednesday there is a community hour open mic and DJ Lia. End of Report.
    7. Committee Reports:
    8. COLLEGE COUNCIL REPORT: it is the participatory governance committee and a lot of the presidents of the other committees join this meeting. We get to report on all the great work we are doing. HMC has been recognized as the architect of the LC, they went over the top with their scores. We are going to make them the official group in the next meeting. Also we did express concerns over the buildings and the names and how to make it less confusing. There was confusing for village square and portable village so hopefully they can get into fixing that. I also gave them the ASCOM report and the numbers for club fest and the kick off BBQ and they are grateful and thankful for the COMmunity hour. I told them about our ASCOM members and they are in the know about who is in which one and they are thankful for ASCOM reaching out with the learning cohorts such as Umoja, Puente and MAPS. They wanted student input on the catalog and how it was printed out and how they can do better. They also showed interests between COMmunity hour and Dia De Los Muertos events. I know classified staff does a fundraising event we can do something that is separate from Dia De Los Muertos since Halloween is a different event
    9. GOVERNANCE REVIEW COUNCIL: No Report
    10. PLANNING AND RESOURCE ALLOCATION COMMITTEE: No Report
    11. EDUCATIONAL PLANNING COMMITTEE: We had our first meeting on Monday and they review and recommend new or revised board policies. In the meeting they work on the educational masterplan and they sent an email out on the feedback and implemented the feedback. That was the majority of the meeting for the 6 year plan. Our next meeting is Sept 23.
    12. FACILITIES PLANNING COMMITTEE: Our first meeting is Sept 25th
    13. INSTRUCTIONAL EQUIPMENT COMMITTEE: No Meeting
    14. PROFESSIONAL LEARNING COMMITTEE: the meetings are from 3:30- 4:30 on Tuesdays, it’s a good committee
    15. GUIDANCE, RESOURCES, INTEGRATION, TRANSFORMATION COMMITTEE: In the GRIT meeting we approved the agenda, we all introduced ourselves and went through updates. They briefly went over the student equity submission, COM non-instructional program reviews and talked about the SEA training that Tonya was going to. Lastly, we had a presentation from SAS and it was about the budget and the tutors that they have.
    16. TECHNOLOGY PLANNING COMMITTEE: I was not able to go to the meeting but they have meetings every other Wednesday.
    17. INCLUSION, DIVERSITY, EQUALITY, AND ACTION COMMITTEE: Our next meeting is next friday and our IDEA newsletter is going to be sent in within the next week. End of Report.

1. 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: You all as of now should’ve received an email from the open ICC positions and Vice President and Secretary are open. Tell people if they want to get involved.

Harpreet: There is a Ted-X tomorrow and if there are 4 people who are available to volunteer from 5-8 PM to guide people please let me know. I can ask her if whoever is volunteering if they can go into the event as well.

Lia: It’s a whole panel of speakers and the theme is “plan b,” like life coaching.

Hellen: I forgot to mention that we mentioned inclusivity and language and we gave certain examples and not saying things like dumb or lame in the colloquial way and please be conscious of it.

Malaika: I’m still confused on the committees.

Hellen: Last week we had to choose our committees, please refer to the minutes.

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Fernanda: When is the official date for the LC rebuilding?

Hellen: Next spring semester everything will be empty and the departments are moving everywhere. The LC will be demolished by summer 2020 and the fall of 2020 or spring of 2021 they will start rebuilding. I’m pushing for students to be a part of these conversations.

Fernanda: What is the committee from 3-4?

Luca: It’s the professional learning committee, I can give you more information about it after the meeting.

Fernando: our voice matters and it may be intimidating at first to be a part of a committee but it is rewarding and at times your voice is the most important in the room.

1. Adjournment: **Fernando, Malaika 12:57 PM**