 **Student Services Building, Room 241**

**College of Marin-Kentfield Campus**

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

**Regular Meeting MINUTES**

**September 27, 2019**

1. Order of Business
	1. Call to Order: 11:05 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**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)** |  | *Excused* |

ASCOM ADVISOR: SADIKA SULAIMAN HARA AND TEA PERALES

AUXILIARY MEMBERS:

MEMBERS OF THE GENERAL PUBLIC: Fernanda Davila, Maria Hernandez, Oliver Reyes.

* 1. Adoption of the Agenda

Motion to add item J to the agenda. Discussion on officially approving Fernanda Davila and Ana Camacho as Auxiliary members of ASCOM. **Bea, Fernando**

**Adoption of Agenda vote: Bea, Harpreet**

* 1. Approval of the Minutes

**Fernando, Gabby**

* 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 amend 9/6/19 minutes, item “c” Discussion/action NTE $400.00 from acct.#4500.04 (event supplies) for pizza for Road to Success Welcome Week event put on by SAA in fall 19, PR#11672 to increase the amount to NTE $600.00. to “discussion/action NTE $700.00 from acct.#4500.04 (event supplies). The initial amendment was the incorrect amount.” Presenter: Sadika

**Discussion: Fernando, Addis**

Hellen: We had this in a previous agenda and we motioned to adjust it to $600 and we ended up spending more money on the event because of COMmunity hour.

**Vote: Fernando, Amina**

**Passes**

**10-0-0**

* 1. Discussion/Action for ASCOM to officially collaborate with Alpha Gamma Sigma for the fall food drive.

**Discussion: Gabby, Harpreet**

Hellen: Last week we had this on the agenda and decided to table it because we needed more information. PR & Marketing and Fernando met with Oda yesterday to go over what they would need.

Addis: They wanted to design their own posters and we would help them hang them up and promote the event. They wanted to table together for the food drive to collect it. They wanted volunteers for advertising and participation.

Hellen: Their marketing team will make the posters and we’ll help them put it on campus

Gabby: Will this be hectic or easy for your schedule?

Addis: They are doing it the week before Thanksgiving and November is a more relaxed month for us.

Hellen: This will require the same amount of planning as an ASCOM event but we’ll have lots of help from AGS.

**Vote: Gabby, Malaika**

**PASSES**

* 1. Discussion/Action NTE $300.00 from acct.#4500.04 (event supplies), PRs to follow, for the Alumni Panel Event. <https://drive.google.com/file/d/19f1z4gqD_FBfFNqAwcqM27ugK4suNdhy/view?usp=sharing>

**Discussion: Amina, Malaika**

Gabby: Is three platters too much?

Lia: I think you should get the ham, the samwiches, and the fruit.

Addis: One fruit, or meet or either sandwich just so you have variety.

Kai: How many people do you expect?

Gabby: Our YWCA event had about 70 people and we expect that many people but not too many people.

**Vote: Gabby, Fernando**

**PASSES**

**10-0-0**

* 1. Discussion/Action to approve finalized 2019-2025 Educational Master Plan and 2019-2022 Strategic Plan.  It requires approval from the Senates before it moves to College Council and then to the Board in October.  Document sent to ASCOM for review on September 25, 2019 by Sadika.

**Discussion: Amina, Malaika**

Hellen: On our first two weeks of our meetings we had this item for feedback and thank you amina for submitting feedback. We just need to approve it now. Once we approve it, it will move on to the board of trustees.
Fernando: This document is not the same one, this is the finalized version. This has different objectives and has specific things that College of Marin is going to be working on.

Hellen: It’s going to be changed because of response that we had received and gave to the board.

Amina: Since I'm on the committee we took the feedback and focused on the wording of it and it is basically finalized now.

**Vote: Addis, Harpreet**

**PASSES**

**10-0-0**

* 1. Discussion on volunteers for Undocumented student week of action event

**Discussion: Fernando, Addis**

Hellen: It’s three weeks before our event and our event is from 12:30-3:00 PM on October 15th it’s a tuesday and we wanted to get a tally of who can be at the event. We’ll also be sharing this on google sheets.

Gabby: I can do after two

Amina: I can do the whole time
Fernando: I can do the whole time as well

Lia: After 1:00 PM and leave before 2:00. Then I can come after 2:30-4

Kai: 12:00-2:00 but I need someone to take photos

Harpreet: 2:00-3:30

Fernanda: 3:00-4:00 my class ends at 3:00

Malaika: I can do 11:00-12:00

Addis: Same with me

Luca: I can help out from 1:00- 2:00

* 1. Discussion to debrief Constitution Day event. Lead by Malaika and Luca

**Discussion: Luca, Fernando**

Malaika: Constitution day was awesome thank you to everyone who showed up and we still have lollipops here, which is good because it can help out for others events. We were able to come up with good ideas for games and prizes and we only spent about half of the budget and had money left over. We had a lot of help from the board so thank you for that.

Luca: We had volunteers come in throughout the day and it was pleasant to have you all there and make the table look like a lot of fun. We didn’t have regular communications and Malaika and I settled to having a small event and we didn’t have the chance to fully explore what the event could’ve been.

Malaika: We agreed having meetings once a week to go over details and keep each other accountable would’ve worked best and making sure that the work is divided equally. In the end we had about 50 people show up.

Lia: I advise, and this goes for everyone, that you communicate so that when it comes to responsibilities, that you two update spreadsheets because the last thing you want to do is have it affect other board members. But everyone liked constitution day so that was great.

Luca: Also we have too many pocket constitutions so please take some.

Hellen: I thought the creativity of the games was really cool and creative.

Kai: I think the candy was a great idea.

* 1. Discussion on reviewing the ASCOM community flag and agreements

**Discussion: Amina, Addis**

Hellen: Like I mentioned, I reminded the whole board to look at the community flag and I hope you had time to reflect on what we can improve on, especially since we are farther along in ascom. I’m going to have Fernando write what we’ve been doing well and what we can improve on in the future.

Harpreet: Support is what we’ve been doing well and making a community development on campus.

Addis: Inclusivity is something that we’ve been doing well, not only within the board but with the events as well.

Hellen: Do you have an example of what it looks like

Addis: Getting input from everyone, making sure that we greet people when they walk in and not making people feel like this is an exclusive space.

Hellen: We can always improve more because we might not notice small things like that. We’re working on it and we’ve improved.

Amina: I think we can improve on professionalism. Personally I feel like I let my emotions get the best of me and I have to remind myself that ASCOM is a professional environment. I need to take a step back and assess the situation and be more calm about it.

Kai: I think that community development falls into working on the Social Media and getting more followers on the ASCOM pages. So online social media and reach people we can’t reach in person

Luca: Accountability is something we’ve done well. The debriefs have been successful and we’re good at being honest and frank with one another. An example yesterday for the debrief for constitution day, we were all very open and honest on what we did well and what we could’ve done.

Addis: Communication we can improve on. We either fall behind in email and miscommunications and we need to make sure we’re being clear with each other.

Hellen: This also falls within responsibility.
Harpreet: Adding on to communication and professionalism. Working in a professional setting remember that you are two people working on an event and make sure that one person does not just overtake the event. When working on an event, leave your personal life outside of the event and not into the event, listen to each other, and prioritizing your responsibility as a student government member.

**Motion to extend to 5 minutes. Gabby, Malaika**

Gabby: Keeping out hierarchy, some members have previous experience, and we are all willing to help out in the board and we have strengths. Being inclusive and willingness to help and not assuming you know better helps. Echoing the professionalism, it is a good way to practice for a professional environment

Kai: Being aware of what we say, refraining from our harsh language, not saying slurs or calling each other names and it might be better in the future. It’s not gossiping but using professional language with each other. How to express certain things

Lia: I want to highlight respect, like if something puts something back it puts back everyone else. Respecting other people on the board and being responsible for your options. I like that we’ve been so on top over everything, and in account for budgeting it works well, especially for accountability in terms of budgeting.

Amina: Supporting each other and cooperation.

Fernando: I would say respecting our space we can always improve on that. Remember it is a shared space not a home space and we can always improve in that

Hellen: We need to communicate what support looks like. If you want to support someone in the event communicate.

* 1. Discussion for feedback on College of Marin Catalogs <https://docs.google.com/forms/d/e/1FAIpQLSccRpiWwUqHBFfu1ZjwUyCKkFgKTDSH6CV9mO4Yekdtq7VLsg/viewform>

**Discussion: Gabby, Addis**

Hellen: If you saw my email I sent out the past schedule catalogs from Fall 2018 to Fall 2019 and compare what is useful and what design was better. Fernando made this survey so that we can send it out to all students but I wanted to have a discussion from the board.
Malaika: I think it would be beneficial to have the name of the teacher on there as well as making the font more readable. I feel like I get confused and it’s so tiny and thinking about our older students we need to make it more accessible.

Amina: In terms of the formatting, even if it is a subtle difference. The one that is wider I think is more helpful because it had more things on the pages but aws more spread out. I think the less bulk was nice.

Addis: I think the more information that we can provide the better. There’s so many different factors that go into choosing a class and the more information that we can give to students it matters. It’s more accessible to more students

Luca: Having an asterisk to determine if it is a zero textbook class would be helpful

Kai: Laminating covers was nice for me and gives it a professional look

Gabby: I like the wider catalog idea but I see students grabbing it less because it is so large. Also the print was too small.

Hellen: There’s a lot of TBD professors and times and it gives you a lot of limited options.

Fernanda: For me it would be better if the teacher knew the time, I’m in Puente and I need to be able to choose my classes based off of that and if they have a TBD it’s hard for everyone.

Amina: When I was working in the transfer center a lot of people would come in with things circled in the catalog and we would have to look it up online because the paper was not true anymore. Being more sure of who’s going to teach what would be helpful.

Harpreet: I think if the important dates would be bolded on the first page we wouldn’t have to go through the whole thing and be confused

Fernanda: We should have the name since people want to look at rate my professors. Possibly adding the stars from rate my professor would be helpful.

Hellen: is there any catalog suggestions for first time students? Any feedback on that

Luca: there’s a lot of acronyms in the catalogs and if they have a “how to read me” sort of thing/ a key.

Hellen: I didn't know what IVC is and I accidentally signed up for a class there I totally understand. Please look through the catalogs and if you could look through them and get more feedback that would be helpful.

* 1. Discussion accountability/feedback bags. Presenter: Sadika

**Discussion: Gabby, Luca**

Hellen: The feedback/ accountability bag and everyone’s bag is there. They are to give constructive criticism and feedback and if they are doing well on what they want to improve on.

Tea: They are displayed up there in a location. If you see if they are doing a great job, drop a message in there. It can be a little overwhelming at times. Reminder, if you have feedback to give sign your name on it and follow up in person as well. We can create a goal as a board and give 3 notes a week to people.

Gabby: I think we should do that during office hours and make sure to write them and check your own and maybe check them as a board.

Tea: If it is constructive feedback we want to have signatures and follow up but positive affirmations can be anonymous.

Addis: Personally I feel like it should be 2-3 but I don’t want to feel bad if I’m missing someone.

Hellen: we can definitely do 2-3

Malaika: are we being asked to give positive and negative or just feedback?

Hellen: just 2-3 people getting feedback
Gabby: requiring 3 feedback notes will make us more grateful in everyone’s responsibility and forces us to see them in a different light.

Hellen: this forces us to reach out to new people on the board and give feedback to them. Any other questions? Great

* 1. Discussion on officially approving Fernanda Davila and Ana Camacho as Auxiliary members

Discussion: Gabby, Kai

Hellen: Fernanda, you have officially attended 3 meetings in a row and we appreciate your presence.

Lia: I love your energy. I like how you took responsibility to be a part of making a change.

Hellen: hang out with us during the week

Fernanda: I wanted to say you guys are great for kindness. When I was trying to work for the ICC, Fernando was helpful and you guys are so kind.

Hellen: We hope to see you more in ASCOM and we hope you see you and Ana on campus and we’re inspired by you.

1. Standing Business (Actions May Be Taken)
	1. Officer Reports:
		1. PRESIDENT REPORT: This week I’ve been busy with the undocumented student week of action and the alumi panel. We’re working on the event after the meeting as well. I wanted to remind the board to please create a google docs folder in the drive. Malaika is officially on the professional learning committee. She’ll be reporting back to us next week. Thank you so much for being open and willing to share. I would also say please be mindful of cleanliness. End of Report.
		2. VICE PRESIDENT REPORT: This week has been relaxed for me and didn’t have much to do. Hellen, gabby and Amina and I baked cookies for spooky spicy fall. I also worked on the survey as Hellen mentioned and I will send it to nicole cruz. If we could table during our office hours and plan it during slack, we want to get as much feedback as possible. We have flash drives and shirts as an example. This was the first day that I didn’t have an ICC meeting. Maybe ASCOM members can come to ICC meetings to talk about how they can offer help. I’m also in talks to set up a date for nuts and bolts orientation for clubs. I had a meeting with the CT distance education bond and a lot of professors have taken the accreditation needed for online classes and are working on that now. End of Report.
		3. STUDENT TRUSTEE REPORT: I met with the Trustees last Friday for a study session which lasted from 9 to 4. As I have mentioned before, we talked about employee housing and what sustainability means to us. We're thinking of establishing a Sustainability ad hoc committee. I suggested having students on this committee which I will discuss with Ferch. It was a productive meeting and I learned more about the college's fiscal and financial goals. Our next meeting is on October 15th at 6:30 pm. Next Wednesday, I am also excited to join COM's Equity Book Club which is meeting this Wednesday during COMmunity Hour. Hellen and I met Sophie from the Transfer Center, Amina, Harpreet, and Lia. We've finalized the details for the Alumni Panel. As for the Mental Health Event, Psych Services has a new counselor, Aneissa Rosas-Sanchez who is familiar with working with people of color, which we are glad to hear. Harpreet and I will be scheduling a meeting with her soon to get some suggestions for our event.
		4. SECRETARY REPORT: This week I met with Hellen, Malaika and Addis to go over our poster for Undocumented Students Week. I also went to GRIT this week, which I will report more on later. Please remember to send me your presentations or put them in the ASCOM drive so I can input them into the minutes. Along with this, please remember to send me your officer reports. Send me agenda requests before 11 on Tuesday. End of Report
		5. TREASURER REPORT: This week I met with the vice president ferch to discuss Dia de los Muertos and about our plans and what we want for our event. And I also spoke with Harpeet and Kai about their budget before the fall event where we were able to work on our communication and discuss over their budget sheet and find ways to effectively spend their money. Their spreadsheet was detailed and I plan on meeting with Nequeshe next week when she's feeling better, to finalize everything and make those deductions. Malaika finished the spreadsheet for constitution day and I got it so I will also finalize those deductions as well. And of course, congrats to Harpreet and Kai for having a successful event, what I liked about this event was that there were other events around us and it caught people's attention. At one point a guy asked me in the serving station if we were an actual job and if we were hiring people and I had to politely decline. I also met with Gabby and Hellen for the Alumni Panel event where they told me what it was about and what they needed and their proposal. In terms of our account balance - because I was absent yesterday I couldn’t meet with sadika therefor I’m not caught up with what we currently have in our budget. But I will find time to meet with her asap. And if anyone has questions about it soon, ask me and I will update you.
		6. SENATOR – TECHNOLOGY: Spooky Spicy Fall, thank you for those who can help out. We don’t know the total number of people who came. We appreciate that. I wanted to about the Google Drive and I sent a follow up email this morning and be sure to create your own file so that you have a transition binder and how we can learn from other boards. Back to Spooky Spicy Fall during our debrief we will focus on what we can do better just as a heads up.
		7. SENATORS (2) – STUDENT ACTIVITIES & SERVICES: Amina: Harpreet and I have decided to add a required debrief meeting to the event checklist. This is to talk about what Harpreet and I could do better in our positions because that is one of our SMART Goals with Hellen. Specifically, what we can do better in terms of communication and support. This is also to hold everyone accountable in the co-leads and discuss how the planning process went. We had a meeting with Hellen and Gabby for the Alumni Panel. We also met with Malaika and Luca for the new debrief meetings. I picked up coffee and donuts for Spooky Spicy Fall and went shopping with Kai to get all the materials needed for the event. Harpreet: thank you for the support for our event and I appreciate you helping out, Addis and Bea, thank you for picking up the milk and Amina thank you for your support as well. Spooky Spicy fall on Tuesday is our next event. I sent the volunteer email a while ago, I see Addis and Bertha in IVC but if you haven’t volunteered it would be great to see if you could volunteer. There’s also a new addition to the 4th week processes. There will be a meeting with Amina and I. For my community hour meeting today they were discussing how the could market their events well since they’re not getting a great turn out. If you have an event that you would like to do please reach out to me and I will help connect you. Amina: Harpreet said a lot of it but in terms of Spooky Spicy Fall we went shopping and I went to Starbucks and Johnny Donuts. You guys can we it on the board but we want to have a required debrief meeting and how the planning and event process. We met with Gabby and Hellen for the panel and Malaika and Luca had the debrief panel and everyone was mature and aware of what they felt they could’ve done better.
		8. SENATORS (2) - PUBLIC RELATIONS & MARKETING: This week we resized posters and put them upstairs in the little glass case so now we can see all of your faces on display. We also went to IVC with Feerch to put up posters. We had a meeting with Hellen and Bea regarding the posters for Undocumented Student Week of Action. We started a rough draft for the Alumni Panel Poster. We met with Feerch regarding the TVs and met with AGS to talk about the food drive. Lastly we participated in spooky spicy fall. End of report
		9. STATE STUDENT SENATE REPRESENTATIVE REPORT: I’ve met with Hellen to talk about the ASCOM and the SS CCC constitutions, and I will be meeting with the advisors later this week. The Regional Communications Officer, Sean Young, will be coming from SRJC to attend our October 4th meeting.
		10. ESCOM REPRESENTATIVE REPORT: No Report
		11. ASCOM ADVISORS REPORT: Just wanted to say great job on facilitating the reflection of the committee flag and having a self reflection and on areas of growth. Also speaking about accountability, respond back to emails and reviewing materials that are sent to you all including the google docs. Shout out to folks that have signed up for committees. Your Role there is important. Gabe one of our maintenance rockstars was injured yesterday and we want to say that psych services is available and utilize your mentors, psych services and friends for help.
		12. Committee Reports:
		13. COLLEGE COUNCIL REPORT: No Report.
		14. GOVERNANCE REVIEW COUNCIL: No Report.
		15. PLANNING AND RESOURCE ALLOCATION COMMITTEE: No Report
		16. EDUCATIONAL PLANNING COMMITTEE: We went over the final recommended changes and we focused on the IVC campus and on the ed master plan indicators. We talked about student housing and wanted to focus more on faculty more than student housing.
		17. FACILITIES PLANNING COMMITTEE: I had my first meeting this week our role is to review facilities and provide suggestions to planning and resources allocation committee and we’re reevaluating our charge and wanted to change it based on other Community Colleges. The Miwok center is under construction, the Jonas Center and those will be completed fall 2020 and new construction will be construction spring 2020. Repro will be on Sir Francis Drake. A lot of things going under construction and if you want anything implemented or feedback please bring it up to me.
		18. INSTRUCTIONAL EQUIPMENT COMMITTEE: No Report
		19. PROFESSIONAL LEARNING COMMITTEE: Meeting is next Tuesday from 3:30-4:30
		20. GUIDANCE, RESOURCES, INTEGRATION, TRANSFORMATION COMMITTEE: This weeks meeting followed the presentations about what the SEA funds and Tea came to present.
		21. TECHNOLOGY PLANNING COMMITTEE: I wasn’t able to go to the meeting because of club fest and spooky spicy fall but I'll be at the next one
		22. INCLUSION, DIVERSITY, EQUALITY, AND ACTION COMMITTEE: we will meet next week. I wanted to thank Lia for being our student spotlight for the newsletter, so if you have a chance to read through the newsletter it’s going to go to every student’s emails and please let me know of any students please share that information with me.
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.*

Hellen: Please be on slack since it’s the main point of communication and slack is a great way to communicate and turn the notifications on. Also respond to emails and it may be difficult to have so many in a row and even if it is an email that there isn’t much feedback on please just email back that you can’t volunteer for the event but can show support in a different way. Kai and I had a meeting yesterday about how we can create a social meeting gathering

Kai: we want to have a Halloween costume contest and we’re looking at ways to reach out to students to tell them of the contest and possibly giving them prizes.

Hellen: Perhaps we can build community hours’ presence on campus and having a good incentive to enhance the social media page and if you follow the account we can get more followers and have an incentive.

Lia: I think it would be cool and I think that it would be fun

Kai: we were hoping students would submit photos themselves and wanted to submit them through a hashtag to get social media involvement

Addis: We still have t-shirts we want to get rid of why don’t we use that as an incentive.

Hellen: I think that would be great, maybe a t-shirt as an incentive to sign up and then whoever wins gets the big prizes.

Fernanda: you could also do a movie clip and take pictures with music or walk around school and take pictures with their costumes and make a little movie and put it on social media pages.

Lia: We could do what are you wearing and who are you?

1. Public Comment
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2. Adjournment: **Gabby, Fernando 12:38 PM**