 **Student Services Building, Room 241**

**College of Marin-Kentfield Campus**

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

**Regular Meeting Minutes**

**September 6, 2019**

1. Order of Business
   1. Call to Order:
   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)** | *Late 11:30* |  |
| ESCOM REPRESENTATIVE  **DENIZE SPRINGER (NON-VOTING MEMBER)** | X |  |

ASCOM ADVISOR: SADIKA SULAIMAN HARA AND TEA PERALES

AUXILIARY MEMBERS:

MEMBERS OF THE GENERAL PUBLIC: Patricia Ruiz, Kevin Colgate, Ana Camacho

* 1. Adoption of the Agenda

Hellen: before we start Bea had an agenda change

Bea: Sadika wanted us to add a discussion/action to amend item “k” from 8/23/19 minutes to change account number to 7300.11 instead of 7200.11

Discussion: **Gabby, Kai**

Motion to change the agenda: **Harpreet, Kai**

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

* 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)*

III. New Business (Actions May Be Taken)

* 1. Discussion/Action to fund NTE $4,100.00 from acct.#7300.11 (interfund MCC) into FOAP 12600.26601.45000.493009 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: Bea, Harpreet**

Hellen: This comes from department funds and we gave about $7,800 to the drama department and I know Lia and I when we talk about how to split the accounts we were talking about having $12,000 for one semester and $12,000 for the other. That means we would be using money saved for the next semester.   
Kai: I think that we can fund it but we should trim it. I think $500 per day is excessive and I don’t think that they have that many students.

Hellen: any suggestions?

Kai: Keep it to $250 per day. A lot of this is just food but the expenses can be mitigated elsewhere

Gabby: do they have discount for pizzas too?

Amina: I think the pizza is understandable and maybe they can take out the fruit and possibly limit the snacks because i feel like having both and a snack and drinks is a lot.

Kai: I suggest when we trim it from $2,200 to $1,000 for food.

Hellen: For food pizza and drinks divide it in half?

Kai: Yes for both events keep it to $250

Fernando: Can we ask Oksanna to come to the next meeting so that we can ask her more detailed questions. I suggest we table this until the next meeting so she can come and talk.

Hellen: These are all valid questions and concern and it would be more fair for this situation for her to be here and it’s safe for us to table this until next week.

**Motion to table A for next week’s meeting: Fernando, Gabby**

**PASSES**

**7-0-1**

* 1. Discussion/Action to fund NTE $200.00 from acct.#4500.04 (event supplies) for Constitution Day. Reimburse MCCD, Sadika’s P-Card, PR# 11650. Presenter: Malaika.

**Discussion: Amina, Fernando**

Addis: Malaika was wondering if she can call in?

Hellen: Yes she can.

Denize: When is constitution day?

Hellen: September 19th.

Malaika: We’re asking for $200 and are planning to have a table outside of the LC building and games. We want to give out candy as prizes and as an incentive for students to participate and we want to buy mini constitutions if the state won't give us free ones. We’re also planning on getting free donuts from Johnny’s and bagels from Noah’s and if that doesn’t work out then we would buy them. We’re trying to save as much money as we can.

Hellen: how much have you calculated so far

Malaika: so far it is about $86.

Hellen: And the rest is the cushion?

Malaika: Yes and the cushion is including if we have to buy bagels

Vote: Gabby, Harpreet

**Passes:**

**8-0-0**

* 1. Discussion/Action to amend 5/10/19 minutes, item “m” *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. Presenters: Tea and Sadika

**Discussion: Fernando, Amina**

Tea: with community hour and increased enrollment and COMmunity hour and to provide enough pizza we had to spend 600 instead of 400.

**Motion to vote: Gabby, Kai**

Passes

* 1. Discussion/Action committee placements for Committees (2 students per committee):
* Landscape Committee - likely will meet before ASCOM meetings on Fridays
* PRAC - 2nd and 4th Tuesdays, 2-3:30p.m.
* GRIT - 2nd and 3rd Wednesday, 2-3pm
* FPC – 4th Wednesday of each month from 2-3:00 pm
* GRC – TBD
* Instructional Planning Committee (IPC) – meets in the spring, dates and times TBD

**Discussion: Kai, Harpreet**

Hellen: Ideally, we would like one ASCOM member to be on each committee and we can discuss in today's meeting.

Kai: I think i will be on technology planning committee but I look forward to joining this one.

Harpreet: I'm in the community hour meeting

AMINA: EPC

Bea: I can do the GRIT Committee

Gabby: I will be on landscape and possibly GRC

Addis: I can do FPC

Hellen: I will connect with you over that contact. If you see any other students wanting to be part of committees I definitely recommend reaching out and we would like students from ASCOM and different outlets. I will be emailing you all contact info for the committees and you’ll be a part of them by next week

Gabby: You don’t need to be a board member and any member of the public can be on a board.

Kevin: Just to clarify, we aren’t considered students in the school, but if Gabby’s term student. ESCOM members aren’t members of the student body.

Hellen: on college council we have ESCOM students though.

Kevin: ESCOM is an organization with community ed but not with the college.

1. Standing Business (Actions May Be Taken)
   1. Officer Reports:
      1. PRESIDENT REPORT: This week I’ve been reaching out to different communities on campus and asked MAPS if I can join their meetings and wanted to see if they wanted ASCOM auxiliary members. On Tuesday I went with Malaika at the Umoja meeting and we created really good connections and were able to discuss things about the upcoming construction plans and many [students] were interested in being in committees. I was able to find people interested in committees and auxiliary members as well to get people interested in ASCOM. Please email me your SMART goals. End of Report
      2. VICE PRESIDENT REPORT: Club fest is coming up and I've ordered everything that I needed. The volunteer shifts are almost done thank you everyone for signing up and I will send an email of the shifts. I had my ICC meeting and I was happy since 10 people were here and shout out to Addis and Malaika for coming to the meeting this week and introducing themselves at the meeting. We discussed final details about club fest. End of Report
      3. STUDENT TRUSTEE REPORT: Harpreet and I have finalized ideas for mental health event. We are going to have a panel with two students, a faculty member and hopefully another person from the outside and if you have any suggestions for who the panelist should be please let me know. End of Report.
      4. SECRETARY REPORT: Please remember to send me any agenda requests, your officer reports. End of Report.
      5. TREASURER REPORT: This week I have continued to stay in contact with Sadika and Hellen about the budget and continue to modify the budget so far in the past few weeks of school. Since the last meeting, about $6,000 has been deducted for AGS and $100 for the gamers club, all from the clubs account. With that said, that leaves us with $6,218 for the rest of the year. If this doesn't make sense it is because before the gamers club and AGS funding approval we were at $12,000, so that's just some context for why it is at that amount. As we continue with the school year I think it is important to find ways to not only save money but to make sure we don’t deplete our funds. So as clubs request for funds we should keep in mind what is left for the school year and make choices that will allow for the funds that are left in the clubs account to last until the end of the spring semester. Anyway, I have met with Malaika and Luca. They’ve explained their budgeting and what to expect for Constitution Day. They have a solid plan and are creating a spreadsheet as they continue their budgeting. With that said, as everyone prepares for their event please provide a spreadsheet of where funds are going and what the budget is so that we are tracking what is being spent. End of Report
      6. SENATOR – TECHNOLOGY: I am able to make two posts this week for Umoja and club fest and I have to post another to Facebook. I was able to document the EOPS BBQ on the stories. I have met with Harpreet to get some of the details for what we are doing for spooky spicy fall. I had an ASCOM board member who was supposed to send me something and they did not do so. As a reminder please send me what you want posted as soon as possible. End of Report.
      7. SENATORS (2) – STUDENT ACTIVITIES & SERVICES: Harpreet: As Kai said we met for Spooky Spicy Fall. The next step is talking to vendors to see if they can give us food so we don’t spend too much. Gabby and I reached out to one of the students who will be on the panel and we still need to reach out to other vendors and outside sources. Amina: We’ve been working with Malaika and Luca and I’ve reached out to Johnny’s donuts and Noah's bagels, so hopefully they will respond and willing to donate. Gabby and Hellen will be leading alumni panel event. End of Report.
      8. SENATORS (2) - PUBLIC RELATIONS & MARKETING: We’ve been putting up club fest posters and thank you also much for distributing post cards and please continue to let your classmates know! We have designed Constitution day posters and are sending them in for approval. We’ve started on Spooky Spicy Fall posters. Lastly Hellen and Malaika met with Umoja and are looking forward to a strong partnership with them and other learning communities. Also, if you see any Kick Off BBQ posters please recycle them! End of Report.
      9. STATE STUDENT SENATE REPRESENTATIVE REPORT: We’ll be hosting a meeting here and I’ll go over that next week and please make sure to talk to me if you missed my presentation of what my position is. End of Report
      10. ESCOM REPRESENTATIVE REPORT: We have an open coffee for anyone. If you’ve at IVC stop by and say hi. Our next meeting is on the same day as club day. End of report.
      11. ASCOM ADVISORS REPORT: Congrats on week 3! Y’all are rocking it and I’m so proud of the way you guys show up and lead the campus. In regards to our login system Sadika and i have met and wanted to be clear about the policy. We want you to only log in your office hours. Make sure you log in and log out. We will keep track of attendance. If you are going to be absent, miss a meeting or miss office hours, make sure you email the advisors, Hellen, and Bea. You may have seen cafe coffee and Kai if you can take a picture of that and post it on the ASCOM Instagram and on Wednesday from 11-2 there will be a Bonmi food truck. I haven’t yet seen a supply list and want to make sure you all have what you need. If you see any old posters please take them down that would be helpful. I just want to promote again that Monday is the Women of Color Cafe and think about the moment you really felt connected at COM and so that people feel connected and involved. End of Report
      12. Committee Reports:
      13. COLLEGE COUNCIL REPORT: Our next meeting is next Thursday. End or report.
      14. GOVERNANCE REVIEW COUNCIL: No Report
      15. PLANNING AND RESOURCE ALLOCATION COMMITTEE: No Report
      16. EDUCATIONAL PLANNING COMMITTEE: first meeting is 2-4 this Monday
      17. FACILITIES PLANNING COMMITTEE: No Report
      18. INSTRUCTIONAL EQUIPMENT COMMITTEE: No Report
      19. PROFESSIONAL LEARNING COMMITTEE: No Report
      20. GUIDANCE, RESOURCES, INTEGRATION, TRANSFORMATION COMMITTEE: No Report
      21. TECHNOLOGY PLANNING COMMITTEE: No Report
      22. INCLUSION, DIVERSITY, EQUALITY, AND ACTION COMMITTEE: Today we had our first IDEA committee and we went on a debrief on what we were planning last semester. We had a convocation speaker and IDEA had a lot of influence on flex week and we briefed on that. We are doing the newsletters and last year since i was in this committee we had student spotlights and we have upcoming students and we want to spotlight students who haven’t had their voice heard let me know. We are getting ready for Undocumented student week and Bea and I will be doing an event for that.   
          Tea: There will be Canal alliance coming to provide free legal consultation for our students here. End of report.
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 want to reiterate please be on time for your shifts for Club day since there aren’t too many people going from ASCOM to volunteer. If you don’t know what to do for your assigned roll let me know

Hellen: Thank you to everyone who has been cleaning up in the ASCOM room and the last person to leave please close the window and turn off the lights and follow the guidelines on the flag.

1. Public Comment
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2. Adjournment: **Fernando, Kai** 11:45 AM

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ASCOM President ASCOM Advisor