 **Student Services Building, Room 241**

**College of Marin-Kentfield Campus**

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

**Regular Meeting MINUTES**

**December 7, 2018**

1. Order of Business
   1. Call to Order: 8:40 am
   2. Roll Call

|  |  |  |
| --- | --- | --- |
| OFFICERS | PRESENT | ABSENT |
| PRESIDENT  **LIAM CAMPBELL** | X |  |
| VICE PRESIDENT  **HELLEN SIGARAN** | X |  |
| STUDENT TRUSTEE  **JADON SEITZ (voted in on 6/14/18)** | X |  |
| SECRETARY  **GABBY HOJILLA (voted in 8/31/18)** | X |  |
| TREASURER  **KAI KONISHI GRAY** | X |  |
| SENATOR – TECHNOLOGY  **ASHLEY CHANTHONGTHIP (voted in 11/2/18)** | X |  |
| SENATOR - STUDENT ACTIVITIES & SERVICES  **ANDREA THACH** | X |  |
| SENATOR - STUDENT ACTIVITIES & SERVICES  **LAUREL HALVORSON** | X |  |
| SENATOR – PUBLIC RELATIONS & MARKETING  **FERNANDO SANCHEZ (voted in 6/14/18)** | X |  |
| SENATOR – PUBLIC RELATIONS & MARKETING  **FITRY RAHMADIANTY (voted in 6/14/18)** | X |  |
| STATE STUDENT SENATE REP.  **LAURIE PENNISI – Proxy = Hellen** | X |  |
| ESCOM REPRESENTATIVE  **DENIZE SPRINGER (NON-VOTING MEMBER)** |  | X |

ASCOM ADVISOR: SADIKA SULAIMAN HARA AND TEA PERALES

AUXILIARY MEMBERS: Cayri Chan, Liam Zhu, Thomas Boatright, Amina Nakhuda, Juan Miguel

Hojilla, Blanca Lopez, Paula Denise Sullivan

MEMBERS OF THE GENERAL PUBLIC:

* 1. Adoption of the Agenda

**Motion to Adopt: Gabby, Hellen**

* 1. Approval of the Minutes

**Motion to Adopt: Hellen, 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 approve funding NTE of $3,250.00 from acct.#7200-99 (Intrafund clubs) into 9575-70 (Transfer Club) requested by the Transfer Club for the Southern California College trip. Funds will be used for transportation, food, hotels, and accommodations. PR not required.

**Discussion: Jadon, Laurel**

**Open: Laurel**

Sophie: Trip last year included 14 students. Hoping to accommodate the same amount if not more. Transfer Club is fundraising to make up the difference. The trip is open to all students. More students get involved on campus after the trip. Traveling to UCLA, USC, Irvine, Redlands, want to add a CSU (maybe Long Beach).

Jadon describes the trip as a rundown of the transfer process, how to optimize the odds of getting accepted, ask advice from the admission office, make a lot of friends.

Liam: Did it inspire you to join ASCOM?

Jadon: Yes. Someone suggested it to me.

Amount is 12,486  
**Motion to revisit: Laurel, Ashley**

**Motion to Vote: Gabby, Laurel  
9-0-0  
PASSES**

* 1. Discussion/Action to approve BT, $150.00 from 5820.02 Printing-Science Center, into Parking Permit acct#4500.31 to cover ASCOM Spring 2019 permits. Pr not required.  
     **Motion to Vote: Laurel, Hellen  
     9-0-0  
     PASSES**
  2. Discussion/Action to approve amending 9-14-18 Minutes, item #A, to include a portion of this funding will be used to reimburse Sadika’s Calcard, $282.18, pr#11521, acct#4500.04, Costco IVC Harvest Day Lunch.

**Discussion: Gabby, Hellen**  
**Motion to Vote: Hellen, Laurel  
9-0-0  
PASSES**

* 1. Discussion/Action to officially recognize the DIY Music Club and award $100.00 seed money, from acct#7200.99 into acct# to be assigned by Fiscal Services, pr not required.

**Discussion: Hellen, Ashley**

Hellen: This music club started 3 weeks ago. Crosby is the vice president.

Jadon: If you have an instrument, you can join.   
**Motion to Vote: Laurel, Jadon  
10-0-0  
PASSES**

* 1. Discussion/Action to amend 11-2-18 Minutes, item D, to include pr#11467, office supply order, staples.

**Discussion: Jadon, Laurel**  
**Motion to Vote: Gaby, Fitry  
9-0-0  
PASSES**

* 1. Discussion/Action to approve funding for ASCOM Office Supplies, NTE $500.00, acct#4500.01, pr#11514.

**Discussion: Laurel, Jadon**

Sadika: Purpose of this is to get a list going and place orders in before winter break  
**Motion to Vote: Gabby, Laurel  
9-0-0  
PASSES**

* 1. Discussion/Action to amend 10-5-18 Minutes, item B to include pr#11516, Tutoring and Learning Center Budget Transfer for Cram Jam. FOAP 12600.26601.45000.493009

**Discussion: Gabby, Hellen**  
**Motion to Vote: Jadon, Laurel  
10-0-0  
PASSES**

* 1. Discussion/Action to amend 11-30-18 Minutes, item E, to include reimburse Sadika’s Calcard $123.02, pr#11506, Woodlands, Cocoa Day.

**Discussion:**

Laurel: We used Sadika’s Calcard?

Kai: Yes. I bought 46 dollars.  
**Motion to Vote: Gabby, Jadon  
10-0-0  
PASSES**

* 1. Discussion/Action to approve funding NTE $600.00 for ASCOM’s Spring 2019 Retreat, acct#4500.07 (Leadership Retreat Supplies), pr’s to follow.

**Discussion: Laurel, Jadon**

Happening the 17th and 18th of January at the IVC Campus.

Liam: Does this include food?

Tea: Yes. Will have food delivered.  
**Motion to Vote: Laurel, Hellen  
10-0-0  
PASSES**

* 1. Discussion/Action to approve funding for ASCOM Board Members Stipend’s FY 2018/2019, NTE $10,000.00, acct#5650.01 (Service Agreements). Disperse the following amounts below:

Liam Campbell $1,125.00 pr#11522

Hellen Sigaran $925.00 pr#11523

Kai Konishi-Gray $275.00 pr#11524

Gabby Hojilla $550.00 pr#11525

Laurel Halvorson $225.00 pr#11526

Andrea Thach $225.00 pr#11527

Fitry Rahmadianty $225.00 pr#11531

Fernando Sanchez Lopez $225.00 pr#11528

Ashley Chanthongthip $112.50 pr#11529

Laurie Pennisi $112.50 stipend not wanted

**Discussion: Laurel, Jadon**

Liam: I believe the previous board last year set up a system for putting money aside from this year.

Sadika: No additional funds were added.  
**Motion to Vote:  
9-1-0  
PASSES**

1. Standing Business (Actions May Be Taken)
   1. Officer Reports:
      1. PRESIDENT REPORT: Gotten some thank you letters from Patty O’Keefe. YWCA is an organization designed to empower women of color wants to co-host a leadership and advocacy event together with ASCOM. The new constitution is coming along. Will probably get passed for next year.
      2. VICE PRESIDENT REPORT: Sustainability Club is supporting a meet and greet. Finishing ICC Constitution and will be voted in for next semester.
      3. STUDENT TRUSTEE REPORT: Board of Trustee meeting was rescheduled to Tuesday the 10th.
      4. SECRETARY REPORT: Decided to print as much paper as needed to avoid conflict during meetings.
      5. TREASURER REPORT: Kai: Thanks to those who helped out Hot Cocoa Day. Things to work on: We didn’t have the right cooking material. Things we did well: donations from Bearded Papa. Spent 150. Got 600 dollars of free stuff. Going forward we should utilize as much as possible.
      6. SENATOR – TECHNOLOGY: Ashle notifies the board that she posts a couple days before the event for students to have it “fresh” in their minds.
      7. SENATORS (2) – STUDENT ACTIVITIES & SERVICES: No report
      8. SENATORS (2) - PUBLIC RELATIONS & MARKETING: Ferch: printed and posted out the Finals Week Giveaway posters. We’re done with all the posters for the semester.
      9. STATE STUDENT SENATE REPRESENTATIVE REPORT:
      10. ESCOM REPRESENTATIVE REPORT:
      11. ASCOM ADVISORS REPORT: Tea kindly advises the board to take better care of themselves. Tea: Thank everyone for promoting and attending Study Hall with the Twist. Just a reminder to clean the space up before winter break.

Sadika: I thoroughly enjoy working this Board. There’s this kind of energy you bring. Make sure to take yourself. Good luck with finals.

* + 1. Committee Reports:
    2. COLLEGE COUNCIL REPORT: No report
    3. GOVERNANCE REVIEW COUNCIL: Decided on a certificate as an incentive for student involvement in committees.
    4. PLANNING AND RESOURCE ALLOCATION COMMITTEE: No report
    5. EDUCATIONAL PLANNING COMMITTEE: No report
    6. FACILITIES PLANNING COMMITTEE: No report
    7. INSTRUCTIONAL EQUIPMENT COMMITTEE:
    8. PROFESSIONAL LEARNING COMMITTEE: Staff and Faculty wellness fair will be happening on January 16th.
    9. GUIDANCE, RESOURCES, INTEGRATION, TRANSFORMATION COMMITTEE: NO REPORT
    10. TECHNOLOGY PLANNING COMMITTEE: No report
    11. INCLUSION, DIVERSITY, EQUALITY, AND ACTION COMMITTEE: No 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.*

Fitry: Volunteer sheet is available in the google docs. Will finish preparing goody bags tomorrow.

Laurel: We have a ton of stuff to take back to the shed.

Hellen: Clubs have been taking plates and utensils. Kindly inform them not to.

Jadon suggests viewing the digital copies of the minutes and agendas and to only print a few copies for the meeting.

Everyone agrees. Sadika: maybe print 3 to 5 copies for those with visual impairments.

Kai: We have a federal tax ID number that makes it easy to get donations. The owner of Bearded Papa was very willing to donate because he’s. a person of color.

Andrea: During winter break, be on top of emails and communications.

Liam: Let’s have everything ready when we come back, check emails.

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Kevin: reinforces Tea and Sadika’s comment about health. Kevin: Drink a warm drink. Naps are good. Tutoring center would appreciate food donations and leftovers from you. Please send a note at escom@marin.edu about the first meeting. This is a really good board. Look forward to seeing you next semester

1. **Adjournment: 9:23**

**Laurel, Jadon**

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**ASCOM President ASCOM Advisor**