 **Student Services Building, Room 241**

**College of Marin-Kentfield Campus**

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

**Regular Meeting MINUTES**

**February 22, 2019**

1. Order of Business
	1. Call to Order:
	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 - Proxy = Laurel** | 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.**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: 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 Vote to add an agenda item “**Discussion on Love is Love Event Debrief” **: Gabby, Hellen**

**10-0-0**

**PASSES**

* 1. Approval of the Minutes (Fitry, Laure)

* 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).* ***This section is reserved for persons who did not request an agenda item in advance.***
1. New Business (Actions May Be Taken)
	1. Discussion/Action on approving funding of $120.00 from acct.#7200 (Intrafund to Clubs), PRs to follow for the Environmental Action Club (EAC) screening of the Symbiotic Earth documentary. EAC would like to request Fusselman Hall 120 for the location. Possible dates for event would be March 29th, April 5, or April 12.

**Discussion: Laurel, Fitry**

Aubrey: The possible dates will be pushed back. Hoping to do it in the week of April 26th, Thursday, 2-4. Getting a professor from Berkeley to speak. Interested in borrowing a projector and having a white sheet on the lawn. If not, looking at Fusselman Hall. Food will be pizza and maybe snacks. Will be open to the public as well. The film is free. The school library has the film.

Laurel recommends for Laurel to look for a projector.

Sadika: The projector and screen used for the cafeteria can be used as well. Media services can provide a projector. Aubrey needs to send a media request form to Tea and Sadika.

Hellen: Estimated number of people?

Aubrey: Minimum 50-60 and maximum 200.

Kai suggests asking for free food at different franchises.

EAC decides to vote on the agenda item and possibly ask for more funds.

**Motion to Vote: Jadon, Gabby**

**10-0-0**

**PASSES**

* 1. Discussion/Action on Ray James’ proposal of making the balcony on the 3rd floor of the SMN building available to students.

**Discussion: Gabby, Laurel**

Ray talked to Matthew Kent from Facilities Planning and Operation. Says that the ASCOM board needs to vote in approval.

Kai: Matt said that if ASCOM votes on this, we can take the initiative to make this happen.

Sadika needs to look into the procedures since it is a safety issue and a liability. She request for Ray’s presentation and pictures of the location. She will then reach out to the VP of Facilities and talk about the access point.

Liam: ASCOM as a board does not have the power to open the space but we can guide you to the right people.

Laurel will send a photo of the sign about safety.

**Motion to Vote: Gabby, Fitry**

**10-0-0**

**PASSES**

* 1. Discussion/Action on budget breakdown and to approve NTE $650.00 from acct.# 4500.04 (Event Supplies) for the Womxn’s History Celebration on March 13th.

**Discussion: Laurel, Gabby**

Fitry: Movie went up from 200 dollars to 300. Instead of having pizza, we’re thinking of having platters, crackers, meat, cheese, sushi, and dessert. We are paying for parking permits and the rest is miscellaneous.

Laurel: Lowered budget for decorations. We will make use of what we have. Movie rights are usually 700 plus. The film is called Miss Representation.

Kai: Is 30-50 guests reasonable? EAC is expecting about 50-60. He recommends relocating the event and making a call to ask for a discount.

Laurel: The price increased and there’s nothing we can do about the copyright. It is already discounted for an educational facility.

Liam and Luca emphasizes trusting the event leads.

Hellen: 43 dollars for cushion is enough?

Laurel and Fitry: Yes.

Fitry: One platter feeds 20 people.

Laurel: It’s okay if we run out of food.

**Motion to Vote: Gabby, Jadon**

**10-0-0**

**PASSES**

* 1. Discussion/Action to approve funding for tabling supplies NTE $100.00 from acct.# 4500.01 to reimburse MCCD, Sadika’s P-Card, PR.#11561. Below are options for certain display items:



**Discussion: Hellen, Fernando**

Laurel presents the budget breakdown. Will be used during the monthly tabling. Proposed items: brochure and flyer holder ($19), pencil holder ($10), acrylic display holders ($3 and $12). In total: 85 dollars. I did thorough research. I can take the pencil holder out.

Jadon worries the stands won’t withstand the wind.

Laurel: we can utilize the rocks we have.

Kai worries about the expense.

Liam assures Kai that Laurel has been doing thorough research for weeks trying to find this. Found Staples was more expensive. Requesting from the supplies budget.

**Motion to Vote: Gabby, Jadon**

**9-1-0**

**PASSES**

* 1. Discussion on Love is Love Event Debrief.

Liam: execution was really well done. In setting up the event, the power outage occurred so the attendance was not very high. Planned to have Tea lead a discussion. Cancelled literature readings due to lack of students. Looking back, it was for the best looking at the circumstances. Rock painting was the main attraction of the event. I’m going to send an email about the strengths of the event.

Andrea: Overall, event missed 6 checklists. Communication could have been better. Concerns: lack of transparency to avoid last minute executions. Asks for honesty.

Laurel: The event looked good. The planning was supposed to be on it. It was stressful and it did feel chaotic.

Kai: Really good event and got it together during the outage. A lady came up and said this made her day.

Hellen liked the idea of the senorita bread. It provided a distinguished event.

Luca: rock painting was nice. It was interactive and not performative activity. Good way to build a community.

Liam: General consensus: Students thought the rocks were not interested because it seemed “elementary-like.” Thought rocks might have prevented students from attending but it was also the main attraction.

Hellen: location was perfect. It felt homey and personal. We should have a different alternative for thought rocks to cater to different personalities.

Liam: Overall, there was lack of communication at times and way too much communication at times.

Kai suggests creating a mural.

1. Standing Business (Actions May Be Taken)
	1. Officer Reports:
		1. PRESIDENT REPORT: No report
		2. VICE PRESIDENT REPORT: Hellen thanks everyone who helped out during Club Fest. Will be giving the debrief next week. Needs the clubs’ point of view. ICC meetings are conflicting. Trying to find the best meeting time. Will be changing the schedule. AGS will be hosting a musical event. Emphasizes ASCOM’s attendance in events. Trying to get more reports from clubs.
		3. STUDENT TRUSTEE REPORT: Next meeting is on Feb 12. Delivered the student’s opinions. Liam and Jadon will be meeting Jonathan Eldridge to voice student concerns on Feb 26th, Tuesday.
		4. SECRETARY REPORT: Gabby is working on the Womxn’s History posters about historical women figures and ground breaking events for women. Trying to feature a diverse group of women. Will create 20 posters in total.
		5. TREASURER REPORT: Needs receipts. For future reference, please cc Kai for emails about receipts.
		6. SENATOR – TECHNOLOGY: At Club Fest, our ASCOM camera does not have a charger. So the camera was dead during the event. We should think of doing buying a charger. The snapchat geofilter worked out well.
		7. SENATORS (2) – STUDENT ACTIVITIES & SERVICES: reminds members to track their hours in addition to office hours. It is in the ASCOM drive to accurately assess the stipend decision. It will be good for the next boards. Almost halfway done with the events for this semester. Marin Women Political Action committee luncheon will be happening that discusses the struggles and the adversity of women. Andrea advises to know the keynote speaker and think of questions. Bring business cards and network. Students from other colleges’ perspective can be valuable. Laurel: Please update the checklist board. Will be noting if events are behind.
		8. SENATORS (2) - PUBLIC RELATIONS & MARKETING: Womxn’s History Event poster has been finalized. Working on the important dates for the elections.
		9. STATE STUDENT SENATE REPRESENTATIVE REPORT: Scheduling meeting with SSCCC. Looking to gather student surveys.
		10. ESCOM REPRESENTATIVE REPORT: Had our first book event. Having a coffee event on March 8th, 10-12 at Deedy Lounge.
		11. ASCOM ADVISORS REPORT: Sadika commends the board amidst the power outage. Takes debrief as a learning opportunity. Appreciated Laurel and Andrea’s work. Look at how we can improve. Don’t think we have too much communication when it comes to event planning. If Ashley can do intake on pricing of the charger, and have it placed on the agenda. Will be back on Monday. Let us support Tea. Elections are up to date on the website. Suggests pointing students to the website.
		12. Committee Reports:
		13. COLLEGE COUNCIL REPORT: Meeting on March 8th. No report.
		14. GOVERNANCE REVIEW COUNCIL: No report
		15. PLANNING AND RESOURCE ALLOCATION COMMITTEE:
		16. EDUCATIONAL PLANNING COMMITTEE:
		17. FACILITIES PLANNING COMMITTEE:
		18. INSTRUCTIONAL EQUIPMENT COMMITTEE:
		19. PROFESSIONAL LEARNING COMMITTEE: Fitry’s schedule conflicts with the committee’s meeting times, 3:30-4:30, every other Tuesdays.
		20. GUIDANCE, RESOURCES, INTEGRATION, TRANSFORMATION COMMITTEE:
		21. TECHNOLOGY PLANNING COMMITTEE:
		22. INCLUSION, DIVERSITY, EQUALITY, AND ACTION COMMITTEE: Meeting was cancelled.
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.*

Fitry: Wed March 13th 1-6. Needs someone to receive guest, gather people, clean up, set up.

Amina can do the whole time.

Kai 1-2 5-6

Hellen 3-6

Ashley until 12:30

Laim 2-4

Laurel whole time

Luca 2-4

Jadon: Students have a hard time connecting with the teachers.

Liam: We are meeting with Jonathan Eldridge to take action.

Jadon: Will have more to report on after the meeting.

Luca asks about gathering student input.

Jadon: Nicole Cruz can reach out to people but it is hard. There is no system in place.

Laurel suggests using the survey monkey at the Transfer Center and having an email list.

Ferch: We can email it to Nicole Cruz and she sends it .

Kai: Last day to drop is when we should have surveys that’s when people are more honest.

Sadika: There is a camera case at the file cabinet at the lowest drawer left hand side. If it is locked, Matt has access to it.

Hellen: We should discuss tabling and set dates.

No one recalls bringing the flags in.

Liam remembers double checking and breaking down the flags.

Hellen: The cameras do not work.

Sadika requests an email about where they last saw the events and she will email maintenance and all departments.

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Sadika reminds to respond to her email about the Women’s Political Action luncheon.

1. Adjournment: 2:47 Laurel and Jadon

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 ASCOM President ASCOM Advisor