 **Student Services Building, Room 241**

**College of Marin-Kentfield Campus**

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

**Regular Meeting MINUTES**

**March 8, 2019**

1. Order of Business
	1. Call to Order: 1:33
	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) - Proxy = Gabby** |  | Excused |
| 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

MEMBERS OF THE GENERAL PUBLIC: Karina Cruz, Daniel Almog, Juhweris Mehtar

* 1. Adoption of the Agenda (Fernando, Fitry)

**Motion to Amend and Add an agenda:**

**10-0-0**

**PASSES**

**Motion to Amend b and revise it to Discussion/Action to approve funding of $75.00 for Let’s Get Fiscal event:**

**10-0-0**

**PASSES**

**Were that two agenda items added??**

* 1. Approval of the Minutes (Gabby, Hellen)

* 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 reserve an agenda item.***
1. New Business (Actions May Be Taken)
	1. Discussion/Action to approve funding of NTE $1,640.00 from acct.7200 (Intrafund to Clubs) for the Alpha Gamma Sigma Spring Convention and Year End Dinner. Presentation by Daniel Almog.

**Discussion: Laurel, Gabby**

Liam clarifies that the funding is only for the Year End Dinner.

Daniel met with Laurel and agreed with an 80-20 compromise. ASCOM agreed to fund 80 percent. AGS will be paying 410.00 dollars.

Daniel hands the financial reports out.

Daniel: The AGS budget has gradually decreased, not including apparel expenses to the expenditure sheet. Funding sources include bake sales and semester membership fees. AGS has spent more money than made in the last 5 semesters. 34 of the 71 members do not pay for the fees because of EOPS and being life time members. AGS has to pay for these members for the state organization. This memo (handed out a memo from 2011 from the Dean of Students at the time addressed to the Director of Student Affairs at the time) outlines funding that was built in for AGS each year. I am unsure what happened as this is not was what AGS receives.

Sadika (floor given): This memo was provided prior to my arrival as the Director of now Student Activities and Advocacy. It was a recommendation. Since my arrival, process and procedure for funding requests have been evaluated and updated. Due to minimal understanding of how funds were being spent each year by departments and organizations who had “built in” money allocated by ASCOM, better measures were put in place in 2015, which took out the practice of money that was “grandfathered” in for particular departments and clubs, and asked each group to come each year to request funds with a presentation reviewing how previous money had been used. This allows each new board to make a decision based on a proposal. I am happy to discuss this further after the meeting. (Daniel agrees to meet after the meeting with Sadika and Tea – ASCOM advisors).

Daniel: Year End Dinner funds will go to catering service and decorations.

**Motion to Vote: Gabby, Hellen**

**9-1-0**

**PASSES**

* 1. Discussion/Action to approve funding of $75.00 for Let’s Get Fiscal event. Budget breakdown presentation by Fernando Sanchez and Jadon Seitz.

**Discussion: Gabby, Laurel**

Fernando: Event will be held on April 4th, partnering with Sparkpoint, a financial institution. Purpose is to inform students about this resource. Topics include: Financial approach, how anyone can be a millionaire, budgeting now and while transferring, managing credit scores. Each workshop will be 20 minutes maximum. Budget will be used for cookie making materials, cream cheese, and decorations. Requesting donations from Peet’s Coffee and Noah’s bagels. Money cushion of 33 dollars. Expecting 20 to 45 people.

**Motion to Vote: Gabby, Hellen**

**8-2-0**

**PASSES**

* 1. Discussion/Action NTE $3,000.00 from Rep. Fee acct.#5200.10 (travel/conference) for General Assembly.

Discussion on budget, dates, and attendance by Luca Citroen.

**Discussion: Gabby, Fitry**

Luca: We will be attending GA from April 5th to 7th at Sacramento. Total number of people that can attend are 4. Fernando, Luca, and one advisor will be attending. One spot is open. 21st is the last day to register. The theme is “Students Uniting Beyond Barriers.” Madam Chair Yanese will be the coordinating this event.

Kai, Laurel, Hellen, Gabby are interested in going.

**Motion to Vote: Gabby, Hellen**

**8-2-0**

**PASSES**

* 1. Discussion on ASCOM meeting procedures and dialogue. Item requested by Gabby Hojilla.

**Discussion: Gabby,**

Gabby met with Liam to discuss how to establish a professional workplace. Suggests using Robert’s Rules of Order which include the following:

“I move the previous question:” Let the person talk about without interruption.

“Point of order:” Enforce rules and procedure

“Object to the consideration of this question:” believe it does not relate to the discussion

“I move to recess”

Liam is figuring out which motions require a vote.

Sadika: Once a member makes a motion, it needs to be addressed. You don’t need to vote. Liam can only call for recess. Any member of the board can ask for point of order.

Hellen asks for others to be more aware of their words.

Liam emphasizes this is a professional space.

* 1. Discussion on ASCOM Office Hours. Item requested by Tea Perales.

**Discussion: Fernando, Gab by**

Tea reminds everyone to be in the office during office hours.

Jadon suggests to writing location on the board

* 1. Discussion/Action to purchase 3 Amazon Fire 7” tablets and 3 Folio cases for NTE $200.00.

**Discussion: Gabby, Fitry**

Jadon: A tablet and a case together are 55 dollars. When students are lining up, they can make use of the iPad to complete a survey. It is useful for hectic schedules to pull out the tablet at any time.

Kai: This will come out of the office or event supplies.

Laurel asks to bring it back at the end of the day.

**Motion to Vote: Gabby, Fernando**

**9-1-0**

**PASSES**

1. Standing Business (Actions May Be Taken)
	1. Officer Reports:
		1. PRESIDENT REPORT: There is a problem with the wireless internet. It can’t be simplified without having a list of instructions for security reasons. Will talk to Patrick about sending the instructions to the students. Instructs members to send students having Wifi problems to the IT office.
		2. VICE PRESIDENT REPORT: As a Board, ICC integrated Slack. Finding a way to connect ICC with ASCOM and clubs. Working with Tea and Liam with the COM portal and made a draft as to how the web page should look like. Working on the logo. New clubs have started: Empowering, Muslim Students Association Club, Association of Peer Tutors. If anyone has issues, direct them to SMN 135 for maintenance.
		3. STUDENT TRUSTEE REPORT: No report
		4. SECRETARY REPORT: Gabby finished 15 posters so far. Needs to work on communication and stick to deadlines.
		5. TREASURER REPORT: Acknowledges Wammy and Hellen for to the Slack integration
		6. SENATOR – TECHNOLOGY:
		7. SENATORS (2) – STUDENT ACTIVITIES & SERVICES: Laurel organized the supplies closet. Requests to return materials in the rightful place. Instructs members to tell parents and friends outside of school about Womxn’s History event.
		8. SENATORS (2) - PUBLIC RELATIONS & MARKETING: Important dates for the Election poster is out. Let‘s Get Fiscal event poster is been sent for approval.
		9. STATE STUDENT SENATE REPRESENTATIVE REPORT: Working with Laurel on Earth Week. Event will be a week of activities. Requests for volunteers. Invites members on Friday mornings to organize the event shed. General Assembly is in 7 days.
		10. ESCOM REPRESENTATIVE REPORT:
		11. ASCOM ADVISORS REPORT: Sadika thanks Laurel for cleaning out the shed. Elections are coming up. Have people running for every position. Please let strong candidates know. Election committee comprises of Laurel, Fitry and Jadon. Today is the last candidate orientation. If someone is not available, they can schedule an appointment. Recommends that board members who are returning to the College of Marin attend the General Assembly. Continuity is important.

Tea asks to update location for office hours.

* + 1. Committee Reports:
		2. COLLEGE COUNCIL REPORT: Let the heads of departments encourage students about the ASCOM elections. IT is located in SMN 135 - any issues with the Wi-Fi. IT has permission from the school to assess students’ phones. Was not the case last year because of liability issues. Talked about the educational master plan - addressing patterns of inequity on campus. It is almost completely approved. Updated with the construction plans. Hellen is happy to inform any interested about the plans.
		3. GOVERNANCE REVIEW COUNCIL: Certification of Achievement will be signed by Dr Coon and the chairs of the committees. Then two copies will be given to Gabby to distribute to the student and enrollment services (to the transfer file). Gabby will be responsible for taking attendance of student representatives.
		4. PLANNING AND RESOURCE ALLOCATION COMMITTEE:
		5. EDUCATIONAL PLANNING COMMITTEE: Meg Pasquel was a guest. Had a discussion on the equity part. The masterplan was approved by the College of Council, and will be sent to Board of Trustees for approval.
		6. FACILITIES PLANNING COMMITTEE:
		7. INSTRUCTIONAL EQUIPMENT COMMITTEE:
		8. PROFESSIONAL LEARNING COMMITTEE:
		9. GUIDANCE, RESOURCES, INTEGRATION, TRANSFORMATION COMMITTEE :
		10. TECHNOLOGY PLANNING COMMITTEE:
		11. INCLUSION, DIVERSITY, EQUALITY, AND ACTION COMMITTEE: Discussed the educational masterplan and the focus area about equity. Andrea and Hellen is looking for another student for the student spotlight. March 22nd is the next meeting.
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: Need volunteers for Voting Day to guide others through the mycom portal. Tuesday afternoon, 10th and the 12th.

Liam is available on Wednesday from 2 to 4

Laurel reminds others to email the work log to Andrea and her.

Hellen: Andrea, Laurel and I will be discussing the data.

Fernando had a meeting with Brian from Sparkpoint. He requests for volunteers. Needs help with attendance and reaching out to other students. Volunteers will meet with Brian to debrief about the duties. Fitry will send the link to get into the Google Docs. Fernando will send marketing material to Daniel to publicize.

Gabby 12:10-2

Kai 11-1

Hellen 11-11:30

Liam 12-1

Fitry will email volunteers about Women’s History responsibilities and duties.

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Tea: Point of Order is only said by board members.

Juweria brings up the ICC meetings. AGS and ICC representative did not receive an email about the meeting times. Requested to be included and says that ICC meetings are conflicting.

Hellen sent the link but Mariya did not receive the email about the meeting information.

Hellen: Only 75 percent of clubs can only attend this meeting time.

Daniel emphasizes the need for ASCOM to accommodate. Asking for all ICC representatives from different clubs to be there.

Daniel thanks the board for the funding. Addresses the funding issues in ASCOM and says that there was ittle to no questions to other clubs and ASCOM did not request for financial reports.

Daniel: AGS should not be held a different standard for funding. Dean of Enrollment services stating that AGS must fulfill their mission so they should be fully supported and funded and requests 6,00 dollars be budgeted annually to AGS for student participation. ASCOM has not funded AGS since 2016. Would like to know when the funds for this organization can be reinstated.

Sadika clarifies that Student affairs is different from ASCOM. Letter was sent to Sadika’s predecessor. AGS had little fiscal management; there was no oversight as to how money was being spent by AGS. Funds were being rolled into the accounts. Now, we do have the checks and balances to be in places. Every year, every organization, as well as AGS has come every year to request the funds. This letter is a separate conversation. It has nothing do to the board. Sadika asks to address this after the meeting.

Sadika reminds the board to submit their receipts. She and Tea will be heading to a conference in Oakland. Asks to connect with them for the Let’s Get Fiscal event.

Tea asks to not check off an event to-do item without completely accomplishing it.

Kai: Majority of clubs have little to no budget.

Liam: A lot of the clubs are not submitting an itemized budget.

Sadika: have gotten proposal form from Umoja which reflected an accurate a funding proposal. There is a standard procedure. Proposal form is supposed to be sent to the board. The way the conversation went in the last meeting have heightened the issue.

1. Adjournment: Fernando, Fitry (2:45 pm)