 **Student Services Building, Room 241**

**College of Marin-Kentfield Campus**

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

**Regular Meeting MINUTES**

**September 21, 2018**

1. Order of Business
	1. Call to Order: 9:00 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** |  | Unexcused |
| SENATOR – TECHNOLOGY**PAULA SULLIVAN - Proxy = Fernando** |  | Unexcused |
| 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** |  | Excused |
| ESCOM REPRESENTATIVE **VACANT (NON-VOTING MEMBER)** |  |  |

ASCOM ADVISOR: SADIKA SULAIMAN HARA, TERESA PERALES

AUXILIARY MEMBERS:

MEMBERS OF THE GENERAL PUBLIC: Thomas Boatright, Amina

Nakhuda, Juan Miguel Hojilla, Blanca Lopez, Kevin Colgate, Brandon Grayson, Ashley Chanthongthip

* 1. Adoption of the Agenda

**Adoption: Hellen, Fitry**

* 1. Approval of the Minutes

**Adoption: Laurel, 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)*

Kevin: Constitution Day went well. Hosting an event about candidates for the board of trustees in IVC in October. Checking if ASCOM wants to cooperate with that. Need flyers.

1. New Business (Actions May Be Taken)
	* + - 1. Discussion/Action to discuss Funding Proposal from the Model UN Club, NTE $3,715.00.

**Discussion: Fitry, Laurel**

Andrew: hands out a document with the expense. Will attend two conferences. One is for one day. Another is in Santa Barbara.

Hellen: Have you done fundraisers?

Andrew: Planning a monthly bake sale. We were underfunded last semester. Need to pay off one of the members 700 dollars. Berkeley - we don’t have the dates yet. We know it is coming.

Liam: Calculated for the Santa Barbara trip?

Andrew: Yes, it is on the document: unit costs and the grand total is on there. Fundraisers are for covering other stuff like bringing a car and other events. Most of the fundraisers are going to be used for next semester.

Laurel: 10 dollars per business card?

Andrew: 10 dollars/250 cards per person. Driving to Berkeley. Need chaperones - school policy. The fundraiser is paying for registration.

Fernando: If we decide not to fund you?

Andrew: Maybe go to the one day conference. The common goal is the three-day event. Did well on the 5-day conference. Won awards.

Andrea: How many conferences are you attending next semester?

Andrew: 3

Hellen: Baymont is a sure thing?

Andrew: Yes. 10 to 8 people are coming.

Hellen: Coming up with another bake sale?

Andrew: Monthly bake. Didn’t do this last semester.

Sadika: Will double check on the account. ASCOM has regularly funded the Model UN.

Hellen: Money covers 700 dollars from last semester?

Andrew: The fundraisers are. Expecting a 350 dollar profit.

Hellen: I think it would be about 300.

Andrea: Transfer Club did not raise a lot of money for bake sales. Does not sell well on campus.

Andrew: Might reach out to the rotary club. Will start a Gofundme page.

Liam: We have 4,000 dollars left in the account. We need to be more a little careful. These funds are for the events.

Hellen: We can transfer money to the account.

Liam: We might be able to fund this or all of this next semester.

Andrew: Will ask the Political Science department for funding.

Hellen: Can we change it to 3,000? By the time we transfer money, another club might ask us for funds.

Liam: When do you need money for Berkeley?

Andrew: Two weeks at the earliest? A month? We can lower the food expenses. Santa Barbara - 10/22

Liam: Squeeze this number down for next week’s meeting.

Hellen: talk how the bake sale went next week

**Motion to table this event: Laurel, Fitry**

* + - * 1. Discussion/Action to designate a secondary delegate for SSSCC. Presentation by Laurie Pennisi.

**Discussion: Fitry, Fernando**

Liam: Needs to delegate one person to vote on behalf of Marin. Supposed to be Laurie. Secondary delegate talks to members of our board and vote on behalf of us. Need to look at the agenda for the conference in ahead of time.

Sadika: Did anyone receive an email for the possible resolutions?

Liam: just me

Fitry: Is this the three-day event?

Liam: Yes. Will forward the email about it.

Fernando: If any of us become the secondary delegate, should we have another delegate to help out with the second?

Liam: Let’s figure out a secondary delegate right and appoint a secondary-secondary delegate next week

Hellen: Dates are Oct 26, 27, 28

Fernando: I think I can be a delegate but need help on it.

Liam: It will be a consensus. Anyone else?

Saika: You will basically be Laurie’s backup. Every few weeks meeting with student reps. If she is unable to make one of the meetings, you will vote on statewide ballots. For SSSCC, you will be the voting person any time the resolutions are on the table. For example, opening showers to the homeless. That passed. You are the primary person and representative. You’re not doing a whole lot every single day.

Hellen: Meeting with Laurie?

Sadika: Talk to Laurie about resolutions. You’re consulting with this board considering the COM students.

Laurel: Responsible just for the conference?

Sadika: For the entire term.

**Motion to Vote for Fernando as Delegate: Hellen, Fitry**

**7-0-0**

**PASSES**

* + - * 1. Discussion/Action to fund NTE $10,000 from 5200.01 rep. fee account for General Assembly travel, registration, lodging, meals, and transportation to and from the airport for 10 people (9 ASCOM members and 1 advisor). To reimburse MCCD, Sadika’s CalCard.

**Discussion: Laurel, Hellen**

Liam: Last week, 5000 dollars was too low. 10,000 dollars is for the 700 dollar buffer

Tea: Flights have gone up but the budget is still good.

Tea: Leave Sunday 8 pm

Andrea: Too late to change the number of members?

Sadika: Need to confirm

Tea: Deadline to confirm is noon today. Will confirm with Kai and Paula. Give me information to confirm by email.

**Going - everyone else but Jadon. Not sure - Laurel, Kai, Paula**

**Motion to Vote: Fernando, Hellen**

**7-0-0**

**PASSES**

* + - * 1. Discussion/Action to fund NTE $1,000.00 for 2 iPads for ASCOM. These will be for surveying, analyzing student and event data, and managing social media platforms/measuring online engagement.

**Discussion: Hellen, Fernando**

Liam: use these to have them out on events. Quick analytic data. Not convert to written to data. Easier to congregate data.

Fernando: Which kind?

Liam: 128 gigs of memory. Large.

Hellen: Where does the money come from?

Sadika: Supplies

Fernando: We need to check Microsoft. I would choose iPads but check options.

Hellen: Do we need to get it by this week?

Liam: Using for Choose your Major Day. Not absolutely needed. We can table this for next week.

Sadika: We have laptops for a different program. We need to talk about it. If we don’t get iPads, we could use laptops during the event.

**Motion to Table: Fernando, Hellen**

* + - * 1. Discussion/Action to fund NTE $350.00 for Public Relations of Marketing Senators to purchase a Tri-Banner Stand.

**Discussion: Hellen, Fitry**

Fernando: It’s three sides. We can use this for many events. They’re not cardboard. It’s more fabric - vinyl.

Laurel: One-time use?

Fitry: Use to promote ASCOM social media on campus.

Liam: We could put this up around events. About how to follow us on social media and how to contact us.

Hellen: Is it hard to set up?

Fernando: I don't think so.

Andrea: How do we print our own?

Fernando: Send the drafts to us.

Hellen: Stand included?

Fernando: Yes. Maybe we can keep it outside.

Sadika: Used this before. It is not weighted. It will fly away.

Fitry: We can tape it.

Fernando: We can keep searching.

Sadika: We have sandbags in my house.

Hellen: Can we use the sandbags?

Fernando: Yes. The base has poles. There are other options worth 700. This is the cheapest.

Kevin: Be careful of losing the connectors and parts. Make one person responsible during an event.

Hellen: Would like to see options.

Laurel: Would like to see the posters.

Fernando: Draft has a blank background.

Hellen: Can you put something different on each side?

Fitry: Like the mission statement

Fernando: Yes.

**Motion to table: Fernando, Hellen**

* + - * 1. Discussion/Action to fund $500.00, acct#4500.04, pr’s to follow, for the Domestic Violence Awareness Month Event

**Discussion: Fitry, Fernando**

Andre: Event is coming up after the choose your major day. I want three tables. Not sure what to do on the third table. Getting cupcakes instead of something savory. It’s 300 dollars with a discount.

Hellen: For 150 people?

Andre: Cupcakes for 130 people

Fitry: Domestic violence is represented as purple. What does it look like?

Andrea: Will have purple frosting. Going to be on the LC Quad.

Hellen: 200 dollar cushion for what?

Andrea: the third table is asking people to take a pledge and pin to wear every day or ribbon. Need help with that. Will have a discussion next week

**Motion to Vote: Laurel, Hellen**

**7-0-0**

**PASSES**

* + - * 1. Discussion/Action to fund NTE $350.00, acct#4500.04, pr’s to follow, for Choose Your Major Day event on Thursday, September 27, for pizza, balloons, and tablecloths.

**Discussion: Hellen, Fernando**

Liam: Focusing on people running the tables representing the majors, answering the questions. Money for one day. Not sure on how many pizzas.

Hellen: 10 boxes/day.

Laurel: Club Fest is a bigger event though.

Hellen: How much are you using?

Liam: $300 of it.

Hellen: $50 for cushion?

Liam: Yes. Pizza is going to be about 200 dollars.

Hellen: Pizza place is not going to give a certain amount of discount. Club Fest was the last time. Mountain Mike’s, the chain, is saying they are not supposed to do it. We’re still getting a discount but not as much.

Fitry: Do you still need people to represent?

Liam: Psychology, Anthropology, Sociology, Communications, Science

Laurel: Which Science?

Liam: Either Chem, Bio

Andrea: And Political Science

Hellen: Ask the members of the public to represent their major.

Liam: Representatives will answer students’ questions.

Andrea: Handing out a pamphlet.

Wammy: Should the event have a debrief before the event with every single person?

Andrea: Answers will differ so maybe not.

Liam: Will be sending out an email debrief.

Wammy: Just 30 minutes before the event?

Liam: Yes. Sounds like a good idea. Anyone interested email me.

Sadika: I will get names after the meeting.

Kevin: Don’t the departments have a representative?

Andrea: We only got 1 staff/faculty.

Ashley volunteers to represent Psychology

Tea can do Communication Studies.

Sadika: If you can’t represent the majors, you can help facilitate the event.

Liam: Who’s available Thursday?

Laurel: 11-12:40

Andrea: will distribute the food

Hellen: 11-12:30

Wammy: I can represent both Math and Computer Science.

Jadon: 11-12:30

Gabby: 11-12:30

Hellen: Do we need to bring something for the table?

Liam: It would be helpful to have a summary of your major. I will send that out today.

**Motion to Vote: Hellen, Laurel**

**7-0-0**

**PASSES**

* + - * 1. Discussion/Action to change ASCOM Meeting start time to 8:30 AM.

**Discussion: Fitry, Gabby**

Liam: MAPS people have to leave before 10 am. A lot of people left the last meeting early. Can’t be happening.

Hellen: Can we change it to 8 am?

Liam: Not sure if we need to extend the meeting. Having a time limit makes it easier to track the meeting.

Hellen: MAPS people - are you leaving today at 10?

Andrea: No.

Liam: Meeting will start at 8:30 next week

**Motion to Vote: Hellen, Fitry**

**7-0-0**

**PASSES**

* + - * 1. Discussion/Action to appoint individuals to committees: Planning and Resource Allocation, Technology Planning, and Facilities Planning Committee.

**Discussion: Fernando, Fitry**

**Motion to Appoint: Hellen, Fitry**

Liam: Grayson for Technology. Wammy - planning and resource allocation.

Fitry: Paula wants to change?

Gabby: We assigned her to the Instructional Committee

Wammy: Time for the committee?

Sadika: PRAC meets during the spring. Anyone who is joining the committee, the chair will contact you.

**Liam appoints: Brandon Grayson to the Technology Planning** **Committee**

**Jeanelle to the Facility Planning Committee**

**Wammy to PRAC (short term)**

* + - * 1. Discussion on COM Orientation

**Discussion: Fitry, Andrea**

Sadika: My role is to figure out how to make a better transition to COM. Thinking of making orientations required. If we were to do an hour orientation, what information would be helpful? When would be the best time?

Brandon: I did a spring orientation. Wasn’t shown in the library. Would like others to see that. It is an incredible resource.

Amina: Went to College Success Saturday. Was really helpful. The library was shown. There were stations to ask about majors, EOPS, resource centers, helped sign up for classes.

Wammy: Kinesiology center got a revamp. Show that to students. Show the different buildings.

Laurel: Free food resources. Really need to know about those. Being able to transfer your COM email to personal email.

Letvir: Telling people about FAFSA, scholarships, programs like EOPS.

Ashley: isn't there a newsletter you can sign up to get the whole list of scholarships? I’ve gotten scholarships through that newsletter.
Andrea: That might have been the Transfer and Career Center.

Fernando: Know more about the jobs on campus.

Fitry: Alexander Jones is great. Introduce students to him.

Fernando: Free tutors.

Fitry: I was struggling with math. Summer bridge was very helpful.

Andrea: Psychological resources are important to highlight

Sadika: Three things you really needed?

Letvir: FAFSA, writing center

Hellen: Working with clubs to redo the club site. List of clubs is helpful. Someone represent the clubs. Student panel from ASCOM or Outreach or AGS.

Laurel: Should have an ASCOM representative.

Liam: ASCOM guides them to resources. With one ASCOM meeting, you learn about a huge number of events and opportunities. You could almost say it’s transformative.

Hellen: As an auxiliary board member, it helped me out.

Fitry: Someone students are scared of reaching out to teachers so MAPS would be great.

* + - * 1. Discussion on voter registration letter

**Discussion: Fernando, Laurel**

Sadika: Midterm elections are on the horizon

Liam: We have normal elections for president. Midterm - everybody else who checks the President. The group who vetoes everything the president does.

Laurel: Also redistricting. States get a redistrict. Making a fair distribution of houses. So voting is very important.

Sadika: LWV registers to vote. For COM, our students are a big population in the nation. Student for Social Justice is preparing an event. Possibly having ASCOM have a letter in collab with President Coon to encourage students to vote. Ish would get the voice of the board and put it in the newsletter.

Kevin: low voter turnout especially in California. Easy to vote once you get registered.

* + - * 1. Reviewing the ASCOM Community Flag

**Discussion: Laurel, Fernando**

Tea: Not all members are here. Let’s table it to next week

**Motion to table: Fernando, Fitry**

* + - * 1. Discussion/Action for ASCOM to officially appoint: Cayri Chan, Liam Zhu, Thomas Boatright, Amina Nakhuda, Juan Miguel Hojilla, and Blanca Lopez as auxiliary members of the ASCOM Board.

 **Discussion: Fitry, Laurel**

Liam: makes sure everyone has attended 3 meetings.

Sadika: Auxiliary members are welcome to make an input. Engage in the conversation. You just don’t have the voting voice. Supporting the programs and events. Raise your hand to make an input. You can get room to run for officers for the spring.

Blanca: we have to come in the morning. I have work. Can we come after 9?

Sadika: Yes. Officers are the only one required.

Hellen: Invites members to study here

Sadika: Only when ASCOM board members are here.

**Motion to Vote: Hellen, Fitry, Fernando**

**7-0-0 for each member**

**PASSES**

Note: Event Debriefs are very beneficial. Can talk about it during Communications on the floor. Leaders will notify Gabby to add it to the agenda.

1. Standing Business (Actions May Be Taken)
	1. Officer Reports:
		1. PRESIDENT REPORT: Recently had a photoshoot. All interested are welcome to contact me. Send me an email if you are. Will send you the details. Nicole Cruz contacts students like presidents of the clubs. I failed to extend the responsibility and inform you. A student named Marquee is concerned with our constitution. Need to update that. Will need the officers’ input. Will integrate to the Constitution at our meetings. Changing the Constitution will look good on resumes. Some things are rigid. We just have to finish and add to it. Will have a discussion about it soon. The transitory constitution will not use stipends.
		2. VICE PRESIDENT REPORT: Had ICC meeting. Debriefed. Got the club’s perspective. Will put the feedback in the Google Drive. We voted in the officers for the ICC. Ferch and Fitry is creating our logo. Created a great draft. Talked about getting involved with Choose your Major Day. Started a new club this week named Radical about research. President is looking for people to join. Fitry created a Club Fest video.
		3. STUDENT TRUSTEE REPORT: No report
		4. SECRETARY REPORT: Things to work on: Sign up sheets, only two people signed up but a lot showed up. Use of the sheet so event leaders can designate responsibilities. Forgot to take pictures. Things we did well on: the goody bags, people liked the change of incentive. Politics - sensitive issue, but students appreciated that their voice could be heard in. COM students’ political stances results: Do you think it is the responsibility of the federal government to make sure all Americans have health care coverage? 33 said yes, 10 said no. 13 said that undocumented immigrants living in the U.S should not be allowed to stay here legally. 40 said they should be allowed to stay here legally. 4 said this country has gone too far in its efforts to protect the environment. 44 said this country should do whatever it takes to protect the environment. I wasn’t able to count the beads if students for the last two. Eyeballing it a lot more students think that the economic system in this country unfairly favors powerful interests.

Not accurate: 25 might have said they identified as Democrats, 15 for Republicans, 15 for independent. This is just from eyeballing it. Reminder: I’m required to send the new agenda for weekly meetings 72 hours in advance so agenda items need to be sent by Tuesday. Thank you again to those who helped out during Constitution Day.

* + 1. TREASURER REPORT:
		2. SENATOR – TECHNOLOGY:
		3. SENATORS (2) – STUDENT ACTIVITIES & SERVICES: No report
		4. SENATORS (2) - PUBLIC RELATIONS & MARKETING: Fernando: Fitry did the video and the Choose your Major poster is out.

Fitry: Working on Domestic Violence poster.

* + 1. STATE STUDENT SENATE REPRESENTATIVE REPORT:
		2. ESCOM REPRESENTATIVE REPORT: vacant
		3. ASCOM ADVISORS REPORT: Tea: Contact Sadika and I if you are going to absent. Having a proxy isn’t going to make it excused. Students Activities and Advocacy and LGBT picnic posters are up. Send me an email to confirm you're attending the General Assembly. Full birth name and birthday. Reserved a hotel already.
	1. Committee Reports:
		1. COLLEGE COUNCIL REPORT
		2. PLANNING AND RESOURCE ALLOCATION COMMITTEE
		3. EDUCATIONAL PLANNING COMMITTEE: Fernando: Started committee meeting. Send your input about the Masterplan. We want to represent every perspective. Want to add a meeting to the next agenda.
		4. FACILITIES PLANNING COMMITTEE
		5. INSTRUCTIONAL EQUIPMENT COMMITTEE
		6. PROFESSIONAL DEVELOPMENT COMMITTEE
		7. GUIDANCE, RESOURCES, INTEGRATION, TRANSFORMATION COMMITTEE
		8. TECHNOLOGY PLANNING COMMITTEE
	2. Communications from the Floor
	3. *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.*

Letvir: Social Justice Club is organizing a voter registration event collaborating with Model UN and AGS. Will have different organizations: Canal Alliance, LWV, AGS, etc. Will have pizza. On September 27th. Talk about propositions and candidates and connect issues with the students. I want to involve ASCOM. Dr. Coon is going to be there. Will be on Fusselman Hall. 3:30 to 5:30. ASCOM can talk about the value of democracy and do research on the stats of COM. Website - NSLVE has the numbers. Requesting 200 dollars.

Laurel: Have to be proposed this meeting and make an agenda item. Too late.

**Available: Wammy, Kevin, Amina**

Liam: Will not be in conflict with Choose your Major

Fernando: We need to take advantage of social media like the Snapchat filter for the events. Not only for the club events but for our events. 10 dollars per day. Get more people to attend our event.

Fitry: MAPS Advisor mentioned how she almost got hit crossing the street. It is not safe. We need a crosswalk, a mirror. 4 students almost got hit.

Laurel: Don’t think it’s our responsibility. Talk with maintenance and services.

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)*

Wammy: Can anybody join writing the Constitution?

Liam: Will figure that out.

Wammy: Can’t join the committee in the long run. Will cover for someone else now.

Kevin: For the LWV event, do I work with Fernando on the posters? Crosswalk issue comes up every semester.

Liam: Whatever's easier for you guys. They’ll be happy to help out.

1. **Adjournment: 11:06**

**Motion to Adjourn: Hellen, Laurel**

**x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ASCOM President ASCOM Advisor**