



Student Services Building, Room 241
College of Marin-Kentfield Campus
835 College Ave, Kentfield, CA 94904
Regular Meeting Minutes
AUGUST 28, 2020
10:00 a.m.-11:30 a.m.

I. Order of Business

- a. Call to Order: *10:02 a.m.*
- b. Roll Call

OFFICERS	PRESENT	ABSENT
PRESIDENT FERNANDO SANCHEZ LOPEZ	X	
VICE PRESIDENT BERTHA CAZARES	X	
STUDENT TRUSTEE KHADIJA NAKHUDA	X	
SECRETARY TYLER SIMS	X	
TREASURER EVAN BOATRIGHT	X	
SENATOR – TECHNOLOGY OLIVER REYES	X	
SENATOR - STUDENT ACTIVITIES & SERVICES ANA CAMACHO	X	
SENATOR - STUDENT ACTIVITIES & SERVICES LUCIANO FARIA Proxy- Ana	X	
SENATOR – PUBLIC RELATIONS & MARKETING KATHERINE CHUANG Proxy- BERTHA	X	
SENATOR – PUBLIC RELATIONS & MARKETING FERNANDA DAVILA	<i>Tardy 10:08 Am</i>	
STATE STUDENT SENATE REP. RYAN NELSON	<i>Tardy 10:08 Am</i>	
ESCOM REPRESENTATIVE DENIZE SPRINGER (NON-VOTING MEMBER)		X

ASCOM ADVISOR: SADIKA SULAIMAN HARA AND TEA PERALES
 AUXILIARY MEMBERS:
 MEMBERS OF THE GENERAL PUBLIC: Bonnie Borenstein

c. Adoption of the Agenda **Luciano, Katherine**

d. Approval of the Minutes **Khadija, Luciano**

e. Public Comment

i. *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)*

I. New Business (Actions May Be Taken)

a. Discussion/action NTE \$300 from acct.# 7300.11 (MCCD) for W2W/Umoja for a “Money Management” webinar with Idara Phillips-Ortiz, scheduled for Wednesday September 9th at 12:20 to 1:30pm. PR #00003. Presentation by Umoja representative.

Katherine, Ryan.

Fernando: We can go off the document that was sent to everyone, this is the ASCOM request and they're asking for 300 dollars for Umoja, let me share the other part of the request in more detail. The Woman 2 Woman program is requesting to be put on the ASCOM agenda. You also should have gotten a little information about Mrs Philip Ortiz. We do need to take action and decide what are your thoughts Evan?

Evan- I know for the account we have another item that is requiring \$12,000 dollars which may be a problem.

Bonnie (Umoja rep) I apologize that I got here late. Last time Idara did an event on single mothering it was very good. Idara herself is a single mother so she was able to give her own experience. She is also a very good financial advisor who is good at helping people with managing their finances. Since this is her expertise we are going to bring her in and she can help people with managing their money. The webinar is going to only be an hour during the community hour. She wants it to be interactive with the people who want to attend the meeting. She wants the people to have a financial workbook and how to access funds to government agencies who are giving out money. We would love to have ASCOM work and collaborate with Umoja. There are some people in Umoja that are on the board and we would love your help.

Fernando If anyone has questions we give you the floor.

Katherine: I love the idea but it is two weeks enough time to get enough people attending since this is a great event that I think would be beneficial. Are you guys set on having it in two weeks

Bonnie We are set for the date in two weeks. I could go back and ask Umoja and w2w but we have a lot of things in place already. I agree with you. I think that's a great question. It's something that we considered but we think that we are ready to go. We have held back with our material just to wait to see if ASCOM will collaborate with us.

Bertha: I give Sadika the floor

Sadika: I would recommend ASCOM to move funds around to make space for this event. The work of Umoja is essential as an employee who is here. If we can center this community around building the people at this school would be really great for ASCOM

Fernando: Any more question

Khadija, Luciano

Passes unanimously 10-0-0

b. Discussion/action to approve budget transfer of \$12,000 from ASCOM acct.# 7300.11 (Interfund Transfer MCCD) to ASCOM acct.#5650.01 (Contracted Services – Service Agreements) to acct.#4500.07. This is for closed captioning accessibility to ASCOM fall 2020 events and meetings. Presentation by Sadika Sulaiman Hara.

Luciano, Ryan

Fernando: Sadika you have the floor

Sadika: I realize this item is only asking for the transfer and not the approval.

Fernando: Can we amend it?

Motion to amend item b- amend to add to item to approve NTE \$12,000 from 5650.01, PRs to follow for closed captioning

Bea, Katherine

Passes Unanimously 10-0-0

Fernando- Amendment passed unanimously now Sadika you have the floor

Sadika- We want to make sure everyone has their access needs met. So, I am suggesting that ASCOM move funding from the MCC which is the budget of the district. So that we could pay for a captionist for all meetings so that we remain accessible to everyone when meetings are open to the public it is a requirement. This would be for someone to do closed captioning so that it is accessible to everyone and we are open to the entire public so we want to make sure that this is accessible for everyone. The rate is 240 for 2 hours. The contract is 120 per an hour but since it is a minimum of two hours we also added a cushion for all the other events and programs that may take place because once we set the budget we would not be able to meet the needs. Any questions?

Motion to vote on item b

Ryan, Katherine

Passes Unanimously 10-0-0

Sadika- Just to clarify, I talked to Evan and we chose that account because we believe that not many people will request funding from that account. If we ever need to move funding around we can discuss that at a later time

Fernando- Thank you Sadika

- c. Discussion/action adjusting office hours for ASCOM board members for fall 2020 due to COVID-19. Proposal is to change office hours from three hours to one and a half hours each week over Zoom. Presentation by Fernando Sanchez Lopez.

Khadija, Bea

Fernando- As I said at the beginning of the retreat we just wanted to change this because we are remote and everything we are going to try two have two different blocks of office hours. Wednesday 3:30- 5 Friday 11:30-1. We just want to have this in the minutes showing that everyone is in favor. Motion to vote please.

Luciano, Ryan

Passes Unanimously 10-0-0

Fernando- We are officially moving office hours from 3 hours to an hour and a half hours.

- d. Discussion updates on Welcome Week Kahoot event. Presentation by Ana Camacho and Luciano Faria.
Ryan, Khadija

Fernando- Ana and Luciano you have the floor

Luciano- As you guys know Ana and I have been working for the last couple weeks on this event. We are looking forward to it. We are putting the final touches on it and we are planning for that 2-3 window on September 3rd. Basically we ask for your guys participation if you can. I know everyone's schedules are different so if you can make that happen it would be great.

Ana- Yes for the kahoot we have a 20 question about the fun facts about the college. We ask that you come and support the event and spread the word

Luciano- Oliver posted the flyer online if you guys can repost and share the would be great. This is a fun educational event that we think would help ease people into the semester because it's so different, so having a simple fun event that is easy to do and easy to participate is great.

Fernando - Any questions. Thank y'all for the great effort that you guys are doing. Remember its part of our constitution to share the events and make sure that there is some publicity to the event.

Ana- I just want to add that we aren't spending any more on the event

Fernando - Any other questions or comment

Khadija- If i can't make it please send photos to me because the board likes to see photos of the event. The trustee board likes to see pictures from the events.

- e. Discussion on How to Start a Club. Presented by Bea Cazares. [Clubs 101 Presentation](#)
Ryan, Katherine

Fernando - Bea you have the floor

Bea- Ferch gave this wonder presentation last year. I wanted to share this again so that people can know how to create a new club this year all active in case anyone reaches out and asks how to make or reinstate a club.
Bea gives presentation

Bea- If any one has any question s you can wither shoot me a email or ask me know

Fernando - That was a wonderful presentation, thank you! Does anyone have any questions? This is really important to know so that we can direct people to the correct process when it comes to making clubs

f. Discussion updates on Online School 101 event. Presentation by Oliver Reyes and Tyler Sims.

Bea, Katherine.

Fernando - Oliver and Tyler you now have the floor

Oliver- As you may know Tyler and I are hosting our first event this Monday online school. What we are going to is help people who have questions. As people join the meeting we are going to be answering questions. It is going to be on September 1st 10-11am. I sent an email out with a volunteer list so if you want to come by and help out that would be great.

Tyler - So a volunteer would just kinda help us get everyone involved so that no one gets left and out so that everyone can have a good start to the semester

Fernando- Thank y'all and is there any questions. Just like the kahoot event please promote it as much as possible. I don't think the poster is out yet but it will be coming out so. Please share on social media and out to your classmates

Oliver- The poster is coming out today.

I. Standing Business (Actions May Be Taken)

a. Officer Reports:

i. **PRESIDENT REPORT:** I have my first meeting of the semester with y'all and 1 on 1s as well as with the senators this is a new semester with the first week i want to make sure that you guys are doing well. I am also going to check in with your guys smart goals to make sure you're on track. A college of Marin alumni reached out with me to interview us. I think Bea is coming along too. They want to interview us to see how the first week of online college is going. All the ASCOM events that are going on we need to support each other as much as we can. Keep up the good work y'all.

ii. **VICE PRESIDENT REPORT:** This week I had a meeting with Fernando and a meeting with Ana to discuss our event we are on track with that I have scheduled all the ICC meeting and I am very excited about that

iii. **STUDENT TRUSTEE REPORT:** I had a meeting with Fernando on Wednesday then I had my office hours I just been taking screenshots of the posts and sharing them.

iv. **SECRETARY REPORT:** I have just been trying to work on getting the stuff correctly so I can do as best as I can. I had a meeting with Fernando we talked about how to talk during these meetings and then I talk to Luciano and Oliver about the event.

v. **TREASURER REPORT:** Last week I started making a ledger keeping track of the financials it is accessible to you guys it shows each account and what funds we are taking out. Other than that as Khadija we have been taking about our event and I talked to Bea about the accounts as well we are going to wait until mid-October to see if any clubs are going to be reinstated

vi. **SENATOR – TECHNOLOGY:** I have been posting on Instagram and I have been in touch Tyler and Luciano about the event I forgot that 1000 degrees is having an event tomorrow for the new students and I talked to them to see if they can support our event for next week.

vii. **SENATORS (2) – STUDENT ACTIVITIES & SERVICES:** *Luciano* Basically I have been doing is a couple meetings with Fernando talking about recent changes I'll be in touch with you guys about the Halloween event and a couple meeting and some back and forth with Tyler and Oliver about the upcoming event and Fernanda about posters and the event. I appreciate you guys for asking question and seeing how you guys can help

Ana I had a 1 on1 with Fernando and meetings with Luciano and then a meeting with the board.

viii. **SENATORS (2) - PUBLIC RELATIONS & MARKETING:** *Katherine* we did a whole BLM posting schedule now that school is starting we are slowing down the posts and trying to do one at least once a week because we feel that it should keep going. Reminder if you do have an even please reach out to us at least 4 weeks in advance Fernanda if you have anything to add. *Fernanda* I had some 1on1s with Katherine just talking

about how the events are going to go and I also had some with Fernando just talking about how things are supposed to go.

ix. STATE STUDENT SENATE REPRESENTATIVE REPORT: We finalized the mental health meeting event a couple weeks ago we had a training even for the ICC and then Wednesday we had another meeting the second of this term with school starting and fires and covid there was couple resignations there's is only two delegates and its COM and SFCC we are working really hard to reach out and get everything working. If anyone is interested it is completely open. It's a lot of work about 12-15 hours a week but you can complete it. There is a large amount of money going to community colleges trying to help relieve California community college. We should draft a resolution and send it off so that we can have our voices heard

x. ESCOM REPRESENTATIVE REPORT: NR

xi. ASCOM ADVISORS REPORT: **Tea** congrats on making thorough the first week i want to give you prop. it's not easy to transition like this. I want to remind you that next week is promotion week. Please spread the word and get this out. Usually ASCOM is more visible and accessible on campus but since it's online it's a little different. Attending these meeting coils is great so that people know who y'all are and the student body know who you guys are. Then wed. we have a concert coming out bring anyone you want please support these and share. We want people to feel that they still are in a connected community because it is really important. Thank folks who can to the ASCOM tea party, it's great if you want to come drop in and say hi. **Sadika**- These posters look great. Tea has done a great job and it's good because it's all online. Reminder, please come to the meetings on time. Please send me, Tea, Tyler, and Fernando a heads up so that we are in the loop if you are running late. Reminder people are coming to talk about the future of the school's food program at the next ASCOM meeting.

xii. Committee Reports:

i. COLLEGE COUNCIL REPORT: Next meeting is September 10th report after that

ii. GOVERNANCE REVIEW COUNCIL: N/A

iii. PLANNING AND RESOURCE ALLOCATION COMMITTEE: N/A

iv. EDUCATIONAL PLANNING COMMITTEE: N/A

v. FACILITIES PLANNING COMMITTEE: N/A

vi. INSTRUCTIONAL EQUIPMENT COMMITTEE: N/A

vii. PROFESSIONAL LEARNING COMMITTEE: N/A

viii. GUIDANCE, RESOURCES, INTEGRATION, TRANSFORMATION COMMITTEE:

ix. TECHNOLOGY PLANNING COMMITTEE: Fernando - I know Katherine is taking the post, so I will report once I know the time and dates

x. INCLUSION, DIVERSITY, EQUITY, AND ACTION COMMITTEE: We do have a meeting in two weeks.

xi. COMMUNITY HOUR COMMITTEE: I believe Ana and Luciano are taking part in the committee so I will let you know time and dates about that.

IV. Communications from the Floor

- a. *This time is reserved for any member of the Board to make announcements on items that are not on the agenda. A time limit of three (3) minutes per speaker and ten (10) minutes per topic shall be observed and total time will not be extended.*

Bea- Last year we were able to email our office reports to me because I was the secretary. I believe that is something that we should keep doing because a lot of people during the meeting last year would write their office reports during the meeting instead of paying attention. We should do this so everyone is present during the meeting and give the person speaking the respect they deserve. So, you could just write them up and email them to Tyler because it will be easier for Tyler and it will keep everyone present.

Fernando- I assigned you all the different office hours and during that time we should be available to help anyone who comes in and asks questions and also please be on time for that I will take charge of the one on Wednesday 3:30-5 and Bea will take the one Friday 11:30-1.

I. Public Comment

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Tea- I wanted to see if anyone wanted to come out to Mondays or Tuesday's resource fair so I can plug you in so you can talk a little bit about ASCOM and what it does.

Fernanda- I could do Tuesday from 12:40-1:40

Fernando- I can do both days, Tea

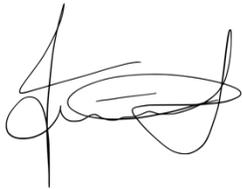
Bea- I could do Monday as well, Tea

Tea- I will put you at the beginning of the meeting if that works and other folks just drop in and be around too.

II. Adjournment: **11:16 a.m.**

Ryan, Khadija

10-0-0



ASCOM President



ASCOM Advisor