 **Student Services Building, Room 241**

**College of Marin-Kentfield Campus**

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

**Regular Meeting Minutes**

**January 31, 2020**

1. Order of Business
   1. Call to Order: 10:02 AM
   2. Roll Call

|  |  |  |
| --- | --- | --- |
| OFFICERS | PRESENT | ABSENT |
| PRESIDENT  **HELLEN SIGARAN** | X |  |
| VICE PRESIDENT  **FERNANDO SANCHEZ LOPEZ** | X |  |
| STUDENT TRUSTEE  **GABBY HOJILLA - Proxy Lia Lara** | *Excused tardy 10:10 AM* |  |
| SECRETARY  **BERTHA CAZARES** | X |  |
| TREASURER  **LIA LARA** | X |  |
| SENATOR – TECHNOLOGY  **OLIVER REYES (voted in 12/6/2019)** | X |  |
| SENATOR - STUDENT ACTIVITIES & SERVICES  **AMINA NAKHUDA** | X |  |
| SENATOR - STUDENT ACTIVITIES & SERVICES  **HARPREET KAUR** | X |  |
| SENATOR – PUBLIC RELATIONS & MARKETING  **ADDIS GATES** | X |  |
| SENATOR – PUBLIC RELATIONS & MARKETING  **MALAIKA SMITH** | X |  |
| STATE STUDENT SENATE REP.  **LUCA CITROEN** | X |  |
| ESCOM REPRESENTATIVE  **DENIZE SPRINGER (NON-VOTING MEMBER)** | X |  |

ASCOM ADVISOR: SADIKA SULAIMAN HARA AND TEA PERALES

AUXILIARY MEMBERS:

MEMBERS OF THE GENERAL PUBLIC:

* 1. Adoption of the Agenda

**Bertha, Addis**

* 1. Approval of the Minutes

**Amina, Luca**

* 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 NTE $600 to fund Club Fest on February 11th and 12th from account #4500.04, PR #11774. Presentation by Fernando and Amina. <https://marinedu-my.sharepoint.com/:b:/g/personal/fsanchezlopez3405_mycom_marin_edu/EeP6NFYwh2hFocnWPpMRcCsB5nWp4Z4FaalGPIXDmoOR7g>

**Discussion: Harpreet, Oliver**

Denize: What happens if it rains?

Amina: Under LC it may be squished but will still be there.

**Vote: Bertha, Luca**

**PASSES**

**10-0-0**

* 1. Discussion/action NTE $500.00 for pizza for meet the candidates event on March 30th from acct.#4500.04 (event supplies), PR #11780. Presentation by Sadika.

**Discussion: Bertha, Oliver**

Sadika: We serve pizza for the meet the candidates and we’re asking if you can fund this. I know we used tickets last year to get people to talk to them and we want to use the same system.

Hellen: I think a lot of people don’t know elections are happening and it’s a good icebreaker to be able to have people meet our candidates and pizza is a good way to do this.

**Vote: Bertha, Harpreet**

**PASSES**

**10-0-0**

* 1. Discussion/action NTE $2,000 for leadership and service awards – four $500 awards; two for leadership award and two for service award from account #7500.02, PR #’s 11788, 11789, 11790, and 11791. Presentation by Lia and Sadika.

**Discussion: Bertha, Malaika**

Lia: So the awards are a process and I’m looking for a committee of 2-3 people. We would be searching for students who would benefit from an award of $500. In order to find those students, we need to campaign and advertise that there is a $500 scholarship. There would be a process of advertising and a questionnaire. I’m curious about who would be interested in looking at student surveys and questionnaires. Malaika and Luca?

Sadika: If you are on the committee you cannot win.

Fernanda: I can do it.

Malaika, Luca, Fernanda and Lia are on the board.

Harpreet: How would students know?

Lia: We would have to advertise it to people.

Addis: How are Leadership and service awards differ.

Sadika: It will be two separate applications. They will be very similar to each other. But whoever wins cannot win two it will be one or the other.

Luca: Where is the funds for this scholarship coming from?

Lia: It will have its own separate account.

Sadika: It is also the responsibility Of the treasurer to do scholarships.

**Vote: Bertha, Luca**

**PASSES**

**10-0-0**

* 1. Discussion/action NTE $600 for spring 2020 supplies from acct.#4500.04 (office supplies), PR #11792. Presentation by Sadika.

**Discussion: Bertha, Amina**

Sadika: It’s just the spring supplies. Just like we did last year we want a pot of money. It’s important that as events are happening we should update the supplies and make sure we know what’s getting low so we can tell Bea or Nequeshé.

**Vote: Bertha, Lia**

**PASSES**

**10-0-0**

* 1. Discussion/Action to amend 1/24/20 minutes item “g” - *approve transfer of ASCOM funds NTE $600.00 from acct.#4500.01 (office supplies) to acct.#4500.07 (leadership/retreat supplies).* – to increase the transfer amount to $1100.00 to cover the cost of the retreat. – no PR required

**Discussion: Bertha, Amina**

Hellen: This is an amendment from an item that we did last week and covers just spring retreat.

Sadika: The original ask was less than what we needed and Nequeshé brought it to my attention. E and F are the same one is to move accounts and one is to spend the money. It is to approve to increase the transfer amount and the next one is to approve it.

**Vote: Bertha, Malaika**

**PASSES**

* 1. Discussion/Action to amend *1/24/20 minutes item “h” - NTE $600.00 for ASCOM retreat on January 16-17, 2020 from acct.#4500.07.* - to increase the NTE amount to $1100.00 to cover the cost of the retreat. PR # 11773

**Discussion: Bertha, Malaika**

Hellen: the previous agenda item is to move accounts and this is to approve

**Vote: Bertha, Fernando**

**PASSES**

**10-0-0**

1. Standing Business (Actions May Be Taken)
   1. Officer Reports:
      1. PRESIDENT REPORT: This week I met with Lia, Malaika, Gabby, and Addis to discuss ASCOM goals and I’ll be meeting with the rest of the board next week. I also went to the town hall for the architecture committee. If you see an opportunity to talk to the architects you should go out and speak to them. I wanted to share something we talked about in the retreat. Advocating for elections and who you are in your position. I’ve been working on representing myself and I wanted to motivate all to do the same.
      2. VICE PRESIDENT REPORT: This week I was working with Amina to finalize club fest. I was, unfortunately, unable to attend ICC but my VP was able to lead the meeting. I went to the town hall and the next day on Wednesday I met on one with the architects and I advocated the different learning committees. They wanted to see if they wanted the learning communities wanted to have a shared space or one big space. I felt like I was being listened to by them and the feedback they got from the other students would be helpful.
      3. STUDENT TRUSTEE REPORT: As mentioned, I attended the Town Hall and met with Hellen. I’ve been also trying to garner more candidates. I’m attending the Board of Trustee Retreat and we’re currently in a closed session so I decided to pop in for a few minutes. We have been brainstorming on how to receive more donations from the community members since COM is a non-profit organization. Keith Rosenthal, our Director of Advancement, has been creating a new system and making use of text messages, emails, etc to increase donations. Also, we officially established a sustainability committee so if you are interested in joining, please let me know. We also received a pamphlet about our student body which I would like to share with you all. 16% of our students are ESL learners. 86% are Marin Residents which means we’re not really considered a “commuter school.” As for our credit students, 50% identify as white; 30% identify as Hispanic; 8% identify as Asian; 3% identify as black/African-American. And 23% are first-generation students.
      4. SECRETARY REPORT: Thank you to everyone for being super on top of everything in terms of the agenda. If anyone comes to you with an agenda request please write down when they submitted the request so I know what agenda to put it on. Please remember to send me your presentations and to keep them to a minimum time so that we can keep everything moving and avoid going over time like we did last week. If you have any officer reports please send them to me and I appreciate everyone who does. The communication has been great and I want to thank you all so much for that. End of report.
      5. TREASURER REPORT: Report: I met with Hellen about my ASCOM and academic goals and we had a discussion about the first weeks of school and how that has been overwhelming. But we came to goals about being organized and about time management. I also spoke to students about elections and whether they'd be interested, it is interesting seeing others perspective about that and if are or arent for it.
      6. SENATOR – TECHNOLOGY: I met with the architects and advocated for the ESL students and I’m going to meet with Hellen today.
      7. SENATORS (2) – STUDENT ACTIVITIES & SERVICES: This week, Feerch and I met with Harpreet to have our required meeting and shared the details of club fest with Harpreet. We also met with Lia to go over the budget request. We will be having a meeting with the chief of police on Monday to go over the details of food and the collaboration between ASCOM and the police department.
      8. The co-leads for Celebrating Black History and Harpreet and I will be meeting today to go over the event details since it is fast approaching. Malaika and Addis also finished our club fest posters and they look great, thank you!
      9. SENATORS (2) - PUBLIC RELATIONS & MARKETING: The calendars are put up/ please pass out cards if you have not. Club fest poster has been sent to print and will be up on Tuesday as well as cards will be available to be passed out. We met to discuss black history month. For this event we want to have an event that really highlights black culture and history. We are thinking about having live music, soul food, black history trivia, and giving out pins. We are also reaching out to Umoja. Since we are pushing making sure events are “our” events rather than “my” events we want to open it up to you all to connect with us after the meeting about any ideas/suggestions. Please try to get them in before the end of day Monday. We started the poster for this event- we got permission from a black artist who gave us permission to use her art which is exciting! Have been taking your photos throughout the week, we will be finishing up photos today and new photos poster will be up by end of next week. We met with Hellen about our goals and also will be meeting Harpreet and Amina today to discuss.
      10. STATE STUDENT SENATE REPRESENTATIVE REPORT: The sponsored resolutions have been submitted to the senate, so we’ve now moved into the edit phase for the resolutions. This is the time for us to make revisions to the wording, improve the wherea’s of the resolutions, and just get everything else in order. The regional retreat will be February 28th from 9:30-3:30 at SRJC. There will be free food, training, and opportunities to get to know our counterparts at different schools. THis is on a Friday, but it’d be good for us to attend and SRJC has offered for us to use one of their conference rooms for a meeting. It’s open to the public, so our auxiliary members can attend as well. It’d be a little sad if I’m the only one attending, so please come.
      11. ESCOM REPRESENTATIVE REPORT: I have to be in San Francisco next week. So I will not see you.
      12. ASCOM ADVISORS REPORT: I know we’re back in the swing of things and I want to remind folks care for the room. I want to appreciate folks who were picking things up. I feel like we ended last semester on a good note but we’re not starting on a good note. Storage is a commodity and we have a lot of things in the room. Flyers are being put up all over campus and take them down if they’re outdated. Just as information, there will be free tax filing opportunities. There will be a bus on February 12th. They will also be back on March 11th and on March 7th. Share this with your friends and community. Tea: Flights to Ontario have been book and as the email has been sent out please review it. I’ll be reserving the rooms and registration and lookout for confirmation on that. As always make sure you clock in and out for office hours. Next Wednesday is the first Q-T Pie cafe. A reminder that your roles are allowed to evolve and grow and put things into the transition binder you’re the ones in it and how you can continue to grow. Thank you for the birthday wishes.
      13. Committee Reports:
      14. COLLEGE COUNCIL REPORT: No report.
      15. GOVERNANCE REVIEW COUNCIL: No report.
      16. PLANNING AND RESOURCE ALLOCATION COMMITTEE: We were able to see the actuals of what was saved and spent in the College of Marin. It was interesting to see and learn from that meeting. I have a deep appreciation for the people in that meeting. It was great to learn.
      17. EDUCATIONAL PLANNING COMMITTEE: In the committee meetings we are having champions come in for the educational master plan. Dustin came in and they were talking about campus safety and where they were in the performance.
      18. FACILITIES PLANNING COMMITTEE: No report.
      19. INSTRUCTIONAL EQUIPMENT COMMITTEE: No report.
      20. PROFESSIONAL LEARNING COMMITTEE: They were working on classified professional learning day.
      21. GUIDANCE, RESOURCES, INTEGRATION, TRANSFORMATION COMMITTEE: February is the first meeting.
      22. TECHNOLOGY PLANNING COMMITTEE: No report.
      23. INCLUSION, DIVERSITY, EQUITY, AND ACTION COMMITTEE: Next meeting is February 7th.
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 the total time will not be extended.*

Malaika: For next week I wanted to bring up having each senator of PR & Marketing to have access to photoshop on their laptop and I wanted to see how much it would cost. It is really important that we have access to it and helps divide the work.

Amina: As I mentioned earlier I wanted to give some details. Ferch and I will be sending out the volunteer list. We said that Yerba Mate is donating drinks and we had trouble with people taking photos at the booth and we are going to ask people to follow the social media page or take a photo in the booth to get a free yerba. Similar to past years we are going to have tickets for each of the clubs and we’re going to speak with the chief if that’s okay.   
Hellen: Maybe they can speak with the police for tickets.

Gabby: 7% of our students are with a disability which may not seem like a lot but it is 583 students.

Luca: College of Marin wants to move away from fossil fuels per the environmental action club

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2. Adjournment: **Bertha, Fernando 10:50 AM**

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**ASCOM President ASCOM Advisor**