 **Student Services Building, Room 241**

**College of Marin-Kentfield Campus**

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

**Regular Meeting Minutes**

**November 22, 2019**

1. Order of Business
   1. Call to Order: 11:00 AM
   2. Roll Call

|  |  |  |
| --- | --- | --- |
| OFFICERS | PRESENT | ABSENT |
| PRESIDENT  **HELLEN SIGARAN** | X |  |
| VICE PRESIDENT  **FERNANDO SANCHEZ LOPEZ** | X |  |
| STUDENT TRUSTEE  **GABBY HOJILLA** | X |  |
| SECRETARY  **BERTHA CAZARES** | X |  |
| TREASURER  **LIA LARA** | X |  |
| SENATOR – TECHNOLOGY  ***VACANT*** |  |  |
| SENATOR - STUDENT ACTIVITIES & SERVICES  **AMINA NAKHUDA** | X |  |
| SENATOR - STUDENT ACTIVITIES & SERVICES  **HARPREET KAUR - Proxy: Fernando Sanchez Lopez** |  | *Excused* |
| SENATOR – PUBLIC RELATIONS & MARKETING  **ADDIS GATES** | X |  |
| SENATOR – PUBLIC RELATIONS & MARKETING  **MALAIKA SMITH** | Late 11:07 AM |  |
| 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: Fernanda Davila, Ana Camacho

MEMBERS OF THE GENERAL PUBLIC: Juliet Ward.

* 1. Adoption of the Agenda

MOTION TO ADD ITEM D DISCUSSION ON INTRODUCING ICC VP. PRESENTATION BY FERNANDO. **Fernando, Gabby**

MOTION TO ADD ITEM E DISCUSSION ON RECOGNIZING THOMAS AS A BOARD MEMBER **Bertha, Gabby**

MOTION TO ADD ITEM F DISCUSSION/ACTION TO DECIDE WHERE ASCOM COUCH. **Gabby, Amina**

MOTION TO CHANGE DATE ON AGENDA TO NOVEMBER 22 **Gabby, Amina**

**MOTION TO ADOPT AGENDA: Fernando, Bertha**

* 1. Approval of the Minutes

**Fernando, Gabby**

* 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. Tabled from 11-15-19 Meeting: Discussion on the budget process and the CFO’s responsibilities, presentation by Greg Nelson.

**Discussion: Fernando, Gabby**

Hellen: I suggest moving this to the December 6th meeting since Greg is not here.

* 1. Discussion debrief on Rebuild Replant Renourish IVC event. Presentation by Amina Nakhuda <https://docs.google.com/presentation/d/1teMM0kXefwgY5TiorlO03X0jJ_4Y0r5AI2GhUtG9yro/edit?usp=sharing>

**Discussion: Gabby, Fernando**

Addis: I think that it was a very beautiful event and I think that maybe we should try and get more events be partnerships with clubs. Also using IVC we should try and go up there.

Gabby: I thought it was a beautiful event and as a student it was one of my favorites. It was great to have a hands on activity and we can maybe RSVP or reach out to classes to get more attendance.   
Amina: I feel like we should shift the focus from getting people from kentfield to IVC to just getting the people from IVC to go there.

Addis: In terms of marketing, Malaika and I aren’t very familiar with the campus and it can be something we can improve on.

* 1. Discussion/Action volunteers for IVC Fall Luncheon on November 25th from 11am-1:30pm. Presentation by Sadika Sulaiman Hara.

**Discussion: Addis, Bertha**

Tea: On Monday we have the Fall Luncheon. We want to get folks to come and volunteer and it’s more fun when y’all are there. It’s a good way to be visible. Any folks who can volunteer let us know.

Fernando: I can do 11-1

Hellen: I can be there until 1:00 PM

* 1. Discussion on the Community Flag review. Presentation led by Hellen Sigaran.

**Discussion:Addis, Gabby**

Hellen: As you know we’ve only had one community flag review and we are finishing up the semester I think we should take another look at the community flag and how we can improve. I’m going to ask Tea to write on the board. I apologize for not bringing the community flag down since that was requested. Last time we met we said we should improve on inclusivity, professionalism, respect, language usage, communication with emails in slack, event co-leads - listening, prioritizing responsibilities and professionalism. This is what we previously said we wanted to improve and we should look at what we’ve improved or done bad.

Amina: I think that the accountability for the co-leads has been good. People have been open in the debrief discussions. The respect factor has improved and we’ve created a safe environment.

Lia: Throughout the semester I think we’ve been doing well with professionalism. Compared to how we were in the beginning.

Luca: As a board we’ve had a value of bringing everyone in for community development. With the Halloween costume contest the entire board showed up and everyone had so much fun that all the staff was excited.

Addis: I think we can improve with inclusivity with the board members and others. Making sure that everyone is a part of a conversation. With other people coming in we should create a warm welcome space and if we don’t know the answer to a question I think we should improve on it.

Gabby: I think we can improve on collaboration with co-leads. Showing constant communication and checking on each other in the event process.

Fernando: Not only with co-leads but with everyone.

**Motion to extend time 5 minutes Gabby, Bertha**

Amina: I think we can improve on language usage. I know this is for me. Keeping in mind an inclusive space. What I’m talking about it the use of profanity with myself. In general we use respectful language with others and knowing it’s a public space.

Addis: To add on I think we should be mindful of not being ableist and being in mind of how words might affect others. Also with events making sure we can all show up and help since it’s an ASCOM event.

Hellen: What is an example of ableist language and what is it?

Addis: Abelist language is language that is not inclusive to those who are disabled and I know I say dumb all the time and Ferch always gets me for it.

Malaika: I feel like we’re doing well with inclusivity and there’s always areas for improvement. People coming in.

Lia: When it comes to support with events. I think we can improve on with the spreadsheets we can always help others and make the process be easier with others.

Hellen: Also being sure to include deadlines to be mindful of others.   
Fernando: I think we should grow in respecting the space and making sure that we’re respectful of organization especially during the time of ICC meetings.

Gabby: We can focus on being more sustainable by using our own utensils.

* 1. DISCUSSION ON INTRODUCING ICC VP. PRESENTATION BY Fernando.

**Discussion: Addis, Amina**

Fernando: I just wanted to formally introduce you all to my ICC VP Juliet.

Hellen: we should go around and introduce ourselves and our pronouns

Fernando: If you have any questions please go to us

* 1. DISCUSSION ON RECOGNIZING THOMAS AS A BOARD MEMBER

**Discussion: Bertha, Amina**

**Motion to table: Bertha, Amina**

* 1. DISCUSSION/ACTION TO DECIDE WHERE ASCOM COUCH.

**Discussion: Malaika, Addis**

Hellen: As you know we no longer have Nisa the couch. We want to give this couch the opportunity to have more use. Does anyone have a proposal on where the couch should go?

Malaika: Who needs it the most? Personally for my learning community I know we have two couches but i don’t know if they’re going to move with us into our new space.

Luca: I think that maybe we should put it downstairs.

Addis: I think that it’s a weird time since all the communities are moving.

Amina: I don't think that the couch moving is going to be final. For the time being we can put it downstairs and then choose the learning community.

Hellen: Should we vote on this now or put it on the last meeting’s agenda?

Gabby: I think that would be best

**Motion to table for Dec 6th: Malaika, Fernando**

1. Standing Business (Actions May Be Taken)
   1. Officer Reports:
      1. PRESIDENT REPORT: This week has been busy and I’ve been wrapping up meetings. I’ve been meeting with people and I’ll meet with Luca about the SSCCC and how we can include ASCOM. Also Dave Patterson has reached out and he’s the head of the technology committee and they had questions for us. The ASCOM retreat date are on January 16-17th before classes start again. Every ASCOM member’s responsibility is to attend this retreat if you’re not able to come please email Sadika, Tea, Bea and I. End of report.
      2. VICE PRESIDENT REPORT: This week I had an ICC meeting and it was not a regular meeting since Sadika and Nequeshe came for the nuts and bolts presentation. I had 7 people attend and it was nice to see the members being so involved and there were questions about preparing for next semester. I think we have a good established process and I’m in talks with Sadika how to be accessible to other clubs who didn’t attend. I created a Facebook and Instagram page for ICC go follow it. The reason I created it was so that events that clubs are doing they have an outlet to post about it. End of report.
      3. STUDENT TRUSTEE REPORT: Last Tuesday, I attended the Board of Trustees meeting where we discussed the proposed initiative to change Proposition 13 which might lead to schools receiving most of the new tax revenue. We also discussed changes to ESCOM's structure and operations, as well as projects under construction in IVC and Kentfield. As always, I gave my report to the board and updated the Trustees on past events. They were very impressed with Dia de Los Muertos and I told them that ASCOM has been working to create a safer space for students to express their different identities and celebrate their culture. I also have been helping several students with their UC Applications since I've accumulated advice from several advisors and mentors and I share these tips and tricks with others. If you need another pair of eyes, please let me know. 10,000 Degrees is having an event at Cal Skate tomorrow. Let me know if you're interested. Thank you. End of Report.
      4. SECRETARY REPORT: Hi Everyone, please make sure that if you are going to be doing any presentations to keep in mind the 10-minute time restriction. Make sure that you leave ample time for people to ask questions. Also if you have any supplies that you would like to have ordered to let me know ASAP. Like usual please be sure to send me the agenda items on Tuesday before 11:00 AM. End of Report.
      5. TREASURER REPORT: This week, I've been focused on getting spreadsheets for the budget and keeping tabs with board members about that. I am also in contact with Meg Pasquel about the PRAC committee and what I can do to show up to the meetings and be involved since it does not fit with my schedule this semester and next semester. I have met with Amina and Addis about the finals week event and about their budget, which I support. Amina’s Rebuild, Replant, Renourish event looked amazing, she did an amazing job. end of report.
      6. SENATOR – TECHNOLOGY: ***VACANT***
      7. SENATORS (2) – STUDENT ACTIVITIES & SERVICES: This week, Addis and I handed out donation requests to Noah’s Bagels, Peets, and Johnny’s. I had my debrief meeting with Harpreet about Rebuild Replant Renourish and I made my debrief presentation. Today, Addis and I will be putting in our order for the school supplies that are needed for the Finals Week giveaway.
      8. SENATORS (2) - PUBLIC RELATIONS & MARKETING: We took down some posters, and we are working on the Finals week poster. We thought about ideas for our survey. Addis met with Amina about the Finals Week giveaway. Dropped off letters for donations as a follow up for Finals Week Giveaway Posters and we ordered sandwich boards.
      9. STATE STUDENT SENATE REPRESENTATIVE REPORT: I’ll be attending the regional meeting at City College of San Francisco later today and the Finance committee meeting this Saturday.
      10. ESCOM REPRESENTATIVE REPORT: No report.
      11. ASCOM ADVISORS REPORT: I wanted to acknowledge that this is a very intense time with finals and applications. Please make sure you’re including breaks, self-care and community care. Office hours, Sadika and I have noticed a new trend of folks changing their office hours last minute and we’re implementing the 24-hour notice for being at meetings be the same as 24 hours for office hours. Looking at the community flag is honesty, folks we’ve been noticing people have been clocking in for others and this is a good place for an area of growth. This will all be documented for ASCOM evaluations and this is an opportunity that you can thrive and can improve on next semester. Thank you to folks who volunteered at IVC. The application for the Senator of Technology position is due November 29th and a reminder there is no meeting next week. Please let me know how I can be of support in this stressful time. End of Report.
      12. Committee Reports:
      13. COLLEGE COUNCIL REPORT: Next meeting is December 12th
      14. GOVERNANCE REVIEW COUNCIL: If you are a student representative in a committee, you are able to receive a certificate of achievement approved by the Governance Review Council and the superintendent. I do take note of your attendance by hearing your committee reports.
      15. PLANNING AND RESOURCE ALLOCATION COMMITTEE: Next meeting the November 26th
      16. EDUCATIONAL PLANNING COMMITTEE: Now that the master plan is finalized the champions are coming in to discuss each goal and how to approach asking questions next meeting is December 2nd.
      17. FACILITIES PLANNING COMMITTEE: The next meeting is supposed to be the 27th but is not finalized.
      18. INSTRUCTIONAL EQUIPMENT COMMITTEE: No report
      19. PROFESSIONAL LEARNING COMMITTEE: No report.
      20. GUIDANCE, RESOURCES, INTEGRATION, TRANSFORMATION COMMITTEE: No Report. I’ll reach out to Tonya to see when the next meeting is
      21. TECHNOLOGY PLANNING COMMITTEE: ***VACANT***
      22. INCLUSION, DIVERSITY, EQUITY, AND ACTION COMMITTEE: Next meeting is December 6th
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.*

Malaika: I just wanted to say I forgot to mention that I went to the equity in mental health and I wanted to put on the floor i learned a lot about imposter syndrome and racism and I learned a lot. I will be bringing a lot of what I learned to ASCOM and my teachers.

Addis: Finals week giveaway is coming up it is the 9th and the 10th. It is Monday final time and Tuesday time. Time is 7:30 AM-1:30 PM. Just let us know and please email us your availability.

Fernando: I just wanted to let you all know that during the ICC meeting you all can be here but please be mindful of coming in and out of the room as it can be a little distracting to other people.

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Tea: Thank you Malaika for bringing in what you took and thinking about what we can bring and share to the campus and what we can share to the campus. When you’re inspired by things about how we can make things more accessible.

1. Adjournment: Bertha, Fernando 11:57 AM

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**ASCOM President ASCOM Advisor**