.  **Student Services Building, Room 241**

**College of Marin-Kentfield Campus**

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

**Regular Meeting Minutes**

**February 7, 2020**

1. Order of Business
   1. Call to Order: 10:06 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 10:34* |
| 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: Ana Camacho

MEMBERS OF THE GENERAL PUBLIC: Gina Cullen, Luciano Faria, Ryan Nelson-Flack

* 1. Adoption of the Agenda

Addis: Motion to amend item D from $1,030 to $380. Bertha seconds

Luca: Motion to amend item E from $100 to $0. Harpreet seconds

**Motion to adopt Amina, Malaika**

* 1. Approval of the Minutes

Bertha: Motion to approve minutes, Malaika seconds

* 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 on Guided Pathways Scale of Adoption Self-Assessment. Presentation by Gina Cullen.

**Discussion: Bertha, Addis**

Gina: Brief overview: this is something we submit to the chancellor’s office and this is a self-assessment for how we are doing. What we did and what we went through. I think you all saw the strategic plan that we did. When we were working on that we tried to align them so you’ve probably seen these things before. Last year we focused more on companion courses, we did SAS studies course, and guided self-placement. In the future, we want to work on the interest clusters and put things in interest areas and we want to connect things with their career. It’s an overview.

Harpreet: What is this?

Gina: It’s an initiative from the chancellor’s office and we got funded by them. It’s something to fill out to tell you how you’re doing. We don’t have to complete anything. It’s just a report to say how we’re doing. It’s an assessment of the college’s work in these certain areas that they asked us about it.

Hellen: How do you gather the feedback?  
Gina: What we did was use the strategic plan. We use learning communities, and we want to have open sessions for people to come in on a regular basis. It’s easier if we go to you rather than you go to us. We’re going to try to do more of those now that we have COMmunity hour.

Lia: Is this something that a student needs to work out with, with a counselor?

Gina: No, It’s more that we’re asking you what we’re doing works. We have these ideas but if you [the students] don’t like it we don’t want to do that. We want to make sure we’re reaching out and hearing. You are a group of high functioning students and we want to reach the ones that aren’t seeing counselors and see how we can help them out. We have to report each year on how we’re doing and we’re working on ways to see how we’re doing. Getting data after the fact and we’re constantly getting data.

Harpreet: In previous years how did we see data?

Gina: This is still pretty new so we don’t have a lot of data yet.

**Motion to extend time limit 5 minutes Bea, Fernando seconds**

Hellen: Who gives the feedback here? Is it the department or is it the students?

Gina: It’s 50/50. My main hesitation is I don’t know if we got a broad brush of students. That’s our struggle to get a broad brush of students. We got a lot of input but not a broader brush. If you ever want us to come back with more data let us know, we’d be happy to do so.

* 1. Discussion/Action to fund NTE $4,000 for the Transfer Club field trip to Southern California Colleges from acct.#7200.99 (intrafund transfer acct - clubs), PR #11793. Presentation by Sofie Totapudi and Ben Daly.

**Discussion: Bertha, Oliver**

Sofie: As some of you may know, this will be our 3rd year hosting a SoCal college tour. 3 years ago was our first one and it has lived on from our transfer club. You all have been so generous helping us fund this. It’s a 3-day trip and we visit 5 different colleges so it’s a packed itinerary. It’s all expenses paid minus the transit to and from SFO. We pay for flights, hotels, food, and transit within LA. If ben is there we can talk about why it’s important or anyone else can chime in.

Lia: I went the first year we did it and it was really fun and great and not only did it strengthen my bond with Malaika. You get a feel from the college campus vibes. It was great.

Fernando: Adding on to what Lia said I also went to the first SoCal trip and it’s where I met Fitry, Malaika, and Lia and it was a life-changing experience and if it wasn’t for that trip I wouldn’t be vice president right now. It really changed me and impacted the students.

Malaika: I ditto that and it definitely changed my life. I wouldn’t have had the time or the money to be able to tour schools. It was nice and fun and made friendships and learned about my dream school it was definitely needed for students.

Amina: I can also add on a little bit I just want to emphasize how well thought out this was and one of the nights we could stay in a university dorm room and as community college students we don’t have an experience like that and the whole trip is well thought out and balanced.

Sofie: We’re aware that for a lot of students we wouldn’t have the ability to ask it without a trip like this and we want to make sure that every student has the availability for this. Ferch says that it helps students be more involved at COM and it is a small group but I think there is a trickle-down effect and they try to rise to leadership positions at school. We have a lot of students apply from word of mouth of other students. I am asking for $4,000 because we’re looking to add for more spots and flights are more expensive this year. Transfer Club is fundraising and the office is trying to get from their budget for the difference.

**Bertha: Motion to extend time limit 5 minutes, Addis seconds**

Luca: How much is in this account?

Lia: We have about $5,518 in the account. I think it’s important that we do fund this. I support this $4,000 and we should be able to move funds from accounts if needed to fund other clubs if they come and ask.

Addis: Are we expecting any other clubs?

Fernando: I think that the bigger budget requests come from AGS, Drama club, Transfer club, and Model UN and they have already come this year. I also remembered that Nequeshe, Lia and I haven’t done swiping of the accounts and I can’t say how much money this is going to be but that can fund it

**Vote: Fernando, Bertha**

**PASSES**

**10-0-0**

* 1. Discussion/Action to fund NTE $60 from acct.#5820.01 for funding photoshop for the senators of Public Relations and Marketing. PR #11809. Presentation by Malaika and Addis.

**Discussion: Bertha, Harpreet.**

Luca: What subscription are you using? Is it a student plan?

Malaika: The photographic one. No, they don’t have a plan for just this one they have one for the whole adobe things which we don’t need.

Luca: This is coming from the PR account? How much is left?

Lia: Yes, roughly $400 is left

Lia: It takes a team and tools and I see the importance of this and I support this.

**Vote: Bertha, Amina**

**PASSES**

**10-0-0**

* 1. Discussion/Action to fund NTE $380 from acct.#4500.04 for Celebrating Black History event. PR #11807. Presentation led by Addis and Malaika.

**Discussion: Bertha, Amina**

Harpreet: Did you get $700 from COMmunity hour?

Addis: we asked for $650 but they gave us $700 because they were so generous

Lia: I’m so impressed and proud and you have outdone yourself. Something I just want to mention we have about $7,000 in the supplies account. We’d be giving out 1,100 for both club fest and meet the candidates just to keep in mind.   
Hellen: I just wanted to remind everyone about the my/our mentality and we should all be asking about how we can promote the event together

**Vote: Bertha, Luca**

**PASSES**

**10-0-0**

* 1. Discussion/Action to fund NTE $0 from acct.#4500.04 for the student town hall. PR #11808. Presentation by Luca Citroen

**Discussion: Bertha, Harpreet**

Luca: Motion to amend item E from $0 to $50. Harpreet seconds

Luca: The town hall is to bring the student body together and find what issues are important to them. The town hall is on Wednesday, March 4th during COMmunity hour. COMmunity hour gave us $150 for food but we just wanted a cushion.

Hellen: For printing costs are we printing with RePro?

Luca: It’s half sheets of paper.

Hellen: I’m just wondering if it comes out from PR and Marketing account.

Fernando: If you want to have the little things it would be way cheaper to go through RePro than to go through office depot.

Addis: So you want informational posters? That’s easy.

Hellen: Will you, Addis and Malaika, be doing the marketing?

Addis: We have to meet because we haven’t discussed this.

Amina: Just remember to be realistic about what you can and can’t do since your event is going to be close to this.

Hellen: Amina and Harpreet how does this look like with our schedule?

Amina: we did it accordingly so that there’s no overlap

**Vote: Bertha, Oliver**

**PASSES**

**10-0-0**

* 1. Discussion/Action to approve an amendment to item J from the 1.24.2020 minutes to clarify the resolution sponsorship to sponsor the Gender Inclusivity and Sustainable Products Resolutions. Presentation by Luca Citroen.

**Discussion: Bertha, Fernando**

Luca: This is simple, a few meetings ago we decided to sponsor the sustainable products resolution and gender inclusion one. The minutes were a little confusing. This is to update the minutes from there

Fernando: I think to approve an amendment. We would need to clarify it specifically

Tea: Ferch is correct we actually have to give the name of what was passed.

Hellen: Amend it to the names of the resolutions.

Luca: Amend item J to show that ASCOM approves the acts

Hellen: To have it in the minutes. ASCOM will sponsor the gender inclusivity resolution and sustainable product resolution.

Fernando: do we have to amend the item or include it in the item.

**Vote: Bea Addis**

**PASSES**

**10-0-0**

1. Standing Business (Actions May Be Taken)
   1. Officer Reports:
      1. PRESIDENT REPORT:
      2. VICE PRESIDENT REPORT: This week I was able to attend the ICC meeting. I did a report on the elections and I hope there’s some folks interested in asking about positions just a reminder it’s a good opportunity to talk about your position. If you come to my ICC meetings that would be helpful. They were interested in that and it’s during community hour just let me know you’re coming so i know who to expect. I have 8 active clubs on campus and a lot of clubs don’t become active until after club fest and if you have anyone who wants to table please ask them to speak with me. AGS reported that their deadline is February 13th. Womxn in tech is trying to figure out ideas and figure out a LinkedIn event. I’ve been working with Amina to finalize things for Club Fest and the Yerba Mate is getting picked up today.
      3. STUDENT TRUSTEE REPORT: Hi everyone, I apologize for missing the meeting. I am currently meeting with Jonathan Eldridge and will meet with Dr. Coon and COM’s Director of Advancement regarding my perspective as the Student Trustee. Unfortunately, they were only available today. I will bring more updates to the next meeting!
      4. SECRETARY REPORT: Hello everyone, thank you to everyone for getting in their agenda items in on time. This week I finalized my time to meet with Hellen and although we weren’t able to meet on Monday we’ll meet after the Womxn of Color cafe on Monday which y’all should come to!
      5. TREASURER REPORT: Hi everyone, this week was definitely a week for all of us to come together and work together. I had a meeting with Addis and Malaika to talk over Celebrating Black History event, We worked together to concise their plan and to choose a funding proposal that best fit their needs. We as a board should definitely take events as "our" event like Hellen was talking about so that events are run collaboratively. Also, I talked to some of the board about future funding and how we do want to support clubs and their proposals. Meaning, we would have to find ways to transfer money to club accounts, with that said we as a board can collectively converse about the budget and how to support students. Me and Harpreet are going to schedule a meeting for our event pretty soon, and if anyone needs a treasurer meeting, email me.
      6. SENATOR – TECHNOLOGY: This week I met with Hellen to talk about my smart goals and we also have a new follower and I have been posting and I’m going to be posting the club fest this week.
      7. SENATORS (2) – STUDENT ACTIVITIES & SERVICES: Community hour this week is just going over how they want to publicize their events. This week, Ferch and I met with the chief of police to go over the details of the collaboration between the police and ASCOM for club fest. Harpreet and I also met with Luca to talk about a potential town hall event that we will be having before GA. We sorted out details about the budgeting and location. Lastly, Addis, Malaika, and I had our weekly check-in for Celebrating Black History and we worked on the trivia game for the event and found some images for the pins.
      8. SENATORS (2) - PUBLIC RELATIONS & MARKETING: We Put up Club Fest posters - please take postcards for it. We met with Lia about the budget. We called Everett & Jones where we will be getting food from for the event and went to COMmunity Hour meeting to request funding. We met with Amina & Harpreet about Celebrating Black History. Malaika went to the Umoja meeting and we will be collaborating with them for Celebrating Black History event - they will be having a bracelet making booth. We started a poster for Celebrating Black History event. Lastly, we sent Club Fest to Oliver and sent in ASCOM promotional materials for approval: Pamphlet, New glass case posters, and important election dates.
      9. STATE STUDENT SENATE REPRESENTATIVE REPORT: I’ve spoken with y’all about town hall and we’re currently set to have the regional retreat but we might be able to move it to Saturday if more of us would be able to come from 10-4. Would the board prefer that on a Friday or a Saturday? End of Report.
      10. ESCOM REPRESENTATIVE REPORT: Not present
      11. ASCOM ADVISORS REPORT: As you all know, Sadika has been out sick but she will be in on Tuesday and then she leaves for vacation for 2 weeks. I just want to give props to the event and programs. The posters look awesome as well. I just want to remind you all about the email I sent for the decals and it’s tied between two right now. Make sure you check your emails Monday-Friday and respond even if it’s just, “got the email thank you.” Just a reminder coming to this meeting prepared and focusing on what each other are saying. Also, make sure if you have something on the agenda to make sure that you are prepared beforehand. Also, we understand that people are running late and as Bea arrived and folks kept running out. Which caused us to add to the time and please be mindful of everyone's time. I just wanted to let you know that everything is booked for GA and make sure that your name is correct or your birthday is incorrect. Thank you for the shout out for Womxn of Color cafe and this semester is all about decompressing. We’re taking it to the next level. Just a reminder next Friday and Monday campus is closed and no meeting on Friday. Make sure that y’all are going and talking to folks about ASCOM. Also one of the therapists came by and Anise came by for a drop-in grounding group and if you all want to attend this is another free resource.
      12. Committee Reports:
      13. COLLEGE COUNCIL REPORT: No Report
      14. GOVERNANCE REVIEW COUNCIL: No Report
      15. PLANNING AND RESOURCE ALLOCATION COMMITTEE: Next meeting is on Tuesday
      16. EDUCATIONAL PLANNING COMMITTEE: As I mentioned every week now we’ve been having champions come in and one of the goals we focused on is EMP6. They want to see where they’re at after a semester and the [academic] output of people was increased mainly due to the companion course. Because of the lack of placement tests, there was an increase in people who did fail. Next meeting is February 24th
      17. FACILITIES PLANNING COMMITTEE: Next meeting is the 26th
      18. INSTRUCTIONAL EQUIPMENT COMMITTEE: No Report
      19. PROFESSIONAL LEARNING COMMITTEE: Next meeting is on Tuesday
      20. GUIDANCE, RESOURCES, INTEGRATION, TRANSFORMATION COMMITTEE: Next meeting isn’t until March
      21. TECHNOLOGY PLANNING COMMITTEE: No Report
      22. INCLUSION, DIVERSITY, EQUITY, AND ACTION COMMITTEE: Meeting is today and report will be next week.
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.*

Amina: I just wanted to mention that I had sent an email about Club Fest availability and if you can email me if you cannot volunteer.

Hellen: Please make sure to respond by Wednesday because Amina had sent out a deadline.

Addis: We’re going to be sending out a volunteer sheet it is Wednesday, February 26th, 12:30-2:00 and we need people to help set up since both Malaika and I have class

Gabby: I think we should start trying to write compliments in the accountability bags since on the board we don't exclude everyone.

1. Public Comment
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2. Adjournment: **Bertha, Oliver 11:25 AM**

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**ASCOM President ASCOM Advisor**