 **Student Services Building, Room 241**

**College of Marin-Kentfield Campus**

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

**Regular Meeting MINUTES**

**August 23, 2019**

1. Order of Business
   1. Call to Order: 11:07 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** - Proxy: Luc Citroen |  | *Excused* |
| SENATOR – TECHNOLOGY  **KAI KONISHI GRAY** | X |  |
| SENATOR - STUDENT ACTIVITIES & SERVICES  **AMINA NAKHUDA** | X |  |
| SENATOR - STUDENT ACTIVITIES & SERVICES  **HARPREET KAUR** - Proxy: Fernando Sanchez Lopez |  | *Excused* |
| SENATOR – PUBLIC RELATIONS & MARKETING  **ADDIS GATES** - Proxy: Bertha Cazares |  | *Excused* |
| SENATOR – PUBLIC RELATIONS & MARKETING  **MALAIKA SMITH** - Proxy: Amina Nakhuda |  | *Excused* |
| STATE STUDENT SENATE REP.  **LUCA CITROEN (voted in 2/1/18)** | X |  |
| ESCOM REPRESENTATIVE  **DENIZE SPRINGER (NON-VOTING MEMBER)** |  | Absent |

ASCOM ADVISOR: SADIKA SULAIMAN HARA AND TEA PERALES

AUXILIARY MEMBERS:

MEMBERS OF THE GENERAL PUBLIC: Lisa Morse, Zoe Hickey, Cameron Walsmith, Kevin Colgate

* 1. Adoption of the Agenda: (Gabby, Amina)
  2. Approval of the Minutes: (Gabby, Fernando)

* 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)*
     2. Kevin introduces himself and reinforces that anyone can join the ASCOM club for 55$ a year

1. New Business (Actions May Be Taken)
   1. Discussion/action to fund Model United Nations conference attendance (fall and spring) NTE $7,682.00 from acct.#7200.99 (intrafund transfer to clubs – all) into acct#9575.72 MUN club account, PR#11696. Presenter: Model UN representatives. Gabby, Luca motion to move to item B motion to discuss item A: Fernando, Luca

**Discussion: Hellen, Gabby**

Zoey: Model UN does many things on campus and they go to conferences to be able to show how the Senate works. They want to be able to inform the campus about. Funding requests only includes asking for money for conferences and not for other items. There is a conference at UCSB during the fall and in the Spring one in Burlingame called Far West. We are trying to reach out to Rotary Club which gave us about $200 last year

Luca: how many people go?

Zoey: about 14 people.

Fernando: Comment to the board, I’ve been in Model UN for a long time even in Mexico and I think that it would be a good idea to send our students to model UN and it teaches you a lot of things that you won’t learn in the classroom

Hellen: I want to add that Model UN represents COM everywhere we go and they are good representation of us.

Sadika: In total there is $20,000 in the account to spend and if you want to split the amount there’s $10,000 for both semesters. Their account has about $1,000 in their account right now but I hear nothing but praise when they come back.

Cameron: As stated before Model UN teaches you things that you can’t learn in a classroom we go to see human rights lawyers in our previous conferences and it was an amazing experience.

Gabby: will you plan to use the money in your account?

Zoey: yes for on campus activities such as our movie screenings.

**Motion to Vote: Gabby, Fernando**

**10-0-0**

**PASSES**

* 1. Discussion/Action to decide on the local charities/address that ASCOM will donate $1,000.00 to. This funding is donated to ASCOM each year from Fresh and Natural/Cafe. Last year ASCOM donated to: Marin Food Bank $250.00, Ritter Center $500.00, Open the World-Bay Area Community Resources $250.00. pr’s not required.

**Discussion: Fernando, Gabby**

Hellen: Every year ASCOM gets 1,000 to donate

Gabby: A charity I like is 10,000 Degrees, has lots of impact for people in low income families and I am a product of it. It provides college advising support and are overall a good charity.

Luca: I think that we should donate to the fire relief fund

Kai: I think the Marin food bank should be one of our priorities since they’re a big part of our community

Hellen: should we donate to the three that are on the table?

Wildfire relief fund, 10,000 Degrees and marin food bank? All in favor say aye (everyone agrees)

Luca: We can do $400-$400-$200

**Motion to vote: Fernando, Gabby**

**10-0-0**

**PASSES**

* 1. Discussion Road to Success ASCOM table. Presenter: Hellen Sigaran.

**Discussion: Gabby, Luca**

Hellen: Road to success is next week, it would be great for ASCOM to table. Can I get a headcount for who is available? IVC is 12:00-1:30 PM on Tuesday and we talked about ASCOM being more involved on the IVC campus if anyone is available. KTD on Wednesday: 12:00-2:00 at the LC quad

Fernando: I can do IVC from 1:00- 1:30

Luca: I can help out 12:30-1:00 in Kentfield

Kai: I can do 12:00-2:00 on Wed

Gabby: I can do 12:40-2 On Wed

Hellen: can anyone else go to IVC? If not I will send out an email later.

* 1. Presentation by Luc Citroen, SSCCC Student Representative. Fernando, Gabby

**https://docs.google.com/presentation/d/1hPgwFr2kw4kWEo319ODKj2Qo\_\_JvRahaIhpXehYWvtY/edit?usp=sharing**

**Motion to extend to 5 mins: Amina, Gabby**

Kai gives floor to Kevin, Kevin he asks if the presentation will be included in minutes and Bea confirms it will be.

* 1. Discussion/Action to amend item “a” on 5/3/19 minutes: *approve NTE $850.00 for ASCOM Banners from the Public Relations and Marketing acct#5820.01 to reimburse Sadika’s P-Card. PR#11683.* Change payment to directly pay *Fast Signs*. This is a retroactive approval from 18-19 budget and will not affect the 19-20 budget.

**Discussion: Fernando, Gabby**

Hellen: This is to amend the agenda item for the old minutes.

**Motion to Vote: Gabby, Fernando**

**10-0-0**

**PASSES**

* 1. Discussion/Action to transfer $273.00 from account 4500.06 (graduation supplies) to account 4500.31 (parking permit supplies) to cover spring 2019 parking permits. This action is retroactive for the 18-19 year and will not affect the 19-20 budget.

**Discussion: Gabby, Luca**

**Motion to Vote:** Amina, Gabby

**10-0-0**

**PASSES**

* 1. Discussion/Action to pay MCCD Reprographics for printing for April and May 2019, acct.#5820.01 (printing/publicity) in the amount of $167.56 and $44.95, PR#11641 and PR#11642. This is a retroactive approval from 18-19 budget and will not affect the 19-20 budget.

**Discussion to Vote: Gabby, Luca**

**Motion to Vote: Gabby, Amina**

**10-0-0**

**PASSES**

* 1. Discussion/action to revisit approval of ESCOM share of Student Activities income for 2018-2019 in the amount of $1,920.00 ($960 per term) from ASCOM acct.#8890.13 (Student Activities income) to ESCOM acct.#8890.07 (Student Activities income), PR#11697. Calculation based off of 1,200 members @ 10% = 120 x $8 activities fee. Motion failed May 23, 2019 in 2-2-6 vote.

**Discussion: Gabby, Luca**

Hellen: Last year we voted on this without full info or details and this gives a certain portion of our funding. Not everyone benefits from the programs we put on we give out and people pay the student activities fee but ASCOM events do not necessarily cater towards the age group.

Sadika: There was a conversation in 2014 about ESCOM being the community of lifelong learners, our older student population. ESCOM is appealing to those 55 and older. There’s dinners and clubs that ESCOM have for their members. This money is to support the people who are in the lifelong learning community.

**Motion to Vote: Gabby, Fernando**

**10-0-0**

**PASSES**

* 1. Discussion/action to amend item “e” on 5/10/19 minutes: *NTE $1,000.00 from Rep Fee, acct.#5200.02, PRs to follow and/or reimburse MCCD, Sadika’s P-Card to send the 19-20 Student Trustee to the annual Community College League of California Student Trustee Workshop in August 2019. Item requested by Sadika.* Amend to include PR #11643

**Discussion: Amina, Luca**

Hellen: This just to change the account numbers

**Motion to Vote: Gabby, Luca**

**10-0-0**

**Passes**

* 1. Discussion/action to amend item “b” on 5/23/19 minutes: *to approve $2,100 for EOPS 50th anniversary, BT from acct.#7300.11 to EOPS FOAP 12600.25251.45000.643000. Funds will be used for a barbeque on September 4, 2019 and t-shirts to celebrate the anniversary*. Amend to include transfer to MCCD via PR #11695.

**Discussion: Gabby, Fernando**

Sadika has floor: It’s not a reimbursement but a transfer

**Motion to Amend: Fernando, Amina**

**Vote on amendment: Gabby, Fernando**

Sadika: we are voting on amendment and them the item as it was amended.

**Vote to approve with amendment: Amina, Fernando**

* 1. Discussion/action to fund Drama Program Production *Little Shop of Horrors* NTE $6,574.00 from acct.#7200.11 (intrafund transfer – MCCD) into FOAP 11100.21501.56700.696700. PR #11645.

**Discussion: Amina, Gabby.**

Lisa: Drama is asking for funding for licensing fees for the musical. We have to pay a portion of licensing fees for how much we could potentially sell. We have reduced the house size from 500-150 seats to make the show more affordable. The budget for the entire show will be $35,000.

Luca: if we didn’t get the money here where would you get it

Speaker: We would have to fundraise. We would also have to reduce the budget.

Kai: is there anything left over from last year?

Speaker: We used every dime. We even had to get some from the dance budget. The average attendance for the season it is about 2,000.

Hellen: on the attendance data, is the students how many go to it?

Speaker: no it is how many are involved

Kai: are you keeping track of how much you spend on Marketing?

Speaker: a lot of the time we piggy back on package advertising and they give us a spot and we get publicity through reviews and online reviewers and print ones.

Hellen: To keep everyone update the departments who asked for money last year was only drama. We still have enough in our accounts if we were to fund this.

Luca: do you expect to break even on the show?

Speaker: we never do, it’s a tough market. We are trying to do a lot to get the community more involved and trying to get Kent middle schoolers to come and see The Tempest we bring in 22-26k on ticket sales every year but we're not a business that breaks even. Our tickets are supposed to be affordable.

**Motion to Vote: Gabby, Luca**

**10-0-0**

**Passes**

* 1. Discussion College of Marin strategic plan review (will go out to campus between August 14-30). Presenter: Sadika Sulaiman Hara (Fernando and Hellen).

**Discuss: Gabby, Fernando**

Sadika: I sent everyone the link to the plan please review it, there have been two sections highlighted that we need feedback on ASAP. By next Friday if you can send it to Hellen or myself because we need to make sure we get it back. Hellen and Fernando have been part of this conversation and if you have q’s let us know

Fernando: This is not the education or master plan but this is the strategic plan and is more short term based. The goals are more specific; they are to see how they will roll out in the next three years

Hellen: If you guys have any questions please email me because student access and success and equity. They are the ones that affect the students the most and we need that by next Wednesday. There are other plans that go into more detail and how to finalize that and they are looking for overall goals and what they mean.

1. Standing Business (Actions May Be Taken)
   1. Officer Reports:
      1. PRESIDENT REPORT: This week I've been meeting with a lot of you and discussing smart goals and I will meet with you next week. I’m planning to speak with Malaika to get ascom more involved with umoja. End of report
      2. VICE PRESIDENT REPORT: had first ICC meeting. A little note: you all can be here during the note and if you want to participate you can, it’s not as formal as ascom. Just please be quiet to not disrupt the conversation. We discussed COMmunity hour and different ideas about how we can get involved. I’ll present the budget next week for club fest and as you all know (insert times to club fest). End of report
      3. STUDENT TRUSTEE REPORT: I partook in the retreat and I learned more about procedures. I also attended board of trustees meeting and was sworn in by dr. koon and I distributed my business card. We went over predicted costs and approved the budget. I informed them of kick off bbq and our next meeting is on sept 17th at IVC. Hellen and I are working on a psychological services project and will meet with dr. coon on that. End of report.
      4. SECRETARY REPORT: Bea reminds everyone that if they have received an officer report to forward it to Bea as soon as possible and if they have any items to get it in before next tuesday at 11:00. End of report.
      5. TREASURER REPORT: Lia has completed the budget system which will be on a spreadsheet which will be located in the ASCOM email where everyone will have access to it because it was her main concern while making the budget. Some changes that have made it on the budget is ASCOM has subtracted $2,500 to account 7300-11 departments account for EOPS. There have been items that have been approved from the previous semester that will come out of this budget, although the amount is not known yet and will be known after welcome week. She will be keeping up with Sadika and president Hellen for future changes. End of report.
      6. SENATOR – TECHNOLOGY: Kai made a couple of posts. Please try and promote the social media pages for it. If anyone says “I want to support ascom” please give them our handle. End of Report.
      7. SENATORS (2) – STUDENT ACTIVITIES & SERVICES: BBQ will be on monday. Set up starts at 10:00 and ends at 2:30. It will be with COMmunity hour and you guys should’ve gotten an email about volunteer shifts because this is the biggest event for this year. We’ll show them that we are there. Malaika will be the MC and Hellen will do an intro about being pres. Harpreet and I were working with center for domestic peace and campaign non-violence and they wanted to table at COM. They will have a pledge table and literature for children. Board members have expressed interest in wanting to co-lead more than one event please be on the lookout for an email since harpreet and i are co leading 4-5 events.
      8. SENATORS (2) - PUBLIC RELATIONS & MARKETING: The senators of PR & Marketing have been hard at work getting posters ready for events. They have completed both the Fall calendar as well as the Kick Off Barbecue posters and have sent them in for approval. They have completed updates to the Club Fest poster and created a SnapChat filter and making final changes per Fernando’s reports. They have also compiled the information for the Board Bios which will be posted on the website.
      9. STATE STUDENT SENATE REPRESENTATIVE REPORT: the first regional meeting starts at 4 PM which will happen later today. SSCCC continues to grow if anyone on the board has any q’s. EOR
      10. ESCOM REPRESENTATIVE REPORT: No Report
      11. ASCOM ADVISORS REPORT: we appreciated all the support for the ASCOM table big shoutout to Fernando for being there everyday. Share the time for the meeting since it’s a new time and get auxiliary members. Tea wanted to share about professionalism in the ASCOM office and that we’re always here to greet people and when there is a meeting in here honor that there is a meeting in here just wanted to put that out there. Thank you all for a good first week. End of report
      12. Committee Reports:
      13. COLLEGE COUNCIL REPORT: Our next meeting is september 5th end of report
      14. GOVERNANCE REVIEW COUNCIL: No report
      15. PLANNING AND RESOURCE ALLOCATION COMMITTEE: No report
      16. EDUCATIONAL PLANNING COMMITTEE: Meetings will be every monday 2-4 if anyone wants to be apart of it let me know.
      17. FACILITIES PLANNING COMMITTEE: No report
      18. INSTRUCTIONAL EQUIPMENT COMMITTEE: No report
      19. PROFESSIONAL LEARNING COMMITTEE: The meetings are tuesday from 2:45-4:45 I have class at that time so I can't attend but highly recommend going.
      20. GUIDANCE, RESOURCES, INTEGRATION, TRANSFORMATION COMMITTEE: no report
      21. TECHNOLOGY PLANNING COMMITTEE: seeing for time
      22. INCLUSION, DIVERSITY, EQUALITY, AND ACTION COMMITTEE: meeting september 6th. We had a convocation speaker coming and many people felt moved and can take what they said and use it in their work.
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.*

Fernando: if we’re using the space we should use it as our space. When I came here I always see that it’s a mess and I think everyone should be accountable for what they do and wash the dishes you put in the sink

Hellen: To add we are representing ascom and when they come in to the room they are already judging. So let's try to do better

Amina: BBQ will be on the AC Lawn and Greg Nelson is helping us out. We’ll have a couple of tables, bleachers, ice cream cart from ben and jerry’s and there will be corn, veggie burgers, hot dogs, and gregg will do the cooking. There will be corn hole, jenga and yoga mats on the lawn and the music will come from the building ceilings. We also talked to Kai about doing a survey through our instagram story and the incentive for the survey will be new swag. We’re hoping we can gage what is working and people will come to ascom room for their prize.

Kai: we just purchased amazon fires why are we using paper?

Amina: we’re trying to get as many students as we can so paper might be better

Hellen: now that we’re getting into the system please be on time or show up 10 minutes before.

1. Public Comment
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Kevin: The Surgeon General of the US talked about the Opioid crisis and there were more deaths by opioids than suicides and homicides. People in your age group, 7/10 in the military age group 18-30, wouldn’t qualify due to obesity. This community should have naloxone, and be CPR certified due to the opioid crisis. If you qualify for SSI you qualify for CalFresh. Relocation is starting and ESCOM is moving to Deedy Lounge. Community Ed is separated from us this semester. When we move into October, November or December we can help you all if you need a larger space. ASCOM should try and help with the 2020 census and the citizenship question is not on it this year and the census is so important and ESCOM is doing an event.

Sadika: There’s conversations about census in the works. Seperate from that salads are going to be donated from fresh and natural for the bbq this monday and we should say thank you. The boxes have a lot of giveaway items so think about things that we can give away and help remember where we got it from.

Fernando: keep in mind that we have swag in the shed

Kai: Do you think we can post our meeting times since people don’t know?

Hellen: Yes, good idea. Please respond to Malaika and Addis’ email about time to take photos.

1. Adjournment: Kai, Luca 12:31 PM