



Student Services Building, Room 254 College
of Marin-Kentfield Campus
835 College Ave, Kentfield, CA 94904

ASCOM Meeting

MINUTES

(September 5, 2025)

12:00 p.m. – 1:30 p.m.

a. Order of Business Call to Order:

b. Roll Call:

OFFICERS	PRESENT	ABSENT
PRESIDENT ARTHUR HU	X	
VICE PRESIDENT GIOVANNI CARBONARO	X	
STUDENT TRUSTEE EMILY CARDWELL	X	
SECRETARY ALVARO (AL) RODRIGUES	X	
TREASURER STEFANIA SANTINI RODRIGUEZ	X	
SENATOR – TECHNOLOGY JESS SCHIFFMAN	X	
SENATOR – STUDENT ACTIVITIES & SERVICES RAY MCCLURE	X	
SENATOR – STUDENT ACTIVITIES & SERVICES LUCA MAGALHAES	X	
SENATOR – PUBLIC RELATIONS & MARKETING KAI MCCARTHY	X	
SENATOR – PUBLIC RELATIONS & MARKETING GIOVANNY NARIO	X	
STATE STUDENT SENATE REP. FARHAN KHALIQ	X	
ESCOM REPRESENTATIVE VACANT (NON-VOTING MEMBER)	N/A	

ASCOM ADVISORS: SADIKA SULAIMAN HARA AND TEA PERALES

AUXILIARY MEMBERS:

MEMBERS OF THE GENERAL PUBLIC:

c. Approval of the Minutes: N/A Motion: Jess, Gio

d. Public Comment

- a. *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)*

Kevin: Hey, I would like to introduce myself to those who don't know me, I am Kevin. You can send emails to escom.edu, and although I am not the official representative, you can send me emails, I deal with all the communication and outreach, I've been around for 12 years. For the ASCOM marketing lead please add ESCOM to your outreach, for press and any other events that are coming up. I have some more comments coming up for the second round.

I. New Business (Actions May Be Taken) Motion: Jess, Emily

- a. Discussion/Action to approve NTE \$1,274.94 from acct.#4500.04 (Event Supplies) for **CLUB FEST**. PRs to follow to reimburse board members and/or MCCD, Sadika's P-Card. Presentation by _Alvaro Rodrigues, Arthur Hu, and Gio Carbonaro_ Co-leads.

Motion: Kai, Gio

Gio: This is the budget breakdown for club fest; it's for two days Monday and Tuesday. This is what the amount is, I've included gratuity, because we need to tip 10% for the delivery people. As far as supplies go, we're going to be requesting plates and napkins from the pile that we have. Any questions?

Emily: What are the dates?

Gio: It's going to be the 22nd and 23rd of September

Motion: Emily, Jess

PASSES 10-0

- b. Discussion/Action to approve NTE \$86.33 from acct.#4500.01 (Office Supplies) to purchase new "Carts/Trolley" Presentation by: Ray McClure, and Luca Magalhaes

Motion: Jess, Ray

Luca: We just want to buy a single new cart to set up for helping set up events in the future. We

got a picture right here. It's \$86.33

Jess: Does that include shipping and handling?

Luca: Yes, that's after tax assuming we have free shipping.

Emily: We're usually short a cart, it feels like, so...

Ray: And that way we can also prepare beforehand, but obviously getting people set up is a little bit hard, so at least if we have two carts, maybe the day before everyone or during office hours, kind of set everything up in the cart, so then the people sitting up on the day of the event can just be let out. Yeah.

Motion: Gio, Jess

PASSES 10-0

- c. Discussion/Update on Welcome Week event and expectations. Presentation by: Luca Magalhaes and Ray McClure.

Motion: Jess, Gio

Ray: Welcome week is next week, Monday. Tea has taken on most of the responsibilities, which is great. Obviously, we still want to encourage volunteering for the event. It's Monday, 8th of September, so it's Monday, as I said. It's from noon till 1.30pm, that's excluding setup and cleaning up afterwards. It's in the AC quad. There'll be snow cones, there'll be a DJ, and then pizza. So, the snow cones are not our responsibility. From what T said, there'll be a truck who'll be sorting that out for us, but the pizza is our responsibility, so it's pretty important to try, like, have volunteers to help hand out the pizza. And we also want to do giveaways, so we want to do the windbreaker and pains as well, keep pretty simple, basic, because there's already a lot going on. We want to try and encourage people to sign up and follow our page on Instagram. So, Jess has gone through with printing a picture out, you know, to easily scan the barcode of the Instagram page. We don't really have as many people in the set up, but we also understand everyone is very busy, but, like, even if it's 10 minutes just to put up the tents, I think it would be really appreciated. And those who did volunteer so far, thank you, really, really appreciate that.

Luca: If you're free 11-2 please help set-up, we only have Jess

Emily: What does set-up look like?

Luca: We're doing all the set-up, we're picking up the pizza, we have to set up the tents.

Ray: We really want to try to get a tent over the DJ booth, just because it's going to be really hot for the lady who's running it. I'm going to speak to T to see when she's coming, because if it's before 11.30, obviously we want to try to just get her in the shade as quick as possible. And then I also did reach out to the sports department. But they haven't replied to my confirmation email.

Jess: I was talking to the sports coordinators on ways we could promote teams

Tea: Ray, have you coordinated with Eloisa to order the pizza?

Luca: We had some trouble getting the discount, but I'll talk to Al later

Tea: I want to remind everyone you all, that this is everyone's event, and I want to encounter people to sign up. I am looking at the sign-up sheet, and I see some folks that have not signed up. This is the first event, and it's going to be a good event to learn from, because it is not relying on ASCOM as heavy as the

other events.

II. Standing Business (Actions May NOT Be Taken)

Officer Reports:

i. PRESIDENT REPORT:

Arthur: Please sign-up for the Welcome Week event. We're still looking for someone to fit into the Police Advisory Committee. It's 2pm. I will post the office hours. I will be hosting my office hours after the meeting.

ii. VICE PRESIDENT REPORT:

Gio: I helped plan for club fest, sent out emails to the learning communities, EMOJA confirmed. I gave Eloisa the layout. And will attend my office hours after this.

iii. STUDENT TRUSTEE REPORT:

Emily: I attended my office hours, I am ahead of time preparing for the trustee meeting, I would love pictures of any student event for the presentation.

iv. SECRETARY REPORT: Attended my office hours and worked on club-fest

v. TREASURER REPORT: I uploaded the budget in the Treasurer drive and approve request for the club-fest. And I did my office hours as well.

vi. SENATOR – TECHNOLOGY:

Jess: I attended my office hours. I've organized the LGBTQ stuff; I've attended my office hours. I brought cookies. And talked with the Sports coordinators about how we can better promote teams.

vii. SENATORS (2) – STUDENT ACTIVITIES & SERVICES REPORT:

Ray: We did tag team for welcome week, done my office hours, reaching out for co-leads for the mid-term event, we started week-5 of planning

Luca: I did my office hours and have organized my stuff for welcome week.

viii. SENATORS (2) – PUBLIC RELATIONS & MARKETING REPORT:

Giovanny: I attended my weekly meeting for event, and outreached for it, and researched. And got started on the posters.

Kai: I attended office hours, and finalized posters

ix. STATE STUDENT SENATE REPRESENTATIVE REPORT:

Farhan: I went to my office hours, and got a letter for SSCC to Gavin Newson, for one of the legislative acts. Football season started, and I have a lot of invites from SSCC comities.

x. ESCOM REPRESENTATIVE REPORT:

xi. ASCOM ADVISORS REPORT:

Sadika: Good to see everyone. I will not be in the office from Monday to Wednesday. I will be in Sacramento on Monday. Tuesday and Wednesday, I will be nearby. When you put the agenda items in, add reimbursement to the card. Kai great job with the poster. If you need anything else let me know. Call if you need us to or email and I'll be available.

Tea: Great job moving smoothly through second meeting. I've been connecting with Ray and Luca in preparation for Welcome Week. It is the first opportunity for students to meet their elected board. And good for giveaways, and DJ around 11-11:15. Gio reminder to send availability for 101 weekly check ins. Great Work. I am going to be here Monday through Wednesday if you need me.

Committee Reports:

- i. COLLEGE COUNCIL REPORT (ARTHUR AND GIO C):
- ii. GOVERNANCE REVIEW COUNCIL(FARHAN) –
- iii. PLANNING AND RESOUC E ALLOCATION COMMITTEE(GIOVANY) –
- iv. EDUCATIONAL PLANNING COMMITTEE(KAI) –
- v. FACILITIES PLANNING COMMITTEE –
- vi. INSTRUCTIONAL EQUIPMENT COMMITTEE(LUCA) –
- vii. PROFESSIONAL LEARNING COMMITTEE –
- viii.GUIDANCE, RESOURCES, INTEGRATION, TRANSFORMATION COMMITTEE(RAY) –
- ix. TECHNOLOGY PLANNING COMMITTEE(JESS AND CRISTOPHER) –
- x. INCLUSION, DIVERSITY, EQUITY, & ACTION COMMITTEE(AL) –
- xi. COMMUNITY HOUR COMMITTEE –
- xii. ENVIRONMENTAL ACTION (LUCA AND JESS)

III. 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 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.*

Jess: I think it would a good idea to get something to organize the space a bit, have extra container for organization.

Emily: something to keep in mind is that we're moving at the end of the semester, so we don't get a lot of big new things.

IV. Public Comment

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Kevin: Some of you know us at ESCOM. We were founded in 1974, with stimulating funds to look at lifelong learning, we have 3400 active members. We have two beautiful centers, one downstairs from you right there, as you probably may or may not know, is right there. There's a door portal. Of course, post-COVID, the anniversary is coming up. I'm invited to be in the Legacy committee by the president for the college. I've been retired for 12 years. AI is everywhere in your life.

V. Adjournment: Motion to adjourn: Jess, Ray

Adjourned 12:28pm



ASCOM President



ASCOM Advisor