



Student Services Building, Room 254
College of Marin-Kentfield Campus
835 College Ave, Kentfield, CA 94904
ASCOM Meeting
MINUTES
November 15, 2024
12:00 p.m. – 1:30 p.m.

- a. Order of Business Call to Order: 12:02
- b. Roll Call:

OFFICERS	PRESENT	ABSENT
PRESIDENT RYLI BOWEN	X	
VICE PRESIDENT EMILY CARDWELL	X	
STUDENT TRUSTEE EMELIA NACOS	X	
SECRETARY KAVEH MANSHOURI	X	
TREASURER KATHERINE HSIAW	X	
SENATOR – TECHNOLOGY CECILIA CHAN PROXY: JORGE CHAN	X	
SENATOR – STUDENT ACTIVITIES & SERVICES FARHAN KHALIQ	X	
SENATOR – STUDENT ACTIVITIES & SERVICES JORGE CHAN	X	
SENATOR – PUBLIC RELATIONS & MARKETING ARTHUR HU	X	
SENATOR – PUBLIC RELATIONS & MARKETING LARA BISHOP PROXY: EMILY CARDWELL	X	

STATE STUDENT SENATE REP. GIOVANNI CARBONARO PROXY: ARTHUR HU	X	
ESCOM REPRESENTATIVE VACANT (NON-VOTING MEMBER)	N/A	

ASCOM ADVISOR: SADIKA SULAIMAN HARA AND TEA PERALES

AUXILIARY MEMBERS:

MEMBERS OF THE GENERAL PUBLIC: Lily Hottenstein

- c. Adoption of the Agenda: Emily, Jorge
- d. Approval of the Minutes: Motion: Emily, Kaveh
- e. 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)*

No comments

- I. New Business (Actions May Be Taken) Motion: Emily, Kaveh
 - a. Discussion/action to approve NTE \$290.00 from acct.#7200 (Intrafund Club) for Nature Conservation club field trip to Bolinas. **Create a new club account.** Presentation by Sonya Suzuki, Club President.

Motion: Emily, Kaveh

Sonya: Hello!

Ryli: We would love to hear the breakdown of the \$290

Sonya: 150\$ for the van. For full insurance coverage, there was another quantity. There's a cost of a first aid kit. The rest was water on hand throughout the semester, and some fresh snacks. For this van, it's a long distance to Bolinas, there is going to be a lot of people. Our advisor is an ESL instructor, inviting students that might not be so familiar with the area. I thought one van might be good for people. There are also new members that just got their license. It is a curvy road. We would take Atherton North, and come down on Highway 1. I wanted to have full insurance, since I always do when I rent cars.

Ryli: What are you guys doing?

Sonya: From the parking lot, there is a five-minute nature walk to the beach. You hit the beach and walk for about 15-20 minutes. There is a reef, a lot of rock. Different from tidal pools. Went on a field trip with Joe Mueller, there is a lot of marine life. It is very unusual rock structure. I don't know how to describe it.

Ryli: Cool, how many students?

Sonya: About 15. One van for people who need it. The rest is big cars that carry 5 people.

Ryli: Any other questions? Katherine how is the Intrafund Club account?

Katherine: The Intrafund club account has \$17,902.

Sonya: I was wondering if it is okay to invite anyone from outside of College of Marin. Like someone leading a trip. Do they need a waiver form?

Ryli: Tea?

Tea: I know you turned in the activities form. This is for club members. If other folks happen to join you all that's fine, but the funding is to be used towards club members.

Sonya: With the club, we have field opportunities, for students to gain knowledge in the bio field. Sometimes there is other organizations we join, and others might join us. Do we need any sort of form when an organization joins us? Purpose of the club is to protect the college from any liabilities.

Tea: We can meet to answer all your questions. I would just include it in the activities form but it is great to work with others. The voting is just on the funding, if you want to discuss other collaborations we can meet separately.

Ryli: When is the activity planned?

Sonya: Dec. 9th.

Motion to vote: Emily, Kaveh

10-0-0

PASSES

Sonya: How do you invite other clubs? It might be too much to invite them. Any recommendations?

Emily: I would suggest you come in to the ICC meeting next week at 4pm on Friday to propose it to the ICC reps to gauge interest. Social media is also a great way.

Sonya: Great, our ICC rep and myself will be there.

- b. Discussion/update on budget. Presentation by Katherine Hsiaw, ASCOM Treasurer.
Motion: Emily, Kaveh

Katherine: Do I just say, like all the funds in each account?

Jorge: If you could tell us about the 7200, 7300 and office supplies account. Those are the ones we work with the most.

Katherine: So, for acct.#7200, we still have 17,902. For acct.#7300 we have \$9,055. For the office supplies account there is \$9,180.44. For event supplies only, there is \$6,080.

Emily: Which is event account name

Jorge: Are these up to date with P.R.s?

Katherine: Yes.

Jorge: We're doing good. These don't include Finals Week, right?

Katherine: I am going by the minutes, so I've updated until the 25th of October which is three weeks ago. Whatever was the last minutes on the ASCOM website.

Ryli: So, this doesn't include last week's meetings?

Katherine: No, because if I can't see the minutes, I can't update them

Kaveh: For future reference, the minutes are included every week in the "Review Documents" email from Sadika.

Katherine: Thank you, I'll check on that.

Jorge: So, we're probably floating around \$5,600.

Ryli: Next semester let's make a goal to check the budget for each time we request money for the event.

Emily: that is supposed to be checked week 4 for the checklist of events. It is on the ROFF.

Ryli: Yeah, when you send it out to me, the senators of activities and services, and the treasurer, the treasurer is supposed to check.

Emily: There is supposed to be an updated value every time about how much is in that account. There was some confusion about what the treasurer was supposed to do in that area.

Ryli: Good job Katherine.

c. Discussion on Dia De Los Muertos debrief. Presentation by event co-leads.
Motion to table: Emily, Jorge

d. Discussion on upcoming events. Presentation by all board members.

Motion: Emily, Jorge

Emily: The thing that has plagued me is Paws to Share has not responded since their initial email to me. I have called, I will call again today. I would appreciate it if board members would ask about dogs at event somewhere for the name of the business. Paws to Share as used previously but if people know about other groups, I would appreciate it. Tea and I ordered supplies yesterday. Yerbs on the way, cream cheese, bendy pencils. We have scantrons for that event. We are trying to contact psych services. Arthur reached out to the library, and they will partner to give out some goodies.

Ryli: Arthur, did you email that email I sent you for psych services.

Arthur: Yes, but there's no response yet.

Emily: There's the updates there. We will round up the supplies next week. The volunteer sheet too. Next week will be our two weeks out. That will be when UC Apps are due.

Ryli: My birthday is Dec. 9th. On finals day. I turn 20.

Emily: Zumba dance night is also tonight from International club. Next week there is a harvest lunch on the IVC campus

Ryli: Fully catered for free. It is on the 20th.

Emily: If Cecilia could put this up on social media, it would be sweet.

Emelia: No shuttle?

Ryli: No. They are trying to revive IVC right now since covid is not affecting it. I asked why it was not on Kentfield, and they said all the events are at Kentfield. This event is an old tradition.

Emily: The stuff they grow at IVC is handed out to the community. They had plums and strawberries and such

Ryli: they finished the distribution. It is also a donation drive for canned goods, checks, or cash. IT is for the SF Marin food bank. They need top pop cans, tuna, chicken, salmon, low sodium stews, nut butters, no pet food, no glass containers, and no open packages. Let's make this ASCOM team bonding.

Emily: Those are all the events I know of.

Emelia: Ryli, on Monday is career day for psych and social services.

Ryli: Also, post-election wellness space downstairs is running on Tuesday and Wednesday of next week again It was great. They had donuts and muffins. Anything else?

Emily: On Monday architecture club is having their fourth portfolio session.

Ryli: For everyone applying to colleges, transfer center is having thing next week. They look at piq's, focus is full application. Cecilia also posted something on the story. Anything else?

II. Standing Business (Actions May NOT Be Taken) Motion: Emily, Jorge
Officer Reports:

- i. PRESIDENT REPORT: Had college council, I am almost done with UC apps. Excited for that and thanksgiving. ASCOM is getting to that point where we're slowing down. Nice for finals. I attended recycling day event. Mentioned before, went to the post-election wellness space. If anyone has a chance including Arthur to start grabbing sandwich boards for recycling day. I saw Tea's event in AC quad, bring those back in today to get posters down. I don't know what these clusters and boxes are but we should check that out and manage that soon one of these days. End of report.
- ii. VICE PRESIDENT REPORT: I attended the recycling event and I did my office hours. Been planning finals week event. I also had college council, got an interview for an internship I applied to, Getting ready for finals. End of report.
- iii. STUDENT TRUSTEE REPORT: This week I met with president and checked in about possibility of sending more board members to conferences. SSCCC has events throughout year. Most schools go to multiple events throughout the year. Financially possible. I went to Bolinas last Friday. If anyone is taking Bio, Ecology, you might be checking that out. It was really cool. Next Tuesday is the November board meeting if anyone wants to come. Presentation will be done today. End of Report.
- iv. SECRETARY REPORT: I attended my office hours and replied to a few emails for Finals Week. Other than that, just preparing for finals. End of Report.
- v. TREASURER REPORT: I attended office hours and had meeting with committee co-chair to talk about our committee stuff. Signed up for classes. End of report.
- vi. SENATOR – TECHNOLOGY: N/A
- vii. SENATORS (2) – STUDENT ACTIVITIES & SERVICES REPORT: Jorge: Very light week. I am still trying to reach out to mariachi to sign service agreement so we can pay them. Aside form that, working on APPS and signing up for classes
- viii. Farhan: Very chill week. Attended office hours and have exams coming up. End of report.
- ix. SENATORS (2) – PUBLIC RELATIONS & MARKETING REPORT: Arthur: Finished posters for Finals week. Getting printed by Tea. Chill week for me. A couple of tests. I am proxy for Gio. End of Report.
- x. Lara: N/A
- xi. STATE STUDENT SENATE REPRESENTATIVE REPORT: Had a one-one with regional affairs director region 3 about his position and responsibilities.
- xii. ESCOM REPRESENTATIVE REPORT:
- xiii. ASCOM ADVISORS REPORT: Tea: As you know, Sadika is out today. Available via email. Just got an email, Arthur, saying file for poster was corrupt. Email me ASAP with the posters in PDF. I want to get that in today. No links please. I am still waiting on the confirmed time for a one-on-one next week. Thank y'all again for marketing. Had WOC on Wednesday. First post-election. Greatest turnout. We had

some hard conversations. I ordered supplies for Finals Week. Payment for our consultants for Dia de Los Muertos has been processed. Reminder: If you know you are going on a vacation, the expectation is to communicate that at least 24 hours in advance. Informing us a few hours before the meeting is not professional. Also, just wanted to share that not everyone understands my role. I am student officer and actives. I serve on committees about anti-racism and social justice at the college. Also co-advisor for ASCOM . If there's something you need urgency, let me know. Things might take a little longer. If you need something and you're not getting it, reach out to me. I know it might not feel normal, but I want to encourage you to advocate for yourself. Let us know we are here to serve you all. Good luck with applications and finals. You all are doing a great job. You will get a peer evaluation in the next few weeks. Look out for that. Let me know what you need.

Committee Reports:

- i. COLLEGE COUNCIL REPORT: The meeting is so fun. Genuinely. There would be some crazy professional arguments that happen. Dave King and Maria are great people. There is a lot of worry around GRC, lack of communication and some other issues they allude to. They describe 90% of the issues. Dave King and Maria talk more than Eldridge in the meeting. We talked about evaluation of the PGS and worry of turning Facilities to the EAC. Health and safety committee is mandated. There is discussion of making a brochure for PGS and having ASCOM table at a spring flex session. It would be about PGS and how to get involved. From academic senate, there was curriculum and course development. A big coming up was education resources. Specifically, regarding book store: Follet which provides the book store, the contract ran out, been extended to June of 2026. There is worry about racking up prices of books and using money. The library did a good job of collecting books that professor required but people do not return them. A lot of talk to the bookstore and its relevance to the college and making it better. Some of our professors mentioned that some of the student body runs the bookstore. There was a lot discussed during this meeting. Bullet point wise: We talked about plan 2030, talking about how there have been development sessions. Last session is on Dec. 22nd. Implementing plans in spring of 2025. ESCOM shared exciting things going on. If anyone made a mark of the symposium on aging, that has been moved to May of 2025. A lot of review of events we talked about from classified senate, with podcast with Dr. Eldridge in it. Eldridge was raving about how Emelia had great ideas. With the new trustee policy, you were sharing good ideas.
- ii. GOVERNANCE REVIEW COUNCIL: We haven't had a meeting since last week. Our upcoming meeting got changed to next Wednesday.
- iii. PLANNING AND RESOURCE ALLOCATION COMMITTEE: N/A
- iv. EDUCATIONAL PLANNING COMMITTEE:
- v. FACILITIES PLANNING COMMITTEE:
- vi. INSTRUCTIONAL EQUIPMENT COMMITTEE:
- vii. PROFESSIONAL LEARNING COMMITTEE:

viii. GUIDANCE, RESOURCES, INTEGRATION, TRANSFORMATION COMMITTEE:

ix. TECHNOLOGY PLANNING COMMITTEE:

x. INCLUSION, DIVERSITY, EQUITY, & ACTION COMMITTEE:

xi. COMMUNITY HOUR COMMITTEE: N/A

xii. CITIZENS BOND OVERSIGHT COMMITTEE: N/A

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. No communications from the floor.*

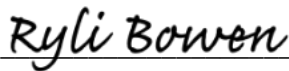
IV. Public Comment

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No public comment.

V. Adjournment: Motion: Emily, Kaveh

12:54 pm



ASCOM President



ASCOM Advisor