



**Student Services Building, Room 254**  
**College of Marin-Kentfield Campus**  
**835 College Ave, Kentfield, CA 94904**  
**ASCOM Meeting**  
**MINUTES**  
**November 8, 2024**  
**12:00 p.m. – 1:30 p.m.**

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

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

STATE STUDENT SENATE REP. <b>GIOVANNI CARBONARO</b>	X	
ESCOM REPRESENTATIVE <b>VACANT (NON-VOTING MEMBER)</b>	N/A	

ASCOM ADVISOR: SADIKA SULAIMAN HARA AND TEA PERALES

AUXILIARY MEMBERS: Sonya Godfrey

MEMBERS OF THE GENERAL PUBLIC: Lily Hottenstein, Amely Feiler

Adoption of the Agenda:

Motion to amend agenda to add: ““Discussion/action to have ASCOM sponsor a post-election wellness support space by using the logo. Presentation by Sadika, ASCOM Advisor.”: Emily, Giovanni

Motion to adopt agenda: Giovanni, Emily

c. Approval of the Minutes: Jorge, Emily

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)*

*No public comment*

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

- a. Discussion/action to approve use of canopies and ASCOM tablecloths by Environmental Action Club for Recycling Day on November 13<sup>th</sup>. Presentation by Amely, EAC President.

Motion: Emily, Kaveh

Amely: Hello, The question is to borrow tablecloths and tents.

Ryli: How many?

Amely: How many do you have?

Ryli: We have a lot.

Amely: Let's go with 10. Are each of them big enough for one table?

Ryli: Each of them are big enough for one, they are all black. 10 tablecloths, two canopies?

Amely: Yes.

Ryli: You can pick those up that day, on the Wednesday morning. And then you could drop them off that day or the next in the ASCOM office. We are excited for your event. I will forward the volunteers we have.

10-0-0

PASSES

- b. Discussion/action to approve NTE \$900.00 from acct.#4500.04 (Event Supplies) for Finals Week event on December 2<sup>nd</sup>. Reimburse ASCOM/Sadika's P-Card. Presentation by Finals Week Co-Leads.

Motion: Kaveh, Giovanni.

Emily: We've been getting everything that we are going to need to buy for this event. We've made the budget and the ROFF. There is a bit of a cushion because we hadn't heard back from Noah's bagels until today. So, we're actually not going to need about \$200 of the money requested. We'll discuss if we want to allocate that to something else. This money is also going towards the rental of the therapy dogs.

Ryli: Do you guys have the actual breakdown to share?

Emily: Yes.

Ryli: Where did you end of finding the puppies?

Emily: We're waiting on a response, if I don't hear back from him, I'm gonna call. It's \$60 per pup per hour. Then the big investment is the Yerba Mates. They are expensive but the bagels are going to be alright. We also found bendy pencils. We thought that would be a good combo of stress toy and academic applicability. That's how its looking. We're on track, Arthur already finished the poster. Sadika has as question.

Sadika: Hi! I don't see cream cheese on here.

Emily: Well we have the amount set aside for the bagels that should include that.

Kaveh: Yeah I just got contact from Noah's bagels this morning. There's one small thing to figure out that I wanted to talk to you about, Sadika. I just got their email this morning, and they said that we need to provide a tax I.D. and a statement.

Sadika: I'll get that to you. Remind me on Tuesday because, no school during Monday. I'll get that to you and you can give it to them. Tea and I usually just go to the store and buy cream cheese, even though they provide it because there's just never enough. Please coordinate that. And it's cheaper, and we'll just pay with the P. Card. Otherwise, just check if we need anything else like knives, napkins, etc.

Ryli: We also have so many giveaways. Stickers, temporary tattoos, mints, notebooks, pens, and squish things which you are already doing. Also, how many Yerba Mates?

Emily: There is a total of 84 yerbs.

Motion to vote: Jorge, Gio

10-0-0

PASSES

- c. Discussion/action to have ASCOM sponsor a post-election wellness support space by using the logo. Presentation by Sadika, ASCOM Advisor.

Motion: Kaveh, Emily

Sadika: Thanks for amending, this came together yesterday in conversation with student service offices, particularly counseling. It will be a space for students on Tuesday and Wednesday for the next two weeks. This is the poster I made in Canva. It is a reflection space for people to come together, decompress, be with others. There will be light snacks and beverages. Any questions? Your logo will be one here. IT is great for student gov. to support an event like this. It is not required to come, but you all can drop by if you want.

10-0-0

PASSES

- d. Discussion/update on budget. Presentation by Katherine Hsiaw, ASCOM Treasurer.

Motiokn: Emily, Giovanni

Katherine: I am still working on it and will provide this next week.

- e. Discussion on Undocumented Students Day debrief. Presentation by event co-leads.

Motion: Kaveh, Jorge

Ryli: We forgot to put it on the agenda last week. Attendance: we had 100+ people. We need to lock in a better way to figure out how many people came; the guesstimates are not great.

Gio: Everyone swarmed the chipotle. We couldn't really count. What went well: People enjoyed the activities. We had a cute poster board where people could put sticky notes about undocumented students that they value. We also gave away squishes, bottles, stickers, and chargers.

Ryli: Chipotle was a big hit, we had a massive line before the event even started. People were rowdy. We planned very early which was a good thing. WEll touch on this later, but Chipotle delivers at an

awkward time. Advice: Ensure the food order is correct. I think chipotle interpreted it wrong. I don't think it was a negative thing, it just took extra time. Thankfully, we were able to have volunteers on that. As Gio said, be aware of Chipotle delivery times. They do it at 12:30 or 11:30. Maybe say that food comes out later on the Instagram. Students were upset that food was not ready to go at 12:30 on the dot. This event was during undocumented students action week. Our community partners and learning communities including EOPS were all super busy. Booked out for the whole week, each community partner was a dead end. That is a super busy week for a lot of organizations. We still had success, but it would be nice to know going in that we wouldn't have as much partnership. We didn't get that much pictures.

Gio: It was all hands on deck.

f. Discussion on office space etiquette. Presentation by Ryli Bowen, ASCOM President.

Motion: Emily, Gio

Ryli: This is a reminder that the office is a workspace. When we bring in friends to socialize, be mindful of volume and the space that your in is utilized for other things. We are getting to end of semester. I want to make sure this space can be used for people trying to study. Or an alternative is to bring people over by the couches. Also, make sure that we clean up and friends we bring are clean. That means snacks, staplers, tape, posters that have been hung up, trash. Just wanted to give friendly reminder about the usage of this space.

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

Motion: Emily, Jorge

Emily: I feel like we covered a lot in the budget breakdown. There will be more updates. Next week. Just to recap, Finals Week will take place Dec. 2nd on the Monday a week before actual finals week. That'll give people an opportunity to come together before finals. It will be from 12:30-2:00. That is all.

Ryli: Amely's event is next Wednesday, we got 2-3 volunteers maybe. If anyone is available 12:30-1:00pm that would be great I sent out a board-wide and auxiliary member email.

Emily: I have ICC meeting this evening, heads up that it will be shared to ICC meeting but relevant, in order for P.Rs to be processed, they need to be given to Sadika before thanksgiving break.

II. Standing Business (Actions May NOT Be Taken) Motion: Emily, Kaveh

Officer Reports:

- i. PRESIDENT REPORT: This week I attended office hours, went to Dia, it was so fun. Props to co leads. Lara's face painting was spectacular, it was so good. I am working on college apps hard core, got CSU app in. Not as rewarding, but it was still cool. I am grinding away at UC apps. Want to remind, Our semester evaluation is coming up around Thanksgiving time, any areas of growth and success will be reflected in the evaluations that get put to our stipends in the following semester. Just remember that this is a professional position, similar to a job and the expectations are there. WE are near the end. Make sure habits are being built. Good luck to everyone applying. We will have puppies to relieve our stress soon. End of report
- ii. VICE PRESIDENT REPORT: Big study week, happy that that is done. I have helped out Amely with her event, getting in contact with people about new clubs. Attended Dia de Los Muertos, and got to tell my Physics professor what the holiday is all about, which is proof that it spreads awareness. College council meeting next week.

- iii. STUDENT TRUSTEE REPORT: N/A
- iv. SECRETARY REPORT: This week I did some work on Finals Week. I also attended the PRAC meeting with Giovanni. Otherwise, I just attended my office hours, and have been hunkering down before final season. End of Report.
- v. TREASURER REPORT: I helped out with Dia De Los Muertos, it went really well. I attended my office hours and am still working on FCC issue with Dave King, End of Report
- vi. SENATOR – TECHNOLOGY: I attended my office hours, took a lot of pictures for Dia De Los Muertos, and I posted them. It was a big hit and I am really proud of my co-leads for everything,. End of report
- vii. SENATORS (2) – STUDENT ACTIVITIES & SERVICES REPORT:
- viii. Jorge: This week we had Dia de Los Muertos that went spectacular. Thank you guys for attending. We are working on the debrief for that, which we will give next meeting. Aside from that, I've been working on my apps and school.
- ix. Farhan: Attended office hours, went over ROFF with Finals Week group. Been chill otherwise. End of report
- x. SENATORS (2) – PUBLIC RELATIONS & MARKETING REPORT: Arthur: Attended office hours, put up poster for Webinar, had to use the printer. Got nationalized on Tuesday. Finals week event poster is done, sent to Ryli and Sadika, got some feedback. I will send the final version to see about any other feedback. Lara: Dia de los muertos was awesome, attended office hours and started on the Dia de los muertos breakdown. End of report
- xi. STATE STUDENT SENATE REPRESENTATIVE REPORT: Gio: I am officially certified that I am the delegate of the college, I reached out to the VP, her name is Guadalupe, We will set up a meeting at some point. Trying to schedule that right now, to make sure I am aware of everything I need to do and that I'm up to date. Attended Dia de los muertos, attended office hours, also attended PRAC. End of report.
- xii. ESCOM REPRESENTATIVE REPORT:
- xiii. ASCOM ADVISORS REPORT: Tea: I am back, I was out of town and I got sick. Been in touch with Jorge for Mariachi thing, we were on top of it but they haven't signed their forms to get paid. Finalizing payment for Cecilia and Jorge's Dad. Next Wednesday is WOC cafe. I will be here in person today and over email. Good luck with finals. End of report.
- xiv. Sadika: Congrats Arthur! I wanted to let folks know that, congrats on Dia de los muertos. Lara is skilled. I want to reaffirm the space, I love the energy that comes in. We recognize that study groups happen in that space. Check in with other folks that socializing is okay. Been in touch with a lot of the clubs,. There is going to be a Zumba dance night put on by the International Club on 11/15. And then on 11/18 SNA will be hosting a movie called "Everyone's Work." Next week will be the post-election spaces. Ryli, Are you the gmail alert person. That was me, I will send that again. Besides that, good luck on finals, congrats to people applying. Take care. End of report.

Committee Reports:

- i. COLLEGE COUNCIL REPORT: Next meeting is Thursday.
- ii. GOVERNANCE REVIEW COUNCIL: Our next meeting is the 21st, Dave and I are still coordinating with Eldridge about reconstructing FRCC into EAC.
- iii. PLANNING AND RESOURCE ALLOCATION COMMITTEE: Gio: Alright, so they want to split off or consolidate facilities so they can improve our environmental impact. One thing that was brought up was the lack of compost on campus. They're trying to come up with a plan to improve policies, what it's going to look like, and what it will cost. They debated whether or not they want to make a new committee or if they want to make it a branch of facilities.
- iv. Kaveh: Gio hit most of it. The general consensus was talk about the Environmental Action Committee and its potential of being a legitimate committee. The main issue was that no one really knew who is backing the committee up and where the request was coming from. There was just sort of a mission statement without any plan of action as to how the committee will be instated. One last thing is that we might be bringing the documents and spreading them to ASCOM because the committee thought it might be a good idea to get some student involvement and really give some power to the committee to make some real change.
- v. EDUCATIONAL PLANNING COMMITTEE:
- vi. FACILITIES PLANNING COMMITTEE:
- vii. INSTRUCTIONAL EQUIPMENT COMMITTEE:
- viii. PROFESSIONAL LEARNING COMMITTEE:
- ix. GUIDANCE, RESOURCES, INTEGRATION, TRANSFORMATION COMMITTEE:
- x. TECHNOLOGY PLANNING COMMITTEE:
- xi. INCLUSION, DIVERSITY, EQUITY, & ACTION COMMITTEE:
- xii. COMMUNITY HOUR COMMITTEE: Nothing to report
- xiii. CITIZENS BOND OVERSIGHT COMMITTEE: Nothing to report.

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.*  
Ryli: Check in on volunteer email about Amely's event.

IV. Public Comment

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Sadika: Ya'll the space still has all the Dia de los Muertos stuff. Please clean it up. Also, do not come to school on Monday. It is Veteran's day and campus will be closed.

- V. Adjournment: Motion: Jorge, Emily  
12:43pm.

*Ryli Bowen*

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ASCOM President

*Sadika Walter*

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ASCOM Advisor