



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

**AGENDA**

**February 28, 2025  
12:00 p.m. – 1:30 p.m.**

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

OFFICERS	PRESENT	ABSENT
PRESIDENT <b>RYLI BOWEN</b>		x
VICE PRESIDENT <b>EMILY CARDWELL</b>	x	
STUDENT TRUSTEE <b>EMELIA NACOS</b>	x	
SECRETARY <b>KAVEH MANSHOORI</b>	x	
TREASURER <b>KATHERINE HSIAW (UNEXCUSED)</b>		x
SENATOR – TECHNOLOGY <b>LARA BISHOP</b>	x	
SENATOR – STUDENT ACTIVITIES & SERVICES <b>FARHAN KHALIQ</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>CECILIA CHAN</b>	x	

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

c.

ASCOM ADVISOR: SADIKA SULAIMAN HARA AND TEA PERALES

AUXILIARY MEMBERS:

MEMBERS OF THE GENERAL PUBLIC:

- c. Adoption of the Agenda: Cecilia, Jorge
- d. Approval of the Minutes: Cecilia, Jorge
- 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)*

I. New Business (Actions May Be Taken) Motion to discuss

- a. Discussion/action to grant NTE \$2000 from acct.#7200 (Intrafund Club) for Engineering Club project. Account to be created. Presentation by club members.

Motion to discuss; Kaveh, Jorge

Jace: I have a small presentation. We are asking to build an electric go kart. We have a team of 20 students. We want it to be a hands on experience for COM students. We have 20 students who are all very active in the engineering club. We have a timeline, budget with materials, and we plan to get it done within the semester. I've also applied for maker events such as open source and maker fair, which are all maker space events. Those are pending approval

Cecilia: What will you do with it after you make it?

Jace: We will present it at maker space. Try to get the COM engineering division on the map. Then, we will pass it on to the next generation to continue development. They might even consider selling it to recuperate costs.

Emily: how much is the Engineering Club account?

Jace: Currently 100\$

Emily: Sadika, can you check the club account since Katherine isn't here right now.

Sadika: There is currently \$18,910, not including unprocessed requests.

Kaveh: We probably have about \$15,000.

Emily: Could you use it as an opportunity to advertise the club?

Jace: Yes, we are currently open to whoever wants to join. promoting people in club that want to get involved. Other majors such as biotech and chemistry are in the club. The opportunity is not exclusive to engineers.

Emily: You should get Dunmire and Everitt to advertise in classes. This is a great idea, and we'd love to see more people attending. I just want to make sure the most amount of students are benefiting.

Emelia: It is nice that a new smaller club is asking for more money that should have longevity. Almost all engineering people come here for three years, so an incoming student could benefit from this forever three years

Giovanni: This is also the first time that they've come for money.

Jorge: Can I see the breakdown?

Jace: Yes. We have it at about \$1900 with a \$100 contingency. Things included are motor and power train. steering assembly and suspension. Wheels, tires, brakes. \$100 for appearance and aesthetics. This all comes to a total of \$2000. I also have a detailed bill of materials that include a more detailed list of assembly. There are extraneous optional things. It will have hydraulic disc brakes and a 48-volt battery with a top speed of 25-30 mph.

Emily: I support, that is awesome.

Jace: It will take the whole semester, and we will come back to present when we are done.

**Motion to vote: Arthur, Cecilia**  
**9-0-0**

**PASSES**

- b. Discussion/action to grant NTE \$175.44 from acct. #7300 (Departments) for MESA Women in STEM Lunch. FOAP and P.R. Presentation by Nicole McIntire, MESA Director.  
Motion: Cecilia, Arthur

Nicole: As you have seen on flyers, there will be a Women in STEM lunch on Wednesday. It will be the first campus wide Women in STEM event as a program. We have provided food in combination of MESA and Community Hour funds, and we will have a hands on activity for folks to do. We are requesting money for little plant pots, soils and succulents. We will give out informational handouts on science behind the succulents. It is open to the whole campus, everyone is invited. There are rules around using MESA funds for students, which is why I am looking for help for this event to justify opening it to everyone.

Emily: This will be upstairs?

Nicole: Yes.

Emily: It was cool to see how many people went to the open house.

Nicole: Yes, we had a STEM student panel.

**Motion to vote: Kaveh, Cecilia**

**9-0-0**

**PASSES**

- c. Discussion/action to approve NTE \$2000 from acct. #7200.02 for Leadership and Service awards. P.R.'s and receipts to follow. Presentation by Katherine Hsiaw, ASCOM Treasurer.

Motion to discuss: Cecilia, Kaveh

Jorge: Alright this is just money for annual COM scholarship, 4 scholarships of \$500 each. it won't effect anyone else's account. It is something that Katherine is working on.

Sadika: Our aim is to have it posted in March and end beginning of April and decision would be in April. We want to make it before Kudos corner so the students can be announced there. We do need a committee of folks though. We would need three people to do that. Is anyone willing?

\*Emelia, Cecilia, and Emily are willing\*

**8-0-0**

**PASSES**

- d. Discussion/action to recognize Journalism Club as an official club and grant \$100 from acct.#7200 (Intrafund Club) as seed money. Presentation by Arthur Hu

Motion: Cecilia, Emelia

Arthur: So this is Professor Coleen's idea, this club would make the school newspaper. Anyone can join the club. The newspaper would be to investigate issues on campus or issues that are interesting to college students, and also be a space for student advocacy.

**Motion to vote: Kaveh, Jorge**

**8-0-0**

## PASSES

- e. Discussion on Club Fest Debrief. Presentation by event co-leads.

Motion to discuss: Cecilia, Jorge

Emily: We had like 500 people show up which was great. We estimated from the amount of pizza eaten.

Emelia: As a team we worked together well by having regular meetings and getting everyone on track with their responsibilities. There was also a good division of labor, and we had good communication between us all. One thing that could have been improved was sticking to the timeline for food. The order was late which was a bit problematic.

Kaveh: In terms of planning strengths, we adapted well with a short timeline. The RSVP form was also a great way to streamline the process of figuring out how many people would be at the event. We also had thorough outreach in the community and saved good money by ordering pizza on both days.

Emily: We could have improved teamwork and planning by sticking more strictly to the timeline of the event. As well, it is vital to turn in the table layout with the activities form. It also would have been nice to pressure club leaders to sign up early, because many of them signed up the day before the event. Also the posters were up late which was an issue.

Kaveh: Recommendations for future: The main thing we wanted to emphasize here was using the cafeteria as the primary location next time, as people really enjoyed the energy that club fest had from being indoors. Also, the table layout is easier this way. We also recommend utilizing a first come first serve basis for the tables, as it made everything way easier.

- f. Discussion/update on ASCOM merch/giveaways. Presentation by Kaveh Manshouri, ASCOM Secretary.

Motion to discuss: Kaveh, Cecilia

Kaveh: This is the weekly update. I have been looking at various vendors, and I will send an email regarding the giveaways later. I can, however, show you a few options for the merch. Here are two different styles of quarter zip, one being more of a windbreaker and the other being fleece. The lightweight quarter zips are about \$450 for the whole board, and the fleece would be about \$615. Which do ya'll prefer?

\*Fleece is preferred\*

Emily: What account is this taken out of?

Sadika: It will probably come out of the office supplies account.

Cecilia: If we could get a fleece one with a pocket that would be great.

Kaveh: I will look into it.

- g. Discussion on Equity Video. Presentation by Tea Perales, Equity and Activities coordinator/ASCOM co-advisor.

Tea: I thought this upcoming video would be good to watch post Black History Month to be able to reflect on our intentions with hosting events.

\*Video Plays\*

Tea: So now that we reviewed that, and thinking about the program y'all had a few days ago, I want to hear your reflections on what we did really well.

Giovanni: Our diorama was diverse. Well one thing in the video was not to only have one person of one skin tone, and I think we did good about that

Tea: Are there any LGBTQ on here? None that are out. There are many leaders, and including all leaders from different backgrounds of cross sectionally could be an area of growth. What else did y'all do well?

Emelia: Having the library there was good. Their activity was letting students borrow a book related to Black History Month. Last semester they gave out copies to keep.

Cecilia: The event itself went well, I heard good things.

Tea: Thinking of future events that are identity based, looking at those things, how can you expand and deepen your involvement?

Emily: I thought the history of the event was interesting. I think educating students on who advocated and why we have it might be good.

Tea: Any other thoughts?

Emelia: For AAPI we could have a speaker. That is normally something that other departments on campus do

Arthur: I have something that we could improve on. On the poster we had several images featuring BLM. There were internal communications here saying we should have BLM in there. By the time the diorama was up, however, nothing was on there. It might just be something to include.

Tea: Great feedback of images being used. Any other thoughts on how to expand it?

Kaveh: I think also including figures from modern history is a good way of reminding people that these cultures are still active today.

Tea: Great idea thanks. Any other thoughts? Past ASCOM board programs around Black History Month was like a bingo sheet where you could learn more about people and movements. They shed visibility of different identities that are often left out. They were created to be as representative as possible. An intentional expansion. We might only know these folks on what we learned about in school. It takes intentionality to bring folks from the margin back in. It takes extra effort. If you do a google search you might not see a black trans person. That is an opportunity to learn and be intentional. I look forward to debriefing. Congrats. Even when I do programs there's always something to learn. Thank you for engaging.

h. Discussion about upcoming events. Presentation by all board members.  
Motion: Cecilia, Arthur

Emily: There will be Women in STEM lunch. Learn about succulents!

Emelia: For the scholarship event, Dr. Eldridge can come 12:30 to 1:00. We talked about how they changed disbursement of scholarships. he can talk to students about that. He might get other people in the administration to come. I asked at the last minute, but he was willing to shift his schedule.

## II. Standing Business (Actions May NOT Be Taken)

### Officer Reports:

- i. PRESIDENT REPORT: Hope you are well, I completed office hours, had a few one on ones. We need to order more plates and paper asap. Remember to ask people to follow Insta for pizza and having ASCOM info sheets for students. We are keeping track of attendance still to ensure accountability.
- ii. VICE PRESIDENT REPORT: I completed office hours, handed out food at the Black History event. Remember to tell friends about ASCOM elections on March 24th. Also, keep the office clean. Emelia and I are going to the luncheon next Wednesday. That is all. End of Report.
- iii. STUDENT TRUSTEE REPORT: I have met with Dr. Eldridge about changing student trustee privileges. He will be at the scholarship event. I have been working on planning the event. I think we should meet to talk about food orders. End of report.
- iv. SECRETARY REPORT: I have completed my office hours, attended Black History Month and have been working on the giveaways and merch. End of report.
- v. TREASURER REPORT: I helped with serving pizza, have been working on the ASCOM scholarship, and finished my office hours.
- vi. SENATOR – TECHNOLOGY: I made Black History Month diorama, set up event, and completed my office hours. End of report.
- vii. SENATORS (2) – STUDENT ACTIVITIES & SERVICES REPORT: Jorge: This week I stopped by the BHM event. It looked like it was super cool. I helped Lara make the diorama. I attended office hours. End of report.

Farhan: I attended office hours and had all my exams. I couldn't make it to event but it sounded like it was good. End of report.

- viii. SENATORS (2) – PUBLIC RELATIONS & MARKETING REPORT: Arthur: I helped out with BHM. I cleaned up the event. The Model UN president position is open. If you have any friends interested, let them know. I attended a meeting with Campus Security and Police Advising, and before that I also attended Citizens Bond council. End of report

Cecilia: I stopped by BHM. I completed the scholarship event poster. I also met with co-leads for the scholarship event. End of report.

- ix. STATE STUDENT SENATE REPRESENTATIVE REPORT: I will attend office hours, I set up BHM and secured us a new power plug for the speaker and am keeping it in the yellow cabinet. I will have a region 3 meeting later today. End of report.
- x. ESCOM REPRESENTATIVE REPORT:
- xi. ASCOM ADVISORS REPORT:

Tea: Congrats on club fest and BHM, it is always great to feel energy on campus. the LGBTQ club met during QTpie cafe, there was a great turnout and we turned in club forms. Journalism club turned in their club roster yesterday afternoon. I have to review if they meet qualifications. GA is all booked for our flight and registration. The crew are Cecilia, Lara, Emily, Ryli, Gio, and after viewing budget, we had room for one guy, so Kaveh is going to be joining us. So folks who are attending, review info and double check that spelling is correct. Please confirm. Get used to checking emails, as there will be a lot of things coming out.

Sadika: Clean this room. Pick up receipts and the floor. Elections are here and we have 3 interested candidates. I want you all to spread the word. Share this with ICC today. There will be a candidate orientation next week. If you can attend and jump on zoom that would be great. The 14th is the deadline. Follow all of the important days to know when campaigning and meet the candidates is happening. You cannot endorse candidates. But you can encourage people to vote. Be mindful. Be supportive to everyone. Congrats on BHM. I appreciate Tea's video. It does have us think more critically about the event.

#### Committee Reports:

- i. COLLEGE COUNCIL REPORT:
- ii. GOVERNANCE REVIEW COUNCIL: We've been talking about making a committee about accreditation. You have to apply for that to make sure classes count. Some people wanted to make a committee for this. We all agree it is a good idea. We will pass to college council to discuss.
- iii. PLANNING AND RESOURCE ALLOCATION COMMITTEE: So it looks like the current budget is on target for the adjusted budget they want. The college is trying to adjust to create a whole new fund. We are on target. PRAC is looking for a way to streamline requests. They are coming up with questions for people to ask to make the process of requesting funds easier.
- 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:
- xii. CITIZENS BOND OVERSIGHT COMMITTEE:  
CAMPUS POLICE ADVISORY: There were some good info i learned. we have a police department. Our police drive form here to IVC. They have authority to pull people over. We are thinking of whether or not we should give so much funding to them. They are talking about eliminating the department and modeling another form of campus security.

### 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.*

Arthur: Me and Gio are running for the board next year.

Emily: I am running for student trustee.

Cecilia: we should plan team bonding soon.

Gio: six flags?

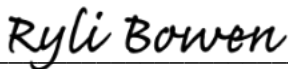
Emily: That might be expensive.

IV. 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)*

V. Adjournment: 1:09pm

Motion: Cecilia, Jorge



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ASCOM President



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ASCOM Advisor