



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

AGENDA

**April 25, 2025
12:00 p.m. – 1:30 p.m.**

- a. Order of Business Call to Order: 12:00 pm
- 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 LARA BISHOP	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 CECILIA CHAN	x	

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

ASCOM ADVISOR: SADIKA SULAIMAN HARA AND TEA PERALES

AUXILIARY MEMBERS:

MEMBERS OF THE GENERAL PUBLIC: Kevin Colgate

- c. Adoption of the Agenda: Lara, Gio

Motion to amend: Kaveh, Giovanni.

Add item B "Discussion/action to approve NTE \$2112.70 from acct. #4500-04 (Intrafund Club) for Finals Week"

Motion to vote: Arthur, lara

PASSES

- d. Approval of the Minutes: Gio, Lara

- 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)

- a. Discussion on Caring Campus presentation. Discussion by Alyssa Graff.

Motion: Lara, Kaveh

Isabel: Caring Campus is an initiative led by classified staff. We work in classified positions.

Briar: So non management, non admin, and non faculty positions.

Isabel: So the initiative is us promoting and reinforcing a campus culture centered in student success, basically we aim to foster a welcoming environment and connectedness for students. So stuff we have already been doing. Based on the evidence based change institution, it has positive effects on student success. So it makes interactions relational and non transactional. We want to institutionalize this and do training. So not just stuff that some people are doing.

Briar: This is behavior that people are already doing, but we want to document, institutionalize them in a clear way. And these are the 5 methods we came up with.

Lupita: So this is pretty similar to what it sounds like. When you see someone walking around say hello. make the environment friendly. Especially at the start of the semester. Asking if they need support. The hope is to make people feel more welcome and less stressed out. Also warm referrals. At the welcome center, it's like sending a phone call asking for resources, just so that they are connected and the student feels supported. Or walking them there, or giving them a map. Any way that we can connect students with other departments. That makes it easier for people to navigate the campus. Greetings, in the week we usually try to have resources and events and tabling so students can learn the campus. We have resource fairs, and club fests and stuff that help students. We try to make it fun and interactive.

Briar: These are some examples. (name tags and identifications) We have a lot of students with different ages. So names and ID is what we came up with to help people identify. So when people are looking around they can easily identify people who can help. We have stuff in production as to what the name tags could look like. Or like even a shirt that helps identify staff members. Cross department awareness is a behavioral commitment. It's a bit different, it's kind of odd because it's like when you come up as a student and you don't know how to enroll in classes, I'd help connect you with people who can help even if I don't have the capacity to help you. So referring people to the transfer center, referring people to counselors, making the access easier for students.

Isabel: So at bigger colleges we'd have an international office or other specialists, so Brier has to work with other people a lot to help people properly.

Brier: So not all departments do that. Some departments aren't trained on where to refer students. So it's really helping staff to train them and help them collaborate. So that's just a little bit about what that looks like. We're here to get your opinion on this stuff. How do students want to be involved? How can staff make COM a more welcoming environment?

Kaveh: Can we do a motion to extend time

Motion to extend: Kaveh, Lara.

Motion to vote: Kaveh, Gio,

Raise of hands

10-0-0

PASSES

Kaveh: So I have felt a disconnect between some counselors. I have had good experience with counselors but I know some people who had counselors that weren't as good. In terms of involvement I think we can

as the student government, we could spread the word.

Emilia: These ideas kind of popped up but as a student when you come here it's uncomfortable to reach out. Most of the activities I did were recommended by students. One example is that I work in the tutoring center. I introduce myself in classes and I feel that people feel more comfortable reaching out to me since I'm a student. So having student tutors reach out and introduce themselves can make it easier for people to get these resources.

Briar: So maybe having a student rep or like a student trustee. Like having a table with students out that people feel comfortable talking to

Emilia: Yeah, so students are definitely a lot more approachable.

Ryli: Yea, I was just thinking how bigger courses work at bigger university they get people involved with like welcome week and advertising organization, they also have student ambassadors who are paid being a really big resource upfront for students. Having them on like the bridges, in the AC quad, etc. Having student ambassadors fill that role and providing paid positions could increase interest. We need to extend time again.

Lara: Sure

Motion to extend time by 5 minutes: Lara, Ryli.

Emily: I'll be the student trustee this fall. I'd love to keep in contact. I'd love to share what has made my exp here so amazing.

Briar: Yeah that's a great idea. So anything specifically for the staff? Like people who work in this office, what could we be doing?

Emilia: So staff for the first week are really busy. Meet with counselors. You can look at things online but unless someone tell you I feel like people don't know the resource

Briar: Yeah that's definitely a challenge.

Emilia: they might hear about counseling later but they don't know anyone so they don't wanna reach out as a student.

Briar: Getting students set up.

Emilia: Yeah.

Lara: I work here. For me people come to me when they don't know where to go. If only we had a way like a whatsapp group or learned about what the other departments do.

Briar: So the cross department training, we want you to be able to go to training and know what department does what.

Gio: Tables with counselors talking about stuff would be good.

Briar: More counselor presence?

Isabel: That or drop in counseling?

Briar: Or both?

Jess: I love the idea of drop in counseling for drop in questions.

Motion to extend: Ryli, Jorge

Gio: and drop in counseling might be used more for current then new students.

Isabel: Good idea.

Ryli: Generally speaking, the staff I see most. How have you guys been getting faculty more involved? I see you guys everywhere. and that ties into the cross department thing. My role most of the time is referring students to different places. And I've been able to do that by just going to stuff and meeting people.

Briar: We can pass that info along, where we have more influence and areas where we have less influence.

Isabel: In the future we can give training sessions to faculty who are interested and would like to learn more.

Briar: Anything else?

Ryli: We want to continue this convo. in the future thanks.

Briar: Feel free to reach out, we are definitely open to continue this convo.

Ryi: Anything else?

Emily: Read my chat

Ryli: Ah yes, having donuts, breakfast and stuff to bring people in.

Emily: People feel more comfortable. They feel awkward when they don't know what to do at an event.

Briar: So having an informal chat.

Emily: Yeah like it's my job to talk to you. People don't want to be a burden but it is our job to communicate.

Briar: That's right.

Ryli: We are short on time. Thanks guys!

- b. Discussion/action to approve NTE \$2112.70 from acct. #4500-04 (Intrafund Club) for Finals Week.

Motion: Lara, Jorge.

Ryli: Is this for our finals week?

Kaveh: Yes

Ryli: and AAPI requested their funds? We can present a budget breakdown at the next meeting.

Emily: Get dogs!

Ryli: We can talk about that, as of right now we have no plans. I'd be interested in that.

Emily: I'm in favor.

Ryli: Also, I wanted to remind everyone that we need to use up all the funds, for you guys that are coming back to the board next semester. Otherwise they cut our funding. So any questions?

Motion to vote: Lara, Kaveh

10-0-0
PASSES

- c. Discussion on Kudos Corner. Presentation by Kaveh Manshouri.

Motion :Lara, Jorge

Kaveh: So a reminder about Kudos Corner. At 12:30 on zoom on Monday. It's hosted by ASCOM . We should be there. Ryli and Emily will be presenting and there will be a viewing in the cafe. If they have an office hour during that time they need to help.

Ryli: Jorge is also presenting. It's mixed with the president's town hall. So we jump in and talk about scholarships. Also we vote for faculty recognition. We need names of people to add. We will be presenting in the ASCOM office. We'll join at 12:15. So the office needs to be quiet. Pizza watch party in the cafeteria.

- d. Discussion/reminder on post-event clean up. Presentation by Kaveh Manshouri on behalf of Sadika.

Motion: Lara, Jorge

Kaveh: This is a last minute item by Sadika. More of a general reminder. So a general reminder for people to clean up, we've done this great this year and we need to keep up this last few weeks. Some clothes left behind at the Earth Day event.

Gio: Yeah, there was some agua fresca containers from earth day.

Ryli: So you needed to do more cleaning up. more than just a handful right? Event co-leads take care of that today. Your peer evaluations will reflect this. Office group room clean out we need to do eventually. And we definitely don't wanna be doing that after the school is over. Any questions.

e. Discussion about upcoming events. Presentation by all board members.
Motion: Lara, Jorge.

Kaveh: AAPI month in about a week or so. Everything is going well so far. Kudos corner and finals week too.

Ryli: Finals week is May 12th. ASCOM makes the semester fly.

Emily: Excuse me, can you repeat the date for AAPI.

Kaveh: May 7th, AC Quad.

Ryli: Anything else.

Emily: ICC shared events for clubs are happening at 2 pm at the ICC meeting.

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

Officer Reports:

- i. PRESIDENT REPORT: Been busy with kudos for a huge presentation. Working out the details. Next week we'll be doing the final week planning, attending spring fling. Attended an event on Monday. College counsel coming up.
- ii. VICE PRESIDENT REPORT: Hi, mine might be a little bit long. It's been a long week. Earth day event on Monday, 3 exams, and spring fling. Couple hours a week into earth day. Was really stressful and I felt like some board members weren't really helping a lot. Been getting more involved in ICC. Sorry for the long office hour report. I've loved the board so far and really care about all of you. I knew the people who passed away in the car crash, so it was a really stressful time.
- iii. STUDENT TRUSTEE REPORT: Loved the events this week. Our best events were like with the library, and when we did the clothing swap. It was like a club fest for how big it was. would help if we had a list of items to bring back. Really enjoyed the spring fling. I'd love some pictures to show to the board.
- iv. SECRETARY REPORT: This week helped with spring fling and the 360 photo booth. not much for the AAPI meeting. Locking in for the last few weeks of school.
- v. TREASURER REPORT: Helping out with earth day events. Went to spring fling, and attended my office hours.
- vi. SENATOR – TECHNOLOGY: Was not able to attend events this week, sick and appointments. Congrats to people helping and hearing a lot of good things. Posting a lot for Instagram. Attended my office hours. Been a bad week since the car accident in that high school.

- vii. SENATORS (2) – STUDENT ACTIVITIES & SERVICES REPORT: Jorge: helped with earth day event. grabbed food at spring fling. Finalizing ASCOM scholarships. Attended office hours.
Farhan: still in Myanmar. going to come early on Tuesday and Thursday to make up for office hours.
- viii. SENATORS (2) – PUBLIC RELATIONS & MARKETING REPORT: Cecilia: helped with earth day. Attended spring fling. Saw Kaveh for 3 minutes and got food. that's it.
Arthur: I attended my office hours and worked on AAPI.
- ix. STATE STUDENT SENATE REPRESENTATIVE REPORT: Attended earth day.
We will be planning finals week. will attend office hours after this.
- x. ESCOM REPRESENTATIVE REPORT:
- xi. ASCOM ADVISORS REPORT:

Committee Reports:

- i. COLLEGE COUNCIL REPORT:
- ii. GOVERNANCE REVIEW COUNCIL: Meeting yesterday, how to follow up on complaints. When the results have to be anonymous. PGS system. could be improved for next school year board. So feel free to come in and give feedback.
- iii. PLANNING AND RESOURCE ALLOCATION COMMITTEE: Learned a lot about budget.
- 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:

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.*

I. Public Comment

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Kevin: Is this the last ASCOM meeting? No? Anyways, congrats on your performance so far. Great discussion on the caring campus earlier. Remember to focus on yourself and not get too stressed about stuff outside your control. Don't dwell too much on what other people think or your disagreements.

II. Adjournment: Arthur, Lara. 1:02 pm

ASCOM President



ASCOM Advisor