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Student Services Building, Room 254
College of Marin-Kentfield Campus
835 College Ave, Kentfield, CA 94904
ASCOM Meeting
MINUTES
May 9, 2025
12:00 p.m. – 1:30 p.m.

a. Order of Business Call to Order: 12:03 pm

b. Roll Call:

OFFICERS	PRESENT	ABSENT
PRESIDENT **RYLI BOWEN**	x	
VICE PRESIDENT **EMILY CARDWELL (PROXY: KAVEH MANSHOURI, UNEXCUSED)**	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)**		

ASCOM ADVISOR: SADIKA SULAIMAN HARA AND TEA PERALES

AUXILIARY MEMBERS:

MEMBERS OF THE GENERAL PUBLIC:

c. Adoption of the Agenda: Arthur, Gio.

Motion to amend: Kaveh, Gio.

Add agenda item a "Discussion/action to approve NTE $483.00 from acct.# 7200 (Intrafund Club) for the Rising Scholars club event. Presentation by club members."

d. Approval of the Minutes: Arthur, 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: Kaveh, Arthur.

a. Discussion/action to approve NTE $483.00 from acct.# 7200 (Intrafund Club) and transfer into acct.# 9576-25 for the Rising Scholars club event. Presentation by club members.

Motion: Kaveh, Jorge

Sara: Hi I'll speak for the Rising Scholars club. We're having an end of the year team building and reflection event. We're requesting funds for that event. We hope that this could be a place for support for the next school year.

Kaveh: How much money do we have in the Intra club account?

Katherine: Can’t check right now, but we have enough money I think.

Cecilia: Jorge can you check it?

Jorge: Yeah, give me a second

Sara: Thanks for letting us on the agenda last minute.

Ryli: Of course.

Sara: Yeah our ICC rep. is drowning in academics, it's that time of the year.

Ryli: Right. We should still have a couple thousand in there. Anyone got questions or comments?

Motion to vote: Kaveh, Arthur
10-0-0
PASSES

b. Discussion about Transition Binders. Presentation by Ryli Bowen, ASCOM President.
Motion: Kaveh, Arthur

Ryli: Great! End of semester. Let’s all remember to do our transition binder. All of you should’ve read your transition binder from last year. This is our last major duty to lock in our stipend. Something to note: May 22rd is the deadline, 3 pm.

Cecelia: So for positions that have 2 people, do we do it together?

Ryli: Yeah, do it together.

Tea: I’ll send a reminder too.

Ryli: Also you can use the previous one and don't have to craft your own binder entirely. That behind said don’t wait until the last day, we want you to put a lot of effort into this. Club fest people please note that we want to move this event into the cafeteria.

Gio: Can someone send the email for the general guideline for the transition binders.

Ryli: Yeah I got it. Should get it to you by Monday.

Tea: Definitely use the template, but make sure you are not copying the former senators too much, especially what they have written for themselves.

Ryli: Other than the binder, we have the last board meeting next week. As everyone transitions out of their positions, keep in mind that we still have a lot of paperwork. During the summer too, check your emails often and respond to it as soon as possible. Also no office hours during finals week. This room would be a study area during finals week too so let's be quiet and not bring friends. Last thing: in that week we'll coordinate 2 or 3 sessions for ASCOM room clean up. I'll send out a text and check what is best for everyone.

Kaveh: Or next week.

Ryli: Yeah that's a good idea. Also organize the giveaway to help out the next board. Make sure your personal belongings are accounted for otherwise they might get tossed. I'll send out the transition templates and organize a clean up session. Please let me know if you can't make it to a session.

c. Discussion about ASCOM evaluations. Presentation by Tea Perales, ASCOM Advisor. Motion: Kaveh, Gio.

Tea: I sent an email yesterday with the evaluation. It's an opportunity to reflect on your own performance in a constructive way. Great opportunity to think about your strengths and areas of growth. Also a good opportunity to give feedback to each other. I want to emphasize that you should ask for feedback for your peers. We want you to put some effort into this, don't give a one word or one sentence answer. This was an issue last time around and your evaluation wont be considered complete unless you put in effort. Due May 22nd at 3 pm. Please don't miss the deadline. Remember that the evaluation and transition binder are a part of your position. You won't receive your stipend until you submit these, preferably on time. If you have questions ask Sadika and me.

Ryli: Is the 22nd a Thursday or Friday?

Tea: It's a Thursday. It's a whole process to review it so we hope to start it early. Congrats again, we know it takes a lot to be on this board.

Ryli: Thanks Tea.

d. Discussion/update about ASCOM financial awards. Presentation by Katherine Hsiaw. Motion: Arthur, Jorge

Katherine: What is this?

Ryli: The financial award

Katherine: Originally the deadline was April 25th. The committee will choose winners at the end of today.

Jorge: No new applicants in the extended period though.

Ryli: Remember to put the posters up Katherine.

Katherine: I can do it later

Ryli: When is later? What day?

Katherine: I can do it on Monday.

Ryli: Are we doing a post?

Jorge: Sure.

e. Discussion about upcoming events. Presentation by all board members.
Motion: Kaveh, Arthur

Ryli: Finals week on Monday, 12:30 - 2. Last event. If you can't be there, communicate directly with me.

Emelia: I have to sign an important package Monday noon, I'll try my best to make it later though.

Ryli: Anyone else? Great. Again look out for the transition binders and clean up. Question about finals week poster. Arthur I know you said that you were working on an updated version of the digital poster for Finals Week.

Arthur: I sent the poster at 10 pm yesterday.

Lara: Okay I see it now.

Ryli: And maybe emphasize that it will be our last event of the semester. No other upcoming events? Okay.

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

<u>Officer Reports</u>:

i. PRESIDENT REPORT: This week I attended my office hours. Worked on Finals Week. We'll be doing goodie bags, that's why the table is so crowded right now. Doing a lot of ordering too. We'll also have Mr. Pickle Sandwiches, finally branching out for food. No petting zoo but we'll have other cool things. College council's last meeting next week. Gearing up for finals.
ii. VICE PRESIDENT REPORT: No report
iii. STUDENT TRUSTEE REPORT: We have our last board meeting over the year on May 20th where I hand the position over to Emily. Lasting meeting with Dr. Eldridge soon. Other than that nothing else.
iv. SECRETARY REPORT: AAPI month event this week. Worked out great, we had a lot of dumplings. Completed most of my office hours and will do the rest after the meetings.
v. TREASURER REPORT: Attended my office hours. Studying for the finals.
vi. SENATOR – TECHNOLOGY: Posting on Instagram. Met with Finals Week co-leads. Been working on final exams.

vii. SENATORS (2) – STUDENT ACTIVITIES & SERVICES REPORT:
Jorge: Attended and helped with AAPI events. Good job Kaveh for the AAPI events. Busy finishing up my essays for this coming week.

Farhan: Attended office hours and kept working on finals week, the event and finals itself.

viii. SENATORS (2) – PUBLIC RELATIONS & MARKETING REPORT:
Cecelia: Completed my office hours, met for finals week, helped at AAPI event. Studying for finals
Arthur: Won reelection for ICC of Transfers Club. Attended the AAPI events to help out. Attended some of my office hours and will do the rest after the meeting.

ix. STATE STUDENT SENATE REPRESENTATIVE REPORT: Supposed to have a meeting today that got canceled. Attend my office hours after these meetings. Working on Finals Week. Attended PRAC.

x. ESCOM REPRESENTATIVE REPORT:

xi. ASCOM ADVISORS REPORT:
Tea: Sadika is hiring today. Just another reminder to do your transition and evaluation. Communicate with us in advance if you need help. Women of color cafe last meeting on Monday with some left over supplies. Meeting with the engineering club soon. You'll all do great on finals and don't be afraid to reach out to support.

<u>Committee Reports</u>:

i. COLLEGE COUNCIL REPORT:
ii. GOVERNANCE REVIEW COUNCIL: Finishing up self-evaluations yesterday. Co-Chair Dave King sent it to committee heads yesterday. We also talked about making it easier to join the PGS for students in general.
iii. PLANNING AND RESOURCE ALLOCATION COMMITTEE: Talked about amount of students enrolled per major and how much each department is getting. Talked about mesa.
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.*

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II. Adjournment: Motion: Arthur, Kaveh. 12:42 pm

ASCOM President

ASCOM Advisor