



Student Services Building, Room 254
College of Marin-Kentfield Campus
835 College Ave, Kentfield, CA 94904
ASCOM Emergency Meeting
MINUTES
August 23, 2024
12:00pm – 1:30pm

- a. Order of Business Call to Order: Ryli Business
12:07
- b. Roll Call:

OFFICERS	PRESENT	ABSENT
PRESIDENT RYLI BOWEN	X	
VICE PRESIDENT EMILY CARDWELL	X	
STUDENT TRUSTEE EMELIA NACO APPOINTED: 6/26/24	X	
SECRETARY KAVEH MANSHOURI APPOINTED: 6/26/24	X	
TREASURER KATHERINE HSIAW	X	
SENATOR – TECHNOLOGY CECILIA CHAN APPOINTED: 6/26/24	X	
SENATOR – STUDENT ACTIVITIES & SERVICES FARHAN KHALIQ APPOINTED: 6/26/24	X	
SENATOR – STUDENT ACTIVITIES & SERVICES JORGE CHAN	X	
SENATOR – PUBLIC RELATIONS & MARKETING MORGAN PHIPPS	X	
SENATOR – PUBLIC RELATIONS & MARKETING LARA BISHOP APPOINTED: 6/26/24	X	
STATE STUDENT SENATE REP. GIOVANNI CARBONARO	X	

ESCOM REPRESENTATIVE VACANT (NON-VOTING MEMBER)	N/A	
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c.

c.

ASCOM ADVISORS: SADIKA SULAIMAN HARA AND TEA PERALES

AUXILIARY MEMBERS:

MEMBERS OF THE GENERAL PUBLIC: KEVIN COLGATE

- c. Adoption of the Agenda: Motion: Morgan, Emily
- d. Approval of the Minutes: Ryli: None to approve, Sadika provided the last minutes through email.
- 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 Public comments.

I. New Business (Actions May Be Taken)

Motion: Giovanni, Lara Bishop

- a. Discussion/action to amend May 3, 2024, minutes, item “d” to “approve NTE \$2,000 from acct.#4500.06 (graduation supplies) for the photo booth for the 97th Commencement and Transfer Recognition Ceremony on May 24th. Reimburse Sadika’s P-Card. PRs to follow. Presentation by Sadika, ASCOM Co-Advisor” to change to “transfer to District FOAPs 11100-25451-45001-633000 (Invoice 000572) and 11100.25451.56600.633000 (Invoice 000604).

Motion: Morgan, Cecilia

Sadika: This agenda item got changed, we thought we would pay directly from my credit card, but it turned out that the transfer center paid for it. We need to transfer money to their account to cover the expense for last year’s graduation. We just need to approve that change. It will be a hand raise vote

Motion to vote: Lara Bishop, Giovanni

11-0-0

PASSES

- b. Discussion/action to approve NTE \$1,320.00 from acct#8890.13 (Student Activity feed) into acct.#8890.07 for ESCOM share of Activities Fee for 22-23 academic year.
Presentation by Sadika, ASCOM Co-Advisor. PRs to follow.
Motion: Giovanni, Morgan

Sadika: This item is the share of the student activities fee that goes to ESCOM students that are lifelong learners, they are generally 50 and over. Their program is very specific to this community, so ASCOM has historically given them a certain amount. This amount is about \$1320.

Motion for vote: Emily, Lara

11-0-0

PASSES

- c. Discussion/action to recognize Nature Conservation Club as an official club.
Presentation by club members.

Motion: Cecilia, Lara

Ryli: Are the club members present?

Tea: No, but I can give an update. I work with clubs, with registering clubs and renewing clubs since we don't have an admin assistant right now. I've met with their president a few times, they are a conservation club, all of their paperwork is done, this [item] is just to officially recognize them

Lara: The club is just for people passionate about conservation, or will they be doing something, like activities or events.?

Tea; They only have a few members and haven't met yet, and they just made posters to start recruiting folks, so they have not come up with a mission yet.

Ryli: any other questions? Okay, thank you.

11-0-0

PASSES

- d. Discussion/action to collaborate and sponsor Student Activities and Advocacy fall and spring programs. Presentation by Co-Advisor, Tea.
Motion:Morgan, Lara

Tea: This has been really successful; I want to see if you all want to collaborate again. We have collaborated for 3-4 years. As you all may know, my role besides co-advisor is putting on student activities and advocacy programs that include COMchella, WOC cafe, Cutiepie cafe, which is an LGBTQ+ program. We also collaborate with other departments as well to create equitable, engaging activities. This is not a request for more work, but to be a sponsor for the program and get the ASCOM logo on the poster. Making these big posters are a little over \$1.15. 3-4 of the larger posters are about 17\$. There is about 6 programs in the semester, about \$150 to \$170 per semester. Would you all be willing to support to pay for the programs and sponsor the fall and spring programs?

Ryli: In the past, Tea did these throughout the semester and they were a big hit.

11-0-0

PASSES

- e. Discussion Participatory Governance committees and assignments. Presentation by Sadika, ASCOM Co-Advisor.
Motion: Giovanni, Morgan

Sadika: Okay I just pulled up the website. Each of you as a part of your responsibilities needs to be a part of a governance committee. These are a part of the larger decision making and collaboration that every community college in California follows. There a number of committees listed here. I need you all to go through each committee, view their meeting times, and see which one you are interested in and are available to go to. There is a few that are already set. Cecilia will be attending the technology planning committee, because it aligns with her position. The community hour committee is one that Farhan and Jorge are already attending because it aligns with their positions. Please go through these. There are a few that are not listed here that do need representation. It says on the website, "Other Committees and Work Groups." There are a few here that need representation. If you are available during the times that these list, let us know. By next week, we need your preferences, please provide them to Ryli and I. Ryli will assign you to one of these committees and you will start attending after we introduce you to the chair folks and support staff.

Cecilia: Can you send the link to us?

Emily: I can send the link to the group chat.

Sadika: By next Friday, everyone needs to have their preferences.

Tea; There's also the IDEA committee. It is the inclusion, diversity, equity and action committee. We have two ASCOM folks serve on there the last two years. If you have an interest in anti-racism, equity, this can be seriously impactful. It is a committee of faculty, staff, and students, so having student representatives and voices can be really helpful.

Sadika: you will email to Ryli and I, send us two preferences please. We're going to try to spread it all out.

Ryli: Any questions? Okay, thank you, Sadika.

- f. Discussion on supplies order. Presentation by Secretary, Kaveh.
Motion: Cecilia, Morgan

Kaveh: It's the beginning of the school year, so I want to make sure that if we're missing any supplies that we have them, especially with the events coming up. We want to make sure that we're not falling behind on what we have and what we might need. If anyone has any ideas, I'd love to hear it so I can write it down and get things going.

Sadika: Just remember that event supplies are separate than supplies for the office. So Kaveh, you're only asking for the office.

Ryli: Is this also a snack order?

Sadika: Lets have that be an offline discussion, this is more supplies in terms of anything that would be outstanding to make sure the office is running okay, and you all have what you need.

Ryli: I would suggest scissors.

Lara: That's what I was gonna say. We have a lot of fun scissors, but not normal scissors. We might only have one in the office.

Ryli: we could get a 10 pack.

Lara: The only other thing I've noticed is sharpies. Maybe plain black ones. I know we've lended them out in the past for other events and we never got them back.

Ryli: what else?

Lara: Forks!

Ryli: So Sadika has a specific site that we should order forks from. They're sustainable.

Gio: Did the camera ever get found

Sadika: No.

Gio: Could that be included?

Sadika: I am not comfortable buying another camera.

g. Discussion/confirmation of ASCOM fall office hours. Presentation by Secretary, Kaveh

Motion: Gio, Morgan

Kaveh: Over the past week and a half I've been collecting everyone's office hours. At this point I pretty much have everyone's. I had a conversation with Emelia where there's going to be a change in her schedule because you're having schedule conflicts. But as of now, I have everyone's hours and colors as you've given them to me, and I've sent them to Lara and Morgan. If there's any change, we were talking about having a deadline within the first couple of weeks of class. So that way if you drop any classes or anything happens to your schedule, we can iron things out before the semester is fully up and going. So for now, as long as you guys are solid with the times you sent me, there's nothing much to talk about.

Ryli: Do we have a deadline?

Kaveh: I was thinking maybe Sept. 6, it's a few Friday's out from now.

Ryli: 2 weeks away, perfect.

Cecilia: That's when we're starting?

Kaveh: we're starting next week, but the deadline to make changes will be Sept. 6.

Lara: Does that mean we won't be posting office hours until two weeks from now?

Sadika: Yes, but we should have a preliminary schedule, even if it's on a word document. You'll create the big one on September 6.

h. Discussion of updates on upcoming programs (Welcome Week). Presentation by Senators of Activities and Services, Jorge and Farhan.

Motion: Morgan, Emily

Jorge: Right now, we just wanted to give a run down of things we need to be done by next week. I wanted to ask if anyone could go to IVC on Thursday the 29th to do the IVC welcome week portion. Is anyone available

Ryli: Is there a sheet to look at the times?

Jorge: It's on the volunteer sheet.

Farhan: I was going to add a portion.

Jorge: It's one of the tabs in the sheets

Jorge: It's from 12:00-1:00. We have no one signed up for those times

Farhan: I can send a link out in the group chat.

Tea: On Thursday we will be at IVC, it would be great to get ASCOM out there to represent. The time might tough to host, but if you can drop in for a little bit that would be helpful.

Emelia: Can we have multiple people at the ASCOM booth?

Ryli: That is fine. It is preferred.

Jorge: we also need volunteers for set up and clean up for the Welcome week event here at Kentfield.

Ryli: I can help bring people to IVC at around 1:00 to help clean up.

Lara: what time is set up?

Jorge: 11:00, maybe 10:30. Setting up the games. I will be there.

Emily: I can help set up on IVC for the 29th.

Farhan: I will only be able to be there near the end on Monday to clean up. Thursday, neither Jorge and I can make it.

Jorge: After the meeting, I am going to the shed to grab tents and games. If anyone can help me with that, I'd appreciate it.

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

Ryli: Every week we have reports. It is a check in, wait for position to be called. Only announcements, no discussions. Talk about what you need to report to the board. Some weeks you will have nothing, other weeks you will have a lot to share.

Officer Reports:

- i. PRESIDENT REPORT: - Working on club fest. Going well. 3 weeks out. Finalizing paper work. Different collaborations for other events. Excited to start office hours. End of report
- ii. VICE PRESIDENT REPORT: - So, we've been working on club fest. I think its been going well. I've been reaching out to existing clubs and people who are starting clubs. Am getting confirmations about clubs at club fest. On September fourth there will be the first ICC meeting. Club fest is on the 10th-11th. End of report
- iii. STUDENT TRUSTEE REPORT: - I got sworn in on Tuesday. I gave a presentation.I can show you Ryli or email it to your. It was a recap of our retreat. End of Report.
- iv. SECRETARY REPORT: Emily, Ryli, Amelia and I have been working on club fest. My responsibilities right now are finalizing one of the posters that's going to be made to outline how to make a new club. Also, as Emily gets going with the ICC I'm going to be making a map for all the clubs being represented at Club Fest. End of Report.
- v. TREASURER REPORT: There is nothing going on right now. I will start tracking the budget and that is all. End of Report.
- vi. SENATOR – TECHNOLOGY: I have to get the videos. I have everybody's, and I'll post it today. I'll post it on our Instagram story so we can have a highlight for our board members.
- vii. SENATORS (2) – STUDENT ACTIVITIES & SERVICES REPORT: This week I met with Farhan and Tea. We are trying to get into our groove. Tea's been good at keeping us in check. I met with the club fest group, and aside from that I've been busy working.

Farhan: I've been working with Jorge and Tea. We met with the club fest Crew End of Report.

SENATORS (2) – PUBLIC RELATIONS & MARKETING REPORT: I have just been working on starting the club fest poster. It should be done by Tuesday, but hopefully earlier Morgan: I have been tweaking the office hours times. If anyone wants to change their time, let Kaveh know.

viii. STATE STUDENT SENATE REPRESENTATIVE REPORT: I have been attending the exec. Meetings. We still don't have a regional affairs director for region three. We do have a legislative director. I don't know how its all going to work. Also, the website says the hotel and the date but I have not received an email. End of report.

ix. ESCOM REPRESENTATIVE REPORT: N/A

x. ASCOM ADVISORS REPORT:

Tea: Congrats on your first meeting. It has been smooth. Thank you all for signing up for volunteering. Let us know what you need. If you sign up, we are counting on you to be there. Communicate any issues to Jorge and Farhan. It is time to check your email M-F. At the end of each semester, there is a peer and self-evaluation. Let Sadika and I know what you need. We want to make sure that if you need something different, you are communicating. I am here starting next week. Sadika in person MTW. It is exciting to see what this board is going to do. Bring your creativity and imagination to this board. Nothing has to be done the same as the past. This is how we grow as a board. Please let folks know about welcome week. Its a great way to bring visibility to ASCOM, and make people feel like they are apart of this.

Sadika: Office hours starts next week, Kaveh send list please of the times. Be accountable. If you see posters in the bin on the table, they need to be posted. Right now it's welcome week. Once they are in, they need to put up. Please put them up during your office hours or if you see that it is not happening. Ryli and Emily please make a system for the club fest giveaways. I have not gotten a form for club fest yet. Any time you lead an event, you need to be submitting that activities form. You can send it as early as you know which event you are co-leading. As well, We have divided this office into two. We have a side for basic needs, housing, No hanging out in there unless you are working in there. Lara, Jorge, and Gio are going to be working there primarily. I am excited to have you all here. You are super efficient, which is my language.

Tea: Your event is not officially done until your supplies are cleaned up

Sadika: End of report

Committee Reports: Motion

- i. COLLEGE COUNCIL REPORT (RYLI AND EMILY):
- ii. GOVERNANCE REVIEW COUNCIL –
- iii. PLANNING AND RESOUC E ALLOCATION COMMITTEE –
- 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 – I attended my first meeting. We went over some events, activities, and the budget. We talked about scheduling for future meetings, and that is all that happened.
- Motion:

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 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: The Resource fair is coming up, on September 4th, 12:30-2:00pm. It is not our event but we're invited to table. I sent out a volunteer sheet. I wanted to talk about it first. We will just bring a few items from our office. Hoodies and a sign, some infographic post cards. After this meeting, please look at the sheet and see what time you can be there. Any other communications?

Emily: Regarding clubs hearing about and checking their emails for club fest. If any friends are in clubs, make sure they know to reach out to me for a table.

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)*

Sadika: I need everyone to sign this, it allows you to sign for any ASCOM related business, including financial.

V. Adjournment: Motion: Giovanni, Morgan
12:56 pm, meeting adjourned.

Ryli Bowen

ASCOM President

Aditya

ASCOM Advisor