



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

- a. Order of Business Call to Order: 12:22 pm August 30
- 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 CECILIA CHAN	X	
SENATOR – STUDENT ACTIVITIES & SERVICES FARHAN KHALIQ	X	
SENATOR – STUDENT ACTIVITIES & SERVICES JORGE CHAN	X	
SENATOR – PUBLIC RELATIONS & MARKETING MORGAN PHIPPS	X	
SENATOR – PUBLIC RELATIONS & MARKETING LARA BISHOP	X	
STATE STUDENT SENATE REP. GIOVANNI CARBONARO	X	
ESCOM REPRESENTATIVE VACANT (NON-VOTING MEMBER)	N/A	

ASCOM ADVISOR: SADIKA SULAIMAN HARA

AUXILIARY MEMBERS:

MEMBERS OF THE GENERAL PUBLIC:

- c. Adoption of the Agenda:
- d. Approval of the Minutes: Motion: Lara, Morgan
- 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 comment

- I. New Business (Actions May Be Taken) Motion: Gio, Morgan
 - a. Discussion/Action to approve NTE \$900.00 from acct.#4500.04 (Event Supplies) for Club Fest. PRs to follow to reimburse board members and/or MCCD, ASCOM's P-Card. Presentation by Ryli Bowen, Emily Cardwell, Emelia Nacos, Kaveh Manshour, Event Co-leads.

Ryli: We are leading club fest. We have our budget break down right here. We're requesting 900\$. We only have budget for 664\$ and that's before tax. We're requesting 900\$ for leeway. We likely won't use it all. We just want to factor in tax. We have two days, and we'll have pizza, and some giveaways on day one. Second day we'll have cotton candy.

Emily: So, right now we have two community member groups coming and 11 clubs have confirmed wanting a table at club fest. We have an almost equal amount of learning communities and resources from COM coming. People like the library, MESA, Mi Familia, etc. The rental company is no longer renting the cotton candy machine, so we've discussed buying a new one at a cost of 187\$. The hope there is that it would save money in terms of renting every time.

Ryli: So any event we could have cotton candy. We also recently found out that Cecilia and Jorge's dad has a cotton candy machine, they might let us borrow it. It may not be an expense when we work out the details. That could be awesome.

Ryli: I expect a lot of people to be there considering how many people went to welcome week. Enrollment rates are up.

Motion to vote: Lara, Morgan

11-0-0

PASSES

Commented [1]:

- b. Debrief on Welcome Week Event. Presentation by Jorge Chan & Farhan Khaliq, Event Co-leads. Motion: Gio, Cecilia

Farhan: This is our debrief from the past week. The teamwork: We worked well together and tasks were delegated. We did have some trouble, but Tea kept us on track. We're still learning each other's working style, so we're figuring it out. The work was divided evenly. Here's some photos.

Jorge: Planning. The biggest strength was having Tea to help us. She was great during the planning process and on the day of. She told us where and when to put things. We could have improved on communication between Farhan and I. We also had a delay communicating with Tea which set us back in the beginning. Aside from that, we had it mostly figured out

Event. We had great turnout of 150-200 people. We also got 80 new Instagram followers. The Kona Ice was popular, and thanks to Tea the setup was very smooth. Nothing much could have been improved. We had some complaints about not having food. Asides from that, everyone was happy. What recommendations could we make to those leading events in the future? Since its the first event, we recommend communicating and figuring out each other's schedules.

Ryli: any questions? Did you get good pictures?

Andrea: I did, I posted them already.

- c. Discussion on event dates and calendar. Presentation by Sadika, ASCOM co-advisor.

Motion: Cecilia, Lara

Sadika: I put this on more for Farhan and Jorge to give an update on the calendar and events. We just want to make everyone knows what they are leading/co-leading. Is everything on the board Jorge?

Jorge: Yes.

Sadika: It looks great. Thank you. Is there any questions from co-leads now that you know what event you are doing?

No questions.

Sadika: If you are confused at all, let us know. Follow the timelines are created by Ryli, Farhan and Jorge. Make sure you keep up with the process. We need those activity forms in, these events come up quickly.

Were the posters divided up, which Senator of P.R. and Marketing is doing what?

Lara: I am doing this upcoming event, Morgan will do the next, we are alternating.

Sadika: Make sure we get the ones from club fest. Also Morgan, if you can help Lara turn them to pdfs and make sure you get the ones in Spanish.

Emily: That's going in today.

Ryli: any questions?

No questions.

- d. Discussion/updates on upcoming programs. Presentation by all Board members.

Motion: Emily, Giovanni

Ryli: We're discussing upcoming programs. The soonest is club fest.

Lara: Is there a spreadsheet for volunteering?

Ryli: Yes, we are sending it out this weekend or by Monday.

Emily: The first ICC meeting will be on Wednesday, Sept. 4th during community hour. There will be discussion between ICC reps to confirm a good time with all of the clubs. AGS says that it conflicts with their board meeting schedule. I want to make note that ICC members do not need to attend every meeting.

Emelia: Should the other club fest co-leads be at this meeting?

Emily: No, it is not necessary.

Andrea: Where do I go for the tech committee?

Sadika: Let's ask this later.

Lara: Does ASCOM need to attend the upcoming ICC meeting?

Emily: No. That's for me and the ICC members.

Ryli: Has everyone filled out the volunteer sheet for the resource fair?

Gio: When is this?

Ryli: Sept. 4th. There is no set up or takedown. It is by the fine arts center. Besides that, Club fest, resource fair, ICC meeting. We're preparing for election week and voter registration. We'll talk about it more as it becomes an agenda item. That's going well and we're working on it quickly.

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

Officer Reports:

- i. PRESIDENT REPORT: Just been working on the events. Club fest, constitution election week. Please stay up on volunteer sheets, we don't know if we can run events if people don't sign up. I've been talking to people in person, like the learning communities, etc. Also getting adjusted to my school schedule. I don't think my office hours will change. End of Report
- ii. VICE PRESIDENT REPORT: A lot of talking in person with clubs about upcoming ICC meeting and club fest. Having all of the club fest attendees solidify by today is important to get the activities form filled out to send to Sadika and Tea. End of Report.
- iii. STUDENT TRUSTEE REPORT: Our next trustee meeting is on the 17th. Since we'll have completed two major events, any photos will be appreciated. Anything behind the scenes that didn't go on social media would be great to see. If you are member of any clubs with in person meetings, please send me photos. The more input from the community at large the better. They just want to see. End
- iv. SECRETARY REPORT: I've just been working on some club fest stuff. I made the "Starting a Club" poster. Also, I sent Sadika our office supply request. Please send me anything new that might be needed as it comes up. End of Report.
- v. TREASURER REPORT: So far, there is not a lot to report about besides keeping track of the budget and everything. Another thing that I think I was going to mention. I kinda wanted to know more about the stripe thing from Sadika. I think it will affect the budget and what accounts. End of report.
- vi. SENATOR – TECHNOLOGY: Right now I am working with Ryli, Gio, and Morgan about constitution day. I am looking at posting the Ghana pictures right now. Looking to post more pictures. I only have two from the email you sent, Sadika. I was going to ask EMOJA for more pictures, make it more interesting. End of Report.
- vii. SENATORS (2) – STUDENT ACTIVITIES & SERVICES REPORT: Jorge: This week I attended welcome week, worked on the debrief, the event calendar, and attended my office hours and working in the food hub

Farhan: I wasn't able to make welcome week in person. I've just been going to office hours. End of report.

- viii. SENATORS (2) – PUBLIC RELATIONS & MARKETING REPORT: Morgan: I've just been going to my office hours, been working with Andrea, Ryli and Gio for election week. I'm working on the posters. I am going to have a first draft on Sept. 3rd and have it finalized by Sept. 6th so we can have it printed and posted on social media. I did the post card, figuring out how to make it transparent. I'm hoping nobody has changes for office hours. I am almost done with the permanent sheet. End of report. Lara: I attended welcome week, attended office hours. Working on club fest posters. Final draft in today. End of report.
- ix. STATE STUDENT SENATE REPRESENTATIVE REPORT: I've been working on the election day/constitution day. Nothing is really going on. In terms of SSCCC I'm still waiting to hear about Region 3. End of report
- x. ESCOM REPRESENTATIVE REPORT: n/a
- xi. ASCOM ADVISORS REPORT: Sadika: Kudos to welcome week folks. It was a big hit. VP announced it and was excited. Faculty was out there. I did notice that there was no table cloths for ASCOM. That needs to be pulled from the shed for every event. We need those at every event so people know that ASCOM is representing. Make sure that the giveaways for club fest are coming from the big boxes near Tea's office. There are water bottles and I think it would be useful to give away at club fest. Also, I know the orders you have to do. Next week they must go in. Make sure you're working with Tea if there's any expenses other than cotton candy. If there's vendors that need contracts, we need to get on that ASAP. Check in with me if your using anyone that needs a contract. I'll be in on Tuesday. PGS committees. The committees we talked about, today is the deadline to send preferences. A lot of people want to be on PRAC. We need to spread it out. Cecilia, for you, EMOJA, we are following them so if you need photos you can pull from them. Reels. Club fest is the second largest event we have. The reels are really important. Lets get something up to get people prepared for that event. Emily, submit activities form. You can have more tables than less. Let's go ahead and move with the facilities request so we have it ahead of time. Love that we have 80 new insta followers. We need to keep using that sign. We need to keep using that to have people know what's going on, join the social media. I'd like everyone to promote at every event. Ya'll are doing a great job

Committee Reports:

- i. COLLEGE COUNCIL REPORT:
- ii. GOVERNANCE REVIEW COUNCIL:
- iii. PLANNING AND RESOURCE 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: 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.*
No announcements.

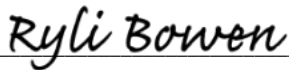
IV. Public Comment

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No public comments

V. Adjournment:

*Motion; Lara, Morgan
Adjourned 12:56 pm.*



ASCOM President



ASCOM Advisor