 **Student Services Building, Room 241**

**College of Marin-Kentfield Campus**

**835 College Ave, Kentfield, CA 94904**

**Regular Meeting MINUTES**

**October 5, 2018**

1. Order of Business
	1. Call to Order: 8:31
	2. Roll Call

|  |  |  |
| --- | --- | --- |
| OFFICERS | PRESENT | ABSENT |
| PRESIDENT **LIAM CAMPBELL** | X |  |
| VICE PRESIDENT **HELLEN SIGARAN** | X |  |
| STUDENT TRUSTEE **JADON SEITZ (voted in on 6/14/18)**  | X |  |
| SECRETARY **GABBY HOJILLA (voted in 8/31/18)** | X |  |
| TREASURER **KAI KONISHI GRAY**  | Tardy8:32 |  |
| SENATOR – TECHNOLOGY**PAULA SULLIVAN – Proxy = Fernando** |  | Excused |
| SENATOR - STUDENT ACTIVITIES & SERVICES **ANDREA THACH** | X |  |
| SENATOR - STUDENT ACTIVITIES & SERVICES**LAUREL HALVORSON**  | Tardy8:34 |   |
| SENATOR – PUBLIC RELATIONS & MARKETING**FERNANDO SANCHEZ (voted in 6/14/18)** | X |  |
| SENATOR – PUBLIC RELATIONS & MARKETING**FITRY RAHMADIANTY (voted in 6/14/18)** | X |  |
| STATE STUDENT SENATE REP.**LAURIE PENNISI – Proxy = Hellen** |  | Excused |
| ESCOM REPRESENTATIVE **VACANT (NON-VOTING MEMBER)** |  |  |

ASCOM ADVISOR: SADIKA SULAIMAN HARA AND TEA PERALES

AUXILIARY MEMBERS: Cayri Chan - X, Liam Zhu, Thomas Boatright, Amina Nakhuda, Juan Miguel

Hojilla - X, Blanca Lopez - X

MEMBERS OF THE GENERAL PUBLIC: Kevin Colgate, Brandon Grayson, Ashley Chanthongthip, Salomi Galodamu

* 1. Adoption of the Agenda

**Motion to Adopt**: Fernando, Fitry

* 1. Approval of the Minutes

**Motion to Adopt**: Fernando, Jadon

* 1. Public Comment
		1. *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)*

Kevin reports that the Board of Trustees meeting was successful; There will be another one on Oct. 22nd in Deedy Lounge. Thanks ASCOM for their cooperation with LWV. Before the bus pass had an extraordinary fee charge of 47 dollars. Now it is 25 dollars. Liam assigns Fitry and Fernando to advertise public transportation to students.

1. New Business (Actions May Be Taken)
	* + - 1. Welcoming Alexander Walker-Griffin, the Student Body President of Contra Costa College, to ASCOM’s Board Meeting.

**Discussion: Hellen, Gabby**

Alex is part of the Board of Governors. He will be attending the General Assembly. Talked about getting more student representation in the chancellor's office. 89 community colleges were against it. Striving to increase awareness and garnering more student involvement. Meetings start at 9 am on Monday and Tuesday.

Kai asks how to make COM recycle. Alex suggests talking to the Board of Trustees.

Hellen asks unique approaches to Contra Costa. Alex says that Contra Costa incentivizes students to join clubs by describing how it affects their lives and the benefits behind it. Highlights clubs as networking communities, increased job prospects, looks good on your resume. Alex requested a tour of the college.

* + - * 1. Discussion/Action to approve a Funding Proposal from the Tutoring and Learning Center of $4,100.00 to support Cram Jam tutoring sessions, tutoring workshop orientations, and yearly supplies for promotional events. BT from 7200.99 into Tutoring (account to be determined) MCCD Transfer FOAP: 12600.26601.45000.493009

**Discussion: Laurel, Fitry**

Oksana reports that the Tutoring Center is operating on a tight budget. The money will be used for coffee and tea and additional events. Cram Jam is on Saturday before finals. 10 tutors for 5 hours. Want to extend it to midterms. 4 events for the entire year. Cost distribution: 750 dollars for each event. Will promote with flyers. Agreed to include the ASCOM logo.

Liam suggests collaborating with Finals Giveaway.

Kai notes that 23,000 dollars left from the Department Account.

Sadika announces that Transfer Center and Outreach will be coming to the spring to the board for trips and reception. Will ask for 4 to 6 thousand dollars. Outreach asked 9,000 dollars last year, granted 4,000.

Funding will come out of MCCD, not from the supplies account.

**Motion to Vote: Hellen, Laurel**

**9-0-0**

**PASSES**

* + - * 1. Discussion/Action to fund NTE $300.00 for Student Activities & Advocacy for refreshments for Undocumented Student Week of Action, October 15 to 19. Refreshments will be for students participating in the webinars, acct#4500.04, pr to follow.

**Discussion: Laurel, Fitry**

Liam: Photo campaign allyship with undocumented students.

Tea is not expecting to spend all 300 dollars. Purchasing snacks in bulk. Anyone can come.

Flyers and posters will be made and posted on social media. Statewide. Targets undocumented students to attend webinars and demonstrate support and to show tools to succeed.

Kai says the event account has sufficient funding.

**Motion to Vote: Gabby, Hellen**

**9-0-0**

**PASSES**

* + - * 1. Discussion/Action to fund NTE $750.00 for Dia de Los Muertos Event on November 1st. Purchases include pan de muerto, chocolate, and decorations for the offering, acct#4500.04, pr’s to follow.

**Discussion: Fitry, Fernando**

Fernando plans to do an offering in community wall with elements of the Mexican culture, recreate a Mexican fair with games. Prizes include pan de muerto, a kind of bread. Cost: 85 cents per piece. 200 pieces. 300 dollars will be used for pan de muerto, 600 dollars for the offerings. Planning to get a mariachi as well. Cost of Mariachi is 600 dollars. Everyone can participate. Students are encouraged to bring pictures of deceased family and friends. Requests for help to put everything on, because he has exams on November 1st.
Kai suggests investing in food more.

Hellen notes that Mariachis go up to 2,000 dollars. Trios are 300 dollars.

Kai suggests asking the band to play

Fernando declines and thinks it would be cultural appropriation.

Tea suggests looking at Mariachi clubs in different universities.

Laurel mentions that it is a school event to the Mariachi band.

Fitry proposes to contact LC Allen.

**Motion to Vote: Laurel, Hellen**

**8-1-0**

**PASSES**

* + - * 1. Discussion/Action to select impeachment committee for Director of Technology.

**Discussion: Hellen, Fitry**

To select the committee randomly, Liam writes the board members’ names down and places them into a hat. Constitution says misses 3 meetings committee of 5 ASCOM members. Responsibilities: Research, interview the officer, come up with a consensus, propose a recommendation to the rest of the board. Next meeting, ASCOM can uphold it or reject it. Not explicitly outlined in the Consitution. Check whether allegations are true of missing meetings.

Liam will be checking in and will send an email.

Gabby, Liam, Andrea, Laurie, and Hellen were randomly chosen as the impeachment committee.

**Motion to Vote:**

**9-0-0**

**PASSES**

* + - * 1. Discussion on ASCOM door code.

**Discussion: Hellen, Fitry**

Tea reports that the code was passed on to a non-board member. Says it is a security issue.

Jadon reminds that although the office is community space, it should be used for ASCOM Board members.

Laurel: There needs to be at least one board member for liability.

1. Standing Business (Actions May Be Taken)
	1. Officer Reports:
		1. PRESIDENT REPORT: Liam will be meeting with 2 members of the board per week to cover responsibilities. Wants to reinforce motivation. Will go over bylaws.
		2. VICE PRESIDENT REPORT: Hellen had an ICC board meeting. Took action and got feedbacks from clubs and creating a group. Suggest that club and ASCOM board members of the same position can meet. As for club rooms, Hellen will give priority to ICC representatives who have been attending the meetings. Suggests that clubs should be active for 2 semesters. Will add a social page links and revised description to websites.
		3. STUDENT TRUSTEE REPORT: No report
		4. SECRETARY REPORT: Gabby reminds to observe the time limit. Asks to limit it to 3 to 5 comments and questions per agenda item. The Governance Review Council will be meeting on October 10th. Will add that to the agenda.
		5. TREASURER REPORT: Kai asserts that ASCOM is spending excessive amounts. Suggest focusing more on institutional events, rather than recreational and cultural ones. Microsoft tablets are 500 dollars. Emphasized that iPads had a discount. Advises lessening funding for next year.
		6. SENATOR – TECHNOLOGY:
		7. SENATORS (2) – STUDENT ACTIVITIES & SERVICES: Laurel requests help to cut 400 bows for Domestic Violence Event. Laurel suggests prepping event supplies a couple days before. Meet with Laurel and Andrea. Before placing a certain amount on the agenda, ask Laurel and Andrea. Need volunteers Wednesday 11 to 1. Before and after that too.
		8. SENATORS (2) - PUBLIC RELATIONS & MARKETING: Working on the posters of open mic, Dia de Los Muertos, nachos day events.
		9. STATE STUDENT SENATE REPRESENTATIVE REPORT:
		10. ESCOM REPRESENTATIVE REPORT: vacant
		11. ASCOM ADVISORS REPORT: Tea concludes that everyone has turned in their contract. The LGBTQ+ picnic will be after the Domestic Awareness at the Redwood Grove.
	2. Committee Reports:
		1. COLLEGE COUNCIL REPORT: will be voting on agenda items.
		2. PLANNING AND RESOURCE ALLOCATION COMMITTEE: is meeting every other week. Liam will find out the meeting times.
		3. EDUCATIONAL PLANNING COMMITTEE: Laurel: Environmental scan was pulled out of the environmental factors of the county. Sought for a common theme and issue. Public comments are appreciated with concerns. October 18th and 30th are the dates of the meeting.
		4. FACILITIES PLANNING COMMITTEE
		5. INSTRUCTIONAL EQUIPMENT COMMITTEE
		6. PROFESSIONAL DEVELOPMENT COMMITTEE: Fitry: Name will changing to Professional Learning. Meeting next Tuesday. Pro learning site and training for teachers and staff. Developing a community care plan. Will create a wellness care program.
		7. GUIDANCE, RESOURCES, INTEGRATION, TRANSFORMATION COMMITTEE
		8. TECHNOLOGY PLANNING COMMITTEE
2. Communications from the Floor
	1. *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 total time will not be extended.*

Laurel notes that Board members are not sticking to the time limit. Refrain from interrupting officer reports.

Tea: If Paula is impeached, officers can join two committees. Laurel is interested in the Instructional Planning Committee. Hellen commends officers for cleaning up last week.

1. Public Comment
	1. *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)*
2. Adjournment: 9:48 pm

**Motion to Adjourn: Fitry, Hellen**

**­­­­­­­­­­­­x­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ x­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ASCOM President ASCOM Advisor**