 **Student Services Building, Room 241**

**College of Marin-Kentfield Campus**

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

**Regular Meeting MINUTES**

**November 16, 2018**

1. Order of Business
   1. Call to Order: 8:35 am
   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** | X |  |
| SENATOR – TECHNOLOGY  **ASHLEY CHANTHONGTHIP (voted in 11/2/18)** | X |  |
| SENATOR - STUDENT ACTIVITIES & SERVICES  **ANDREA THACH** | X |  |
| SENATOR - STUDENT ACTIVITIES & SERVICES  **LAUREL HALVORSON** | X |  |
| 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  **DENIZE SPRINGER (NON-VOTING MEMBER)** | X |  |

ASCOM ADVISOR: SADIKA SULAIMAN HARA AND TEA PERALES

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

Hojilla, Blanca Lopez, Paula Denise Sullivan, Kevin Colgate

MEMBERS OF THE GENERAL PUBLIC: Kyle Jimenez

* 1. Adoption of the Agenda

**Motion to Adopt: Fernando, Gabby**

* 1. Approval of the Minutes

**Motion to Adopt: Hellen, 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)*

1. New Business (Actions May Be Taken)
   1. Discussion/Action to approve a funding proposal of $2,000.00 for the Cultural Event: Artist Bocafloja, a film  
      screening of “Nana Dijo,” Q&A, and Spoken Word facilitated by the Social Science Department. Presentation  
      by Professor Ismael Rey Lara.

**Discussion: Fitry, Hellen**

Professor Lara: This event was created by the students. The purpose is to facilitate and guide students planning on creating clubs, acknowledge the strong African ancestry in Latin America, and to better understand the Latinx community. Specifically, for those who feel disenfranchised, who juggle multiple jobs, and non traditional work schedules. Comments that the ASCOM meeting is not an inclusive time frame. Reports about the success of the altar for Dia de Los Muertos at FH hall. Emphasized that they sold Tamales out of their own pocket. Plans to make the student center. There will be an open mic before the event.

The event will be held on February 21st, 6 pm, at AC 265. Expecting 120 people.

Money is strictly to get the speaker to the event. Funds will be is MCC District Funding, not ASCOM. AGS and The Student for Social Justices provided donations for this event as well.

ASCOM offers their help with the public relations/advertising.

**Motion to Vote: Jadon, Hellen  
10-0-0  
PASSES**

* 1. Discussion/Action to approve the below items as a block, 3 Filing fees ASCOM Taxes, 2017-2018 & 1 reimbursement to Marilou Fragata, Fiscal Services for postage.
* Secretary of State, $20.00, pr#11507, acct#5650.03-filing
* Attorney General’s Registry of Charitable Trusts, $50.00, pr#11508, acct#5650.03-filing
* Franchise Tax Board, $10.00, pr#11509, acct#5650.03-filing
* Marilou Fragata, $29.77, pr#11510, acct$5650.03-postage

**Discussion: Laurel, Hellen**   
**Motion to Vote: Fernando, Jadon  
10-0-0  
PASSES**

* 1. Discussion/Action to officially recognize the Reforestation Club and award $100.00 seed money, from acct#7200.99 into acct# to be assigned by Fiscal Services, pr not required.

**Discussion: Hellen, Fitry**

Zoe: The mission is to volunteer, fundraise, and donate online on the One Tree website. Planning to make stickers. Has 6 active members.  
**Motion to Vote: Fernando, Hellen   
10-0-0  
PASSES**

* 1. Discussion/Action to approve funding NTE $400.00 for ASCOM Board Members Spring 2019 Parking Permits.

**Discussion: Fitry, Laurel**

Kai: We only have 340 dollars in the account. Last time it costed 210 dollars.

Jadon: Isn’t it 40 dollars per permit?

Liam: It will not exceed these funds.

**Motion to Vote: Gabby, Fitry  
10-0-0  
PASSES**

* 1. Discussion/Action to approve funding NTE$250.00 for Hot Cocoa Day on December 3rd, acct#4500.04, pr’s to follow and create a volunteer schedule.

**Discussion: Laurel, Gabby**

Liam: It is no longer happening on IVC.

Kai: We are having alternatives for people who can’t have dairy and lactose. We also have toppings. Reached out to Bearded Papa and they are thinking of donating cream puffs for the event. Will be using a crock pot.

Laurel: Ghirardelli squares are pretty expensive.

Fitry: There are mini ones.

Denize: Peppermint Hershey kisses are an option.

Laurel and Andrea will be meeting with Kai after the meeting.

Will be held at the LC Quad.

**Motion to Vote: Gabby, Hellen  
10-0-0  
PASSES**

* 1. Discussion/Action to approve funding NTE $500.00 for Finals Week Giveaway, December 10th & 11th, KTD campus, acct#4500.04, pr’s to follow and create a volunteer schedule.

**Discussion: Jadon, Fitry**

Jadon: Can we do something similar to the cookout?

Sadika: Cookouts only happen in the beginning of the fall semester.

Fitry: Thinking of having a survival kit for Finals Week. And students will get to choose. We will be placing our business cards in their bag.

Fitry contacted Peets and Noah’s Bagels for food donations.

**Motion to Vote: Hellen, Laurel  
9-1-0  
PASSES**

* 1. Discussion/Action to approve $107.40 for ASCOM printing, Change Your Major posters, Recycle Day, Dia De Los Muertos. Pr#11505, acct#5820.01.

**Discussion: Laurel, Gabby**

Liam: This is just printing for posters.

Fernando: We have a specific account for printing.

Kai: Funds will be coming from the Publicity Account.

**Motion to Vote: Gabby, Laurel  
8-2-0  
PASSES**

* 1. Discussion/Action to amend agenda item b (Recycling Day funding) from 10-19-18 Minutes to reimburse MCCD Sadika’s CalCard.

**Discussion: Laurel, Hellen**

**Motion to Vote: Laurel, Hellen  
10-0-0  
PASSES**

* 1. Discussion on Recycling Day and Harvest Day debrief.

**Discussion: Fitry, Laurel**

Laurel: Recycling Day had a good turn out, but the poor air quality affected it. 40-45 people showed up. It was a celebration of the launching. In the future, we could create a process to move the event inside with enough support. Maybe we should double check on the dates before solidifying the event. Things to work on: The communication for ordering pizza was not ordered until 12. The location was more relaxed. Not much foot traffic.

Liam and Andrea liked the spot. COM renovated the grass for students to utilize the space. Administrators want to see more students. Interested in trying that is again. Emphasize on PR and more incentives.

Laurel: There were tables there and there were more interactions.

Kai: Can ASCOM request the College Board for furniture?

Jadon: Anchoring it would be difficult.

Liam suggests adding the agenda if Kai wants to pursue this idea.

Harvest Day was a success. There were a lot of people. It helped that it was inside.

* 1. Discussion on assigning roles to pick up the couch.

**Discussion: Laurel, Fitry**

Fernando has been trying to contact IKEA but they are busy. He and Fitry visited IKEA but they were out of stock. They need Sadika’s CAL Card to purchase it. Planning to go during Flex Week.

Laurel: Is this being more reasonable?

Jadon: The purpose was to create a community space.

Liam suggests using the group chat.

Tea suggests including her in the coordination because she can use the CAL Card.

Fernando, Fitry, Jadon, Tea are responsible for picking the couch up.

* 1. Discussion on College of Marin’s decision of keeping the campus open on the week of November 19th.

**Discussion: Laurel, Gabby**

Liam and Hellen went to the College Council meeting. The college collaborated with other colleges and looked at the standards for closing the school.

Liam: The marker was 200 and we were at 180 but it was getting better. In the future, they probably aren’t going to change the marker. But are taking account the number of days of poor air quality.

Laurel: Is there a way of getting student input?

Jadon: Attend the meeting.

Liam: At the end of the day, we have enough input. We can continue to advocate or the students.

Ashley was concerned since students were prioritizing their grades first, rather than their health.

Denize: Did they talk about how unprecedented this event was? There wasn’t any wind.

Hellen: They talked about microclimates. We have the wettest microclimate here in Kentfield.

Liam: In Sonoma, 375 is the marker. It’s so high because no one has experienced this before.

Liam will talk to Dr. Coon about getting a debrief of the decision. They are also purchasing quality masks and air purifiers for buildings vulnerable to the smoke.

* 1. Discussion on canceling Dog Therapy Day.

**Discussion: Laurel, Fernando**

Liam: We were supposed to place an order 2 months in advance. The lead for the event left the board. Will be doing it next semester.

Ashley: Dogs for the Blind is willing to offer their services.

Liam knows services that offer it for free. He will get back to Laurel about different dog services.

* 1. Discussion on ASCOM’s last meeting on December 7th, next week.

**Discussion: Laurel, Fernando**

Helen: Put any final agenda items left for this week.

Andrea: Are we doing Ask me tables?

Sadika: Yes. Tea will be facilitating this event.

Liam: If you need anything funding for this semester, place an agenda item.

Tea: As for the spring retreat, it is mandatory. Members are expected to attend in its entirety. Evaluations are due by the end of today.

Sadika: You are welcome to see an anonymous critique of you.

Tea: I will accumulate the response for you to review. We will be available to consult that.

* 1. Discussion on ASCOM Self and Peer Evaluation.

**Discussion: Laurel, Fernando**

Tea emphasized the lack of the response and replies. This is due by the end of the day.

1. Standing Business (Actions May Be Taken)
   1. Officer Reports:
      1. PRESIDENT REPORT: attended the College Council meeting. Met with Dr. Coon and updated him about ASCOM. Liam will talk at the winter retreat about plans for next semester. Said to expect an email.
      2. VICE PRESIDENT REPORT: Finished rough draft for the ICC Constitution. Sent it to Tea and Sadika. Will be including this in the ASCOM Constitution. Makerspace event will be held on Dec 14, 12-1. Women in Tech Club was started.
      3. STUDENT TRUSTEE REPORT: No report
      4. SECRETARY REPORT: Gabby: As you might have noticed, I didn't print the last page of the agenda that lists the the committees, communications from the floor and public comment. I’ve been trying to minimize paper and printer use.
      5. TREASURER REPORT: No report
      6. SENATOR – TECHNOLOGY: No report
      7. SENATORS (2) – STUDENT ACTIVITIES & SERVICES: Andrea printed out the proposal forms. Have a few ideas for the Spring. Wants to hear the Board members’ inputs. There is a PDF document as well.

Laurel requested Hellen to ask clubs what events they want to see on campus. Proposal forms will be a requirement to create a structure for events. Need help with the New Year's Resolutions.

* + 1. SENATORS (2) - PUBLIC RELATIONS & MARKETING: Ferch: Waiting for the Hot Cocoa Day posters. Waiting for confirmation for IVC involvement. Preparing for Finals Week.
    2. STATE STUDENT SENATE REPRESENTATIVE REPORT:
    3. ESCOM REPRESENTATIVE REPORT: No report
    4. ASCOM ADVISORS REPORT: Tea: Thanked ASCOM for sponsoring and promoting the Open Mic Event. Yesterday we had a great turnout. Study Hall with a Twist will be held on Monday. Reminder: to keep the office with clean conditions. Make sure windows are closed and computers are shut down.

Sadika: Refrigerator should be as empty as possible. The box next to the microwave needs to be cleaned. Big kudos to those completing their applications. Library hours are extended next week. I need an Activities Form for Hot Cocoa DAy and Finals Week. Take down flyers and sandwich board put up by ASCOM. Vickie will be retiring.

* + 1. Committee Reports:
    2. COLLEGE COUNCIL REPORT: FH Hall is temporarily becoming the Library next summer. Construction will be finished by 2020. A makerspace workplace in IVC has opened. Spread the word. They covered air quality standards and procedures. Meg Pasquel says that for anyone working on their applications, the English Department offers their services. Trailers will be temporarily set while they rebuild in the wood chip area.
    3. GOVERNANCE REVIEW COUNCIL: Decided on a stamp on the transcript as an incentive for student involvement in committees.
    4. PLANNING AND RESOURCE ALLOCATION COMMITTEE:
    5. EDUCATIONAL PLANNING COMMITTEE: We have a draft of the Educational Master Plan - general view of what we want to see in the College of Marin. The focus areas are student access, equity, community engagement, etc. Laurel officially resigned from this committee.
    6. FACILITIES PLANNING COMMITTEE:
    7. INSTRUCTIONAL EQUIPMENT COMMITTEE:
    8. PROFESSIONAL LEARNING COMMITTEE: Revising Board Policy and Administrative Procedure. Talking about the Flex Week - extra week to prepare before school starts
    9. GUIDANCE, RESOURCES, INTEGRATION, TRANSFORMATION COMMITTEE: Tea and Sadika are both on GRIT. The chancellor office wants an equity plan again (communities who are marginalized to address these issues). The committee will be drafting a new plan on January and will be due on May. ASCOM will be giving input to represent the school to the state.
    10. TECHNOLOGY PLANNING COMMITTEE: Will be using older plans to create a new one
    11. INCLUSION, DIVERSITY, EQUALITY, AND ACTION COMMITTEE: No report

1. 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.*

Jadon: An account number key/legend should be included to the agenda because we aren’t aware of what these account numbers are. We will discuss conducting a poll for the student body during the retreat. Need to follow and be strict with the time policy.

Laurel offers carpool for those going to the Makerspace event.

1. Public Comment
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Kevin: ASCOM helped launch the extended library hours. Will you be providing snacks?

Sadika: Now that it is established, the library has taken over. We could if we wanted to.

1. **Adjournment: 10:01 am**

**Motion to Adjourn: Gabby, Jadon**