 **Student Services Building, Room 241**

**College of Marin-Kentfield Campus**

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

**Regular Meeting MINUTES**

**March 1, 2018**

1. Order of Business
	1. Call to Order: 1:32
	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) - Proxy = Gabby** |  | Excused |
| 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.**LUCA CITROEN (voted in 2/1/18)** | X |  |
| 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

MEMBERS OF THE GENERAL PUBLIC: Daniel Almog, Brandon Grayson

* 1. Adoption of the Agenda (Fitry, Laurel)
	2. Approval of the Minutes (Gabby, 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)* **This section is reserved for those who did not request an agenda item.**
1. New Business (Actions May Be Taken)
	1. Discussion/Action to approve funding of NTE $3,500.00 from acct.#7300 (Interfund Trfr- MCC Departments) to purchase food and refreshments for the Angela Davis’s talk for Women’s History Month on March 28th, 5-8 pm at the James Dunn Theater. Item requested by Professor Colleen Mihal.

**Discussion: Gabby, Jadon**

Sadika: Money will be for food from Fresh and Natural catering. Will serve appetizers.

Hellen: ASCOM funded the Erica Higgins event.

**Motion to Vote: Fitry, Jadon**

**10-0-0**

**PASSES**

* 1. Discussion/Action to approve funding of NTE $2,050.00 from acct.7200 (Intrafund to Clubs) for the Alpha Gamma Sigma Spring Convention and Year End Dinner. Presentation by Daniel Almog.

**Discussion: Gabby, Fitry**

Daniel requests to be recorded for the AGS Board members.

Daniel: Spring Convention - whole weekend event attending different workshops at Ontario. 3,445 dollars is the total cost. General members pay 65 dollars. AGS will be paying 2,900. Having Greg Nelson drive to the convention, using an athletic bus. 70 general members in total, 56 last semester. Number of members are increasing. Year end dinner - 2,365 is the total cost. Does not include decorations, just the catering services. Asking for 25 percent, 591 dollars. Honoring faculty members and students transferring, giving out certificates and speeches. Talking about how one person changed their life. Every member gets a plus one. Expecting a 100 people. Have not asked funding for 2-3 years. Money from bake sales goes straight into organization they donate to. Have been funding EOPS students.

**Motion to table this agenda item for next week: Gabby, Hellen**

**10-0-0**

**PASSES**

* 1. Discussion/Action to officially endorse the Zero Cost Textbook Program that enables students to earn a degree, certificate or earn credits to transfer without having to pay for textbooks and other instructional materials by using the Open Educational Resources (OER) and other high-quality, no-fee materials. Presentation by Professor Susan Rahman and Lakhvir Singh. For more information visit: initiatives.marin.edu/ztc

**Discussion: Hellen, Jadon**

Susan Rahman: not here to ask for money. This program is becoming streamline among schools. This is a student driven program since it is an equity issue. Open education resources that are free fulfill the same goal as textbooks. Some professors are behind this, some are not. Resolution was created by the College of Canyons. Suggests that ASCOM starts resolution. Requests decorations like bubble machines. Suggests making door signs to promote the program. Open Ed week will be held next Thursday, 10:45 to 2.

Laurel offers the bubble machine and button maker.

Hellen will contact Lahkvir about the bubble machine.

Kai recommends having posters about figures as to how much students spend on textbooks.

Fernando offers their help to create the door signs. Fitry will reach out to Dave Patterson to post about it.

Lahkvir: Thinking of having a film about the benefits of the program and want it to be displayed on the TV.

Jennifer will stay in contact with Ferch and Fitry.

Luca will look into the textbook resolution.

Liam will contact the College of Canyons for more information.

**Motion to Vote: Laurel, Gabby**

**10-0-0**

**PASSES**

* 1. Discussion/Action to amend February 1, 2019 minutes, item d (Discussion/Action Club Fest budget to be $500) to include reimburse MCCD, Sophia Totapudi’s P-Card, FOAP 11100-25451-45001-633000 from acct.# 4500.04, PR#11557 and Sadika’s P-Card, PR#11560.

**Discussion: Gabby, Jadon**

Hellen: for the pizza, used someone else’s card

**Motion to Vote: Gabby, Fernando**

**10-0-0**

**PASSES**

* 1. Discussion on the potential purchase of an ASCOM surveying tablet to collect student feedback and opinions. Presentation by Jadon Seitz.

**Discussion: Gabby, Jadon**

Jadon will be using Survey Money to create and conduct surveys.

Daon: It is a worthwhile investment for future boards. Will be using data to present to Board of Trustees. Amazon Fire Table is 45 dollars and case is 10 dollars. 55 in total. Thinking of purchasing one tablet for now. Will be used during events like the BBQ.

Jadon and Liam will be meeting with Jonathan and need hard numeric data that students have entered.

Kai suggests increasing the budget for tablets by 200 dollars.

Liam gives the floor to the Daniel.

Daniel: Do you think you have misappropriated the distribution of funds?

Daniel and Kai will discuss this after the meeting.

Liam: The Senator of Technology will take care of this.

* 1. Discussion on ASCOM stipend log book. Presentation by Laurel Halvorson and Andrea Thach.

**Discussion: Gabby, Jadon**

Andrea collected the logs.

Kai is interested in how the data will be evaluated. Suggests classifying and specifying the work activity. Offers his help.

Laurel asks to track everything related to ASCOM.

Andrea: ASCOM meetings and office hours don’t count.

Board agrees to continue tracking their hours.

* 1. Discussion on Club Fest Debrief. Presentation by Hellen Sigaran.

**Discussion: Gabby, Laurel**

Hellen: Strengths: having the precedent event as reference, working with different members of ASCOM, event was prepared early on, volunteers, event checklists. Highlights: collaborating with community members, campus involvement, snapchat geofilter, bubble machine, photo booth. Had compilations with the pizza, will expand on food choices. Recommends checking with the delivery time of the pizza. Improved with communication. Turnout: 440-450 people roughly. Last spring semester had 150 person per day. Had approximately 500 last semester.

Laurel suggests creating a holder for and recommends using sandbags and stakes. Suggests creating a write up for reference for next Club Fest.

Liam request Hellen to email the write up to the board.

Laim: The earlier you start planning it, the better the outcome.

1. Standing Business (Actions May Be Taken)
	1. Officer Reports:
		1. PRESIDENT REPORT: Planning to run the Ask Me table. Meeting with Jonathan and getting support from the administrations. Assigned names to the agenda item to make it clearer. Working on the final touches of the Constitution. Personally, have been reading about how to increase productivity. The smaller the board is, the more focus it can become. Thinking of shrinking the roles. Will be talking about more in the next couple of weeks and possibly put it into the Constitution.
		2. VICE PRESIDENT REPORT: Brought up the idea of having campus involvement in orientations like clubs for new students to navigate the campus life better. Thinking of creating a welcome center. Went to a classroom with Tea to talk about programs and events. Encourages other members to take these kinds of opportunities.
		3. STUDENT TRUSTEE REPORT: Formulating a plan to Vice President Eldridge. Trying to work around his schedule. Researching about the tablets for surveying. Board of Trustees will be on March
		4. SECRETARY REPORT: Sent an email with proposal forms attached. Thanks Liam for his suggestion of stating names for each agenda item. Hopes to be more aware of due dates to give the members enough time to review the agenda and minutes.
		5. TREASURER REPORT: Kai asks to be cc’ed for emails about receipts. Emphasizes to be conscious about the budget.
		6. SENATOR – TECHNOLOGY:
		7. SENATORS (2) – STUDENT ACTIVITIES & SERVICES: Working with Event leads for Women’s History Event and Let’s Get Fiscal. Encourages to keep updating and keep up with the communication and turn everything on time.
		8. SENATORS (2) - PUBLIC RELATIONS & MARKETING: Women’s History posters are out.
		9. STATE STUDENT SENATE REPRESENTATIVE REPORT: Had first meeting with the SSCCC. March 22nd - Young Invincible event about technical education. Will be talking about how funds are going to the students. Everyone who attend will have the 20 dollar and free food and drink. General assembly registration is due 21st. Next meeting Luca will be fully presenting more.
		10. ESCOM REPRESENTATIVE REPORT: Coffee event next Friday 11-12.
		11. ASCOM ADVISORS REPORT: Sadika: Kudos to the upcoming event leads. Wants members to think about the standards set of the board and be mindful of listening. Talking over each other is counterintuitive of the board. Keep Robert’s Rules of Order in mind. Need receipts for the event and CC Kai. Take pictures and send it to Sadika and Kai. Procurement card receipts are also needed. Keep track of the election timeline. 6th, 7th and 8th is the orientation meetings.
		12. Committee Reports:
		13. COLLEGE COUNCIL REPORT: March 7th is the next meeting
		14. GOVERNANCE REVIEW COUNCIL: March 6th is the next meeting
		15. PLANNING AND RESOURCE ALLOCATION COMMITTEE:
		16. EDUCATIONAL PLANNING COMMITTEE:
		17. FACILITIES PLANNING COMMITTEE:
		18. INSTRUCTIONAL EQUIPMENT COMMITTEE:
		19. PROFESSIONAL LEARNING COMMITTEE:
		20. GUIDANCE, RESOURCES, INTEGRATION, TRANSFORMATION COMMITTEE:
		21. TECHNOLOGY PLANNING COMMITTEE: Brandon: decided to keep the masterplan concise. Last year, it was 80 pages long. Will talk to Ashley about having ASCOM as a tool to evaluate what students need.
		22. INCLUSION, DIVERSITY, EQUALITY, AND ACTION COMMITTEE: IDEA has now a spotlight to inform about diversity and equity and features students. Spread the word.
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.*

Jadon asks for the update about the flags. No one has found it.

Fitry: We picked the film up. Asks to spread the word. Posted the volunteer sheet.

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Amina requests permission to send link to people interested in volunteering. Fitry accepts.

1. Adjournment: 2:45 pm (Fitry, Jadon)

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**ASCOM President ASCOM Advisor**