 **Student Services Building, Room 241**

**College of Marin-Kentfield Campus**

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

**Regular Meeting MINUTES**

**April 19, 2019**

1. Order of Business
   1. Call to Order: 1:33 pm
   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.  **LUCA CITROEN (voted in 2/1/18) – Proxy = Laurel** |  | 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

MEMBERS OF THE GENERAL PUBLIC:

* 1. Adoption of the Agenda (Fernando, Gabby)
  2. Approval of the Minutes (Gabby, Hellen)

* 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 persons who did not reserve an agenda item.***

1. New Business (Actions May Be Taken)
   1. Discussion/Action to approve funding of $30.00 acct.#4500.04, PR#11661, and officially endorse the Police BBQ. Item requested by Fernando.

**Discussion: Laurel, Gabby**

Office Stewart: We have been doing this in the past years, handing out free hamburgers and hotdogs.

Fitry: We’re buying balloons and other decorations.

Hellen: thinking of playing games with the cops like corn hole.

Fitry: putting yoga mats and having it on the SS lawn to build bridges with the officers.

**Motion to vote: Hellen, Gabby**

**10-0-0**

* 1. Discussion/Action to pay MCCD Reprographics/College Services for printing/copying in the amount of $138.90 for February 2019 and $77.68 for March 2019 printing (total = $216.58) from acct.#5820.01, PR# 11654. Item requested by Sadika.

**Discussion: Fernando, Gabby**

Liam: paying for printing and marketing services.

**Motion to vote: Gabby, Hellen**

**10-0-0**

* 1. Discussion/Action to amend March 29, 2019 minutes, item” f” *Discussion/Action NTE $500.00 for ASCOM election 2019 campaigning material for candidate reimbursements from acct.#5820.01, PRs to follow* to include candidate reimbursement from acct.# 4500.01, PR#11655 and 11656. Item requested by Sadika.

**Discussion: Laurel, Gabby**

Liam: Amending this item

**Motion to vote: Laurel, Gabby**

**10-0-0**

* 1. Discussion/Action NTE $400.00 for ASCOM transition lunch on May 3, 2019 from acct.#4500.04 to reimburse Sadika’s P-Card, PR#11657. Item requested by Sadika.

**Discussion: Laurel, Hellen**

Sadika: the incoming board will be having lunch and observe a meeting with the current board members during the ASCOM meeting. Come early on that day.

**Motion to vote: Gabby, Hellen**

**10-0-0**

* 1. Discussion/Action to amend March 8, 2019 minutes, item “c” *NTE $3,000.00 from Rep. Fee acct.#5200.10 (travel/conference) for General Assembly. Discussion on budget, dates, and attendance by Luca Citroen* to include Reimburse mileage, toll, and meals, PR#11604, 11605, 11606, 11607, 11658, 11659, 11660. Item requested by Sadika.

**Discussion: Jadon, Fitry**

Liam: Not changing the amount of money and adding PRs

**Motion to vote: Jadon, Gabby**

**10-0-0**

* 1. Discussion/Action to approve NTE $4,500.00 for commencement student reception acct.#4500.06, PR#11662. Catering will be provided by Fresh and Natural. Item requested by Sadika.

**Discussion: Hellen, Gabby**

Reception following the commencement. ASCOM has been funding this and will be congratulating

**Motion to vote: Jadon, Gabby**

**10-0-0**

* 1. Discussion on Election Results. Item requested by Sadika.

**Discussion: Gabby, Hellen**

Sadika: Great election. All the candidates received the letter. They have until today to decline the position

Hellen – President

Fernando – VP

Gabby – Student Trustee

Bertha - Secretary

Kai - Senator of Technology

Amina and Harpreet - Senator of SA&S

Addis - Senator of PR & Marketing

Luca - State Student Senate Rep.

Sadika: Treasurer position is still vacant and the Senator of PR & Marketing. The election packet is still up. The Constitution had concerns and will be having a revote and Ferch made a poster regarding this. Liam and I met with the individuals who brought up this concern. If you have any issues, share concerns with the office before sharing it with different groups so that we can hone it. April 29th to May 2nd is the new voting period for the Constitution. Those who have opted out of the College of Marin emails cannot get the link. Come see Sadika and enrollment services to get emails. Review the election packet and ask questions.

1. Standing Business (Actions May Be Taken)
   1. Officer Reports:
      1. PRESIDENT REPORT: Liam: I want to formally congratulate the incoming board. I love you guys. You are going to do great. Email Liam about transition binders.
      2. VICE PRESIDENT REPORT: Hellen: Working on the ICC website. May 14th will be meeting with people in charge of the websites and IT department with setting up the club rosters. Thank you to those attending club events.
      3. STUDENT TRUSTEE REPORT: Jadon: Dr. Coon signed another contract to stay for another 3 years. We received an anonymous donation of 6 million dollars to build a dive pool.
      4. SECRETARY REPORT: Gabby: We have been a little loose on starting our meeting on time so it would be great if we all ended this year strong and keep that in mind.
      5. TREASURER REPORT: No report
      6. SENATOR – TECHNOLOGY: Jadon and I will be starting the surveys soon about the Math department. It would be a good idea to have surveys go out in the science class to diversify and get a strong consensus on the Math department. We got 4 dogs for therapy dog day. Got a huge donation from Yerba Matte and gift bags.
      7. SENATORS (2) – STUDENT ACTIVITIES & SERVICES: Next week is earth week, our last blowout event. Hoping to get as much help from the board. Will send an Excel sheet. Please go sign up. We need help everyday. Biggest day is Wednesday and Thursday. If you help with clean up, you need to return a cart to library

Andrea: We sent information a week ago. We are starting on Week 4 checklist.

* + 1. SENATORS (2) - PUBLIC RELATIONS & MARKETING: Fernando: A new poster for the Constitution is out. Planning on putting the poster on TV
    2. Fitry: Emailed chief to have our sticker for sponsoring their event. Helping out with College Success Saturday.
    3. STATE STUDENT SENATE REPRESENTATIVE REPORT:
    4. ESCOM REPRESENTATIVE REPORT:
    5. ASCOM ADVISORS REPORT: Sadika: CC Tea and Sadika when emailing Liam about transition binders. Microphone and receipt book arrived today. What’s time frame for finals week?
    6. Andrea: 9-1. We’re having Therapy Dogs from 9-2
    7. Committee Reports:
    8. COLLEGE COUNCIL REPORT: no report
    9. GOVERNANCE REVIEW COUNCIL: no report
    10. PLANNING AND RESOURCE ALLOCATION COMMITTEE: vacant
    11. EDUCATIONAL PLANNING COMMITTEE: no report
    12. FACILITIES PLANNING COMMITTEE: no report
    13. INSTRUCTIONAL EQUIPMENT COMMITTEE: vacant
    14. PROFESSIONAL LEARNING COMMITTEE: no report
    15. GUIDANCE, RESOURCES, INTEGRATION, TRANSFORMATION COMMITTEE : vacant
    16. TECHNOLOGY PLANNING COMMITTEE: Brandon: The committee met three weeks ago. We organized who to contact to make a technology plan. In contact with PIER. Asked to work with ASCOM to make a list concerning technology (abstract and broad list).
    17. INCLUSION, DIVERSITY, EQUALITY, AND ACTION COMMITTEE: Hellen: Planning the Equity summit. We spoke with Dr Coon. Thinking of having it on flex week for students to share their experiences. Still brainstorming. Need someone else for the newsletter. Contact Hellen if interested.

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.*

Laurel: We should email transition binders but you said they should be physical?

Liam: Definitely want an online copy to keep in the drive. It would be great to have a physical copy. We will have to pass the binder to the next board. So both, preferably. Highly recommend to be printed out on May 10th.

Sadika has spare binders.

Andrea: Do we want to include previous binders?

Liam: It is your choice.

Laurel: If they’re redundant, then no.

Liam: When will the survey ready?

Jadon: Need approval from Jonathan Eldridge. Will be sending it to him over the weekend.

Jadon: Fitry and I, on behalf, on MAPS will be holding an event called Red Cross Day. Lisa from Health Services will be teaching first aid and CPR on Wednesday, May 8th 1-2 pm.

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Sadika requests for the transition binders to be done by May 3rd.

Andrea asks if it is possible to have provisional binders at that time.

Sadika: Yes. Tea will not be here on May 10th. We want both advisors here.

Liam: Previous members made a provisional binder but did not finish them. Highly recommend them to be finished.

Andrea: It’s just that will be working on events.

Laurel: They might be provisional but I promise they will be good.

1. Adjournment: 2:05 (Hellen, Gabby)

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**ASCOM President ASCOM Advisor**