



**Student Services Building, Room 241**  
**College of Marin-Kentfield Campus**  
**835 College Ave, Kentfield, CA 94904**  
**Regular Meeting MINUTES**  
**August 24, 2018**

I. Order of Business

- a. Call to Order: 8:02am
- b. Roll Call

| OFFICERS  | PRESENT         | ABSENT |
|---|-----------------|--------|
| PRESIDENT<br><b>LIAM CAMPBELL</b>   | x               |        |
| VICE PRESIDENT x<br><b>HELLEN SIGARAN</b>   | x               |        |
| STUDENT TRUSTEE x<br><b>JADON SEITZ (voted in on 6-14-18)</b>                           | Tardy<br>8:17am |        |
| SECRETARY<br><b>VACANT</b>  |                 |        |
| TREASURER<br><b>KAI KONISHI GRAY x</b>  | Tardy<br>8:27am |        |
| SENATOR – TECHNOLOGY<br><b>PAULA SULLIVAN x</b>   | x               |        |
| SENATOR - STUDENT ACTIVITIES & SERVICES<br><b>ANDREA THACH x</b>                        | x               |        |
| SENATOR - STUDENT ACTIVITIES & SERVICES<br><b>LAUREL HALVORSON x</b><br>Proxy=Andrea    | x               |        |
| SENATOR – PUBLIC RELATIONS & MARKETING<br><b>FERNANDO SANCHEZ (voted in 6/14/18) x</b>  | x               |        |
| SENATOR – PUBLIC RELATIONS & MARKETING<br><b>FITRY RAHMADIANTY (voted in 6/14/18) x</b> | x               |        |
| STATE STUDENT SENATE REP.<br><b>LAURIE PENNISI x</b>                                    | x               |        |
| ESCOM REPRESENTATIVE<br><b>VACANT (NON-VOTING MEMBER)</b>                               |                 |        |

ASCOM ADVISOR: SADIKA SULAIMAN HARA and TEA PERALAS  
 AUXILIARY MEMBERS:

MEMBERS OF THE GENERAL PUBLIC: Gabby Hojilla, Lisa Morse, elle dimopolous, Susan Rahman, Kevin, Lakhvar Singh, Cayri Chan, Blanca Lopez, Liam Chu.

Liam: [liamzhu224@gmail.com](mailto:liamzhu224@gmail.com) (Volunteer - 12:45-1:30 Road KTD) – Send IDEA and Grit Info.

Gabby: [gabbyhojilla14@gmail.com](mailto:gabbyhojilla14@gmail.com) (Volunteer – 11:30-1:30 Road KTD) - email for meeting next week

Cayri: [cayrichan@gmail.com](mailto:cayrichan@gmail.com)

Blanca: [blancalopeztizol@gmail.com](mailto:blancalopeztizol@gmail.com)

c. Adoption of the Agenda

**Paula, Fernando**

d. Approval of the Minutes

**Fernando, Paula**

e. Public Comment

- i. *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)*

Gabby Hojilla – a student at COM since she was a Junior in HS. Interested in secretary position. Believes ASCOM are those who volunteer and do good for others. Volunteered at Marin General and provided customer service – organized, can type fast, wants to contribute her ideas. Loves learning and helping others and believes this position to do that. Wants to encourage scholastic success and make them enthusiastic about COM. Kevin – from the financial side it would be helpful to review last years funded items.

I. New Business (Actions May Be Taken)

- a. Discussion/Action to approve the Funding Proposal from the Students 4 Social Justice club, \$6,099.00 to attend the Media Freedom Summit 2.0: Critical Media Literacy for Social Justice Friday, October 26<sup>th</sup>-27<sup>th</sup>. BT from “Intrafund Transfer to Clubs” acct#7200.99 into their club acct#9575.55. pr not required.

President for Students 4 Social Justice: Panel of speakers who will come and give their insight and students will present on different issues. Susan Rahman: Opportunity for doing grassroots journalism. A way to get published and ownership in newsworthy journalism/information. Free event for students and other professors will be sending their students. Panels, art as activism, speaking about fake news, validating news. Supports the College SLOs. Media does a disservice to us. Went to Sonoma State event – journalist, students, activist, and community. Have professors, students, and her class presenting. Elle Dimopolous: not only are students able to present, but they are also co-creating this opportunity as well as the COM to raise its profile. Good networking opportunity.

**Discussion: Hellen**

Hellen: is ASCOM the first place? And how many people? What are you serving

Susan: Overall cost is 12,000. Went to faculty senate and is doing fundraising as well. Hoping to have 100-200 from community and then students from COM. Breakfast, snacks, evening appetizers. Lunch will be on their own.

Fernando: can ASCOM logo be added on advertisement?

Susan: of course. All sponsors will be in publicity. KPFA will also be doing advertising.

**Motion to Vote: Fernando, Paula**

**8 – 0 – 0**

**PASSES**

- b. Discussion/Action to approve Funding Proposal from the Drama Club, \$6,000.00 to support their production season, BT from acct#7200.99 into their club acct#9575.22, pr not required.

**Discussion: Hellen, Jadon**

Lisa Morse: Our budget does not meet our expenses. When we produce 4 shows it costs about 85K. Budget is 41K. Revenue is about 20K for 4 shows and so there is a shortfall to create all shows. Run campaigns to raise money. Average donation is \$50. Provided booklet to thank ASCOM and also information and pictures that display Romeo and Juliet, data, supporting funders. ASCOM is included in all promotional materials that are funded. Ask today is specifically for Drama. Any given season 70-100 students who are involved in each show. Audience total is on average 7K (average based on 3 years). Sets, props, costumes are what is funded with ASCOM money. Preparing students to be ready for their professional world. Giving students the tools to be successful. Rely on the support on ASCOM and other organizations.

Jadon: when you say 7K for audience, is it for all three years?

Lisa: All three years. Drama club has transitioned to Performing Media Arts Club and usually do fundraising, but last year was a transition year.

Fernando: If we do not fully fund the complete amount? How would you accomplish the goal for all shows?

Lisa: I would have to look for more grants with Advancement office. Starting a campaign in Jim Dunns memory to raise more money. Reaching out in other ways, I would have to look.

Jadon: will the Drama Dept. be another Romeo and Juliet play? What shows are being funded this year? Can costumes be reused?

Lisa: no, likely a Shakespeare piece/Italian Renaissance. Nun Crackers, the River Bride, third show and the Skin of our Teeth – hope to have high school students come and see. Costumes can be reused – nothing is thrown out.

Liam: who makes the costumes and stage?

Lisa: Dave White and contractors for costumes. Hire designer because we do not have any FTE faculty who can do this. We have a target to raise 540K – not sure if we will raise it.

Hellen: When is the next show?

Lisa: Runs for 8 weeks – same as fall classes.

**Motion to Vote:**

**Hellen**

**9-0-0**

**PASSES**

- c. Discussion/Action to recognize the new Foreign Culture & Language Club and award them \$100.00 seed money. BT \$100.00 from 7200.99 into new club account to be assigned by Fiscal Services, pr not required.

**Discussion: Hellen**

Gabby: want to make it a safe place for ESL learnings to learn the language.

**Motion to Vote: Jadon**

**7-0-2**

**PASSES**

- d. Discussion/Action NTE \$800.00 from acct. 4500.04 (event supplies) for pizza for Road to Success event for KTD, August 29<sup>th</sup> and IVC on August 30<sup>th</sup>, pr's to follow.

**Motion to Vote: Jadon, Hellen**

**7-0-2**

**PASSES**

- e. Discussion/Action NTE \$700.00 for food and supplies for ASCOM Kick-Off BBQ on August 27<sup>th</sup> from acct. 4500.04 (event supplies), pr#11429, reimburse MCCD, Sadika's Calcard. Sign-up for shifts for BBQ.

**Motion to Discuss: Fernando, Jadon**

**Motion to Vote: Hellen, Andrea**

**9-0-0**

**PASSES**

**Volunteer Schedule/Shifts:**

Jadon – 11am-1pm (grill)  
Fitry – 8am (boil corn)  
Kai – 11am-12:30  
Fernando – 10-11 and 1-2  
Paula – 10-11  
Helen – 11:30-1  
Cayri – 12:45 – 1:30  
Liam – 12:35 – 1:30  
Blanca – 12:45-1:30  
Gabby – 10am – 1:30pm

f. Discussion/Action NTE \$300.00 from acct. 4500.04 (supplies) for ICC kick-off meeting, pr's to follow.

**Motion to Discuss: Hellen**

Hellen: wants to welcome folks with food. Bagels or stuff like that. Likely to be less, but want to have the amount available.

Fitry: an FYI to Gabby, ASCOM board members cannot hope exec positions in a club

**Motion to Vote: Jadon, Fernando**

**8-0-1**

**PASSES**

g. Discussion/Action to approve \$210.00 for Spring 2018 ASCOM Parking Permits, acct#4500.31, pr#11423. FY 2017/2018.

**Motion to Vote: Hellen, Fernando**

**9-0-0**

**PASSES**

h. Discussion/Action to vote on Weekly Community Day.

**Motion to Discuss: Paula, Hellen**

Andrea: when we did the retreat. This was one of the events. This was the lawn/coffee/food truck day.

Kai: when?

Andrea: this would start next week. Laurel and Andrea be the lead. Will likely be Monday/Thursdays

Fernando: Will we need a poster?

Andrea: Yes. One for the semester and will provide the dates to Fitry and Fernando.

**Motion to Vote: Hellen, Jadon**

**9-0-0**

**PASSES**

i. Discussion on ASCOM forms, presented by Vickie. **ADD TO NEXT AGENDA**

j. Discussion/Action to list the local charities that ASCOM will donate \$1,000.00 to. This funding is donated to ASCOM each year from Fresh and Natural/Cafe. Last year ASCOM donated to: Marin Food Bank \$250.00, Ritter Center \$500.00, Open the World-Bay Area Community Resources \$250.00. pr's not required.  
**ADD TO NEXT MEETING AGENDA**

**Motion to Discuss: Kai, Paula**

Liam: does anyone have charities in mind? Do we want to put this on the next agenda and everyone bring charities?

Motion to Table: Fernando, Jadon

**Motion to Vote: Fernando, Jadon**

**9-0-0**

**PASSES**

- k. Discussion/Action to BT \$310.00 from 5200 travel conference, into 4500.04, this is to cover ASCOM's last meeting expenses, Sol Food & Woodlands Market & Final Giveaways/Get ready to graduate event, pr not required. FY 2017-2018.

**Motion to Vote: Fernando, Hellen**

**9-0-0**

**PASSES**

- l. Discussion/Action to amend 6-14-18 Minutes, action item O, to use acct#5820.01 Printing, not 5820.02 Printing Science Center. This is for ASCOM poster printing fees.

**Motion to Vote: Fernando, Jadon**

**9-0-0**

**PASSES**

- m. Discussion/Action to amend 6-14-18 Minutes, action item E, to approve NTE \$2,000.00 for the Embassy Suites room and meals, supplies. A portion of this expense, rooms and meals, was put on Sadika's Calcard, reimburse MCCD, pr#11421, \$300.00 down payment and \$1678.36, pr#11428, balance due, acct#5200. Another expense NTE \$26.00 was for supplies, Staples, pr# 11427, acct#4500.07.

**Motion to Vote: Hellen, Fitry**

**9-0-0**

**PASSES**

- n. Discussion/Action to amend 6-14-18 Minutes, action item I, to approve funding to Fresh and Natural, acct#4500.04, for Finals Giveaway event, pr#11424 for coffee (not Amy Diaz).

**Motion to Vote: Hellen, Fitry**

**9-0-0**

**PASSES**

- o. Discussion/Action to amend ASCOM Minutes Item A, to add: approve \$4,000.00, pr#11425, for Summer Bridge Program, from acct#7300.11 into Outreach and Community Partners, FOAP#12600-24201-45001-645000 FY 2017-2018.

**Motion to Discuss: Fitry, Paula**

Sadika: this was an amount that was passed last semester, however, was not transferred. This is to approve the transfer.

**Motion to Vote: Hellen, Jadon**

**9-0-0**

**PASSES**

II. Standing Business (Actions May Be Taken)

a. Officer Reports:

- i. PRESIDENT REPORT: No Report
- ii. VICE PRESIDENT REPORT: No Report
- iii. STUDENT TRUSTEE REPORT:

Went to first BOT meeting, which Liam also attended. Delivered a presentation and report about ASCOM retreat and goals for the year. Very productive. VP Nelson not present to provide presentation about fall budget. Meeting was short and great. I am looking forward to working with the Board of Trustees

iv. SECRETARY REPORT: Vacant

v. TREASURER REPORT: No Report

vi. SENATOR – TECHNOLOGY: Eventful week of school. Nice getting the word out about Instagram. I am glad we are all so happy about it. Discussed with Liam about what to put out to introduce ASCOM board to COM – photo portraits, interviews, etc.

vii. SENATORS (2) – STUDENT ACTIVITIES & SERVICES:

Andrea: an update about choose your major event. Alex Jones will be collaborating on this event and will be reaching out to CTE programs to collaborate. They may do it independently after this year. Will be sending out an item to each board member to get signups for reps for the majors.

viii. SENATORS (2) - PUBLIC RELATIONS & MARKETING:

Fitry: finished Kick Off BBQ Poster, Fall Events calendar is done. Still working on additional posters.

ix. STATE STUDENT SENATE REPRESENTATIVE REPORT:

x. ESCOM REPRESENTATIVE REPORT:

xi. ASCOM ADVISORS REPORT: need office hours.

b. Committee Reports:

i. COLLEGE COUNCIL REPORT

ii. PLANNING AND RESOURCE ALLOCATION COMMITTEE

iii. EDUCATIONAL PLANNING COMMITTEE

iv. FACILITIES PLANNING COMMITTEE

v. INSTRUCTIONAL EQUIPMENT COMMITTEE

vi. PROFESSIONAL DEVELOPMENT COMMITTEE

vii. GUIDANCE, RESOURCES, INTEGRATION, TRANSFORMATION COMMITTEE

viii. TECHNOLOGY PLANNING COMMITTEE

IV. 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 total time will not be extended.*

Fitry: does the meeting count towards the hours in constitution?

Sadika: Yes

Andrea: will be assigning leads for programs for in the next meeting.

I. Public Comment

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Sadika: give Tea and I your office hours

II. Adjournment: 9:19am

**Motion: Paula, Fernando**

**ASCOM President:** \_\_\_\_\_ **ASCOM Advisor:** \_\_\_\_\_