



**Student Services Building, Room 241**  
**College of Marin-Kentfield Campus**  
**835 College Ave, Kentfield, CA 94904**  
**Regular Meeting MINUTES**  
**August 31, 2018**

I. Order of Business

- a. Call to Order: 8:08am
- b. Roll Call

OFFICERS	PRESENT	ABSENT
PRESIDENT <b>LIAM CAMPBELL</b>	X	
VICE PRESIDENT <b>HELLEN SIGARAN</b>	X	
STUDENT TRUSTEE <b>JADON SEITZ (voted in on 6-14-18)</b>	Tardy 8:25	
SECRETARY <b>VACANT</b>		
TREASURER <b>KAI KONISHI GRAY</b>	X	
SENATOR – TECHNOLOGY <b>PAULA SULLIVAN</b>	X	
SENATOR - STUDENT ACTIVITIES & SERVICES <b>ANDREA THACH</b>	X	
SENATOR - STUDENT ACTIVITIES & SERVICES <b>LAUREL HALVORSON</b>	X	
SENATOR – PUBLIC RELATIONS & MARKETING <b>FERNANDO SANCHEZ (voted in 6/14/18)</b>	X	
SENATOR – PUBLIC RELATIONS & MARKETING <b>FITRY RAHMADIANTY (voted in 6/14/18)</b>	X	
STATE STUDENT SENATE REP. <b>LAURIE PENNISI – Proxy = Hellen</b>		X
ESCOM REPRESENTATIVE <b>VACANT (NON-VOTING MEMBER)</b>		

ASCOM ADVISOR: SADIKA SULAIMAN HARA  
 AUXILIARY MEMBERS:

MEMBERS OF THE GENERAL PUBLIC: Cayri Chan, Liam Zhu, Thomas Boatright,

Amina Nakhuda ([amina30nakhuda@gmail.com](mailto:amina30nakhuda@gmail.com)),  
Juan Miguel Hojilla ([jhojilla@mycom.marin.edu](mailto:jhojilla@mycom.marin.edu) )

c. Adoption of the Agenda: **Hellen, Fitry**

d. Approval of the Minutes: **Paula, Andrea**

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)*

I. New Business (Actions May Be Taken)

a. Discussion/Action voting in Gabby Hojilla as ASCOM Secretary

**Motion to Vote: Hellen, Laurel**

**9-0-0**

**PASSES**

b. Discussion/Action to approve NTE \$600.00 from acct#4500.01 (office supplies) for ASCOM office supplies, Staples, pr#11433.

**Discussion: Hellen, Laurel**

Liam: So this is office supplies?

Andrea: Yeah.

Liam: Art sponges, colored ink, Sharpie assist pens, scotch tape, scissors, sticky notes, tinfoil, phot paper, colored paper, tag maker, Febreze and Lysol

Laurel: I get sick around Febreze. We could get Potpourri.

Liam: But it's going to same amount?

**Motion to Vote: Hellen, Paula**

**9-0-0**

**PASSES**

c. Discussion/Action to list the local charities/address 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.

**Discussion: Andrea, Fernando**

Laurel: The Sierra Club is a grass roots group. They do donations, environmental campaigns. Make sure that communities are sustainable. They do a lot. They're top 3 of all the environmental organizations.

Andrea: First one, Canal Alliance, services include legal consultations, education, ESL classes, pantries, emotional health support, pregnancy support. Second one, Draw Bridge. They go to shelters and low incoming housing, transitional housing. It's an art program for kids to help them recover.

Fernando: Marin Humane is an adoption organization for cats and dogs. They use the money for food and to sponsor shelters, vaccine for pets. Most of them are vaccinated and I think this is great.

Laurel: This is for all animals?

Fernando: Yes.

Kai: SF Marin Food Bank. People donate food to them. Meals on Wheels provide medical care in the East Bay and everywhere else in Marin. They have a lunch time hour or they deliver food to people.

Liam: I was going to say the Marin Food Bank as well.

Hellen: We can do three charities as well.

Laurel: COM is striving for environmental achievement. We trying to put in a good environmental support.

Liam: Sierra Club – environmental organization. Canal Alliance – for immigrants. Draw Bridge – focus on helping people. Marin Humane Society – helping pets for adoption. SF Food Bank, Marin Food Bank, Meals on Wheels – provides food.

Fitry – We can do 4 for 250 each.

Liam: We all get three votes.

**Sierra Club – 3**

**Canal Alliance – 4**

**Draw Bridge – 2**

**Marin Food Bank – 6**

**SF Food Bank - 0**

**Meals on Wheels – 0**

**\$250 for each: Sierra Club, Canal Alliance, Draw Bridge, Marin Food Bank.**

**Sierra Club**

**2101 Webster St. Suite 1300**

**Oakland, Ca 94612**

**Canal Alliance**

**91 Larkspur St**

**San Rafael, Ca 94901**

**Draw Bridge**

**70 Skyview Terrace, Suite D**

**San Rafael, Ca 94903**

**SF Marin Food Bank**

**900 Pennsylvania Ave**

**San Francisco, Ca 94107**

**Motion to Vote: Hellen, Fitry**

**11-0-0**

**PASSES**

- d. Discussion/Action NTE \$900.00 for Club Fest on September 11 and 12, acct#4500.04 (event supplies), pr's to follow.

**Discussion: Fernando, Laurel**

Hellen: We're expecting a lots of new students for Club Fest.

Fernando: What are we using the money for? aside from the cotton candy?

Hellen: table cloths, makers, balloons

Jadon: Would you use all 900 dollars?

Hellen: No. Definitely not.

Laurel: Why should we approve money?

Hellen: I don't want to come back to the board. Just in case.

Kai: Ask donations from clubs.

Laurel: Clubs are trying to raise money, not give money. Quoted cost for the pizza?

Hellen: I'll speak to Vicky to that.

Sadika: It's good to have cushion.

Hellen: Thinking of having shifts and tutorials. If anyone is interested, we got to be prepare.

Andrea: Where are we getting pizza?

Hellen: Mountain Mike's because of vegan choices.

**Motion to Vote: Andrea, Fernando**

**10-1-0**

**PASSES**

- e. Discussion/Action assigning leads for fall semester events

**Discussion: Paula, Andrea**

Laurel: We made a sign up sheet. Does anyone have a position in mind?

Fernando: I want to be the leader.

Liam: Becoming the lead of an event, the responsibility will be on you.

Andrea: Leaders will be doing the activities form, assigning shifts, organizing the event

Paula: Can we assign two people as leaders?

Liam: Several people could help but there needs to have one lead.

Laurel: I'm going to be the lead of recycle day.

Kai: I'll do the "hot cocoa day."

Liam: "Choose your major day" for me. What are the dates?

Andrea: Thursday.

Hellen: Is "dog day" close to finals week?

Fitry: 5 days until finals.

Laurel: "Hot cocoa" and "therapy dogs" are on dead week.

Laurel: Laurie is on IVC a lot. We'll send an excel sheet.

Sadika: Who is communicating with Fernando and Fitry? And we need an outline who's leading an event.

Fitry: Yes, we need specific deadlines.

Hellen: The proposal form has it?

Andrea: No.

Fitry: Let's post posters two weeks before the event

- f. Discussion/Action last meeting of fall semester

**Discussion: Jadon, Fitry**

Sadika: The last meeting would be on the 7<sup>th</sup>. Is that okay?

All: Yes.

- g. Discussion on Emotional Intelligence in ASCOM

**Discussion: Fitry, Paula**

Liam: I want to talk about emotional intelligence on the board. It's important to pay attention to moods. Think about the next week on school. Anything to avoid? Anything anxious? Worried about next week?

Sadika: Members of the public can do this too?

Liam: Yes. Then focus on something you're eager to do. Jot a few notes down feelings that go along with each anticipation. What are you worried about? What are you looking forward to? Try to note why you feel as you do. Is it more possible to look forward to the good things? If you make a habit about this, you can adapt your perspective to change.

Kai: Can we share this?

Liam: Yes.

Jadon: I'm anxious, but I'm also excited about the things about to come.

Kai: Last day to register is September 9<sup>th</sup>?

Fitry: Yes.

Kai: Anxious: Did I take the right classes? I'm excited about labor day.

Liam: Anxious about going to Boston next week, balancing school. Looking forward to the event. Focusing on that will make me less anxious.

Laurel: I have a meeting with a counselor on Wednesday. Worried about what he's going to say. Moving tomorrow. Love change so excited for that.

Amina: First year of college. Excited about labor day weekend.

Thomas: Excited with classes and learning.

Liam Zhu: I have the three quizzes but excited about getting to learn.

Liam: Focus on looking forward.

h. Discussion of Planning of Choose Your Major Event

**Discussion: Hellen, Fernando**

Andrea: You should start receiving email templates. Did you receive that? I'll try to send it again because we need volunteers and tables. The event is coming in three weeks.

Liam: Each table is a major and reach out to friends to represent the table.

Laurel: Faculty members too.

Hellen: Is it Thursday until 11?

Andrea: Yes. Do you know if there's a way to send the emails?

Fernando: Make it a CC.

Andrea: Look at the schedule and look who's available during this time.

Laurel: Use the office hours.

Hellen: We could email the head of the department.

Andrea: I emailed the CTE department head

Fernando: I can do the English department.

Sadika: I recommend Laurel's idea of talking to someone and explaining what it is. I can give Andrea the list of the chairs and ask them to send it to their faculty. You might not get responses back.

Laurel: They could recommend a student to represent who's invested in their major.

Andrea: I need to get your availability.

Fernando: I can represent Computer Science 11 to 1

Kai: Can't do Thursday.

Laurel: Environmental Science.

Hellen: I'm going to be there for Computer Engineering

Jadon: Not sure if I can. I'll reply to the email.

Liam: I want to do Business Administration.

## II. Standing Business (Actions May Be Taken)

### a. Officer Reports:

i. PRESIDENT REPORT: I met with Dr. Coon, President of the school. Went over our smart goals and overall goals, what you're doing. PR and social meetings. He wants to come in our meeting this September. I'll figure out the time he'll come in.

ii. VICE PRESIDENT REPORT: We talked about goals, social media to promote clubs. Club Fest so far so good. I'm missing for a Vice President and Secretary for ICC. It's a government for clubs. I need someone to type and send emails. Still looking for people.

Liam: If I'm interested in doing that, can I still be in a club?

Hellen: I'll check that.

iii. STUDENT TRUSTEE REPORT: No report

iv. SECRETARY REPORT: No report

v. TREASURER REPORT: No report

vi. SENATOR – TECHNOLOGY: I sent out the surveys. Lacking people for introductory interviews. Liam, Ferch (Fernando) and I did that yesterday. The questions are pretty broad. Make it more interpersonal, more genuine. I'm sending out an email to members. I'm putting space room for you guys to talk. Introduce yourself, goals are, what you're passionate about. In regards to the scheduling, I did send out a survey about times and dates. There's a conflict of schedule. Need to change that. Ferch sent all the thumbnails for each month. It's set to go.

vii. SENATORS (2) – STUDENT ACTIVITIES & SERVICES: Done with the posters, social media poster. TV poster. We need flyers.

viii. SENATORS (2) - PUBLIC RELATIONS & MARKETING: No report

ix. STATE STUDENT SENATE REPRESENTATIVE REPORT

x. ESCOM REPRESENTATIVE REPORT

xi. ASCOM ADVISORS REPORT: Tea: Shout out in props to the board and the volunteers. You all represented the board and the campus really well. We still need office hours. For the retreat survey, someone forgot to do the second link. One person for day 1 and two persons for day 2. Get agenda items to Gabby by 9 am Monday. We need members of the public names.

### 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.*

Hellen: The kick off BBQ was really great. People were nice and I think that was because of the music. I making a playlist.

Kai: Is there a possibility for music to be playing on certain days on campus?

Liam: Jam Club was playing music on Tuesday last year.

Kai: The Live Jam is pretty cool.

Hellen: I contacted the club. Not sure if they're still doing that.

Fernando: We need speakers for events.

Paula: We don't really use speakers not as much.

Liam: We can donate it to a club

Laurel: We need to organize this office and clean everything.

Fernando: Not a lot of people come during the weekends.

Kai: We can get drawers.

Laurel: We don't need anything. We just need to clean.

Hellen: There has been conflict among members about getting a couch.

Fernando: We need to add it to the agenda next week.

Laurel: Where would be put it?

Fernando: Get rid of the basketball court.

Liam: Send an email? Gabby will.

Gabby: Yes. I will.

Hellen: Make sure to sign up for club fest.

Paula: We could post office hours.

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II. Adjournment: 9:22 am

**Motion: Fernando, Laurel**

X \_\_\_\_\_

**ASCOM President**

X \_\_\_\_\_

**ASCOM Advisor**