 **Student Services Building, Room 241**

**College of Marin-Kentfield Campus**

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

**Regular Meeting AGENDA**

**September 18th, 2020**

**10:00 a.m.-11:30 a.m.**

1. Order of Business
   1. Call to Order: 10:03
   2. Roll Call

|  |  |  |
| --- | --- | --- |
| OFFICERS | PRESENT | ABSENT |
| PRESIDENT  **FERNANDO SANCHEZ LOPEZ Proxy - Bea** |  | EXCUSED |
| VICE PRESIDENT  **BERTHA CAZARES** | X |  |
| STUDENT TRUSTEE  **KHADIJA NAKHUDA** | X |  |
| SECRETARY  **TYLER SIMS** | X |  |
| TREASURER  **EVAN BOATRIGHT** | X |  |
| SENATOR – TECHNOLOGY  **OLIVER REYES** | X |  |
| SENATOR - STUDENT ACTIVITIES & SERVICES  **ANA CAMACHO** | X |  |
| SENATOR - STUDENT ACTIVITIES & SERVICES  **LUCIANO FARIA** | X |  |
| SENATOR – PUBLIC RELATIONS & MARKETING  **KATHERINE CHUANG** | X |  |
| SENATOR – PUBLIC RELATIONS & MARKETING  **FERNANDA DAVILA** | X |  |
| STATE STUDENT SENATE REP.  **RYAN NELSON Proxy- Luciano** |  | EXCUSED |
| ESCOM REPRESENTATIVE  **DENIZE SPRINGER (NON-VOTING MEMBER)** | X |  |

ASCOM ADVISOR: SADIKA SULAIMAN HARA AND TEA PERALES

AUXILIARY MEMBERS:

MEMBERS OF THE GENERAL PUBLIC:

* 1. Adoption of the Agenda

***Motion to Adopt***

***Luciano, Khadija***

***Passes 10-0-0***

* 1. Approval of the Minutes

***Motion to Approve***

***Katherine,Oliver***

***Passes 10-0-0***

* 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)
2. Standing Business (Actions May Be Taken)

**a.** Revisit item e from 9/11/2030 Meeting “Discussion/Action NTE $2,000 from Account #5820.01 (Publicity and Printing) for postcards with ASCOM events for all students. PRs to follow if approved. Presented by Katherine and Fernanda.”

***Luciano, Oliver***

Katherine- We are just going back to item e from our last meeting because we tabled it and me and Fernanda went back and reconsidered because we wondered how effective it would be if we did send this out. Since it costs so much we are worried about the effectiveness of it and we are thinking that we could just stick to emails for now.

Fernanda- When Tea gave us the numbers of attendance from we she did this we thought that it was not worth spending the money for this when we could do it

Katherine- Any questions

Evan- What were the stats of the events?

Fernanda- the first event had 15 and the rest had 5, so a lot of people didn’t come and we could use the 2000 dollars for other important events. We could just use emails blasts

Katherine- Khadija do you have something to ask?

Khadija- With the trustee event they mentioned that they sent out email blasts and they had about 28 people come to their meetings and I could talk to them about how they did it and all the details.

Denize- Where is the budget posted or how much of the budget is posted

Even- I don't think you have access to but it posed online. We are going to be transferring money into the account to use for this item if it is approved. And we are pretty much going to use all the money in that account,

Katherine- the cost was about 500 for the printing and around 1500 for the shipping

Denize- Oh I would say stay cautious because it is an election season a lot of junk mail coming out and you don’t have it getting caught up with the other mail

Ana- Yeah I think it's a good idea that would don't do it because for club fest we sent out emails and got good attendance.

***Luciano, Khadija***

***Not approved 0-10-0***

**b.** Discussion/Action to approve NTE $3,500 from acct.#7300.11 (MCCD) into acct.#5650.01 (Contracted Services – Service Agreements) for revised cost for closed captioning. Presentation by Sadika Sulaiman Hara.

Katherine, Luciano

Sadika- I am back with a new vendor who has a better rate. That is why I am coming back to give you an actual breakdown on the cost. The cost will be no more than 4200 which is in item c. This is increasing the original 700 asked for adding 3500 to that so we can do the cost for fall

***Luciano, Khadija***

***Passes Unanimously 10-0-0***

**c.** Discussion/Action to approve NTE $4,200 from acct. #5650.01 (Contracted Services) to pay closed captioning service for fall 2020 ASCOM meetings. PRs to follow. Presentation by Sadika Sulaiman Hara.

Tyler, Katherine

Sadika- The first one was the transfer and this one is to actually pay the vendor, We expect this to be less but we want to make sure we have enough money.

***Katherine, Luciano***

***Passes Unanimously 10-0-0***

**d.** Debrief Club Fest on September 16th. Presentation by Bea, ASCOM VP and Ana, ASCOM Senator of Activities and Services.

Bea- this week we had our annual club vest and we had clubs coming in and for the ones that did not come I have sent them the necessary information. Thank you everyone who came for support. I am very happy about that. I felt like we did a good job of creating a good atmosphere that was very welcoming and as people came in we had music playing. Something we could have done better is making sure that all clubs had proper presentations also ensuring that I filled out the SAA form in the dedicated timeline. I also wanted to have a better schedule for the clubs to approve. It would have been better to have the clubs meet at different times. I also talked to Tea about going IG live during the event so we can promote that as well and following up with the clubs to make sure that we get them everything we need and all the paper work.

Ana- I think you covered it all. Maybe we could have taken advantage of the chat section during the event

Khadija-I thought the event was really nice when I joined. The only thing that I had a comment about was that ferch sent out the invitation to the event. I had to ask for the link again because the ones that ferch had sent were not working and I got kinda confused about it So I would check to see if they all work.

Bea- Yes okay I will reach out to Ferch for that.

* 1. Officer Reports:
     1. PRESIDENT REPORT: Good morning everyone. I apologize for not being able to be here today. I am currently on a Mental Health First Aid training. This week I have a meeting with you all and we went over how you all were feeling for this part of the semester and what can we keep doing better. Besides that, I have also met with Sadika for our weekly check-in. I participated in the Money Management event from Umoja, introducing myself and also plugging in the different events of the semester. Micol, the assistant of the President, also asked me for the ASCOM Events for the College Council Minutes and they are also trying to get exposure to our events from their end, which is really helpful. Also, I worked with Ana and Luciano to make the event checklist visible for everyone to follow it, as well as for everyone to be more accountable with the different deadlines. I want to remind you of everyone’s responsibility on promoting the events, and similar to last week, one easy thing is for you to change your profile pic to the posters that we have, and when there is no poster of the event yet we can use the calendar of events. I sent it to our group chat and I hope to see you all using it. Please be on time for office hours, and also to be checking emails constantly. As always, please contact me in case you need anything. Happy weekend!
     2. VICE PRESIDENT REPORT:
     3. STUDENT TRUSTEE REPORT: I had my trustee me
     4. SECRETARY REPORT: This week all I had was my 1 on 1 with Ferch and that all I did.
     5. TREASURER REPORT: Met with Khadija to continue our preparation for the Alumni Transfer Panel met with Katherine and Fernanda to go over marketing the Alumni Transfer Panel. Continued to work on the scholarships. Had my weekly meeting with Sadika had my one on one with Fernando Had a meeting with Luciano and Ana to talk about the Alumni Transfer Panel. Attended the ASCOM office hours
     6. SENATOR – TECHNOLOGY: Hello everyone, this week I met with Luciano and Ana to discuss the voting social media campaign about doing a live on Facebook and possibly link in. I also was able to attend the club fest and it was a great event.
     7. SENATORS (2) – STUDENT ACTIVITIES & SERVICES: Weekly meeting with Ferch, weekly meeting Ana and Ferch, weekly meeting with Ana. Meeting with Khadija and Evan for Alumni Transfer Event Meeting with Stephanie and Fernando from Canal Alliance to discuss Voter Registration, Office hours. Meeting with Oliver and Ana to discuss Voter Registration details Attended Club Fest
     8. SENATORS (2) - PUBLIC RELATIONS & MARKETING: Friday, Sept. 18

1:1 with each other. Discussed postcard funding, benefits vs drawbacks. The workload with posters and events. Meeting with Ferch went over details for postcard promotion. Talked a little bit about Undocumented Student Week of Action Meeting with Sadika. Undocumented Student Action Week (October 19-23) Redefining and explaining words like “alien” California undocumented student population slide outlining Asian, Europeans, Latinx, other immigrants highlight the Dreamers Project Report. Information about who are we supporting, how do we support not only in our college but in our community. Data focused definitions, such as DACA, ICE, AB540, etc. The first few posts are about history, then the next couple of slides would be present stuff/what you need to know/tips, this is where COM stands and pushes that out during the week. Immigrants’ rights act, then to other legislation (pick and choose). Know your rights post. Look into the ACLU website, red card (know your rights) Meeting with Khadija and Evan. Discussed upcoming poster for Transfer Alumni Event

* + 1. STATE STUDENT SENATE REPRESENTATIVE REPORT: NR
    2. ESCOM REPRESENTATIVE REPORT: I wanted someone from the board to be able to come and be on the ESCOM board. It would be appreciated or even a younger person on the board from the school. It would be nice to get some younger people in there. I will put my email in the chat so that you guys can email me about the details
    3. ASCOM ADVISORS REPORT: Great event Bea I thought that you guys did a great job and how you did the breakout rooms and it was great for bringing people together. I want to thank Fernanda and Katherine for meeting with me... We have over 65000 undocumented students that graduate High school and then come and join our community college. This is really important to bring more awareness. We want to let you guys know about the updated page so we want everyone to be able to go to the college of Marin website to see your guys information or any other ASCOM information but the event and extra items will go into the portal and they can access them there. Tea- Congrats on club fest. It was really great, the music and the atmosphere created a great vibe. I think that was a very good kickoff for what Ascom has to offer. It was great to see that some of the Ascom boards are there, it's good for people to see the people that are repping. I would also suggest making a poster something simple but bold saying follow us on Instagram so that we can get a little bit more of attendance. I want to say thank you to people who have been introducing themselves at the beginning of the meetings it is great to see you guys name, positions, and pronouns it's really important that you do that
    4. Committee Reports:
    5. COLLEGE COUNCIL REPORT: Next meeting October 15th
    6. GOVERNANCE REVIEW COUNCIL: NR
    7. PLANNING AND RESOURCE ALLOCATION COMMITTEE: NR
    8. EDUCATIONAL PLANNING COMMITTEE: NR
    9. FACILITIES PLANNING COMMITTEE: First meeting Wednesday
    10. INSTRUCTIONAL EQUIPMENT COMMITTEE: NR
    11. PROFESSIONAL LEARNING COMMITTEE: NR
    12. GUIDANCE, RESOURCES, INTEGRATION, TRANSFORMATION COMMITTEE:NR
    13. TECHNOLOGY PLANNING COMMITTEE: Next meeting September 21st
    14. INCLUSION, DIVERSITY, EQUITY, AND ACTION COMMITTEE: NR
    15. COMMUNITY HOUR COMMITTEE: The last meeting on the 16th, Discussed the possibility of looking for captioning for the events. We also talked about some events and Pr. We are also looking for captioning budgeting we are looking at better ways to do that and for the 16th we looked at the college hour time so we make sure there is no time conflicts we also talked about college transfer and more schools to the events so students can learn more about transfer experience we have some more things we are adding to the calendar we are really emphasizing voter registration.

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 the total time will not be extended.*
2. Public Comment
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3. Adjournment:

***Motion to adjourn***

***Katherine, Khadija 10:47***

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**ASCOM President ASCOM Advisor**