



Center for Student Success, 3rd Floor
College of Marin-Kentfield Campus
835 College Ave, Kentfield, CA 94904

ASCOM MEETING

MINUTES

(October 2, 2026)

12:30 p.m. – 2:00 p.m.

Order of Business

a. Call to Order: 12:30 p.m.

b. Roll Call:

OFFICERS	PRESENT	ABSENT
PRESIDENT VLADISLAV VERBITSCHI	X	
VICE PRESIDENT SIRAWIT (MARC) CHANSATEIN	X	
STUDENT TRUSTEE HENRY GORAY	X	
SECRETARY MALISA NG	X	
TREASURER YANIS LOUAHDI	X	
SENATOR – TECHNOLOGY AMAANI CASSIM	X	
SENATOR – ENVIRONMENTAL ACTION JESSICA SCHIFFMAN	X	
SENATOR – STUDENT ACTIVITIES & SERVICES ANTHONY MENA	X	
SENATOR – STUDENT ACTIVITIES & SERVICES JAFF FEDE	X (Late)	
SENATOR – PUBLIC RELATIONS & MARKETING BRIANA GONZALEZ	X	

SENATOR – PUBLIC RELATIONS & MARKETING EMILIA ALIOTO	X	
STATE STUDENT SENATE REP. ISABELLA QUESADA	X	
ESCOM REPRESENTATIVE	N/A	

ASCOM ADVISORS: SADIKA SULAIMAN HARA AND TEA PERALES

AUXILIARY MEMBERS: Sabrina Wallace, Dean Cotten

MEMBERS OF THE GENERAL PUBLIC:

- c. Adoption of the Agenda: Marc, Henry
- d. Approval of the Minutes: Marc, Jess
- e. Public Comment

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)

Sadika: Hi, good morning, everyone. Just wanted to let you know Tea is out sick, and I have another meeting in 20 minutes, so I will be logging off, but if you need anything, please email me, or reach out. Also, just a heads up that the camera's really dark and fuzzy, so I'm not sure if there's anything going on with that but just giving you a heads up from my view. Thank you.

I. New Business (Actions May Be Taken)

Motion: Marc, Isa

- a. Discussion/action to approve NTE \$120 from acct.#7200 (Intrafund Club) to acct.#9576-53 to have “Games Club” purchase supplies and equipment. Presentation by Games Club members.

Motion: Jess, Marc

Aether: Hi, I’m Aether with Games Club. Our main concern is usually two or three items, and they have to do with hygiene and sustainability. So, first item is generally Clorox wipes because the only place dirtier than a restroom is a computer lab. And so we want Clorox wipes, some microfiber cloths, and a headset interface that’s plastic so we can wipe it off easier. And then, we want rechargeable batteries for the controllers, and so we’re sustainably using every piece as much as possible. The last item is a case so that we can

wipe it off easily. Being safe, hygienic, when you're doing it between people, there's no transferring.

Motion to Vote: Marc, Anthony

10-0-0 PASSES

- b. Discussion/action to approve NTE \$500 from acct.#4500.04 (Event Supplies) to have a guest speaker at the Honoring Indigenous Peoples Day Event. Reimburse Sadika/ASCOM P-card and/or PRs to follow. Presentation by event co-leads.

Motion: Jess, Marc

Jess: Since it's your friend, do you want to take the lead on this one?

Vlad: On November 18th, ASCOM will be hosting an event in honor of Indigenous Peoples Day. We were going to call it Indigenous Peoples Day event, but after speaking about it with my co-leads, as well as the speaker that's coming, he suggests it's a good idea if you call it "Honoring of Indigenous Peoples Day," because Indigenous Peoples Day is in October, for those of you that don't know. So, we will be having a guest speaker, and we really want this event to have a strong turnout, and we want to provide students with an opportunity to learn about Indigenous history, culture, and perspectives. So, right now, where we stand, we're asking the board to approve \$500 to provide an honorarium for a guest speaker, Tchtakwa, who is a friend of mine. He works at Cedars of Marin, they're a non-profit. I was volunteering there, that's where I met him. He's also Akwesasne Kanyaka, also known as Akwesasne Mohawk. They're an instrumental tribe from the East Coast, and he's very knowledgeable about the Native culture and has been involved in it for many years. He plans to discuss ways that his tribe has played an important role in shaping society, as well as how Native people have stewarded the land for generations and continue to do so today. He will also discuss decolonizing the traditional Thanksgiving narrative, providing a more accurate understanding of Native history, and our responsibilities today as people living on Indigenous lands. So far, Tchtakwa is the one confirmed speaker we have so far, so we're asking for \$500 for the honorarium. But just for your information for the future, I'm also working on possibly having speakers from the Federated Indians of Graton Rancheria participate in the event. This would be especially significant because College of Marin sits on historically inhabited land by the Coast Miwok people, which today are represented by the Graton Rancheria tribe. I'm talking to them via email. Hopefully they can also come speak at the event. That would be huge, since our focus is on that land. Although this event's a little way away, I want us to also start thinking about how we can promote it. So, aside from posting flyers, which we will definitely do, I would like to kindly ask every board member to please reach out to at least one professor and ask if you can briefly present the event in front of your class. So, you know, 5 minutes each, and you can also ask the professor if they'd be willing to offer extra credits to students who would like to attend the event. If they say no, it's totally fine. I mean, I've been in classes before where professors gave extra credit to attending an event, but that's their curriculum, so if they say no, it's fine, but please do ask, you know, when it comes closer to the five-week period, I'll bring it up again, just, hey, you know, ASCOM's hosting an event, we have a speaker, we want a good turnout, it's focused on learning more about Indigenous peoples, etc. I'll also be, of course, asking my professors if I can speak in front of the class. So, that's all I have to say. Do the co-leads have anything?

Jess: I think you hit the nail on the head.

Marc: How many tribes are contributing?

Vlad: So far, it's going to be his tribe, and they're an East Coast tribe, and they've been instrumental in women's voting rights, and then I'm hoping that the Graton Rancheria tribe could also come, so then we would have an east coast, west coast, two tribes. And we were thinking of doing a Q&A. Unfortunately, I have classes Mondays and Wednesdays, so one of my co-leads will be there to introduce them, and then hopefully they can speak, we can

have a Q&A, have some food also from a Native American restaurant. So, one tribe so far to answer your question, but maybe two.

Marc: Just to clarify, it's the 18th of November?

Vlad: Yes.

Marc: What time?

Vlad: 12:30 to 2.

Marc: Any food provided?

Vlad: Yeah, I've emailed a place that caters to the powwow we have. I have not heard back, so I'm going to call them, but we're going to work on funding for that later.

Jess: Yeah, so to clarify, this is not funding for the whole event. This is only funding to get the speaker for the event.

Vlad: Any questions?

Emilia: Is it going to be in CSS200? The one with the stage downstairs?

Jess: I think it's going to be in AC255?

Eloisa: No. Because both of those are taken already, it's the giant classroom right here.

Vlad: Real quick, I want to say thank you to my co-leads, because they came up with this wonderful idea, and they've been very helpful, and, you know, just working with me, and kind of figuring out, giving suggestions about, food and naming of the event, or running things by them. So, thank you both, Briana and Jessica.

Motion to Vote: Marc, Emilia

10-0-0 PASSES

- c. Discussion/action to discuss Club Fest Debrief. Presentation by event co-leads.

Motion: Henry, Marc

Marc: Hi, everyone. Today, we're going to do the Club Fest debrief, presented by Marc, Jess, and Malisa. We're going to talk about how we planned the event, and what could be done better, and advice for the future.

Jess: The attendance for the event was great. We had the record-breaking 30 clubs in attendance, which is more than any previous fall Club Fest, so that was amazing. We had a ton of students showing up, I think it was 200-300 per day, and overall, I think it was a smash hit in terms of event size.

Malisa: Okay, so event planning. We communicated well, and we started planning early on, about a month in advance, and we all handled the paperwork on time, so that was really good that we worked together well. Another thing that Marc came up with was a sign-up system that worked well. It kept everything super organized, helped us track the clubs, how many tables we needed, and the ticket system that we had was also good for engagement. People were going around and talking to the clubs. I think every club had a fair amount of people come up to their table, which was good. We had pizza, soda, and other things. We also reached out to learning communities to kind of see if they wanted to participate.

Marc: This is our event poster. The tracking system. So, I consulted with Eloisa about coming up with a tracking system because the last Club Fest was pretty busy, and people just walked in, and we didn't have enough tables and chairs to provide for everyone. We decided to do a Club Fest tracking system. Briana designed this poster so they could scan the QR code to book tables and chairs for all clubs. So, we can keep track of the clubs so we have enough tables and chairs for all of them. And we still had extra tables for people walking in. Ticket system. We decided to come up with the ticket system idea. You need to talk to each club, and each club will provide you with 1 ticket. We need 4 to 5 tickets to exchange for pizza and drinks. That way, we can improve the engagement for the students to participate more in Club Fest. Not just take the food.

Jess: I was going to say, because that was definitely a big issue of last year's board, was people just show up, get to the event, get the food and leave. So having some sort of system that requires engagement really helps, because now people are actually encouraged to

engage with the event for food. And I would advise that anyone else planning events think of some way they can incorporate that into their event. It doesn't have to be a ticket system, but just some way to engage with the event to get whatever we're handing out. What we could've done better. I think the first thing was asking which days clubs would be present, because the form didn't specify days, so there was a lot of confusion about whether or not clubs would be there, because some clubs were only available on one day. The second was setting up earlier. Does one of you two want to speak on this one?

Malisa: Yeah, I was there for the first day. I was setting up with Emilia, and we kind of ran into a little issue where the layout wasn't really how we envisioned it. There weren't enough tables, and then I had to run to work afterwards. So, I think if we're having a larger event, just starting 30 minutes earlier than we normally would, so if we run into anything like that, we can solve it.

Marc: We were lucky enough to have enough tables to provide to each club, like the extra ones. And some clubs were willing to share tables, too, so it was good for us. Advice for the future? Always have a backup location. I decided to do an outdoor location, which is the AC quad, to have the airflow and everything, but in case of rain, you need to have a backup location. For example, Club Fest, I had Deedy Hall as a backup location.

Jess: The next one is music. It was really nice. Having music there gives a nice ambiance. And one of the days, we actually had a student that was willing to DJ for us from the music club, which was awesome. But just as a reminder, if we are having music at our events, it needs to be kept completely appropriate. The general rule that Eloisa told me was, would it be appropriate for a middle school dance? If it fits that, you're good, so yeah, just something to keep in mind for music and events, as we did have a little bit of a hiccup with that.

Malisa: If the clubs don't respond to our emails, we have office hours. If you have time, if you're co-leading Club Fest, to just walk around and ask them in-person.

Marc: I had to force a lot of learning communities to sign up. Track the attendance. You need to track the learning communities or clubs or other participants that come to the event so you have enough supplies to provide them.

Jess: Lastly, just creating an engaging event. Like, it helps if there's activities to do, things for the students to engage with beyond just talking to people, getting food, and things.

Marc: These are pictures of 30+ clubs and learning communities. Pretty big. So, I want to give a big shout out to everyone that helped. Thank you so much, guys.

Emilia: I have a question. Do we have a playlist? Like, if I want music at Midterm Movement, is there a playlist? Like a chill-sounding...

Jess: No, but we should make one. We tried to make one last year, but nobody engaged. I think if every other board member agrees to add 5 songs to a playlist, we'll have a playlist that is plenty long for the events.

- d. Discussion/updates on upcoming programs. Presentation by: All board members.

Motion: Marc, Anthony

Emilia: Okay, so we have Midterm Movement on Wednesday. Everything's set up. Two days ago, the Chief of Police, the man we met... I explained to him what Midterm Movement was, and I told him how we only have one dog signed up from the Humane Society, because it's really volunteer-based, and so you can't really force anyone to sign up, although the sign-up form has been out for a few weeks. So, he actually offered to bring a couple dogs from the police station to come as well. We're still contacting them on that stuff, but everything else is fine, and we actually switched to Arizona teas, because originally we were going to have hot tea, but it was way too hot for that, and then we were having problems with the extension cord and everything. And, so yeah, everything came in. I think it should be fun.

Yanis: And they also offered to lend us an ice cooler from their station, so the drinks will be chilled.

Marc: I have a question. How many dogs confirmed?

Emilia: Right now, one. For one hour, not even the whole hour.

Yanis: We have one volunteer.

Emilia: One volunteer from the humane society, and maybe three from the...

Marc: Is it supposed to be just dogs? Can we bring all pets to come? I mean, it's like therapy too.

Emilia: I'm thinking next time there's some sort of dog event, what if we bring a pony?

Marc: I like that.

Emilia: Like, one pony's the same as five dogs. I think that'd be so cool, so maybe next semester.

Yanis: What's the logistics on that?

Emilia: Well, we'd have to contact a farm.

Amaani: I have a friend that has a pony.

Jess: My partner's also in the equestrian world, so I could see if she knows someone who'd be willing to bring a therapy pony to COM.

Emilia: I think it's too late to do that for Wednesday, because I don't know if there's any documents you have to fill for that.

Briana: There's a second Midterm Movement in the second semester, right?

Jess: Yeah, we could also do it for finals week. Bring a therapy pony onto campus for finals.

Emilia: I'll take credit for that. Oh yeah, please sign up on the volunteer sheet, it was sent out. It's somewhere in the group chat, but I'll resend it.

- e. Discussion/action on budget report. Presentation by ASCOM Treasurer, Yanis Louahdi.

Motion: Jess, Briana

Yanis: So, changes from last week to our event supplies account. We had a total deduction of \$450 for the purchase of supplies for our Midterm Movement event on the 7th, and it was reimbursed to Sadika's P-Card. Next account, for our Intrafund Transfer Clubs account, we had a total deduction of \$250, comprising of two club funding requests. \$150 for the International Club's friendly soccer match, and the new French Film Club's newly added \$100 in seed money to help them get started. And not included in our FY26-27 budget is rep fee acct.#8890.01, of which we had an approval of \$10,110 for payment due to the California Community College's Chancellor's Office for statewide dues to support the SSCCC. So, this was not included in our budget, but it is a side note. Our total ending account balance is \$73,713.18. A change of negative 0.94% or \$700 down from last week's ending total balance. Thank you.

II. Standing Business (Actions May NOT Be Taken)

Motion: Marc, Jaff

Officer Reports:

i. PRESIDENT REPORT:

Vlad: I completed my office hours. I've been working diligently, with my co-leads, on planning for the Honoring Indigenous Peoples event. I've been communicating with Tchtakwa, our guest speaker, getting guidance from Sadika, and addressing important details early, along with my co-leads, as I said earlier, including funding and event logistics. I also spoke with Vice President Emerson about the possibility of having representatives from the Federated Indians of Graton Rancheria speak at the event. In addition, I contacted a Native American restaurant catering business that offers Indigenous cuisine and submitted a catering request form. I had my weekly meeting with Sadika, that went well, and I've continued meeting with board members to check in on how things are going. I attended the Rising Scholars Club open house, and I briefly attended the LGBTQ+ Club's event. Both events

were great. There was good food, it was a good time. I got to meet some of the members of the LGBTQ+ Club that I've never met before.

ii. VICE PRESIDENT REPORT:

Marc: I hosted the second ICC meeting, so more people showed up. We started using a new system. You need to attend an ICC meeting, and it's one or twice a week, I need to discuss about this with Sadika later, in order to request funds. The second one, we decided to create a COM Discord account. I cleaned the room. I have a meeting with Tea. I started working on the Discord right now. I'll find a date to host the ICC meeting later. I want to change my office hours to Monday, 8 to 11 a.m.

iii. STUDENT TRUSTEE REPORT:

Henry: I did half my office hours on Tuesday. I'll be doing the other half after this. I also helped my friend with starting up a new club and helped with the documentation for that. Once we get final approval from Sadika, I'll be posting my student feedback forms around campus after this. And after this meeting, I'm going to continue to deep clean the room and sanitize areas to prevent germs and bacteria from spreading.

iv. SECRETARY REPORT:

Malisa: I did all my office hours this week, and I was also at the last ICC meeting on Friday. I helped some people with questions about starting up their club again, renewing it, and then I'm looking forward to Midterm Movement.

v. TREASURER REPORT:

Yanis: I went ahead and updated our balances from last week's funding approvals, and I also added the French Film Club to our 2026-2027 club's ledger. With their account numbers still pending, I'll coordinate with Sadika to find that information out later. And on another note, I have also been coordinating with Emilia and Tea on preparations for the upcoming Midterm Movement event. I'm looking forward to it.

vi. SENATOR – TECHNOLOGY:

Amaani: I completed my office hours this week, and I attended the LGBTQ+ event for a little bit, and my co-lead and I for the Halloween event, held a meeting, and I think we have some really good ideas that I'm excited about.

vii. SENATOR – ENVIRONMENTAL ACTION:

Jess: I have completed all my office hours this week. I have set up the group chat for environmental student leaders. I'm currently trying to collect a few more emails before I do an email introduction with them. Other than that, I've been working with co-leads for the Honorary Indigenous Peoples Day event to get logistics and planning and ideas figured out for the speaker, how we want the event formatted. I'm super excited about that. I also, this morning, helped Marc clean, and we came up with a list of things that we're going to go over during our communications from the floor.

viii SENATORS (2) – STUDENT ACTIVITIES & SERVICES REPORT:

Anthony: What's up, y'all? Completed my office hours, and I hung up posters with Isa.

They're all around campus. I also, during my office hours, I unpacked all the snacks and just threw some cardboard out. Just organized a little bit. I know Emilia and Yanis have been doing good on their events, so honestly, I've not really done much for that, but I've heard good updates from them, and that's pretty much it, other than random questions from people.

Jaff: During this week, I will be completing my office hours after our meeting, and also, I answered some questions from some people about ASCOM. And I tried the snacks.

ix. SENATORS (2) – PUBLIC RELATIONS & MARKETING REPORT:

Briana: I've been planning with Amaani for the Halloween Event, brainstorming, we're in the early stages. I completed my office hours. I've collaborated with co-leads for the Indigenous Peoples Event. I completed the Midterm Movement posters.

Emilia: I worked on Midterm Movement and emailed people about the dogs. I completed my office hours, and I went to the ICC meeting for Nature Conservation Club. I attended the Nature Conservation Club's first meeting and helped them present as one of the leaders.

x. STATE STUDENT SENATE REPRESENTATIVE REPORT:

Isa: I completed my office hours, and I hung up the posters for Midterm Movement with Anthony.

xi. ESCOM REPRESENTATIVE REPORT:

xii. ASCOM ADVISORS REPORT:

Sadika: Hi everyone. Great job on Club Fest, did a great job! I appreciated seeing everyone coming together and supporting the event. Let's keep that up in this week's upcoming event. I'll be out on Monday and will be back in person on Tuesday. Please reach out to Tea and Eloisa if you need anything. Please also help to keep up the ASCOM room cleaning, including wiping the tables and breaking down any boxes. Have a wonderful week and stay healthy. Also, thank you to those who were able to come to the Q&A for the Director of Public Safety, Chief of Police. Thank you for those who could come.

Committee Reports:

Motion: Briana, Jaff

- i. CAMPUS POLICING & PUBLIC SAFETY ADVISORY COUNCIL (Malisa) –
- ii. CITIZENS BOND COMMITTEE (Henry) –
- iii. COLLEGE COUNCIL REPORT (Vlad & Marc) –
- iv. GOVERNANCE REVIEW COUNCIL (Emilia) – It was an introduction. We didn't have a quorum or anything to vote on. I'll be having the next one on Friday, to get things done. Trying to understand what the purpose of GRC is. I'm interested in that.
- v. PLANNING AND RESOURCE ALLOCATION COMMITTEE (Isa) –
- vi. EDUCATIONAL PLANNING COMMITTEE –
- vii. FACILITIES PLANNING COMMITTEE –
- viii. INSTRUCTIONAL EQUIPMENT COMMITTEE –
- ix. PROFESSIONAL LEARNING COMMITTEE (Jess) –
- x. GUIDANCE, RESOURCES, INTEGRATION, TRANSFORMATION COMMITTEE –
- xi. TECHNOLOGY PLANNING COMMITTEE (Briana) –
- xii. INCLUSION, DIVERSITY, EQUITY, & ACTION COMMITTEE –
- xiii. COMMUNITY HOUR COMMITTEE (Jaff & Anthony) –
- xiv. ENVIRONMENTAL ACTION –

III. Communications from the Floor

Motion: Emilia, Yanis

- a. *This time is reserved for any member of the Board to make announcements on items that are not on the agenda. A time limit of three (3) minutes per speaker and ten (10) minutes per topic shall be observed and the total time will not be extended.*

Marc: First, if you look over there, there's a poster table. So, I would kindly ask the PR marketing team, can you design a poster for the table? We'll put it over there. It doesn't have to be fancy.

Briana: A poster for poster table?

Emilia: Can we do it by hand?

Marc: Sure. We can use it for the next board, too. The second one, I want to talk about the ICC funding requests. You can put this on the next week's agenda. So, you know, when you want to request funds, right, you need to fill out the funding request form, and an agenda item request form. I want to encourage people to participate in the ICC meetings more, so we can keep the clubs updated. So, I want to create a system that you need to attend the ICC meeting in order to request funds. That's basically it. The third one, I want to build a new system that we need to clean up every Friday. What do you guys think?

Vlad: I think that's a good idea. Can we put it on the agenda next week to vote?

Henry: Can we also just clean when we have office hours so it's more spread out? Cleaning throughout the week, not just on Friday.

Marc: That works too.

Jess: I think the main issue, though, is people aren't cleaning during their office hours, and so setting up dedicated clean time on Friday, and Eloisa also mentioned this, the idea of having a chores list.

Eloisa: And assigning it to people, so everybody gets a different section to clean each time.

Vlad: Maybe if we can do a vote. And if people can literally stay 30 minutes after the meeting.

Marc: We can put it on the agenda.

Vlad: And then also, you guys, there's been ants over there, and they came once. And then I tried to get them off, and then we try to get them off again, but just be really mindful, because once there's 10 ants, there's going to be a thousand, and ants are gross.

Jess: Also, on the topic of cleaning, a new proposed fridge rule. Any non-sealed items have to be removed by Friday. Stuff like monsters or cokes that are sealed and safe, those are fine to stay over the weekend, but if it's a latte or something, that needs to be taken out by the end, by Friday. Just to make sure that you don't have stuff sitting in the fridge for weeks on end, getting gross, and potentially attracting ants.

Marc: And I want to request to buy a broom and a dust collector. Because we're not going to wait for the cleaning ladies to come here, right? So, if there's a little mess, we can just clean it up ourselves. And I want to buy a spray for cleaning.

Jess: Then also, we want to start getting one of the little trash cans that the counselors have in their offices. Just so that we aren't constantly having to run across the hall for a candy wrapper or something.

Marc: COM Discord.

Jess: Yes. Basically, a lot of other colleges and UCs are starting to use Discord for their coordination instead of Zoom and WhatsApp. And so, we've been talking about making that migration as well. Some of the advantages of Discord is it's better for being more organized. So, like, example, if ASCOM migrates to Discord, we could have different channels for different things. We could have one channel that's solely dedicated to talking about the upcoming event, and that's where the sign-up sheets would go. And then we can have another channel that's just for general conversations, so that important communications don't get lost in a sea of texts.

Marc: Next one is the feedback box and the QR code.

Jess: This was Henry's project. Do you have any updates on that, or do you need support with that?

Henry: I finished last week, but when I sent it to Sadika for approval, she said wait for Tea to approve it, but she never responded back.

Jess: Okay, I would say reach out to them again.

Henry: I just emailed Sadika.

Vlad: Yes, and the anonymous discussion box. Sadika has provided me with that.

Marc: We have the manual way and the digital way. The manual way is just going to build a box and put it in front of the room. The digital way is the QR code.

Vlad: I guess we could do... if students are like, oh, it's a good idea to do this, it's a good idea to do that, we can say, oh, you know, we actually have an anonymous suggestion box or QR code.

Marc: The next one is the Instagram post for the new board members in ASCOM. So, this is Malisa's idea actually. It's like, a lot of clubs and a lot of the learning communities started posting their board members. So, we're going to put the name here, the caption, and a song on Instagram, so people can see us. We can do a video introduction highlight and post it on the ASCOM Instagram.

Henry: Can we do other stuff like behind the scenes, planning, and other fun videos like that? So it's not like we're robots.

Malisa: We want to be friendly.

Amaani: I have a lot of ideas. Maybe we have a time on Friday, if our office hours overlap. I was thinking of when I could get us to make these videos.

Marc: The next one is the decorations.

Jess: A lot of the learning communities are getting all decorated for Halloween, so we decorated part of the ASCOM room with the shed decoration. I'd keep the blood and gore to a minimum.

Marc: The next one is the new camera placement. I think Eloisa will talk about it.

Eloisa: Yeah, I can speak on this during public comments. I'll just give you guys an update of where we're at.

Marc: The next one is the team building. Haunted house, everyone?

Henry: What did the voting say?

Vlad: I think we have to put this on the agenda.

Jess: I would love to do an escape room, but I'd be open to a haunted house.

Briana: I feel like the best would be something where we coordinate.

Jess: I think let's circle back to this in the group chat. Top three choices: haunted house, go-karting, and escape room.

Marc: Next is a clean trash bin.

Jess: Something we can put stuff in, and then every once in a while, we walk it over and dump it in the trash can. Nothing wet or messy, because it wouldn't have a bag, but just like something so that we're not like having a pile of trash in the corner or running back and forth across the hall. Putting up posters. Just reminding the whole board that poster placement is not solely the responsibility of PR and Marketing, it is everyone's job. So, if you see posters on the poster table and you're in office hours, please take some time to go put them up around campus. They really go a long way in helping students find our events and it's very important, especially because we are spending money to get these posters made, and the longer that they're sitting there not going out, the longer they're not getting attention.

Marc: Last one, I want to buy more of the black fans because it's so hot in the ASCOM room. That's it. Thank you, everyone.

Malisa: I'd like to congratulate Dean, our newest auxiliary member. He has earned a certificate for attending 3 ASCOM meetings. Really looking forward to working with you this semester!

Jess: Also, one last thing I want to throw out. I want to get a pride flag to put in the flag holder up there.

IV. Public Comment

Motion: Marc, Briana

- a. 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)*

Eloisa: Good job on Club Fest, that was wonderful. Midterm Movement is going forward. The last tea should be here Monday, so by Tuesday, everything should be ready. Let me know if you guys are missing anything. In terms of office hours, if anyone's planning on changing them, please let Malisa know, just because we need to start printing it out and advertising it so people know and they can come and talk to you guys. We usually have a poster for it. We could please have that finalized, because I also need to update it on the website. For committees, I also need to list who is on every committee, so if you don't have a committee yet, please work on finalizing that, because I need to add it to the website as well. I know we discussed all this, but please, please keep that area as clean as possible. There's dish soap, there's sponges, there's hand soap, there's wipes, the ants, we're requesting that, MNO come and try to solve that, but if you guys keep leaving food out and things aren't getting cleaned, then the ants are going to come back, so please just make a really conscious effort. Even on the table, I've seen food left there, or food items. If you're here, and it's there, and it's not yours, please do throw it away, just to make sure this area is as clean as possible. Because, like Vlad said, ants are really hard to get rid of, and I don't think we want this everywhere. Update on the layout. I met with IT, and then I met with MNO. Basically, we might need to buy a table to move the computer and the camera over there. I'm working with them to see if that's possible, but for now, the camera is there because it's attached to the computer, so we can't move one or the other, it has to be together. But the plan is to move it over there. I'm just waiting for other departments to get back to me on the status of it. But IT said once we have an actual place to set up, it should be pretty straightforward. Most of the snacks should have arrived, if you guys want to organize those how you'd like. I hope you have already. Please review the slides I sent you about the club process. I sent to all of you. If you have questions about that, let me know, but you guys are going to get a lot of questions, and while I'm happy to answer them for people who stop by, it is good for you guys to know, especially since you work so closely with clubs, what forms are needed, what the process is, the timelines for certain forms, things like that. So please make sure to review that. I sent that, I believe, last week. If you have any questions, you can email me. You can go to my office. You can ask me after this. The person who was here was asking to use that speaker. I was going to give her the public comment opportunity, but I think you guys should coordinate if other clubs or organizations request them, how you'd like to go about it. I was going to have her request it during public comment, and you guys kind of vote together as a team, but that is your speaker, you guys own it. So, make sure you guys aren't just handing it out to people.

Jess: I was going to suggest having some sort of form that people fill out if they want to borrow it. Just so we have clear documentation of where it goes.

Eloisa: We don't need to advertise that we have it, because obviously ASCOM, if you guys are wanting to let other clubs borrow it, they come to you guys. We need the contact information; we need some sort of way to reach them in case they don't return it. Make sure you're charging that speaker. I know we've used it for a few events. The charger's over here. I don't want you guys going to an event and then it's 0% battery. I just want to remind everybody to please stay quiet during the meeting, unless you're speaking about something on the topic, especially if you're on Zoom, it's really difficult to hear in the first place when people are talking over others, the mic picks everything up. And it's also hard, like, I think Malisa uses it for typing and stuff like that after for the minutes. It can be difficult to track things when the recording has people talking all over the place, so please make sure you stay on topic, you stay professional, and you don't have side conversations while others are speaking.

V. Adjournment: Marc, Henry 1:24 p.m.



ASCOM President



ASCOM Advisor