

Transition Binder: Vice President



COLLEGE OF MARIN

ASSOCIATED
STUDENTS

"Change will not come if we wait for some other person or some other time. We are the one we've been waiting for. WE ARE THE CHANGE WE SEEK"

- Barack Obama

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I. Introduction

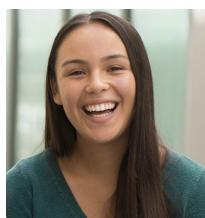
Dear Vice President,

Congrats! You have been elected by the student body to lead and advocate for the students at College of Marin. It is a great honor and privilege to be in this position, and you should never take it for granted. Before I bore you with any inspirational speeches or “when I was your age” lectures, I want to share my background with you.

My name is Mr. Miyagi, hahaha just joking, my name is Hellen Sigaran. I am nineteen years old, and I am the current Vice President for the ASCOM board 2018 - 2019. As of today, the Jonas Brothers just got back together, Avengers Endgame is out, and everyone is still obsessed with Game of Thrones. I joined COM in the Fall of 2018. Transitioning from my small high school to College of Marin was overwhelming, exciting, and new. As a first generation student, it felt like a leap into empty air, but it was a fresh start. In my first semester at the College of Marin, I decided to join the volleyball team. There I was able to make friends and build relationships with my coaches and other students like me. Volleyball gave me a sense of belonging. I knew plenty of students who were not necessarily interested in playing a sport but wanted to be a part of a similar atmosphere and experience. This attracted me towards the position of vice president, which involves working with the clubs of College of Marin. What excited me about joining ASCOM was listening to the positive changes that ASCOM brought to the College of Marin, and these changes affected me personally like not having to pay for my textbook but being able to rent it for free in the library. I believe ASCOM is a place where change and support can start for students from all walks of life. This was the reason I chose to be Vice President and this was the reason that kept me going. ASCOM can be stressful at times you may be put in the position of unfamiliarity and pressuring times, but you can overcome anything and everything if you remember the why behind this. This is what keeps you humble. This is what guides you. This is why other students voted for you, and this is “what makes you” instead of “what breaks you”. Remember this always, You ran for this position because you are passionate about something greater than yourself. So be great than yourself.

Sincerely your former Vice President,

Hellen Sigaran



← me

Duties of the Vice President

- Assumes the duties of the President during absences of the President.
- Services as the initial chair of the Inter-Club Council (ICC) and works with the ICC to develop its officers and the implementation of its bylaws.
- Serves as a direct liaison to the ASCOM Board regarding the activities of the ICC.
- Attends all ICC meetings.
- Works with the Student Activities and Advocacy Office to provide Club Membership forms for all clubs and reports to the ASCOM Board on all currently active clubs and their activities.
- Makes a Club Brochure describing all of the currently active clubs on campus.
- Works with ICC executive officers to assign club meeting space.
- Reviews ICC Budget and informs the ICC about the distribution of ICC Funds. The Vice President needs to sign all ICC Purchase Requisitions and reports these to the ASCOM Board.
- In conjunction with the Student Activities and Advocacy Office, reports all ICC Student Activity Requests to the ASCOM Board for approval and reports the decisions of the Board to the appropriate club.
- Maintains a file on all Club purchase requisitions, activity forms, and club membership rosters.
- Assists with the constitutions of new and reactivated clubs.
- Must attend ASCOM Retreats, and any other mandatory training sessions, at the expense of the ASCOM Budget.
- Reports to the ASCOM President.
- Attends Student ASCOM functions.
- Undertakes other duties as requested by the ASCOM President and/or ASCOM Advisor.
- Is responsible for creating and updating a transitional binder throughout their term with everything they have accomplished and worked on. The binder must also have guidelines

for procedures around their position, advice on how to successfully fulfill the position requirements, and include anything else they think is relevant to the next student who will take the position. Finally, the binder should be neat, organized and include a cover letter for the next student leader.

- Meets regularly with the ASCOM President to discuss issues as they pertain to ASCOM and ASCOM members.

II. Your Legacy to the New ASCOM Board

A. What are the current strengths and weaknesses of the group

The current ASCOM board has many strengths. From my perspective I believe, the board members here are passionate about what they do and will go above and beyond to achieve their goals and the student's goals. Although this all may sound cheesy, it is all true. The ASCOM board is very inclusive and welcoming, but also ready for business at any moment. Recognizing the strengths of your fellow board members will give you the strength to succeed with them. Our current board is great at dreaming big and accomplishing just that.

B. The Legacy of the Vice President

The Vice President does not just mind their own business. They do what they are asked of and more. They are leaders of this board, they are leaders on this campus, and they are leaders to clubs. The Vice President is the face of the clubs on campus. They advocate for the clubs and connect the clubs to ASCOM, the campus, and the administration. The Vice President works closely with the President and in a way is the face of the president. Often times on campus, students think of ASCOM as President and Vice President, Ish and Mercedes, and Hellen and Liam. The Vice President and the President have each other's back. This is what gives the campus an assurance in their student government, and this is what helps a board move forward.

C. What were the major accomplishments and challenges of the board?

The major accomplishments this year has been creating more social impact on campus and connecting with students much easier. Students are more aware of ASCOM, and the change ASCOM can create. This has helped us work with students on what they want us to accomplish at COM. We have also created a more equitable workspace by changing the stipends. We have supported events such as the Angela Davis Event, United Against Hate, Boca Floja, and much more. We have also almost duplicated the number of clubs on campus, and have created student communication through Ask Me tabling, and surveys.

III. The Year in Review: Term fall 2018- spring 2019

A. Goals throughout the Year

1. ASCOM 2018 -2019 term

- a) The Goals of ASCOM for the year 2018-2019 are stated below:
 - (1) Strengthening community and collaboration on campus
 - (2) Establishing and documenting the process
 - (3) Providing access to resource and knowledge
- b) We have accomplished these goals by (1) endorsing more community and social events on campus, (2) creating transition binders, event debriefs, 4-week event preparation guidelines and student surveys, (3) ASK ME tabling, Club Fest, Let's Get Fiscal event, Domestic Violence Awareness, Angela Davis Event, Constitution Day, and endorsing health services, Zero Textbook Cost program, and etc.

2. I.C.C.

- a) The main goal of the I.C.C. has been to better establish the I.C.C. as an official and stable organization on campus that can better connect clubs with other clubs, students, and the student government at COM.
- b) We have accomplished these goals by constructing and establishing an I.C.C. constitution, holding clubs accountable for attendance of I.C.C. meetings, connecting clubs with opportunities such as
 - (1) ideas for fundraising,
 - (2) Club collaboration in events
 - (3) The input of ASCOM events and Club Fest
 - (4) Sharing of events and projects

The Inter-Club Council also has an official new logo and a new website.

B. ASCOM Culture

The culture of ASCOM can determine projects outcomes and productivity. If a board is constantly disrespectful towards each other, events and big projects will be mediocre. Not every board is perfect, and not everyone will be best friends or friends, but there should always be a level of respect and professionalism in the ASCOM board. As a leader, you should practice this for others to follow as well. If there is conflict within a board it is important to address these concerns quickly and effectively for the board to move forward.

C. Inter-Club Council

1. Clubs

- a) Requirements:
 - (1) GPA of 2.5 for board/office members

- (2) Minimum of 2 board/office members including an I.C.C. delegate (representative)
- (3) 6 members in total with a min of 2.0 GPA
- (4) 1 Advisor

b) New Clubs

- (1) When a Club first starts off and fulfills all the major requirements. The Vice President makes the recommendation to the president if they would like a \$100 of seed money. If there is a large number of new clubs, the vice president should communicate with the treasure to decide what is the best amount of seed money each club should get. The Vice President should also make sure a club knows all the ins and outs of maintaining a club. This includes depositing money, creating an event on campus, attending Inter-Club Council Meetings, and recruiting members in Club Fest.

c) Reactivating clubs

- (1) If a club wants to reactivate a previous club at COM. The process is the same as any other new club. The benefit of reactivating a club is that a club can receive the previous funds from the club, or connect with the advisor from the previous club. Always check the club account, once the club has been approved as an official club. This way you can notify the club to request for seed money, or stick to the remaining club funds. Even if a club is not requesting seed money, it is in the best interest for the Vice President to invite the club to the following ASCOM meeting. This way clubs get an opportunity of connecting with the student government, but also ASCOM can be aware of the clubs on campus.

d) Current Clubs

- (1) Current Clubs are the first clubs you will connect with. It is important for you to learn from these clubs on what the club life may be like. These clubs come with a lot of experience and passion. It is still important to note that although you acknowledge the wisdom and experience of bigger clubs, it is important to treat and appreciate each club equally. As Vice President, I always recommended new clubs to interact with “bigger” clubs in order to get insight and feedback for their own clubs. It can be discouraging for a club to feel small and insignificant.

e) Club Rosters

- (1) Club Rosters are turned in every semester
- (2) A club is considered active if they have turned in their club roster that semester

- (3) Club Rosters can be updated throughout the year if they get new members.
- (4) If a club wants to be approved and on the ASCOM agenda, a club roster should be turned in a week in advance, and approved by the Inter-Club Council.

f) Club Minutes

- (1) Club Minutes are reports or “minutes” of the club meetings. An example of the club minutes can be found for AGS. They are a great example and possibly a template for new clubs. They are also turned in to our office in SS247.

2. Meetings

a) Gathering I.C.C. delegates (Reps) from each Club

- (1) At the beginning of the semester make sure to contact each president and send out a notice of the I.C.C. meeting attendance requirements. After that create a survey with times that you and your secretary or Vice President (if you have one already) are available. Provide a wide variety of times, and allow for clubs to choose more than one option. Make sure you add a comment section and a club name section for the survey. Survey Monkey is the best survey online tool so far. Make sure to create a deadline for submitting the survey. You should schedule your first meeting for the second or third week, the latest. Club Fest should be during the fourth week of school, so you should have some meetings before Club Fest.

b) Time

- (1) The meetings have been relaxed and simple this past year. At the beginning of the semester, we have had the I.C.C. meetings last 1 hour. Towards the end of the semester, I.C.C. meetings became much shorter ranging from 15 min to 30 min.

c) Inter-Club Council Meeting Sign up Sheet

Inter Club Council

[illegible]

d) Inter-Club Council Minutes

- (1) The Secretary or Vice President types the minutes for the Inter-Club Council.
- (2) It is important for the Secretary to send an agenda and the minutes on time. Rules are as follow according to the I.C.C. constitution.
- (3) Example of old I.C.C. minutes can be found on the following

ICC Meeting 3/5/2019

Club Updates

- What's going on
- Future events
- Debriefs from past events
- Meeting times, best for everyone
- Complications to be addressed

Foreign Languages Club - Thomas President

Working Scholars Club - Leslie Co-President

- First official Event last, Boca Floca February

AGS, Korina for Maria

- Women history month
- March 9 Bake sale

- April 5th Spring convention
- T-shirts for everyone

Chess Club, Wyatt

- Two meetings

Emma STRINGS

- Process of getting reinstated
- Hoping to influence the campus
- Getting a pride week

Students for Social Justice

- Zero textbooks cost program this Thursday, April 7

Wammy and Helen ICC Board Members

Empowering Club - Amina

- 3:30 5:30 Tuesday

Muslim Student Association - Amina

- 3:30 - 4:30 First meeting tomorrow March 6th
- Trying to recruit more members
- Trying to get a speaker on campus

Sustainability Club Dolly

- Create their own compost and do seed propagation
- The table on Wednesdays, selling pants and engage with others

Transfer Club Wammy

- So-Cal Trip March 19-21
- Bake Sale Soon
- Meeting times 1-2 Wednesdays

Slack

- Slack Official Video
- Vote if the clubs want to implement Slack

Club fest Debrief:

- What went good
 - Great and better
 - More of an impact
 - Better advertisement
- What needs to be improved
 - Approaching Clubs and encourage clubs to come to Club Fest
 - Timing needs to be worked on a bit more, New clubs will struggle if all the members have classes
 - 12:30 - 1:15
 - College Hour next year

- Maintenance being late and setting up has been a hassle, talk more to maintenance

ICC Constitution

- Will be briefly discussed
- Will send the file later
- Need to be implemented for a more structured club environment

Impeachment of Robert Arthurs

Motion to Impeach Robert Arthurs and have Wammy as ICC Vice President

- All Clubs in Favor
-

-

3. Example of I.C.C. Meeting Agenda/Minutes Template for the year 2019-2020 is on the following page ~



**Student Services Building, Room 241
College of Marin-Kentfield Campus
835 College Ave, Kentfield, CA 94904
Inter-Club Council Regular Meeting AGENDA**

f

- I. Order of Business
 - a. Call to Order:
 - b. Roll Call

OFFICERS

PRESENT

ABSENT

PRESIDENT

VICE PRESIDENT

SECRETARY

CLUBS PRESENT:

CLUBS ABSENT:

MEMBERS OF THE GENERAL PUBLIC:

- c. Adoption of the Agenda
- d. Adoption of the Agenda
- e. Public Comment

i. This segment of the meeting is reserved for persons desiring to address the Inter-Club Council 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 I.C.C. may respond briefly to questions or statements, however, for more information please contact the I.C.C. 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)

I. Standing Business (Actions May Be Taken)

A. Officer Reports:

1. PRESIDENT REPORT:
2. VICE PRESIDENT REPORT:
3. SECRETARY REPORT:

B. Club Reports:

II. Public Comment

*i. This segment of the meeting is reserved for persons desiring to address the Inter-Club Council 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 I.C.C. may respond briefly to questions or statements, however, for more information please contact the I.C.C. 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.***

III. Adjournment:

a) Growth

- (1) The Inter-Club Council Meetings have slowly grown to become more important. Now that there is an I.C.C. constitution to hold clubs accountable, it will provide much more structure to the I.C.C. meetings and the I.C.C.

b) Leadership Skills

- (1) The I.C.C. meeting is when the Vice President becomes the president.

4. Accomplishments

a) Like I mentioned previously, the I.C.C. is now stable and more “established”. This includes

- (1) The I.C.C. Logo
- (2) I.C.C. Website
- (3) I.C.C. constitution
- (4) New Club Roster
- (5) The increasing amount of clubs.

5. Budget

- a) At the moment the Inter-Club Council has a budget of \$1896.11.
- b) I advise for you to have a plan on using this money towards something great, earlier in the academic year.

6. Challenges

a) I.C.C. Vice President

- (1) The ICC vice president in the fall was later impeached in the spring.
- (2) This was the case because of the lack of communication.
- (3) Email for the miscommunication from the VP warning:

Hellen Sigaran Tuesday, Feb 5, 12:18 PM ↩ ...

To: Robert Arthurs Cc: Teresa, Liam and 2 more

Hey Robert,

I hope you're doing well. I'm still concerned about your lack of communication with the Inter Club Council. Last week, I sent you an email regarding this concern, and I have yet to hear back from you. You've been M.I.A. for the following important deadlines:

November 29, 2018 ICC Group Me chat
 November 29, 2018 ICC meeting
 January 18, 2019 ICC Group Me chat
 January 28, 2019 ICC imessage group chat
 January 28, 2019 ICC email
 January 28, 2019 ICC meeting

If you do not [reply](#) to this email by [February 8, 2019](#), you will be removed from the Inter-Club Council board and we will elect a new Vice President.

Regards,

Hellen Sigaran

b) Holding others Accountable

- (1) It was difficult to hold others accountable without an ICC constitution. After it was created, it became easier to hold everyone to a standard.

c) Too many projects for I.C.C., and not enough realistic scheduling

D. General Assembly

General Assembly is a great opportunity for the Vice President to connect with other boards, and share experiences. You can learn a lot about how your board operates and why it operates a certain way. In my personal opinion, attending General Assembly helped me greatly appreciate my relationship with my advisors, the ASCOM board, and the administration. I attached a GA video link of the fun part of GA.



← ascom GA squad

Fall 2018 GA Video:

<https://www.youtube.com/watch?v=IQRvVynVraY>

E. Club Fest

1. Club Fest Video Fall 2018

Link:

<https://www.instagram.com/p/BtzAHV9gNax/>

2. Inviting Clubs

- a) The Most important thing about club fest is the clubs. So Email Clubs soon, and email them frequently over the event. Make sure to also have discussions over club fest in the meetings

b) Email Invite Example:

Good Afternoon,

I hope you are doing well. My name is Hellen. I am the Vice President of the associated students at College of Marin, and the President of the Inter-Club Council. I am so pleased to hear that the Working Scholars Club is an official club on campus, and I am excited for what is to come from the Working Scholars. ASCOM is holding an event called Club Fest, [February 19th and 20th, from 11:00am-1:30pm](#).

The goal of this event is to promote an inclusive environment by highlighting all of the clubs and programs on campus, providing visibility for the community as well as give the student body a chance to learn about the wonderful opportunities that we have available. There will be free pizza, and cotton candy for both the clubs and students. Club Fest would be a great opportunity for the Working Scholars club to expand.

What we would like from you...

We would hope to have you on both days, but any availability would be so appreciated. Please let us know if you are able to participate for this semester's Club Fest, so we can save a table for you! Also let us know if you are interested in participating on present your club in an Open Mic during the event. Please send a reply by Thursday or sooner. If you have more questions, let me know. I will be willing to reply as soon as I can.

Thank you so much for your time.

Best,

Hellen Sigaran

| Vice President | [ASCOM](#) |

| President | [Inter-Club Council](#) |

Email: hellensigaran@gmail.com |

Direct number: [510.942.1384](tel:510.942.1384) |



(excuse any typos)

3. Budget Breakdown and Proposal for Spring 2019

- a) The budget breakdown for club fest is different than most other events. You have to be considerate of the needs and wants of the clubs on campus. Brainstorming is not something you do alone, but it is something that is discussed during the ICC meeting with the clubs. The Budget Breakdown depends on the needs and wants of the clubs on campus.
- b) Club Fest is fun and energetic, and it sometimes comes with a cost. Make sure to propose the budget in the most effective yet engaging. A Vice President knows it is important to have a big budget for a club fest event, but not everyone knows the “why”. You have to be able to communicate it. I used a powerpoint, and I found it to be engaging and effective.
- c) Example:

CLUB FEST - SPRING 2019

BUDGET BREAKDOWN

CLUB FEST - BUDGET BREAKDOWN SPRING 2019

SUPPLIES LIST FOR THE EVENT

- ▶ 22 Pizzas from Mountain Mikes: \$750.00 with tip (approximately)
 - ▶ 2 veggies, 3 pepperoni, 3 combo, 1 vegan, 2 cheese (per day)
- ▶ Cotton Candy: \$90.00
- ▶ Snapchat Geofilter: \$35.00
- ▶ Decorations: \$25.00
- ▶ Total Cost Per Day: \$450.00
- ▶ Budget Request: \$500.00 per day

CLUB FEST SPRING 2019

QUESTIONS??

CLUB FEST - BUDGET BREAKDOWN SPRING 2019

SUPPLIES LIST FOR THE EVENT

- ▶ 22 Pizzas from Mountain Mikes: \$750.00 with tip (approximately)
 - ▶ 2 veggies, 3 pepperoni, 3 combo, 1 vegan, 2 cheese (per day)
- ▶ Cotton Candy: \$90.00
- ▶ Snapchat Geofilter: \$35.00
- ▶ Decorations: \$25.00
- ▶ Total Cost Per Day: \$450.00
- ▶ Budget Request: \$500.00 per day

4. Volunteer shifts:

- a) In order to get board members to volunteer, it is important to create a sheet on google or word, for volunteers to sign up. This allows other board members for easy access to sign up, and it is easier for the lead of the event to manage the volunteers.

b) Email Asking for volunteers Example:

Hello,

I hope you all had a great long weekend. As you know Club Fest is comming extremely soon, and I advise you to look over the volunteer shifts sheet. Please show up to your volunteer shift on time and at the correct place. If you have any questions over your shift, I will be able to answer your question as soon as I can. **Please respond to this email once you have seen your shift and position.**

<https://docs.google.com/spreadsheets/d/1kYrQkpwWJxXnQjjKf4xpgGFKtvJ8iGJbY28OsbYmgKs/edit?usp=sharing>

Thank you,

Hellen Sigaran

| Vice President | **ASCOM** |

| President | **Inter-Club Council** |

Email: hellensigaran@gmail.com |

Direct number: **510.942.1384** |

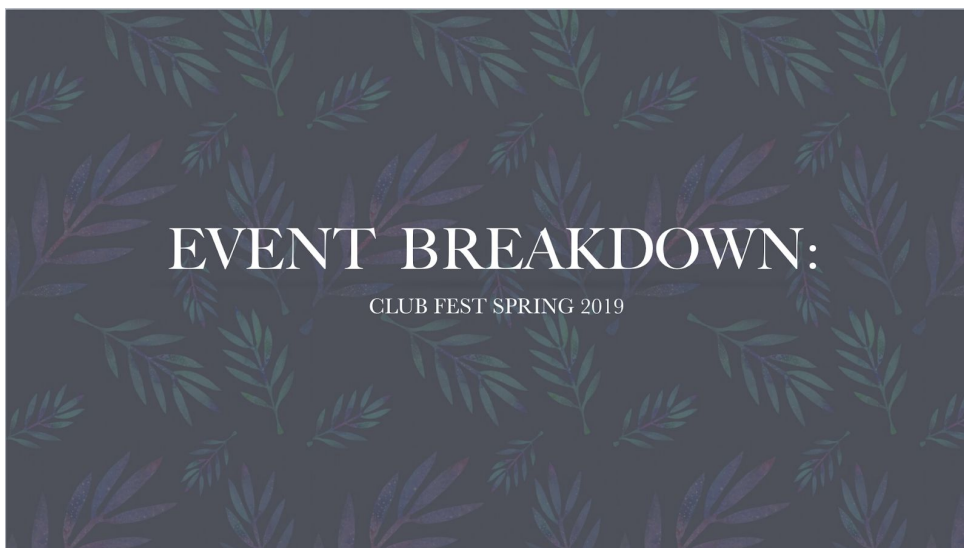


c) Volunteer Shifts Example:

[illegible]

5. ASCOM meeting Event Debrief

- The following slides were created to present a thorough review of club fest spring 2019f
- Example:



Strengths of the Planning and Execution of the Event

- Previous Club Fest Experience
- Working with different members of ASCOM and the ICC
- Preparing for the event early on
- Volunteers
- Weekly event check ins



Highlights of the Event

- Collaboration with Community members
- Campus involvement
- Snapchat geofilter
- Bubbles
- Photo Booth
- Music



Overall Feedback

- The Food - Pizza and Cotton Candy
- The Location - SS Lawn
- The Time - 11:00 am - 1:30 pm
- Turnout: 440-450 students (both days)





6. The Club Fest Review is a thorough and detailed report on club fest. **I advise you to read this review before planning club fest.** Club Fest Review can be found on the following page.

Club Fest Review: Fall 2018

- I. Description: Club Fest is an event where Clubs are given a platform to promote and represent their clubs to the campus community. It is an opportunity for students to get involved in this community through clubs based on common interests.
Mission: To get students involved on campus.
- II. Goal: Exceed the number of students that attended last year's club fest from 100 people to 200 people.
- III. Planning / Brainstorming
 - A. Location: The Lawn in front of the SS Building
 1. The location of club fest is usually in the LC quad. This year I wanted to utilize the lawn in front of the SS building. There are many pros to this decision. The lawn can be used as a place to sit and eat food, while still attending to the event. The lawn also works as a stage for the open mic concept.
 - B. Date: September 11, and 12, 2018
 1. It has been proven that students are the most engaged in school in the first four weeks of classes. I wanted the dates to be in that time frame and September 11, and 12 worked the best. Club Fest is a two-day event. I did not want to have the event on Monday and Tuesday, because I wanted to use Monday to promote the event as well. Tuesday and Wednesday were perfect because we were able to promote the event the day before the actual event, and students who could not attend on Tuesday were able to attend on Wednesday.
 - C. Time: 11:00 am - 1:30 pm
 1. The time of the event is lunch time. 11:00 am is the time most students get out of their morning class. 12:30 is the second time students get out of their morning class. Students who get out at 11:00 am and 12:30 pm get the opportunity to see club fest.
 - D. Event Brainstorming.
 1. Open Mic
 - a) The open mic is a great way for students to listen to clubs while making their way to class or sitting on the lawn. Many times students are afraid to approach clubs, and open mic is a great way to reach out to those students.
 2. Cotton Candy
 - a) Cotton candy creates attention. It gives club fest a distinguished feature. Most events give pizza including club fest. Cotton candy provides fun and feels good vibes.
 3. Food

a) Pizza and Cotton candy was the food for the event.

(1) Pizza: Mountain Mikes

(a) 10 Mountain Mikes Pizzas (The biggest size

(b) 2 vegetarian, 2 cheese, 3 combo, 3 pepperonis,

(c) Total amount: 680\$ with the tip

1. Cotton Candy : Party Center : [\(415\) 456-5970](tel:(415)456-5970)

1. 2 Boxes of sugar

2. 300 cones for cotton candy

3. Cotton Candy two-day rent

4. Total amount: \$88

2. Equipment

1. Microphone and speakers

2. 13 Tables

3. 2 chairs per table

4. Day 2 - 4 canopies

5. Decor

1. 12 balloons - Dollar tree (star helium balloons) for sandwich boards

2. 13 Tablecloths - Dollar tree (use color)

3. Tickets for the food - ASCOM

2. Club Fest Promotion

1. Posters

1. Amount: 20

2. Location of Posters:

1. 4 in the SMN: Each restroom

2. 4 in the LC: Each restroom

3. 4 in the AC: Each restroom

4. 6 in the SS: Each restroom and Community boards

5. 2 in the PE building: restroom

3. Size: 11x17

2. Flyers

1. Amount: 150

1. 7 clubs were given 10 flyers each

2. The rest were handed out in the library and the cafeteria

2. Size: ¼ letter sheet

3. Sandwich Boards

1. Amount: 6 small, and 6 large

2. Size: Large (24x36) , Small (24x26)

3. Location

1. Main Entrance of COM

2. SMN
 3. AC
 4. PE building
 5. SS and Lawn area
 6. LC quad and Library entrance
4. Social Media
 1. Post on ASCOM Instagram account and Facebook.
 2. Display on cafeteria's tvs.
3. Event Details
 1. Volunteers Day 1
 1. Prep Lead - Fitry
 2. Clean Up Lead - Jadon and Fitry
 3. Pizza Lead - Kai
 4. Tabling Lead - Laurel
 5. Cotton Candy Lead - Liam
 6. Music Lead - Ferch
 7. MC (announcer) - Alex
 2. Volunteers Day 2
 1. Prep Lead - Gabby
 2. Clean Up Lead - Ferch
 3. Pizza Lead - Wammy
 4. Tabling Lead - Gabby
 5. Cotton Candy Lead - Ferch
 6. Music Lead - Hellen
 7. MC (announcer) - Alex
 3. Open Mic Day 1
 1. Environmental Action Club
 2. Alpha Gamma Sigma
 3. Students for Social Justice Club
 4. Foreign and Language Club
 5. Mapping Academic Pathways to Success (MAPS)
 6. Transfer Club
 7. Land and Sustainability
 8. Model United Nations
 9. Chess club
 10. The hidden population of SAS
 1. Open Mic Day 2
 1. Foreign language and Culture club
 2. Alpha Gamma Sigma
 3. Students for Social Justice Club

4. Foreign and Language Club
5. Plant Tree
6. Transfer Club
7. Land and Sustainability
8. Model United Nations
9. Chess club
2. Event Turnout
 1. Day 1
 1. Club count: 9
 1. Environmental Action Club
 2. Alpha Gamma Sigma
 3. Students for Social Justice Club
 4. Foreign and Language Club
 5. Transfer Club
 6. Land and Sustainability
 7. Model United Nations
 8. Chess club
 9. The hidden population of SAS
 2. Student count: 220 students
 3. Food: 10 boxes pizzas gone at the end of the event
 4. Changes for Day 2: Canopies for tables in the sun
 2. Day 2
 1. Club count: 10
 1. Environmental Action Club
 2. Alpha Gamma Sigma
 3. Students for Social Justice Club
 4. Foreign and Language Club
 5. Transfer Club
 6. Land and Sustainability
 7. Model United Nations
 8. Chess club
 9. Plant tree
 10. Student Nursing Association
 2. Student Count: 250 students
 3. Food Count: 10 pizzas gone 30 min. before the end of the event.
3. Feedback
 1. Feedback from the Lead of the Event
 1. What went well
 1. The amount of pizza we ordered was great because we had no leftover pizza from the event.
 2. The cotton candy idea was a success. It brought something new to Club Fest, and it made Club Fest stand out compared to other events.

3. The colorful table cloths brought in color to the event, and it was a cheap option as well.
4. The open mic went well and I thought it gave Club Fest a fun vibe. Alex did a phenomenal job as MC.
2. What to improve in
 1. Be more creative with the “Start a club” table.
 1. The table was mixed with the ASCOM table.
 2. There was not much to hand out or give besides the active clubs on campus and the inactive clubs on campus.
 2. The Open Mic could have been better scheduled. Many times the clubs had to switch places because of the time slots the clubs were in. If this was prepared weeks in advance it would have been easier to lay out when each club could speak. I also realized that time slots worked best starting at 12:00 instead of the open mic starting at 11:00 am. There are not many people paying attention if it started at 11:00 am.
 3. ASCOM board members should be introduced to all clubs because then when they needed help with anything they could ask clubs instead of the lead of the event. ASCCOM board members were also in a little bubble and it would be great to have some volunteers to go around campus handing out small club fest flyers.
2. Feedback from ASCOM and Volunteers
 1. More kinds of music options would be great. This can be fixed by adding to the Spotify playlist before the event.
 2. Make sure to always have canopies at the events
 3. ASCOM was represented well. Everyone needs to wear ASCOM gear. We gave a sense of community.
 4. Direction signs for people to know where the event is held
 5. Not many volunteers were advertising the event.
3. Feedback from Clubs
 - **Club Fest Debrief From ICC meeting**

Club’s perspective on the event

- Successful
- Many people involved, new people
- The new location was great
- Keep the location for future events

Cotton Candy Feedback

People love posting cotton candy, make it viral, spread on social media.

Have cotton candy, food and etc. earlier to advertise on campus. PR a day before

Lawn Feedback

Include more of the grass
Have more activities on the grass
The new location, new obstacles

ICC Improvement Ideas

Become a club support group
Have an open house ICC day

Open Mic Feedback

- Nobody was listening to the open mic event. More central area
- Don't serve food during that time
- Pass around the Cotton Candy
- Give the mic to the audience
- All clubs turn attention to the speaker

Club Day Location Improvements

Have the speaker on the lawn
Have the food on the side of the lawn
Have the clubs on the building side
Explore new locations, lawn chairs or bean bags
A successful day, good music

1. Future advice for the lead of Club Fest

Club Fest is a unique event in so many ways. There are several possible directions to take the event while still having the same goals as previous club fest events. I took some risks with this event and I would encourage other club fest leads to take risks and be different. I would also advise preparing earlier than the first week of school so that you won't feel stressed before the day of the event. It is also important to not give yourself all the work to do on your own. Ask help from the senators of student activities and services. Ask help from the ASCOM board but also clubs. Give yourself a reasonable amount of work to do. During the event, it is important to have an assistant with you, so that you can ask that person to help you out while still supervising the event. Listen to all kinds of ideas from clubs and students, it doesn't matter if they are impossible. Create a schedule for the volunteers at the event, and work closely with your advisors. Write in your journal of your successes and failures while planning and brainstorming the event. Have fun and don't stress too much.

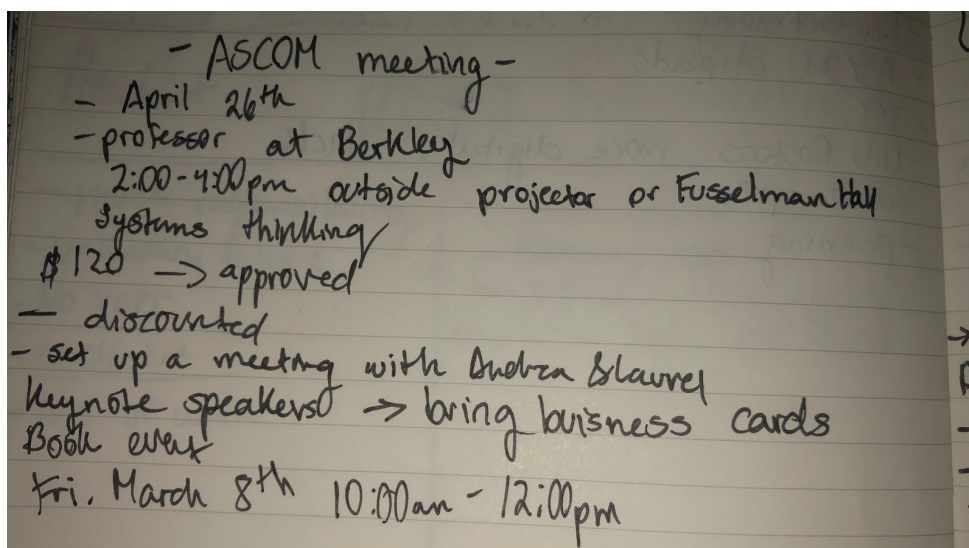
Hellen Sigaran
| Vice President | **ASCOM** |
| President | **Inter-Club Council** |
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F. ASCOM Related Meetings

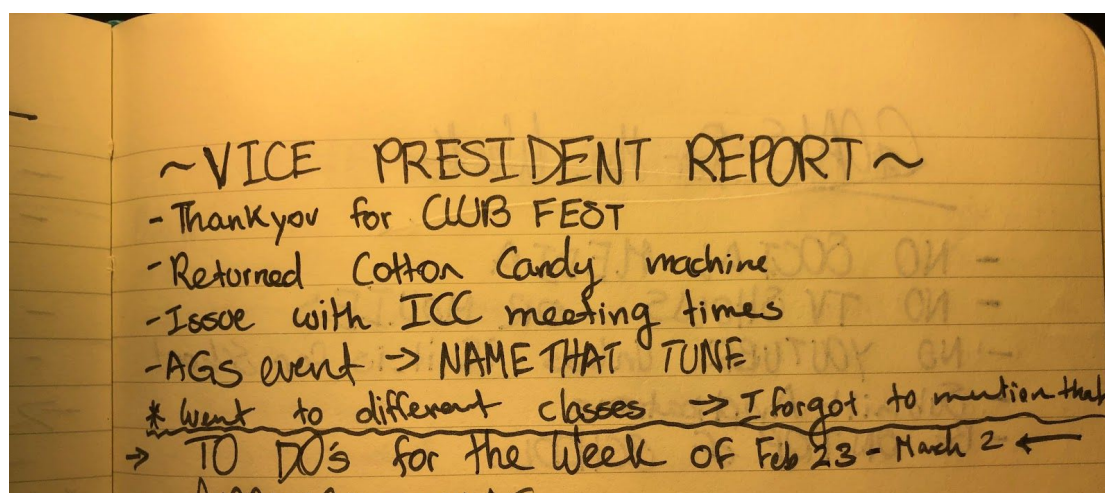
1. ASCOM Meetings

- a) ASCOM meetings are arguably a huge part of the job. An ASCOM meeting may entail endorsing an Angela Davis Event, listening to feedback from students, speaking with Dr. Coon, and reporting on all the great projects you have been working on. If the ASCOM President is absent during an ASCOM meeting, the Vice President leads the meeting. Because of this, you should be prepared to lead a meeting. Below you will find tips when leading meetings, and these tips are tips that relate directly to me. Everyone struggles with different obstacles. These tips may not be effective for you. If this is the case, I urge you to ask others with similar struggles for tips and advice.
- b) Tips for Leading Meetings
 - (1) Work with the secretary. The Secretary and the President are always working to get the meeting moving at the correct pace. If a conversation becomes too heated, you need to be prepared to calm the storm. I suggest having a timer ready during the meeting to keep everyone held accountable. Using phrases like “we should move on, we have exceeded the time limit” or “We need to make a decision now”, or “We can discuss some of this after the meeting if you like?” when a comment is unnecessary or unrelated to the conversation. The Secretary should also provide follow up replies such as “I agree” or “motion to vote” or “ motion to table”.
 - (2) Read the Agenda in Advance. Make sure you know what each agenda item is, and its purpose. People always look towards the leader of the meeting to gather information over the agenda item.
 - (3) Be Confident. You are in this position because students trust you to lead the student government. So trust yourself in the process as well. If you trust your intuition, you will gain the confidence to perform the best of your abilities. This, of course, can sometimes be easier said than done.
- c) Although ASCOM provides minutes, I find it helpful to write down some key points of the meeting. This helps me keep important tasks and events in my notebook. Here is a rough example of my notes during ASCOM meetings. (excuse the “typos”) :)



d) ASCOM Vice President Reports

- (1) I always try to write VP reports before an ASCOM meeting. It usually consists of bullet points of two to three words. This is my personal preference since I usually elaborate in detail on each bullet point. It is important to let the student body know that you are working hard to create change on campus, and you do not want to forget during the meeting on several big projects you worked on during the week. Here is an example of what I write in my notes for my VP reports:

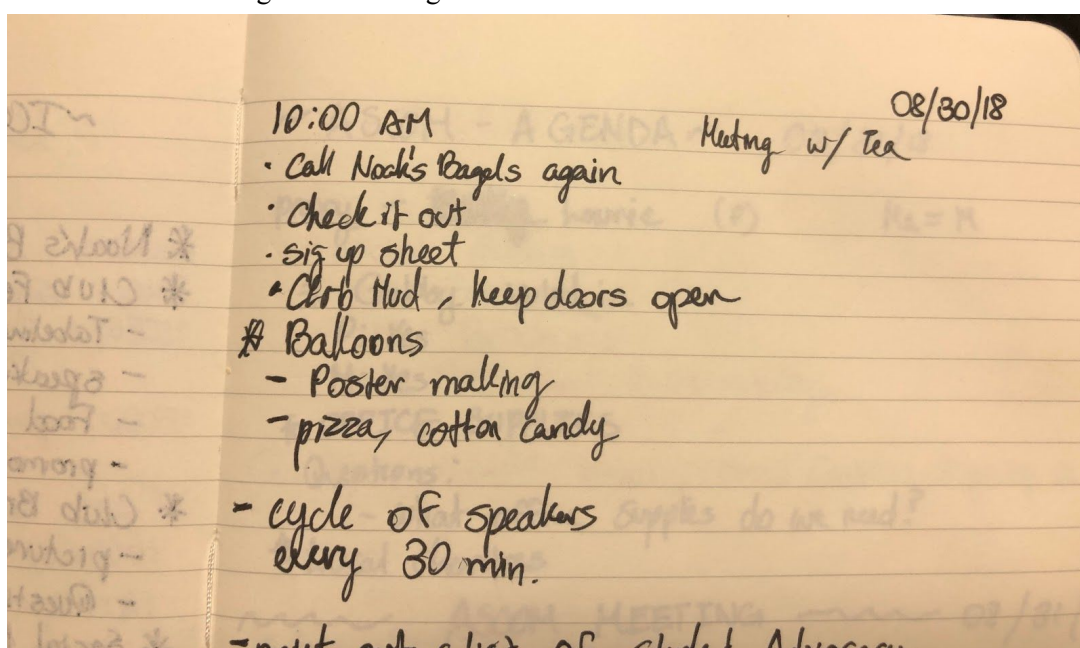


2. Meetings with Tea, or your advisors

- a) You will be meeting with your advisor, Tea Perales, once a week. You will set up a meeting with Tea, by emailing her your availability for the semester. Meetings with Tea may sometimes be the highlight of your week. You get to share all the unique projects you are working on, and

also brainstorm on new ones. One of the mistakes I made early on during these meetings, was that I wish I shared more with Tea. In the beginning, I was afraid to be personal and share too much. As the year went by, Tea would often ask me how I was doing, and I began to open up to her more. She has helped me so much this year, and I am thankful for that relationship. Tea will never judge you or make you feel worst. If you have a problem and need some advice, Tea has always been welcoming and has great advice.

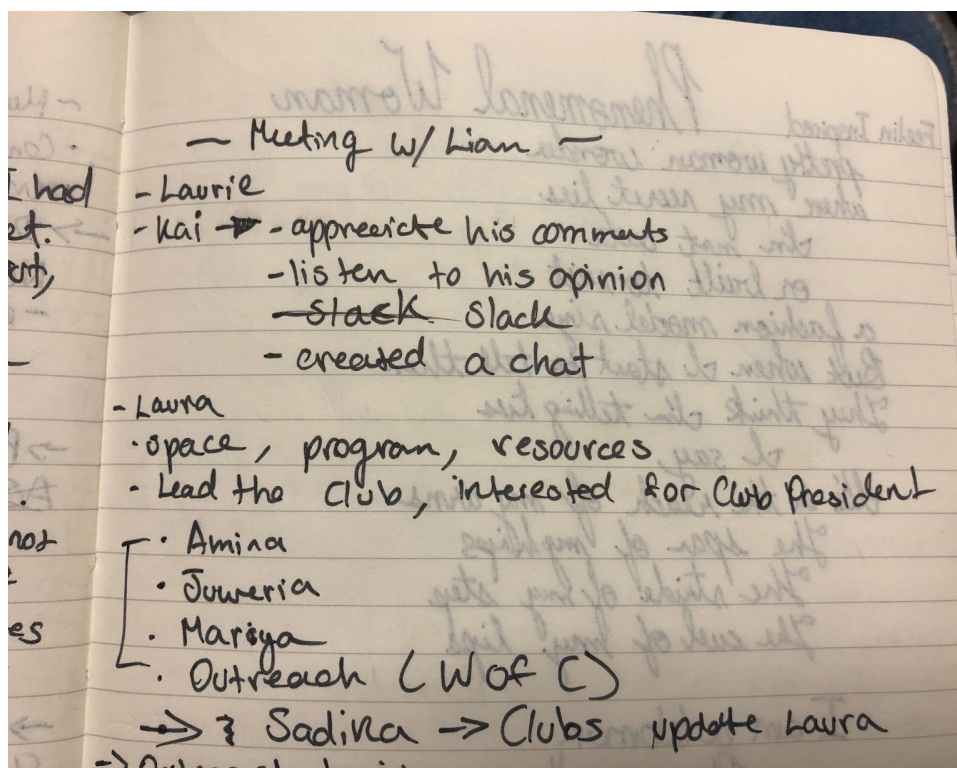
- b) I highly recommend writing down bullet points of what was discussed in the meeting. Here is a rough example of what we would talk about during these meetings.



3. Meetings with the President of ASCOM

- a) You will be meeting with the president of ASCOM at least once a week during the academic year. These meetings will consist of ASCOM plans, ICC plans, College Council Meetings, ASCOM culture, and etc..

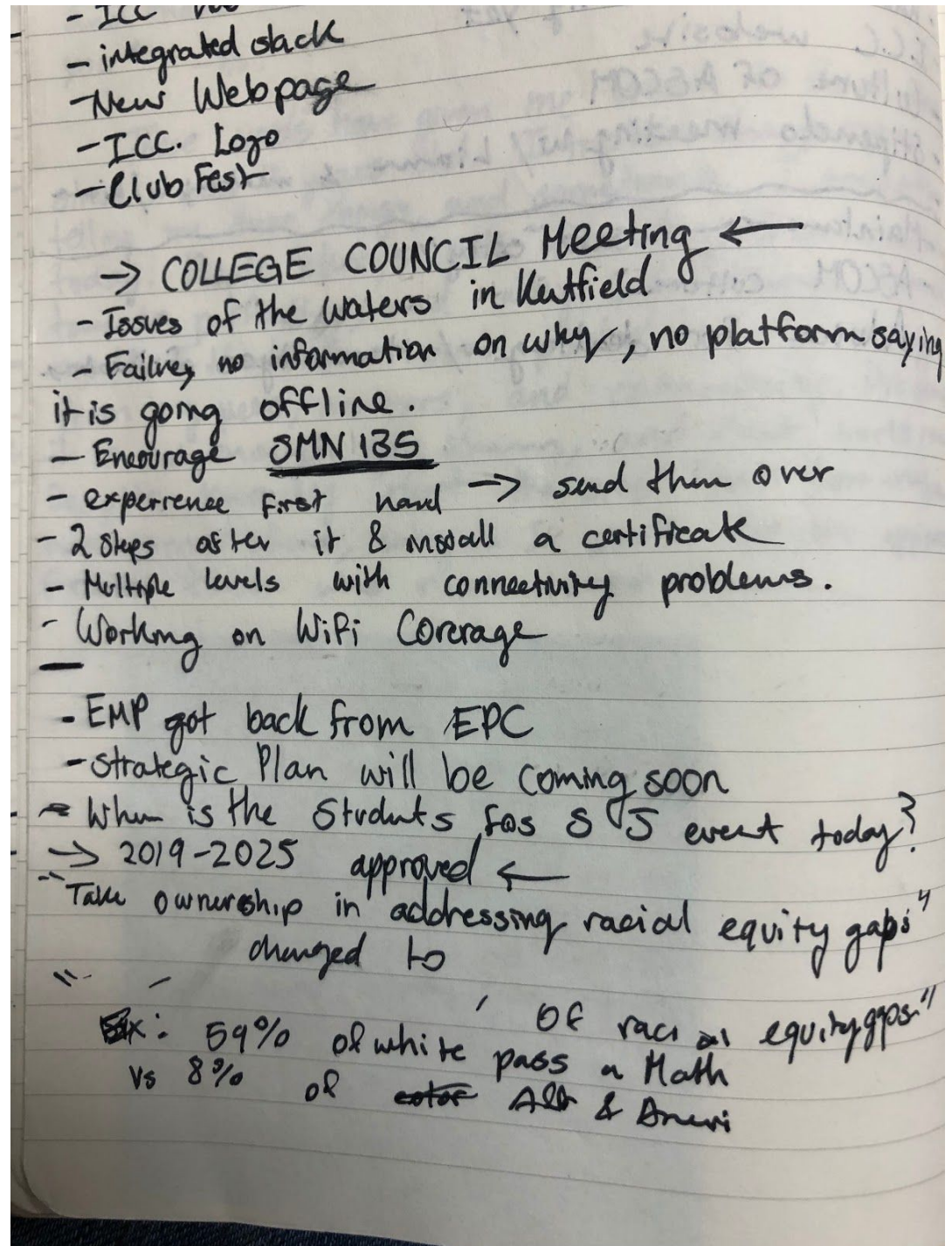
Here is an Example of what we talked about in the meetings. Please use this information at your own discretion:



G. College Council

1. The College Council meeting is ASCOM's opportunity to communicate with the college's administration over student concerns and feedback, and updates on ASCOM projects. College Council Meetings can be intimidating at times. What helped me be myself and professional in these meetings, was looking up to Meg Pasquel. She was my previous professor, and I was able to connect with her in these meetings. She also made sure that my input was heard, and taken seriously. Jonathon and Dr. Coon are also amazing people and don't hesitate to speak to them on campus.

2. Example of College Council Notes



H. In the Case of Impeachments

1. My Experience

I experience two impeachments, during my Vice President term in ASCOM, one for ASCOM and one for ICC. These impeachments were the most difficult things I had to overcome in ASCOM. I am sharing my experiences in case you were put into this difficult position. I will only be sharing my experience of the ASCOM impeachment since I briefly spoke about the ICC impeachment. The ASCOM impeachment hit me close to home, because I had a personal friendship with this board member. During the election of the impeachment meeting, I was wishing and praying not to be elected. When I was, I promised myself to work my best in order to come up with the correct solution. I reviewed the constitution for hours, and reviewed the case in detail. Once the election committee finally met, we spent hours working to provide the final word. Three hours in, it had became clear that we had to follow the constitution, and represent the student body, rather than myself. Creating and presenting the letter of recommendation for the impeachment, was the hardest thing I had to do in ASCOM. I remember feeling extremely anxious that night and not being able to sleep, because it was something really hard for me to do. Every situation is different. At the end of the day you have stand firm with your finally decision. This situation helped me separate my personal feelings with being professional. If you end up in this position, always remember that ASCOM is bigger than just the ten people around you, it is the student body, and you need to be considerate of their votes and voices.

IV. Useful tips

A. Brief Tips for your VP term

- Setting Goals early and scheduling those goals from a realistic perspective.
- Communicate with clubs early in the semester
- It is okay to be direct, just do it respectfully.
- Always be welcoming towards clubs
- Set boundaries and prioritize school before anything else
- Explore ideas with advisors and fellow board members
- Be confident in your own leadership style. Everyone has a different style, and it is okay if yours is different.
- Stick to what works, do not overcomplicate things if it is going well

B. Email Template and Contact info

a. First ICC email reminder

Good Morning,

I hope you are all doing well. I am emailing this to remind all clubs of the ICC Meeting this Thursday, August 30, at 1 pm in room SS 241. We will be serving Noah's bagels, and we will be talking about Club Fest on September 11 and 12. It is extremely important for all clubs to have a representative or club president attend all ICC meetings. Please email me back letting me know if you will be present or not.

-

 [Hide History](#)

Hellen Sigaran| Vice President | [ASCOM](#)|
Email: hellensigaran@gmail.com
Direct Number:(510) 942-1384

b. Contacts

I listed the email addresses of the 2018 -2019 ASCOM Board. Please use it at your own discretion:

President Liam Campbell: liam@liamcampbell.net

Vice President Hellen Sigaran: hellensigaran@gmail.com

Student Trustee Jadon Seitz: jadon.seitz@gmail.com

Secretary Gabby Hojilla: gabbyhojilla14@gmail.com

Treasurer Kaikonishigray: kaikonishigray@gmail.com

Senator of Technology Ashley Chanthongthip: aechan93@gmail.com

Senator of SA&S Laurel Halvorson: laurel.h24@gmail.com

Senator of SA&S Andrea Thach: andreathach1@gmail.com

Senator of PR & Marketing Fitry Rahmadianty: frahmadianty.csus@gmail.com

Senator of PR & Marketing Fernando Sanchez Lopez: fsanchezlopez3405@mycom.marin.edu

State Student Senate Rep. Luca Citroen: lucacitroen822@gmail.com

Dear Vice President,

Now that you know most of the ins and outs, I hope you do not feel too nervous for your term. I hope you feel inspired to show your own talents and creativity. I had my own style, with my own creativity. You do not have to copy me. You have your own style too, and you should embrace that. Always seek out for help if you need some. You have great advisors, and a great board as well. I will leave my contact info below if you have further questions during your term, please use wisely. Remember It is a great honor and privilege to be in this position, and you should never take it for granted.

Sincerely your former VP,

Hellen Sigaran

Hellen Sigaran

| Vice President | **ASCOM** |

| President | **Inter-Club Council** |

Email: hellensigaran@gmail.com |

Direct number: **510.942.1384** |



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