



College of Marin-Kentfield Campus
835 College Ave, Kentfield, CA 94904
Regular Meeting MINUTES
August 27, 2021
9:30a.m.-11:00 a.m.
ASCOM MEETING

- a. Order of Business Call to Order: 9:42 am
- b. Roll Call

OFFICERS	PRESENT	ABSENT
PRESIDENT ANA CAMACHO	x	
VICE PRESIDENT SONIA SALTZMAN	x	
STUDENT TRUSTEE JUNIPER YOSHIHARA		EXCUSED
SECRETARY VACANT		
TREASURER VACANT		
SENATOR – TECHNOLOGY HALEIGH BROWN	x	
SENATOR - STUDENT ACTIVITIES & SERVICES FERANDA DAVILA	x	
SENATOR - STUDENT ACTIVITIES & SERVICES MAX BUKOW	x	
SENATOR – PUBLIC RELATIONS & MARKETING EMMA MITTEREGGER	x	
SENATOR – PUBLIC RELATIONS & MARKETING MARIE SCHÖNBORN	x	

STATE STUDENT SENATE REP. FAIZAL KHALIQ	x	
ESCOM REPRESENTATIVE VACANT (NON-VOTING MEMBER)		

ASCOM ADVISOR: SADIKA SULAIMAN HARA AND TEA PERALES

AUXILIARY MEMBERS:

MEMBERS OF THE GENERAL PUBLIC:

- a. Adoption of the Agenda Sonia, Max
 Passes Unanimously
7-0-0

- b. Approval of the Minutes Emma, Haleigh

 Passes Unanimously
7-0-0

c. Public Comment

- i. *This segment of the meeting is reserved for persons desiring to address the ASCOM Executive Board on any matter of concern that is not stated on the agenda. A time limit of three (3) minutes per speaker and ten (10) minutes per topic shall be observed. The law does not permit any action to be taken nor extended discussion of any items not on the agenda. The ASCOM Board or Members may respond briefly to questions or statements, however, for more information please contact the ASCOM President or Secretary to have an item placed on the next regular meeting agenda. (Brown Act 54954.3)*

I. New Business (Actions May Be Taken)

- a. Discussion/action to amend May 14, 2021 minutes, item I, *DISCUSSION/ACTION TO APPROVE NTE \$1,500.00 FROM ACCT.# 5820.01 (PRINTING PUBLICITY) TO PAY MCCD REPROGRAPHICS FOR PRINTING COSTS AND ONLINE PUBLICITY NEEDS FOR FALL 2021 AND SPRING 2022 PR #'S TO FOLLOW* to include, "reimburse MCCD, Sadika's P-Card". Presentation by Emma and Marie, Senators of PR and Marketing about purchase of Canva.
 Fernanda, Sonia
 Emma: Last year, there were funds approved for the purchase of Canva and other materials. And this year we didn't know that at first and we tried to figure out a way to purchase Canva. And so originally we had planned a presentation for today to purchase canva, but it was already

approved. So Marie and I got in contact with Nequeshé and we got the funds to get the canva pro version which we will be using to make most of our posters.

Marie: That sum up perfectly, but I'm glad that we got the Canva Pro version because that's gonna make our posters a lot better and we have a lot more options to make them really good for this year.

- b. Discussion/action to approve NTE \$2,000 for 21-22 academic year for ASCOM supplies from acct.#4500.01 (Office Supplies), PRs to follow. Presentation by Sadika Sulaiman Hara.

Emma, Haleigh

Sadika: We wanted to get a one-line item for the entire semester for the purchase for supplies. So anything you all need we would have already approved it for the year so we don't have to keep purchasing.

Motion to vote: Max, Fernanda

Passes Unanimously

7-0-0

- c. Discussion/action to approve NTE \$3,000 for 21-22 academic year for ASCOM meeting Zoom captioning using VTEC services from acct.#5650 (Contracted Services), PRs to follow. Presentation by Sadika Sulaiman Hara.

Sonia, Fernanda

Sadika: Same thing, we have a captioning service that we want to make sure we utilize to make every meeting accessible for folks. So this amount is to cover the captioning cost for the whole year.

Motion to vote: Emma, Fernanda

Passes Unanimously

7-0-0

- d. Discussion/action to pay rep fees collected for 2020-2021 for California Community College Chancellors Office for SSCCC from acct.#8890.01, PR already created via Marilou Fragata. Total for 3 terms would be \$10,816. This has already been paid from 2020-2021. Presentation by Sadika Sulaiman Hara.

Max, Emma

Sadika: So this is another item, this item is approved every single year, it is a certain amount of money per every community college district that goes to the State Student Senate to support their needs and conferences. Every community college pays a certain fee towards it to make sure the senate is running. This is from last year, we just didn't approve it at that time. It's a retroactive approval.

Motion to Vote: Max, Emma

Passes Unanimously

7-0-0

- e. Discussion Club Fest promotion and incentives brainstorm. Presentation by Sonia Saltzman. Emma, Fernanda

Sonia: I'm in the process of planning club fest, I believe Marie is my Co-lead. We have chosen a day it's going to be September 22nd Wednesday from 12:40PM-1:30PM. Right now we're trying to finalize the clubs. My main issue is trying to incentivize and promote, as we know students aren't as engaged on zoom events. How would we incentivize students to go?

Fernanda: Last year we would send the poster to the teacher and they would post it to their canvas page

Sonia: We can definitely do that.

Emma: At the retreat we talked about giving away items. We could do people who bring 3 of their friends could get something. I don't know what items we have. If it's on zoom, we can have a similar thing in their name to see if they came together. I don't know if the clubs are open but the clubs could promote on their social media as well.

Sonia: Another issue is the clubs not being very responsive. So if you have any connections to the clubs, remind them. Only AGS, Nursing Association and model UN responded.

Sadika: As long as it's random, and we get the donation, but we have a bunch of ASCOM gear. Windbreakers, sweatshirts. That's the kind of stuff we can give it away. You can say even 3 to 4 giveaway winners.

Sonia: I'll text and email everyone with the event details. My hope is all the presidents can be in their breakout rooms and we can open rooms so they can go around and answer questions.

- f. Discussion Pursuant to the California Voting Rights Act, the District Board of Trustees is going through the process to adopt by-trustee-areas (or districts) for the 2022 election rather than have trustees elected countywide. This process is referred to as "redistricting." For more information on the redistricting process, COM now has a webpage devoted to this topic: <http://www1.marin.edu/redistricting>. Our first and second public hearings will be September 14 and 28 during Board meetings. Student participation encouraged. Presentation Sadika Sulaiman Hara.

Emma, Haleigh

Sadika: I'm not sure how many of you know, but redistricting has happened so our board of Trustees are now going to be elected based on where they are located. This way there is more Representation per community in Marin County. They are asking that students get more involved so there could be a lot more publicity. Your voice is also important. If we have racial and ethnic diversity at our college, we should have that reflected in our board of trustees. Right now, we have a great board and they are majority white, so how do we get the name and word out there? Even ask your faculty to put up in classes. This should be one of the items we post on Instagram. So this link will provide you with more information; if you could get it out there and publicize it, ask the faculty to put it up in classes. Great way for you to engage on the county level and make sure other students are as well.

Emma: I can make another poster for Haleigh for social media.

- g. Discussion ASCOM program timeline and updates. Presentation by Fernanda & Max.
Emma, Haleigh

Max: We sent out the event list and we have everyone doing specific events and sounds pretty good so far. Emma and I had a meeting for the ESL workshop event and set the ground for that, what we wanted it to look like, how we would go about it. Sonia is working on club fest. If you need help reach out to any clubs, feel free to reach out to us and we will help you out with that. I am sending dates in an email later this week regarding a meeting of a specific timeline for each of your events. So if a presentation is needed before the 3rd or 2nd week before the event, they will meet with you guys to make sure everything is on track. We're setting the guidelines to have actual meetings for events and the accountability to make sure everything goes through.

Fernanda: Budget breakdown - if anyone needs money to buy stuff, that is a way to see how much money you are using. It categorizes the expenses you have made. Degree Form: explaining your event, where, when, and the time the event is gonna be. A little debrief of what the event is gonna be like, examples. Total of attendance- how many people attended the event. Preparation Guide helps you create specific deadlines, like when to talk to PR in marketing. Helps you brainstorm. Let them know the poster has to be sent in for approval. Co-leads - unite their strengths (what they're good at) so they can create a good event. Create a healthy environment so all planning goes well. Four weeks before the event is due, we require a meeting with Student

Activities and Services to talk about the details of the event. How is everything going, if you need any help. We also require meeting with the treasurer, if you're using money.

Sonia: Say we did need help with finances, who would we get in contact with?

Sadika: the board. The treasurer doesn't approve funding, the board does. The reason we do Call for Agenda items is so you all can request funds for each of your events. So when the agenda goes out, you put agenda item and you present to the board what the amount is and why you need it. Similar to Marie and Emma

Fernanda: Add the budget to the agenda by 11am on Tuesday. Three weeks before the event, talk with SSA form and send the SSA and agenda request form to Nequeshé. Confirm the details with the campus partner you're doing the event with. For example, If we are doing the event with PUENTE, we need to have communication with them and make sure everything is understood. You also have to meet with PR in marketing to let them know the poster has to be sent in for approval. If you need to buy any supplies for your event, you need to buy them that week. Two weeks before the event, meet with a senator of tech to know when you want everything posted. A Full report of event details during the Friday meetings to let us know how it's going, and if you need some help, all supplies bought or have to be presented.

After the event, send a debrief of how it went, how many people were there, debrief of the event itself, how you felt (good/opinion). Send the debrief four days before the ASCOM meeting on Friday. If you bought anything, you need a budget spreadsheet and send it to the treasurer as well. We also have the clubs, a debrief of each event, and who's gonna be co-leading each event. The At The Spring party, Fernanda sent an email asking for opinion if everyone wants to do it publicly, or privately.

Anna: It's a leader's responsibility to schedule a meeting before the event. Four weeks before with Fernanda. As well with Emma and Haleigh with the posters. Also send the form to Nequeshé.

- h. Discussion with Danila Musante, COM mental health counselor. Presentation by Danila Musante.

Fernanda, Max

Danila: Collaboration between students and their office and services is important. They would love to continue and expand everything Psych services does. Think about how we want to shift/expand it. The plan right now is for them to attend the meetings once a month.

Max: End of semester event from December 13-17.

Emma: Make a midterm campaign in collaboration on social media. Does not have to be an event since everyone is stressed out (Post self-care tips, link with resources, meditation tips).

To get awareness out about all the services we have, and a great way to introduce the Psych services Office.

Ana: I would love to see an Instagram live with different timelines.

Emma: Breathing exercise like Mindful Monday or Mental Health Monday - one or two tips with a 5 min recorded/live meditation session. Last year there were four Instagram lives. Schedule a

meetings to figure out logistics.

<https://www.instagram.com/collegeofmarin.psychservices/>

<https://ss.marin.edu/soundeling/psychological-services> <https://www1.marin.edu/event/call-courage-identity-culture-and-priviledge-1>

New program in collab w Side by Side is a weekly support space for LGBTQIA+ students; Tues/Wed

<https://www1.marin.edu/event/lgbtqia2s-studenbt-support-group>

Partnership with Art With Impact to destigmatize mental health. Primarily film to talk about mental health issues. Trying to integrate mental health programs into classes and their curriculums. Actually bringing them in and making it a part of the class time.

<https://www1.marin.edu/event/wellness-words>

- i. Discussion to revisit ASCOM Board Community Flag and communication expectation. Presentation by Ana Camacho.

Fernanda, Sonia

Ana: First board meeting; Community Flag; **consistent communication**, we've already had a misunderstanding early in the semester. As a board/team to create a connection in past boards, we need to follow through our commitment on our community flag.

Emma: Marie and I will reach out about the posters. They know it's easy to slip the mind.

Sadika: I acknowledge the deadline and timelines, but you are responsible for your duties. I recommend everyone creates their own system to hold themselves accountable. If you need help you can come to me and tea. This is stuff that we do to make sure you all are successful in your positions. If you have a thought about the poster, let Marie and Emma know right so they can make a change before they get to Tea, Ana, and I.

- j. Discussion/Action Participatory Governance Committee rep. assignments. Presentation by Ana Camacho.

Emma, Fernanda

Ana: Email was sent out by Anna before fall semester started, about interest in joining my committees. Everyone should reply to email for assignment to a committee so Sadika can email the committees with assignments.

- i. GOVERNANCE REVIEW COUNCIL:
- ii. PLANNING AND RESOURCE ALLOCATION COMMITTEE:
- iii. EDUCATIONAL PLANNING COMMITTEE:
- iv. FACILITIES PLANNING COMMITTEE:
- v. INSTRUCTIONAL EQUIPMENT COMMITTEE:
- vi. PROFESSIONAL LEARNING COMMITTEE:

II. Standing Business (Actions May NOT Be Taken)

a. Officer Reports:

i. **PRESIDENT REPORT:** This week was a busy week. I had a one-on-one with Sadika. I met with Fernanda, Emma and then Fernanda, Max, Emma, Marie Tea and Sadika, sent out email responses. Prepping for this meeting at school.

ii. **VICE PRESIDENT REPORT:** Met with Emma to make a poster for ICC, meeting with Marie after this to work on club fest, sent email to all advisors and club officers to get reactivation forms and ICC representatives.

iii. **STUDENT TRUSTEE REPORT: no report**

iv. **SECRETARY REPORT: no report**

v. **TREASURER REPORT: no report**

vi. **SENATOR – TECHNOLOGY:** Group chat with Marie and Emma where they talk about posters. Emma is good at relaying information to me so I can get it posted. If you want something posted, give her a date so she will know when to repost stuff. Add a link to Instagram, for a google form where you can type in an anonymous suggestion. Instagram live is next Wednesday.

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

Max: Fernanda and him made a presentation with all the dates. Assigned Emma and Max to ESL workshop. Met with Emma regarding the event they are leading. Still figuring out timelines that work for everyone. Setting the timelines and getting a format to follow through the semester.

Fernanda: yesterday, Max, Emma, Marie and Tea and Sadika met to discuss how they can make it work and any changes necessary. Physics teacher wants to make a collaboration for

Feb 2022; will talk about it in person to talk about possible collaborations. History teacher (Ismael Lara) asked if we can promote his class on the ASCOM page. He doesn't want his class to be dropped. She will send the poster for her teachers class.

viii. SENATORS (2) - PUBLIC RELATIONS & MARKETING: Marie: Emma and I met to split up posters for the rest of the sem. Met with Anna to check in and for Haleigh to post the Instagram live poster on Instagram.

Emma: met with Nequeshé to figure out the canva account. Met with Sonia to make the ICC poster. Met with max to help make the buddy app.

ix. STATE STUDENT SENATE REPRESENTATIVE REPORT: this week I met with David Patterson to get one or two members from ASCOM. Wants to inspire people in his club to join. Fellowship from SSCCC will be sent out via email.

x. ESCOM REPRESENTATIVE REPORT: **no report**

xi. ASCOM ADVISORS REPORT: Tea: I'm here to remind folks what was on the community flag and expectation on the board. Checking emails and responding within 24 hours. Make sure you stay on track to make it as sustainable as possible. Please reach out if you need to have things reviewed or need understanding. Some ways you can support COMCHELLA is. 1) share on personal accounts/classrooms and Attend. Resource fair on Tuesday, IG live on Wednesday, transfer101 session @ transfer center on Friday. Forward comchella poster to build community.

Sadika: There is a vaccination requirement to be on district property so fill out those forms that were sent via email. There is an exemption request for medical/religious reasons. Follow directions. Office hours are still in progress, but needs to be done as a part of responsibilities. Folk need to know to attend events. When we have events, showing up is showing support and we want visibility in all spaces. Captioning link in the chat (special for every meeting) and code will be needed. Anyone who needs CC needs to click the link and enter the code. Let us know what you need. First program next week, every program needs a debrief to find an improvement.

xii. Committee Reports:

Ana: skipping all committee reports

i. COLLEGE COUNCIL REPORT (Ana and Sonia):

ii. GOVERNANCE REVIEW COUNCIL:

iii. PLANNING AND RESOURCE ALLOCATION COMMITTEE:

iv. EDUCATIONAL PLANNING COMMITTEE:

v. FACILITIES PLANNING COMMITTEE:

vi. INSTRUCTIONAL EQUIPMENT COMMITTEE:

vii. PROFESSIONAL LEARNING COMMITTEE:

viii. GUIDANCE, RESOURCES, INTEGRATION, TRANSFORMATION COMMITTEE (Fernanda):

ix. TECHNOLOGY PLANNING COMMITTEE (Haleigh):

x. INCLUSION, DIVERSITY, EQUITY, AND ACTION COMMITTEE (Helen Sigaran):

xi. COMMUNITY HOUR COMMITTEE (Fernanda and Max):

IV. Communications from the Floor

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

I. Public Comment

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II. Adjournment: Fernanda, Sonia 10:59am

Ana Camacho

ASCOM President

Sadika Muhammad

ASCOM Advisor