



College of Marin-Kentfield Campus
835 College Ave, Kentfield, CA 94904
Regular Meeting MINUTES
November 5, 2021
9:30a.m.-11:00 a.m.
 ICS INSTRUCTIONS

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- a. Order of Business Call to Order: 9:33 am
- b. Roll Call

OFFICERS	PRESENT	ABSENT
PRESIDENT ANA CAMACHO	X	
VICE PRESIDENT SONIA SALTZMAN	X	
STUDENT TRUSTEE JUNIPER YOSHIHARA Proxy: Sonia Saltzman	X	
SECRETARY MARK RAMIREZ	X	
TREASURER VACANT		
SENATOR – TECHNOLOGY HALEIGH BROWN Proxy: Emma Mitteregger		EXCUSED
SENATOR - STUDENT ACTIVITIES & SERVICES FERNANDA DAVILA	Tardy	
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

Emma, Faiz

- b. Approval of the Minutes

Sonia, Emma

- 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/debrief on the Día De Los Muertos/COMchella event on (11/01). Presentation by Ana, ASCOM President, Fernanda, Senator of Student Activities & Services, and Mark, ASCOM Secretary.

Emma, Sonia

Ana: For Día de Los Muertos we had 20 people on zoom, 19 views on Facebook, one person interacted with the Facebook Live, so I think we got a total of 61 people, either viewed or reached the Facebook Live. 61 was the total turnout. Good stuff was we had the list of songs and got request from people. The collaboration with Student Activities and Services and Community Hour was a benefit for us. Do you want to add anything Mark?

Mark: Sure. So, the sound quality was really good this year and we think it was because we had a soundcheck 40 minutes before the event. Another highlight was that we had the same Mariachi from previous years, so our relationship with them was good, their rate was reasonable, and they knew the COM community well, as well as some paperwork we had from them from last year.

We think it was an awesome event because it created a sense of community since we had multiple events concerning Latinx Heritage month. Some improvements we think we could have made, since we will be in-person next year, maybe having an Ofrenda in collaboration with PUENTE. Also, a microphone connected to a computer so that the sound quality can be even better. Also, collaborating with fellow board members to avoid confusion. Clear communication and checking in well before the date and deadline to set up a meeting with anyone as they requested.

Ana: Thank you Mark. Does anyone have any comments or feedback about the event?

- b. Discussion on Voters Awareness video. Presentation by Sonia, ASCOM VP, and Fernanda, Senator of Student Activities & Services.

Emma, Faiz

Sonia: We released the video on Nov 2nd, it got around 200 views on the Instagram. I also coordinated with Nicole Cruz to get it posted on the YouTube Channel and the Facebook page for COM. I appreciate everyone who sent videos, it was really awesome. We finished editing it, me and Fernanda got videos, I think it went pretty well. Like Mark mentioned, I think just for the future, I would appreciate just more responsiveness from the board. Which is something I think we can still work on in terms of clear communication and making sure that everyone is following through on their responsibilities and engagement with these events. I would love feedback if you have any.

Emma: I think it was awesome, I really liked it, it was a really cool thing. Maybe in the future, uploading the video before the date of the election.

Sonia: Yeah, I think that was another issue too, but we didn't pick the dates. It was kind of hard.

Max: I really liked the video, you guys did a really good job.

Marie: I really like this kind of outreach.

Fernanda: I just want to say Sonia did most of everything. I just helped her with some stuff, but she was more creative. I don't want to take credit for something I haven't done.

Sonia: No, you did help don't worry about it. Thank you, I appreciate it.

- c. Discussion on Club Fest 2022. Presentation by Sonia, ASCOM VP.

Emma, Fernanda

Sonia: So, I know this is kind of early, but I'm starting to plan it now because Tea and I are planning for it to be in-person. Which requires a lot more work? It's just getting the food, clubs, tables, all those logistics. I just wanted some feedback if you all think Club Fest should be on one day or two days. Typically, in the past it's been on two days to engage students who have class on either Monday or Tuesday. Due to COVID, I'm not sure if that would be ideal to have it for two days. I would still like everyone's thoughts on that.

Fernanda: I feel like it should be on two days just because what if not enough people come to one day. Most of the time, even now, people are just going to choose the dates they feel comfortable with and the ones they want. Maybe not that many people can come on Monday or even the Tuesday, so we should also think about that.

Emma: We could also do one day in-person and one day online. Since there might be people on the other campus. There were a couple of asynchronous classes I think. That way it will be less stuff to do and maybe easier.

Fernanda: We can also do videos and post them for people to see.

Sonia: Yeah, that's what I was thinking too kind of similar to the Voter's Awareness. I would get all the clubs together to come and make a video about who they are, what they do, and how folks can join. I definitely like the idea of having it one day in-person and one day online. Because Online Club Fest this year, I think it worked really well. It was just like again, student engagement, but I don't know, from the feedback I heard, I think people like the breakout rooms

Emma: I don't know about you, but like for me, most of my classes are Tuesday/Thursday and for like a lot of classes as well.

Marie: I feel like it's either Monday/Wednesday or Tuesday/Thursday like always split up on those days. So then Monday/Tuesday would be good because then you can get people from both schedule blocks.

Sonia: We're still planning things and stuff. I will be meeting with ICC to go over more logistics. I just wanted to keep you guys in the loop since we are starting to think about this. Closer to the event date, I will need more support this year, especially in terms of volunteering and setting up on-campus.

Fernanda: I will probably not be able to do it on Monday, but Tuesday I can because I'm here all day.

Max: Sonia, work with me and Fernanda just around setting the date for Club Fest. I'm not sure if we want to do it the exact same time, as far into the semester, as we did this semester. Just a heads up so we can have communication surrounding that. Me and Fernanda are going to start making the calendar for next semester's events.

Sonia: I will text you guys. Tea said I can pick a Co-lead for the event. So, I'll be in communication. Thank you.

- d. Discussion/action to amend item "a" from Minutes dated 10/22/21, *Discussion/action NTE \$250 for MAPS Halloween event from acct.#4500-04 (event supplies), PRs to follow. Presentation by Ana, ASCOM President.* To correct account number from 4500-04 to **7300-11 for Intrafund Transfer to MCC department and include PR #00079.**

Marie, Emma

Ana: Sadika, do you know what this is about?

Sadika: So, it turns out MAPS did the purchasing in a way that we had not anticipated. So, we need to change the accounting numbers so it goes from the proper account and they can reimburse the district for the spending. They're just changing the account numbers.

Motion to vote

Fernanda, Marie

8-0-0 passes unanimously

- e. Discussion/action to temporarily appoint Sonia Saltzman as ASCOM Treasurer for the purposes of Secretary of State tax forms. Presentation by Sadika, ASCOM Co-Advisor.

Fernanda, Faiz

Sadika: As you all know we do not have a treasurer as of right now. So, to process any tax forms for the state on behalf of ASCOM, we do have to have a secretary, a president, and a treasurer. So, I'm advising that we appoint Sonia for signature purposes until we have a Treasurer. So, if there is no opposition or questions about what that means. we can move on. I think we all trust Sonia.

Ana: Mark, can we get a motion to vote?

Motion to vote

Fernanda, Max

8-0-0 passes unanimously

II. Standing Business (Actions May NOT Be Taken)

a. Officer Reports:

- i. **PRESIDENT REPORT:** this week I had 1:1s and had my first event on Monday which was Día de Los Muertos. Second event on Wednesday which was the Women of Color Café Hispanic Heritage Month. Both of them went really well. Did my debriefs, that's it.

- ii. VICE PRESIDENT REPORT: I edited and released the voter's awareness video. Got a lot of engagement which I'm pretty excited about. Again, I appreciate everyone who sent me videos because that was super helpful. Especially Emma, who got extra videos from other people. That was also my last event which I'm very excited about. Had my 1:1 with Tea this week which was awesome as usual. Then, I helped coordinate an interview with Dave and the board. Huge shout out to Mark, Faiz, Emma, and Fernanda who did the union interview on Friday. We had an ICC meeting on Wednesday where we held elections for a secretary, which is the Model UN ICC Rep. I also attended the College Council meeting and been emailing back and forth with Nequeshé regarding clubs and meeting minutes. As well as getting updated rosters and helping clubs get their registration forms in. Finally, starting to think about Club Fest and planning the agenda for our next ICC meeting.
- iii. STUDENT TRUSTEE REPORT: Juniper met with Sadika on Thursday and went over the wording of the event poster with Emma
- iv. SECRETARY REPORT: This week, I went to two events. The first was the WOC cafe and I really liked it. Shout out to Fernanda, Ana, and Tea for putting that together. Then, we had Día de Los Muertos and I'm glad to say we had a great turnout. I'm just working on getting the video from LCDR for our Veteran's Awareness event. I'm going to ask her about that today.
- v. TREASURER REPORT: n/a
- vi. SENATOR – TECHNOLOGY: Haleigh said that this week she posted the esports tournament and the COMchella Día de Los Muertos poster and as well promoted them on the story. She said she loved the video for election day. According to Instagram, we've reached 195% more accounts than we did last week. Which is in total, 334 accounts, 37 accounts engaged, and we have a couple more followers.
- vii. SENATORS (2) – STUDENT ACTIVITIES & SERVICES: Fernanda: I couldn't meet with Max this week because of our event on Wednesday. I'm really happy with the outcome for Día de Los Muertos, we had a lot of people I feel like both on Facebook and on zoom. On Wednesday, we had six people in total for WOC Café, we had good conversation. I was going to talk about starting to talk about the events for next semester. If you have any thoughts for events for next semester, send it to Max and I so we can start planning it and so we're not behind. Max, do you have something else to say?
Max: Not a whole, lot this week was pretty slow. I was on the road so I couldn't attend the events, but I was some of the recording on Facebook. So, that was nice. It looks like you guys put together a pretty good presentation there. I wasn't able to meet with Fernanda but still managed to check in in to make sure there is nothing we're missing
- viii. SENATORS (2) - PUBLIC RELATIONS & MARKETING: Marie: I attended COMchella and sadly had to leave early because of my AGS meeting. It was really awesome, I wish I could have stayed longer. I made a video for the voter's education campaign. Went to office hours and I talked to Ana and Emma.
Emma: Last Friday, we did the interview with David Patterson, and it was really fun. Also, I was in contact with the women from the museum who is going to come as a speaker for the event. I also talked to Haleigh, Ana, and Fernanda about finals week. I also talked with Marie. Then, I had my EPC meeting on Monday.
- ix. STATE STUDENT SENATE REPRESENTATIVE REPORT: Faiz: This week I had a meeting with Ana 1:1. I was supposed to meet with Sadika and Tea, but it

was moved to later today. I had a SSCCC meeting for the committee I joined: internal affairs committee. We had our first meeting where we talked about what we're going to do in the committee. I had the interview with David Patterson on Friday.

- x. ESCOM REPRESENTATIVE REPORT:
- xi. ASCOM ADVISORS REPORT: Tea: I just want to also say congratulations on the events that happened. The voter's registration video I thought was really impactful to not only the message, but just to bring visibility and faces to students at COM with that message. That was really great to see that message and to see new faces, and ASCOM faces on there. So, that was really great. Also, the Latinx heritage month events with the Día de Los Muertos and the Women of Color Cafe. Having it be such a quality programs and also with the numbers of engagement. The mariachi having such a high engagement, to me, speaks to how powerful and important having programs like this for populations on campus that maybe don't often that have that visibility just speaks to the importance and impact of the programs. Great to hear about the increase in engagement on Instagram. I just want to also share that plugging the Instagram any chance you get is really helpful. Every program I put on I plug our Student Activities Instagram and ASCOM's Instagram and tell them to follow, because that really is a way to continue to get folks engaged. It's a great way to get people involved with the amazing programs that are being offered. Lastly, when thinking about the culture of ASCOM, and the leadership and community that you all are building with one another. If there are feedback that you have for one another, going to talk to them and offer the feedback versus talking about it behind folks' backs. I think there's a difference between gossiping and reaching out to one another to get support on how to check in with one another. If there are things that you want to provide feedback to one another, that Sadika and I are here to provide any support around that, we know that this takes practice to do and to create modes around community accountability that are rooted in mutual respect, transparency, and honesty. Please know that that is something we are going to dive into as we head into our spring retreat. It is already November, so we'll be sending those dates soon. Our spring retreat, were going to continue to have opportunities to practice what it looks like to truly practice mutual respect and leadership when it comes to providing honest and transparent feedback in a respectful way with one another. Another remind that the self and peer evaluations are also a component of that will be coming soon. As always, I'm always here to provide any support that I can. Whether it's to set up a meeting ahead of time, regularly, or if something comes up that you're needing. I'm here to offer that.

Sadika: I want to thank everyone for the programs that they put on. I know it was very successful so, big congratulations. Want to remind folks that we are coming back, so I want you to think about the events and how you see them coming back to campus. Sonia, I was thinking about you and ICC, do you want to start doing meetings on campus? So, this is to the time to kind of gauge that. Probably talking to the ICC board.

Sonia: I talked to Tea too. Like, ideally I would like to have the, in-person. It's just finding a space.

Sadika: Okay, so these are the things that we are going to start to look at. So, how many people, do we have a space, what are the dates. So, starting to bring that to the conversation. If there are thing that you need for the Finals Week Event, please let us know. We want to know if you need anything for that. The events

for spring, I know Fernanda and Max said they were starting to plan for it, I recommend consulting the board about dates before anything gets finalized, and we don't have the same repeat of what happened with posters. I'd like that to happen in the same room versus it being, these are the dates, and this is what we're going to move with because I know we've been planning on holidays, and it was a lot more chaotic. If you want to put together topics, lets figure out the dates based on who's coordinating them. Does that sound okay?

Fernanda: I was telling them to let us know some of the events so we can put them on paper and arrange them in order to present them back to the board so we could all discuss further.

Sadika: I recommend putting an Agenda item on. We are really starting to wind down how many meetings you all have, I think you only have four left.

Fernanda: I'll probably make an appointment for the last week. So, we can have more time to discuss it and plan everything.

Sadika: For the Native American Heritage event, there's a speaker coming. I talked to Juniper yesterday and we were talking about paying them. If that's the case we need to get them on the agenda as soon as possible.

xii. Committee Reports:

- i. COLLEGE COUNCIL REPORT (Ana and Sonia): Sonia: We had our college council meeting yesterday. I did my officer report and Dr. Coon was impressed by how busy we are and all the events we've done. Some updates are COM sent out an email regarding COVID to faculty. They're working on sending a similar one to students. We also had an agricultural update and a landscape master plan for the Kentfield and Indian Valley campuses. They're brainstorming some ideas, but nothing is set in stone. However, they are taking the landscape masterplan to the senate. Also, we reviewed the redistricting maps for the Board of Trustees. There's going to be a meeting on Tuesday. We reviewed the APs and the BPs.
- ii. GOVERNANCE REVIEW COUNCIL: Faiz: So, we had a meeting this Wednesday and we went over our PGS Survey. We looked at all the questions on the survey, what we want to change, what we want to take out, and what we want the survey to look like. So, that's all we did that meeting.
- iii. PLANNING AND RESOURCE ALLOCATION COMMITTEE: Fernanda: We had our meeting this Tuesday, but they didn't allow me into the zoom meeting. So, I couldn't go. They sent me the dates and I added them now to my agenda. They have been forgetting to add me.
- iv. EDUCATIONAL PLANNING COMMITTEE: Emma: We had a meeting on Monday. One of the people who is leading the committee has retired unexpectedly. We talked about the CS goals 1, 2, and 3 which are basically around funding the college. We looked at where we're standing right now compared to last year or two ago. Plus, what other ideas we would have for a future time.
- v. FACILITIES PLANNING COMMITTEE: n/a
- vi. INSTRUCTIONAL EQUIPMENT COMMITTEE: n/a
- vii. PROFESSIONAL LEARNING COMMITTEE: n/a
- viii. GUIDANCE, RESOURCES, INTEGRATION, TRANSFORMATION COMMITTEE : n/a
- ix. TECHNOLOGY PLANNING COMMITTEE (Haleigh): n/a

- x. INCLUSION, DIVERSITY, EQUITY, AND ACTION COMMITTEE (Marie Schönborn): We hadn't had another meeting but will have one after this one. I will be reporting next week.
- xi. COMMUNITY HOUR COMMITTEE (Fernanda and Max): Max: We have one this Wednesday but there was no meeting for this week.

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.*

Max: I am going to be sending out a google survey soon. It's basically going to be a list of all the events we've hosted this semester. I'm still formulating how I want to structure it. The idea would be get feedback from you guys, about which events you thought was the most useful and enjoyed hosting, to make sure we incorporate them next year. Take the events that weren't as good as a fit and replace them with other events. Just trying to constantly improve the events we're hosting on the planning and participation side.

Fernanda: I want to say for the events that you want to have for next semester, please send them to us as soon as possible. I'm going to put them on the agenda for the last meeting so we can talk about it. We need to formulate everything by then. If you have any events you want to do, please send it to Max and I, so we can have it ready for you guys.

Sonia: I know as were planning our schedules for next semester. Start thinking about whether you want to have our board meetings on Friday or prefer another day. Just keep that in the back of your mind as we're all planning our schedule for next semester.

I. Public Comment

- 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)*

II. Adjournment: 10:13 am
Emma, Faiz



ASCOM President



ASCOM Advisor