



College of Marin-Kentfield Campus
835 College Ave, Kentfield, CA 94904
Regular Meeting MINUTES
September 3, 2021
9:30a.m.-11:00 a.m.
 ICS INSTRUCTIONS

To view your event in a browser, click the link below at the start of your event:

<https://www.captionedtext.com/client/event.aspx?CustomerID=3240&EventID=4870319>

Alternately, you can visit <https://www.captionedtext.com> and input your confirmation # 4870319.

- a. Order of Business Call to Order: (9:32)
- b. Roll Call

OFFICERS	PRESENT	ABSENT
PRESIDENT ANA CAMACHO	X	
VICE PRESIDENT SONIA SALTZMAN	X	
STUDENT TRUSTEE JUNIPER YOSHIHARA		X
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		EXCUSED
ESCOM REPRESENTATIVE VACANT (NON-VOTING MEMBER)		

ASCOM ADVISOR: SADIKA SULAIMAN HARA AND TEA PERALES

AUXILIARY MEMBERS:

MEMBERS OF THE GENERAL PUBLIC: *lily woodring*

- a. Adoption of the Agenda

Sonia, Fernanda

- b. Approval of the Minutes

Fernanda, Haleigh

- 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 parking permit orders. Presentation by Nequeshé Dyer.

Sonia, Max

Nequeshé: I need to know whether or not you submitted an order for a parking permit, in order of your roll call can you say your name and whether or not you got one or need one. Juniper asked for one for her parents and I wanted to know if she got it.

- b. Discussion meeting attendance and expectations. Presentation by Tea, ASCOM Co-Advisor.
Fernanda, Max

Tea: Just wanted to review what the ASCOM expectations are. Just want to remind folks, whether it's a meeting at ASCOM, here or others, the expectation is that you arrive on time. There are things that come up so please send a text to me, Sadika, and anna. We understand so when things happen just communicate. It's happening so much that we have to track folks down and that's not how things work. Coming to ASCOM meeting, we expect people to come w writing utensils or

something to type with. We have a lot of information that needs to be written down. Another thing is that if you're going to attend through zoom and not in person, please communicate with us, at least 24 hours before. A reminder that in the Bylaws for ASCOM you only have 3 unexcused absences. If you get 3 that is grounds for impeachment from the board. If you are going to have an excused absence it is important you have a proxy to attend for you in behalf. Sadika do you want to add anything to the expectations

Fernanda: So if you cannot come in you get a proxy, do we have to send them an email of what they have to say for our communication part

Tea: absolutely. Just a reminder, at the end of each semester there is a 370 review, areas really well, areas for growth next semester, and a feedback for each members that are gathered and reviewed by Sadika, and how communication expectations went through the semester and that is how your stipend is determined as well. If you have any questions as things come up please know we are here to help and support you through that.

- c. Discussion/action PR and Marketing campaign and assistance. Presentation by Marie, PR and Marketing Co-Senator.

Fernanda, Haleigh

Marie: I just want to talk about campaigns and spread info about that. We're thinking about doing some and we think that during the last week if we have a topic we want to bring awareness to. Instead of playing an event we can launch campaigns on social media. Emma and I would create the Instagram posts and launch those. We can bring awareness to topics we. We have three campaigns we are thinking about doing. The first one would be about Afghanistan. The second would be the constitution campaign. And a midterm/mental-health campaign. I started on the Afghan Campaign poster right now. This is what it currently looks like. three topics; about the current situation, I will add some stuff to that too. 'Did you know?' page. So much has happened there so it would be cool to bring general facts. I'm going to add more links to videos could watch and learn more. Make two groups. One that would help me and one with Emma to help with the constitution campaign. Everyone would be working with either campaign. Whoever joins my group, i would ask everyone to find one fact about Afghanistan. I love feedback. We're hoping everyone would be okay with this campaign.

Fernanda: Are you going to translate it?

Marie: We were thinking Fernanda and Ana could be in a separate group.

Ana: I think we should decide groups now

Marie: The Afghan campaign I'm pretty time sensitive

Ana: I want to be Afghanistan

Max: me too

Fernanda: I want to do constitution day

Sonia: I'll do constitution day.

Haleigh: Constitution day

Marie: I'll put Faiz with ana and max for Afghanistan. I'll ask Juniper which she prefers and she can chose

Ana: deadline?

Marie: Monday, send in a fact by Monday so I can send it in for approval and launch it next week.

Fernanda: Constitution day deadline?

Emma: next week Tuesday, because September 17th is constitution day i believe. So hopefully have it ready by then.

- d. Discussion/action presentation about marketing and publicity expectations and requirements. Presentation by Emma and Marie, Senators of PR and Marketing.

Max, Sonia

Emma: Marie and I would like to talk about how we were working as a PR Marketing team.

Everyone can understand the process. Please contact Marie and me 3-4 weeks before the events so we can set up a meeting to make a poster: details of the event, visions, ideas. We will remind you of this board meeting, we will remind you but not reach out in a separate email, that is not our responsibility.

Marie: This slide tell you what we need to make a poster: event name, date, time, Zoom ID and link, any additional info

Emma: meet with event leads 3-4 weeks before the event, we don't expect creative input but it would be awesome. Second step would be to create a draft of the poster. One of the two of us send it to review. One of the lead would review and submit changes. We would send a new draft and ask for approval again. Then send it for approval to an advisor (Nequeshé)

Marie: Here you can see who does what posters. We would appreciate everyone contacts who is responsible for what. It would make things easier, only email the person who is responsible for your event or poster.

Emma: it is not your responsibility to create posters, and we will not make one if you do not reach out to us.

Marie: we might say something at the meeting but not reach out to you, if you do not email us it will affect the whole board.

- e. Discussion/action review of programs and co-leads. Presentation by Fernanda and Max, Senators of Activities and Services

Emma, Haleigh

Fernanda: today we will be presenting the event calendar because we made some mistakes on the date. Last meeting we talked about expectations, so this time we're just going to show you the events and official dates

Max: only Microaggressions was on the 26th now on the 20th, Veterans awareness has been shifted one day, not actually on Veterans day since it's a holiday. Everyone is still assigned the role in that email. Only difference is Sonia and I would do microaggressions instead of Faiz and Sonia. We're going to define who does what event, just check those dates. There's a 4-3-2-1 timeline before your event that we expect to hear back from you. It is on your end to come to our meeting.

Fernanda: We will be having our own agenda, just to remind you we have a meeting with you guys, but not make the meeting. If you don't text or call the same or next day we will give you a reminder but we are not going to tell you face to your face.

- f. Discussion/debrief Instagram Live event. Presentation by Faiz, SSCCC Rep. and Haleigh, Senator of Technology.

Fernanda, Sonia

Haleigh: Wednesday Faiz and I did an IG live. The outcome was okay, I expected that. We had 13 people come, we had a campus tour. We saw Sadika on campus and it was fun. We'll probably do it again. So on live during and event and walk around.

II. Standing Business (Actions May NOT Be Taken)

a. Officer Reports:

- i. **PRESIDENT REPORT:** This week I met with a couple of board members, we discussed the event and our planning. I also met with Sonia to finalize office hours. It was kind of a slow week because I was sick at the beginning but I feel better now.
- ii. **VICE PRESIDENT REPORT:** This week has been busy. I met with Emma and mairé to go over the ICC and club fest posters. I have mostly been planning club fest with Marie. Reaching out to club leads and trying to promote it. One on one with Tea
- iii. **STUDENT TRUSTEE REPORT:** not here
- iv. **SECRETARY REPORT:**
- v. **TREASURER REPORT:**
- vi. **SENATOR – TECHNOLOGY:** besides ig live, this week wasn't too busy. I've been trying to keep up with reposts, with COMCEHLLLA and the resource fair. Tea has been helping by sending DMs with examples. If you want something posted let me know.
- vii. **SENATORS (2) – STUDENT ACTIVITIES & SERVICES:** Fernanda: max and I met on Wednesday to work on the presentation that we presented today, we met with tea and Sadika yesterday and discussed what we need help and what we should work on. I've been working on the calendar for Max and I
Max: We also met to talk about club fest, I have a meeting on the 8th to talk about the buddy app
- viii. **SENATORS (2) - PUBLIC RELATIONS & MARKETING:** Emma: I met with Sonia and Marie to talk about posters, I also reached out to professors for Max and I's buddy app event for them to promote it in their classes. Some are super happy to do it. I ran into tea on campus, I met with Marie and Tea to go over this presentation today
Marie: I met with Sonia and she talked about club fest. We met with tea to talk about today's presentation. Meeting with Sonia, and, and Fernanda for club fest. Sonia and I are meeting after Friday's meeting to talk about club fest
- ix. **STATE STUDENT SENATE REPRESENTATIVE REPORT:** Faiz: Instagram live where we toured the campus. It was Sadika most of the time. Looked at cool places on campus. It was cool since that was my first tour as well
- x. **ESCOM REPRESENTATIVE REPORT:**
- xi. **ASCOM ADVISORS REPORT:** Tea: Awesome to see the flavor that each of y'all are putting in your positions. That ig live was really cool. Just seeing the campaigns is exciting too. Please reply to people when it's 24 hours during the business week, that's how we show respect. Please communicate if you're going

to come late or leave early. When we brought in a community care plan for the retreat.

Sadika: big kudos to Haleigh and Faiz. If we keep that kind of energy it'll make a difference. I want to appreciate some folks who are being transparent, I'm being grateful to see how you rise to the occasion. It's not easy to do that. The last thing, if you are sick, do not come to campus. If you have a meeting schedule with anyone, please make it a zoom meeting. Faculty know if you are sick, they do not want you in their classroom. Let me know, I'm happy to be an advocate. Great job end of another week.

- xii. Committee Reports:
 - i. COLLEGE COUNCIL REPORT (Ana and Sonia): Thursday the 9th, presentation to Jonah
 - 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.*

Emma: I was wondering how you feel about creating a doc where we all write our responsibilities, so we have a better understanding.

Max: common form for everyone's availability. If we have it all in one central form, it would be easier to schedule meetings. Pick overlapping times instead of asking every time. We could merge those two ideas and make a google doc.

Sonia: we could do a shared google calendar

Max: it would be super cramped. I'll talk to you (Emma) after, and we can come up with a spreadsheet or slide where we put

Emma: Since Sonia and I had some problems with the poster, it might be helpful to have something.

Emma: Since Sonia and I had some problems with the poster, it might be helpful to have something.

Ana: I think we can create a summary, so we can all be sure of who's responsible for what.

Haleigh: it will help keep everyone accountable

Fernanda: In the packet, it's dense. Making it shorter and easier to understand.

Ana: Also there are things that we aren't responsible on there, so at the end of the year we're asked to update that

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)*

Kevin: I just wanted to say hello and look forward to communicating and reaching out

II. Adjournment: Fernanda, Haleigh. (10:21 am)

Ana Camacho

ASCOM President

Sadika Muhammad

ASCOM Advisor