



Student Services Building, Room 254
College of Marin-Kentfield Campus
835 College Ave, Kentfield, CA 94904
Regular Meeting Minutes
September 2, 2022
9:30 a.m. – 11:00 a.m.

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

OFFICERS	PRESENT	ABSENT
PRESIDENT EMMA ROSE NEAL	X	
VICE PRESIDENT LILY BARR	X	
STUDENT TRUSTEE DEVIN MIMS Appointed 8/04/22		Excused (Sick)
SECRETARY LESLIE RODAS Appointed 8/04/22	x	
TREASURER JORGE CHAN Appointed 6/08/22	x	
SENATOR – TECHNOLOGY JOSH LAWSON Appointed 6/08/22	x	
SENATOR - STUDENT ACTIVITIES & SERVICES SAIDY REYES	X	
SENATOR - STUDENT ACTIVITIES & SERVICES CHRISTIAN ROYAL	X	
SENATOR – PUBLIC RELATIONS & MARKETING LIBBEY DENNY Appointed 6/08/22	X	
SENATOR – PUBLIC RELATIONS & MARKETING KAYLA ALIZADEH Appointed 6/08/22	X	
STATE STUDENT SENATE REP. TSHIAMO TSHABALALA Appointed 8/26/22	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 : Chirstian, Josh
- b. Approval of the Minutes: Saidy, Josh
- 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 allow ICC meetings to be held in the ACOM Office on Fridays from 12 to 1pm. Presentation by Lily Barr, Vice President.
Libbey, Saidy
Lily: I just wanted to propose that an ICC meeting can be held in the ACOM office from 12 to 1 pm on Fridays. That may be subject to change based on the ICC members availability. This was the same time from the meetings last year. That's gonna be the same timeframe for the first meeting which is on september 23rd after our board meeting. I just wanted to ask you all if its okay that the ICC meetings be held in the ASCOM office.
Emma: Yeah, I think that's a good idea just so that people know where the ASCOM office is. But a lot of people do have office hours during that time so, since we have two rooms, maybe we can ask them to do their office hours there. This is something we will vote on with a show of hands.
Emma: Wait, so are those meetings every other friday?
Lily: The meeting time now is going to be Fridays from 12 to 1 so after our meeting. But I did want to ask the ICC what their availability is, we have not discussed if they will be weekly or bi weekly, what I'm thinking is that they might be weekly for the first few meetings and eventually will become biweekly.
Emma: When's the first meeting again?
Lilly: September 23rd!
8-0-0
Passes
 - b. Discussion to have the ASCOM board help out with assembling Club Fest goodie bags after next week's meeting on 9/9. Presentation by Lily Barr, Vice President.
Kayla, Libbey

Lily: Just wanted to ask if you all have availability after next week's meeting to help Emma, Kayla and I assemble the goodie bags for club fest. It will be after our september 9th meeting next week.

Emma: Is anyone not available after the meeting next friday?

Josh : We can help during office hours!

Lily: If you have time during your office hours maybe we can leave a model goodie bag, like an example goodie bag. We'd greatly appreciate it if you can help assemble goodie bags.

Emma: If you are available, put it in your calendars.

- c. Discussion on Welcome to ASCOM video. Presentation by Emma Neal, President.
Christian, Libbey

Emma: This week we got 200 followers, a lot of them followed but not a lot of them don't know what ASCOM is. I was thinking of creating a Welcome to ASCOM video. I was thinking of having two people work on it, one of the people can be Josh with filming and stuff, and someone else to help him with a script of what to say. I was also thinking of having a tour so people know what ASCOM is. I Hope this is done within a week and a half. Does anyone have ideas of what the video can look like?

kAYLA: It can be people on the board introducing themselves and their positions. Or maybe we can cut from one person to another and have everybody say one fact about what ASCOM does.

Tshiamo: Hi, this is just an idea of like every single person on the ASCOM board to present their positions that way we know who is who.

Emma: I think that is a great idea, people introducing themselves, is there anyone that can help josh put that video together. Having at least two people would be good.

Lilly: I can possibly help out, I mean I have a pretty busy week but if there's somebody else besides Josh that would be helping out then I could help out.

Christian: I can also run some assistance

Emma: Awesome, that would be great. How about you three work together and stay in contact about working on that, and then reach out to everyone about their availability for when they're ready to film. Once you talk about it, put it on the agenda so we can figure it out. Is that okay with you Josh?

Josh: Yeah, that's great!

- d. Discussion on volunteer sign up sheet for Club Fest. Presentation by Emma Neal, President.

Saidy, Christian

Emma: As you all know Lily sent out the volunteer sign up sheet for club fest last week. We need the most help on Monday with setting up because we will have 20 tables. We are also having the scholarship ceremony from 1:30 to 2. We are also having a live band perform before that, if you can sign up as soon as possible.

Libbey: When will you need help to set up?

Emma: Well the event starts at 11 so before that.

Libbey: Okay sounds great!

- e. Discussion on ASCOM merch. Presentation by Emma Neal, President.
Saidy, Kayla

Emma: If you did it last week, we brought up our old ASCOM hoodies, we are running out of sizes. There are now only large sizes, I was thinking we order new merch, does anyone have ideas of what we can make or buy?

Lily: I think it was Devin that mentioned it last week but making hats, I liked that idea.

Saidy: Bucket hats, or tobags

Emma : This is something I want to assign to someone to do some research just to find out where we can order it from, then you bring it to the next board meeting and we will vote on it. So would anyone like to take the lead? Okay so we have Jorge , Saidy, and Tshiamo who have volunteered for that. You three can work it out between yourself, you can request to be on the agenda this week or for next week's board meeting.

- f. Discussion on ASCOM signs. Presentation by Emma Neal, President.

Libbey, Kayla

Emma: This room used to be the enrollment services and a lot of people still think it is. The other day there was someone waiting for 45 minutes for enrollment services to open, I had to tell them to go across the street to the Welcome Center. So there will be signage sometime, in the meantime we should create a sign, something we can put in the window or above so people know where ASCOM is. Does anyone have any ideas? Kayla: I mean we can just do a poster with writing.

Emma: Libbey and Kayla, you will work on that!

Libbey & Kayla: Yes!

Emma: Okay, Awesome.

Josh: We can also have a map in the student center.

Emma: Any other ideas, that would be a really good idea!

Kayla: We can also put the room numbers, like a directory

Emma: Yes, that's a good idea!

- g. Discussion on ASCOM pop up tents decals. Presentation by Emma Neal, President.

Christian, Saidy

Emma: This one is not as urgent, last semester we brought tents and we were going to buy one that had the ASCOM logo but it was more economical to just buy the blank ones. We never got around to it so I wanted to bring it back to the board to see what ideas you guys have on how to label the ASCOM tents. Was wondering what ideas you guys had for labels

Christian : We could hang posters on the side of the tent or post that say ASCOM, that's one way we can do it.

Josh: We can find an ASCOM logo and put it on the tent, or a banner to put on the side of the tent.

Kayla: I know for the tent, usually we need a specific type of material that's not tent material.

Emma; Does anyone want to do research on where we can order those, how many tents do we have, three?

Josh: No, we have four tents!

Emma: Once you figure it out, request it to be on the agenda item for next week.

- h. Discussion/action to approve funding NTE \$200 from acct.#4500.04 for Constitution Day on September 19 from 12:24 - 1:30pm. Presentation by Christian Royal, Senator of Student Activities and Services.

Libbey, Christian

Christian: We broke down our budget for 200 dollars and we kind of rounded everything up. Shipping costs for all of the merchandise we thought we'd put it around 10 dollars. We have a section for missiles, we haven't yet made up our minds for what type of candy we want. So we still have a lot to figure out and we think we don't need a lot of money.

So 200 compared to something like welcome week since we won't be catering food. We will need a lot of services just to get snacks and maybe some fun decorations.

8-0-0

Passes

- i. Discussion on upcoming events. Presentation by ASCOM Board Members.

Kayla, Saigy

Emma : This week we met with Keith who is hosting the scholarship ceremony that's happening on the same day as club fest. It will be under the overhang where they do the food distribution, and that starts at 1:30, so kinda towards the end of club fest. Also instead of having the live band on Tuesday we are gonna have it on Monday instead because of community hour. They are gonna be located in front of the administrative offices. We've also been reaching out to more organizations on campus like Student accessibility services, but the tutoring center can be there, ASCOM and we've also had a lot of people interested in starting a club. We got the posters printed out and as you know next Friday we will put together the goodie bags, we also ordered the supplies. Lily and Kayla do you guys have anything else to add?

Lily: Basically we've been in contact with clubs and organizations like Emma mentioned. We've been reaching out to learning communities, departments. We are also ordering the food, we've been prompting club fest, and sent out volunteer sheets.

Emma: How about an update for constitution day?

Libbey : Right now we are waiting to be approved for the budget. We've been figuring out how to order things so that they get here for constitution day. I'm also gonna get the rest of the information on the poster today, then I will get the poster approved and send them out so it can be printed and put up.

Christian: Yeah, so Lily is doing a great job organizing the information and pamphlets. I've also been working with a lot of different voting organizations across Marin county, and it seems like we are just adding more organizations so that we have a lot of resources to drop them.

Emma: That's great, I think it's really nice to have local organizations tabling at COM. About Alumni panels, that me, Devin, and Josh we still have not started planning however we are going to start meeting for it next week.

II. Standing Business (Actions May NOT Be Taken) -

- a. Officer Reports:
 - i. PRESIDENT REPORT:

Emma: I started my check ins with most people and I also have a lot of check ins after this meeting. I helped out at welcome week, great job to Christian and Saigy for hosting that. Like I said earlier we gained 200 followers, I was helping Tamo set up everything with ASCOM. Also remember to add tiamo to your emails, i also got her office hours and will finish making the poster for office hours. I also met with Devin to start planning the alumni, we will work on that next week.

ii. VICE PRESIDENT REPORT:

Lily: Like Emma said We've been working on club fest, christian and I have also been spreading the word on the events that are going on. We also met with Keith to discuss club fest. Emma, Kayla, and I have also been just figuring out details with the poster for clubfest. I've been keeping in touch with other clubs and organizations just to make sure that everyone is directed to the right places for signing up for club fest. I've been in touch with bea getting some advice, she will work the new booth at club fest on monday, I included her. If anyone is available the time before club fest, that would be great if somebody can do that because bea has class after then. I've prepared for the ICC, the deadline is september 22nd for ICC members.

iii. STUDENT TRUSTEE REPORT: no report

iv. SECRETARY REPORT:

Leslie: Hello, so I've been working on the agenda, I've also met with Emma to work on the agenda. I've also done the best I can to volunteer for Welcome Week.

v. TREASURER REPORT:

Jorge: So we got our first real wave of Pr's and those have been signed and accounted for on the budget. I've met with christian about his budgets, I have my meeting with Emma after this and I've been helping out with the events, that's basically it.

vi. SENATOR – TECHNOLOGY:

Josh: This week I have been doing the post on Instagram, and last Friday me, Emma, and Lily went to the international students department to say a few words about ASCOM. We also said a lot about club fest, yeah so that was the week. I've been doing the post on instagram, we went to the orientation last week

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

Saigy: This week was welcome week, we ordered the boba, the pizza, we were trying to get as much engagement, we also gave away shirts.

Christian: Welcome week was very successful so thank you all for that! For constitution day I already touched on that so I'll just quickly go over some other details. I'm currently working on emails to send out to other professors to tell their students about constitution day. We are also working with the librarians to see how we incorporate the 1619 project.

viii. SENATORS (2) - PUBLIC RELATIONS & MARKETING:

Libbey: So this week me and Christian just went over the budget for constitution day and got it on the agenda. The other poster for the board, I'm gonna take Tshiamo and get her added to that. Me and Kayla had our check in with you this morning, I stopped by Welcome Week and you guys did an amazing job. Me and Kayla also hung up the posters around campus for all the events. We attended our office hours and I also talked about it to other classes.

Kayla: So me and Libbey have been talking about club fest, we got our supplies ordered, got the posters printed, and Libbey hung up all event posters.

ix. STATE STUDENT SENATE REPRESENTATIVE REPORT:

Tamo: So this week I've been mobilizing myself with constitution day. I've also been trying to get a hold of the student state to be able to get information regarding what I'll be needing to do.

- x. ESCOM REPRESENTATIVE REPORT:n/a
- xi. ASCOM ADVISORS REPORT:

Tea: Congrats on welcome week events, I'm really excited for the new project. Just wanted to remind you folks that for your officer hours , if there are events you can use your office hours to help out at the events. Utilizing your office hours to be at the events is a great way to meet other folks. Sign up for the volunteer sheets when the leads send that out. Also remember when you meet with folk weather if it is at an event, class introduce your name, pronunciation and what ASCOM is. I ordered the supplies for club fest, constitution day I sent the order, thanks for submitting your activity forms. Also I will be out of the office next week, until next Monday, let us know what you need.

Sadika: Want to make sure that folks who have been emailing me about language to go out to faculty are sending me that information, also send me the poster with it because we can make sure it gets attached. Nicole or Jonathan will send it out to faculty. I know you had told me about voter registration, I know we don't have a poster. Monday is a holiday so don't come here. I know that you are creating the poster Kayla and Libbey, can you make sure you send me the final one I do want to put on the website. Last thing, make sure you are using our current logo. ,

- xii. Committee Reports: (Skip reports)
Libbey, Christian
- xiii. COLLEGE COUNCIL REPORT:
- xiv. GOVERNANCE REVIEW COUNCIL:
- xv. PLANNING AND RESOURCE ALLOCATION COMMITTEE:
- xvi. EDUCATIONAL PLANNING COMMITTEE:
- xvii. FACILITIES PLANNING COMMITTEE:
- xviii. INSTRUCTIONAL EQUIPMENT COMMITTEE:
- xix. PROFESSIONAL LEARNING COMMITTEE:
- xx. GUIDANCE, RESOURCES, INTEGRATION, TRANSFORMATION COMMITTEE:
- xxi. TECHNOLOGY PLANNING COMMITTEE:
- xxii. INCLUSION, DIVERSITY, EQUITY, AND ACTION COMMITTEE:
- xxiii. COMMUNITY HOUR COMMITTEE:

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: Thank you to everyone who helped out this week, It's really helpful when having people out there. Make sure you fill out the volunteer sign-up sheets ,make sure you are showing up for the events you sign up for. We had lots of people asking to join ascom, mention club fest and how they can hold an officer position with their own clubs

instead. I also want everyone to make at least one announcement about clubfest next week so that we have more people. I also need help moving things to the shed.

Saidy : When are we getting an email about what committees we have.

Emma: I have yet not received an email about the committees , and times

I. Public Comment

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Sadika: The IDEA committee is today after the meeting, also talking about involvement , we have auxiliary members. If they come to at least 3 meetings, and get voted in as an auxiliary member in the agenda. If you have anyone come in they can become auxiliary members, they can even assist during the events.

Tea: Just wanted to thank ASCOM for supporting through marketing for the events.

II. Adjournment: 10:23am

Christian, Libbey



ASCOM President



ASCOM Advisor