

**ASSOCIATED STUDENTS OF THE COLLEGE OF MARIN-Minutes**



**Student Services Building, Room 241  
College of Marin-Kentfield Campus  
835 College Ave, Kentfield, CA 94904  
Regular Meeting Agenda  
November 3, 2017**

I. Order of Business

- a. Call to Order 9:24 am – NO QUORUM
- b. Roll Call

OFFICERS	PRESENT	ABSENT
PRESIDENT ISMAIL AZAM	x	
VICE PRESIDENT MERCEDES SOSA CORDERO	x	
STUDENT TRUSTEE AMY DIAZ	x	
SECRETARY ROSA MENJIVAR		X - unexcused
TREASURER DIANA PATRICIA MOSQUERA	x	
DIRECTOR OF STUDENT SERVICES JANELLE LA CHAUX		X – excused
DIRECTOR OF STUDENT ACTIVITIES KAHLIL GRAY		X - excused
DIRECTOR OF PUBLIC RELATIONS ALEXANDER VASSILIOU		X – STEPPED DOWN FROM POSITION
DIRECTOR OF SOCIAL MEDIA/TECHNOLOGY AUBREY DOUGHERTY	x	

STATE STUDENT SENATE REPRESENTATIVE LAURIE PENNISI		X - excused
ESCOM REPRESENTATIVE KEVIN COLGATE		X - excused

ASCOM ADVISOR: SADIKA SULAIMAN HARA AND CHRIS YANG

AUXILIARY MEMBERS: Marc Peterson, Rhina Servin

MEMBERS OF THE GENERAL PUBLIC: Robbie Powelson, Giulio Chiappolini,

Ismail announced that Alexander will be stepping down from the board and his position due to personal reasons. Auxiliary members are encouraged to consider taking the role of Director of Public Relations. Please contact Ismail, Sadika, or Chris if you are interested.

- c. Adoption of the Agenda
- d. Approval of the Minutes
- e. 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)*

## II. New Business (Actions May Be Taken)

- a. Discussion/Action to approve additional funding for the Fall 2017 General Assembly on November 17th-19th, NTE \$2,100.00 from Rep Fee acct#5200.10, pr's to follow.
- b. Discussion/Action to amend 10-6-17, item E. to use Amazon as the vendor, not Costco.
- c. Discussion/Action to amend 10-20-17, item C. to reimburse Sadika's Calcard NTE\$350.00 and reimburse Chris Yang NTE \$50.00.
- d. Discussion of season of giving event on November  
Aubrey motions to discuss.

Amy is leading this event. She has two ideas. One idea is to go out and talk to foster care homes and invite people on to the campus to an event with music and food and having students inspire them. This may also include a donation drive with very specific items listed for donations. The

other idea is to arrange donations for homeless students with food that's open to all students.

Sadika brings up would students feel comfortable being outed. Sadika suggests doing targeted outreach. We currently have donations leftover from the Northern California Wildfires but we are working with a women's shelter to donate.

Amy also mentioned possibly inviting a musician she met. She's looking for ASCOM's feedback before she starts working toward logistics.

Sadika advises not doing a mass callout for donations. We learned during the Northern California Wildfires donations that we may not have the capacity to handle a large-scale donations drive.

Ismail advocates for either idea. The rest of the board agrees. Amy will place an agenda item on next week's agenda with more details. Rhina and Mercedes both volunteer to help out.

- e. Discussion to approve funds to extended library hours for finals week.  
Mercedes motions to discuss.

Amy met with Jon Erdmann, librarian, about staffing longer hours for Finals Week. He told Amy to contact David Snyder.

Coincidentally, Mercedes and Ismail met with David Snyder about the staffing possibilities for longer hours during Finals Week. If the students needed the Reference Desk open, it would require a librarian. However, if the students just needed a study space, it would only require classified staff. The hours that were asked for are Monday to Thursday from 8:00 am to midnight, Friday from 8:00 am to 5:00 pm, Saturday from 12:00 pm to 5:00 pm for the week prior to Finals. The library will pay for the staffing extensions. Data will be collected on usage and if it is used a lot, it could lead to more permanent Finals Week hour changes.

- f. Discussion of ASCOM Meetings in the future due to General Assembly and Veterans Day  
Amy motions to discuss.

Ismail reiterated that previously, the Board agreed that they were generally available the Thursdays before at 4:00 pm. Assuming there are no objections, the 10/10 and 10/17 meetings will be held 10/9 and 10/16 at 4:00 pm.

Based on the discussion last week, ASCOM should still have quorum.

- g. Discussion/Action to elect a secondary delegate for SSCCC Emergency Purposes  
Mercedes motions to discuss.

Laurie is requesting a secondary delegate for General Assembly. In case Laurie needs to take a break, she will need another delegate to cover voting.

Amy expresses her interest. The Board has no objections. Amy is appointed the secondary delegate for General Assembly.

Amy reminds the board to review the resolutions that are going to be voted on at General Assembly. Laurie has emailed them out and Ismail has a physical copy.

- h. Discussion of possible retreat dates for Winter Break  
Amy motions to discuss.

We need dates that members are available for a Winter Retreat, prior to the start of spring semester. Spring semester begins the January 22<sup>nd</sup>. Aubrey proposes January 9<sup>th</sup> or the 16<sup>th</sup>. Mercedes will definitely not be available on the 9<sup>th</sup>. Sadika and Chris would like to have a 2 day retreat.

The board proposes either January 16<sup>th</sup> and 17<sup>th</sup> or January 17<sup>th</sup> and 18<sup>th</sup>.

- i. Discussion of projects Ismail suggested in the beginning of the year and an updated report  
Amy motions to discuss.

Ismail had previously submitted a draft of the list of projects for ASCOM to work on. Mercedes has joined Ismail in some of the meetings he had attended.

Ismail has met with Dr. Coon (president and superintendent of COM) and Jonathan Eldridge (sr. vice president of student learning). They are both supportive of the ASCOM agenda. Jonathan Eldridge has created a College Hour proposal that has gone through Academic Senate but needs to go through PRAC.

The ASCOM Room needs to be cleaned.

With Sadika's help, your role as an ASCOM Board member will be reflected on your transcript. The notation will not be there until after the end of the semester.

COM photos to reflect the student body. Amy and Ismail will be in the next class schedule. However, they will not be on the cover. Previously, there was a lawsuit at COM from a former students who had been featured. When accreditation came last year, there wasn't enough time to arrange a photoshoot. Since it takes at least 4 hours to hold the photoshoot for the cover of the class schedule, it is also difficult to find students who are willing to volunteer. Ismail will continue to meet with Nicole to get photos that reflect on future class schedules. Since the campus uses a professional photo company, they also do not always have control over which are the final photos that are chosen.

Concerning Snapchat, Nicole Cruz will have official COM filters this month and that Aubrey and Kahlil will coordinate student contributions.

Mercedes and Ismail met with Greg Nelson (VP of Facilities and Operations) yesterday. They discussed food trucks and possible benefits for ASCOM board members. Food trucks are under way. ASCOM will need to reach out to possible food trucks. Also, stipends were discussed. A report will come later but most likely there will be stipends for ASCOM board members. Previously, there was a \$32,000 deficit on the ASCOM budget. Greg Nelson has agreed to forgive that \$32,000 debt and will work further with Sadika on cleaning up the ASCOM budget.

Ismail is working with the Academic Senate and Carol Hernandez (Dean of Math and Sciences) on trying to improve the math department. He is encouraging students to write letters concerning specific concerns about classes.

Placement into math levels will be revised in the future to reflect more than just a high school grade. Also, they will be working on doing math placement tests on paper.

Concerning the gym usage on campus, there is a state of the art gym on COM and it's available to students to use for \$53 per semester.

Concerning recycling on campus, Aubrey has updates that they will start implementing a new recycling process on campus starting with the SMN building. Environmental Action Club will also plan an event to educate the students on the new system.

Concerning relationships with COM Police, the police department has been making an effort to connect with the community. COM Police had a BBQ yesterday.

Concerning a new constitution, Ismail connected with over 60 other California community college presidents and have been sent constitutions from other campuses. He is in the process of making adjustments for a new draft of a constitution that will be ready to be present to the ASCOM board.

Concerning a student space, Ismail and Janelle are on the Measure B committee to advocate student spaces in the new buildings plans.

Ismail is working on several events: AHO law enforcement event, Finals Week giveaway, and Volleyball or Basketball event to support COM teams.

- j. Discussion of labeling in the cafeteria for allergy purposes and preferences on what people want to eat.

Aubrey motions to discuss.

Giulio says it will be beneficial for students with food allergies and also beneficial for all students to be aware of what food is being served in the cafeteria. He is advocating the creation of food labels which will list ingredients, possible allergens, and calories or nutritional information.

Amy said that she had previously had an experience where the cafeteria did not seem to know the difference between vegan and vegetarian food options.

Aubrey says that since they are a vendor, we cannot dictate their actions. However, ASCOM can strongly advocate for the student needs.

Ismail suggests scheduling a meeting. Aubrey will arrange a meeting time.

Giulio said that students he's talked to would like to see a build-a-burrito station, vegan ice cream, and a stir fry station. Amy said that previously, the conversation with Fresh and Natural stated that the current menu is how they can stay financially stable, based on items that will sell.

Standing Business (Actions May Be Taken)

a. Officer Reports:

i. PRESIDENT REPORT: Activities should not be solely the responsibility of one member. Please remember to clean up and be a part of ASCOM events. TV screens: option 5 from Ismail's previous email had the most votes by ASCOM board members. If you do not want to be featured on the ASCOM board members, you can opt out. Ismail will send out an email to prompt the information that will be used to build informational slides.

Generally speaking, for emails sent out, please respond within 48 hours.

ii. VICE PRESIDENT REPORT: ICC meeting yesterday. Not much to discuss because it is the end of the semester. Ismail and Mercedes met with Greg Nelson (VP of Facilities and Operations) and David Snyder (Dean of Library) which will be elaborated during the agenda item.

iii. STUDENT TRUSTEE REPORT: Ismail and Amy will be featured in the next catalogue, not on the cover but within the catalogue. Academic Senate will also be featured. For Halloween, if we want more board members to be a part of the event, we need to keep the schedules of board members in mind. Next Board of Trustees meeting will contain a number of issues, including the Arts Department advocating for a bigger classroom. Congratulations for the Puente and Latino Student United Club for their Dia de los Muertos event.

iv. SECRETARY REPORT:

v. TREASURER REPORT: Equal Employment Opportunities group will meet for the second time this week. Ismail and Diana Patricia are part of it. We have spent half our overall budget so far so to keep in mind how we are budgeting for spring semester as we plan on doing more events. Need minutes on a more consistent and timely basis due to not attending the meetings due to class.

vi. DIRECTOR OF STUDENT SERVICES REPORT:

vii. DIRECTOR OF STUDENT ACTIVITIES REPORT:

viii. DIRECTOR OF PUBLIC RELATIONS REPORT:

ix. DIRECTOR OF SOCIAL MEDIA/TECHNOLOGY REPORT: Snapchat filter updates. Participated in Halloween through Environmental Action Club. Halloween event pictures will be posted soon.

x. STATE STUDENT SENATE REPRESENTATIVE REPORT:

xi. ESCOM REPRESENTATIVE REPORT:

xii. ASCOM ADVISOR REPORT:

(Sadika) There is a counselor financial aid workshop by Enrollment Services this Monday (Nov. 6). They need volunteers. Some folks have responded, some have not. Volunteers needed from 7:30 am to 12:30 pm. Marc Peterson can do 11:00 to 12:00. Giulio can do 7:30 to 12:00. Monday, Oct. 30, the window was open in the ASCOM room in the morning. This is a safety issue – there have been personal items stolen from the ASCOM room before.

Sadika, Chris, and Ismail have been in conversations around team building and communication.

Our hope is to intentionally make board meetings shorter and use the leftover time to do some activities about communication. One of our first things we will be doing is an assessment on the efficacy of communication for board members.

(Chris) Good job with Halloween. We have ways we can improve but it was overall a good event. Please keep an eye out for events that are upcoming in November.

b. Committee Reports:

- i. COLLEGE COUNCIL REPORT:
- ii. PLANNING AND RESOURCE ALLOCATION COMMITTEE
- iii. EDUCATIONAL PLANNING COMMITTEE
- iv. FACILITIES PLANNING COMMITTEE
- v. INSTRUCTIONAL EQUIPMENT COMMITTEE
- vi. PROFESSIONAL DEVELOPMENT COMMITTEE
- vii. STUDENT ACCESS AND SUCCESS COMMITTEE
- viii. TECHNOLOGY PLANNING 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 total time will not be extended.*

Amy states that if you interact with students who are having Wi-Fi issues, they are welcome to go to the IT Department on the first floor of the SMN building to get help. Wi-Fi issues may still persist. IT is aware of some of the issues.

V. Public Comment

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VI. Adjournment – Mercedes motions to adjourn. Meeting is adjourned at 10:43 am.

ASCOM President x \_\_\_\_\_ ASCOM Advisor x \_\_\_\_\_