

## ASSOCIATED STUDENTS OF THE COLLEGE OF MARIN



**Student Services Building, Room 241  
College of Marin-Kentfield Campus  
835 College Ave, Kentfield, CA 94904  
Regular Meeting Minutes  
August 26, 2016**

- I. ORDER OF BUSINESS
  - a. Call to Order 9:02AM
  - b. Roll Call

OFFICERS	PRESENT	ABSENT
PRESIDENT AMY DIAZ	X	
VICE PRESIDENT JESSICA SANCHEZ	X	
STUDENT TRUSTEE DARLENE BATEN	X	
SECRETARY CLAIRE ZERBE	X	
TREASURER ROBERT ARTHURS		X
DIRECTOR OF STUDENT SERVICES ACTIVITIES LAURIE PENNISI	X	
DIRECTOR OF STUDENT SERVICES CALVIN CUNNINGHAME	X	
DIRECTOR OF PUBLIC RELATIONS BEATRIZ RITZMANN PECENISKI	X	
DIRECTOR OF SOCIAL MEDIA/TECHNOLOGY SONIA PUERTAS ACOSTA	X	
STATE STUDENT SENATE REPRESENTATIVE PRESTON ROMERO	X	
ESCOM REPRESENTATIVE KEVIN COLGATE	X	

ASCOM ADVISOR: SADIKA SULAIMAN HARA and CHRIS YANG

AUXILARY MEMBERS:

Guest: Daniel Almog

- c. Adoption of the Agenda (Motion:Preston , Second: Jessica)
- d. Approval of the Minutes (Motion: Preston, Second: Jessica)
- 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)*

Becky Reetz (Director of EOPS/CalWORKS representing tutoring center): \$5000 for the year to pay for all events including two Cram Jams, one before midterms and one before finals. Cram Jams have tutoring all day for students, food and teachers present. In addition, tutoring center is looking for more tutors.

II. Standing Business (Actions May Be Taken)

a. Officer Reports:

- i. Darlene attended CCC League Student Trustee 2016 workshop on August 14 - 16 where she was certified in the workshop. Workshop went well.
- ii. Claire will be absent with excused absences on Friday 9/2, 9/9, and 9/16.

Beatriz talked about the BBQ coming up and plans on submitting BBQ flyer soon for approval.

Sonia asked ASCOM members to take individual photos for the ASCOM bulletin board after the next meeting.

Preston shared about his Sacramento retreat on July 16<sup>th</sup> and 17<sup>th</sup> for region III, which Calvin, Laurie, and Preston attended. College of Marin is the second possible location for region III meeting in October.

b. Committee Reports:

- ◆ College Council: Happening on September 3. Amy, Darlene and Jessica are standing members.
- ◆ Educational Planning Committee (EPC) no report
- ◆ Facilities Planning Committee (FPC) no report
- ◆ Governance Review Council (GRC)A no report
- ◆ Instructional Equipment Committee (IEC) no report
- ◆ Planning and Resource Allocation Committee (PRAC) no report
- ◆ Professional Development Committee (PDC) no report
- ◆ Student Access/Success Committee (SAS) no report
- ◆ Technology Planning Committee (TPC) no report

III. New Business (Actions May Be Taken)

Note: Officer **Votes** are noted in a chart after all business items.

- a. 1. Discuss/Approve voting in Calvin Cunninghame as the Director of Student Activities. (Calvin talked about being good at bringing people together and getting things going. He worked as host in a restaurant, and has experience at delegating.) (Voted: 7-0 Unanimous; Passed.)
- 2. Vote in Laurie Pennisi as the Director of Student Services. (Laurie likes being an advocate, and

helping students. She will help make ASCOM have a successful semester.)

Preston moved to amend (Kevin seconded) item A be changed from "Director of Technology" to "Director of Student Activities".

(Preston moved to amend we separate item A into two items: A1, and A2 (Kevin seconded), "Discuss/Approve voting in 2 board members: Calvin Cunningham as the Director of Student Activities," and "Vote in Laurie Pennisi as the Director of Student Services." (8-0 Unanimous; Passed)

- b. Discuss/Approve the Puente Project funding proposal, \$1,000.00 for Fall 2016 and \$1,000.00 for Spring 2017, **intrafund transfer from \_\_\_\_\_ to District account FOAP \_\_\_\_\_**. (Calvin motioned for discussion, Jessica seconded) Amy said students in Puente take the class for a year. The students are with the same teacher for a year, have field trips, and are provided a mentor. Darlene said it prepares students to better be successful for the year. Students visit UC Davis to see a speaker. Representatives come to their class to present and take questions. Beatriz asked "How many students are in the Puente?" Amy said 25-30. (Kevin motioned to vote, Calvin seconded) (Vote: 9-0 unanimous; Passed.)
- c. Discuss/Approve the Student Health Center funding proposal, \$5,000.00 annual support, **intrafund transfer from \_\_\_\_\_ to District account FOAP \_\_\_\_\_**. (For Digital magazine (student health 101), contents and literary contents, and ads that announce events. June Lee is director. (Kevin motioned to vote, Darlene seconded) (Vote: 8-1; passed.)
- d. Discuss/Approve the Drama Program funding proposal, \$5,000.00 annual support, **intrafund transfer from \_\_\_\_\_ to District account FOAP \_\_\_\_\_**. (Jessica motioned for discussion, Sonia seconded) (Program performs for Kent Middle School and Hall Middle School. One production in the Fall and one in the Spring. District also gives money to them to support them.) Darlene tabled topic until next meeting (Darlene motioned, Preston seconded). \* Further information needed.\* (Vote to table: 8-1; Postponed)
- e. Discuss/Approve the Tutoring and Learning Center proposal, \$5,000.00 annual support, **intrafund transfer from \_\_\_\_\_ to District account FOAP \_\_\_\_\_**. (Becky Reetz, Director of EOPS/CalWORKS came and spoke). (Kevin asked about how many students come, and what their money is used for. Jessica said that student tutors are paid. (Kevin motioned to vote, Preston seconded). (Vote: 9-0 Unanimous; Proposal Approved)
- f. Discuss/Approve amending Minutes 4-18-16, action item A: add acct#4500.04, pr#10980, reimburse MCCD (Calcard). (Kevin motioned to discuss, Preston seconded) ( This is for COM's 90<sup>th</sup> anniversary funds to be reimbursed from last year.) (Kevin asked if there is surplus from last years carried into this year's budget. Sadika confirmed there wasn't.) (Preston motioned to vote, Kevin seconded.) (Vote: 9-0; Passed)
- g. Discuss/Approve amending Minutes 4-18-16, action item B: add acct#4500.04, pr#10945, reimburse MCCD (Calcard). (Calvin motioned to vote, Sonia seconded) (Vote: 9-0; Passed)
- h. Discuss/Approve amending Minutes 4-18-16, emergency action item A: add acct#4500.04, pr#10944, reimburse Costco for food purchased for Earth Day at KTD on 4/22/16. (Kevin motioned to vote, Darlene seconded) (Vote: 9-0 Unanimous; Passed)
- i. Discuss/Approve amending Minutes 4-25-16, action item B: change acct# from 4500.04 to 4500.06, Fresh & Natural, Graduation 2016 reception on May 20, 2016. (Beatriz motioned to vote, Laurie seconded) (9-0 Unanimous; Passed)
- j. Discuss/Approve amending Minutes 2-29-16, action item C: add acct#7500.02, for 2 \$500.00 ASCOM Awards (Leadership Award and Service Award). To Ato Houston and Kana Goto. (Preston motioned to vote, Laurie seconded) (Vote: 9-0 Unanimous; Passed)

- k. Discuss/Approve funding NTE \$1,600.00, ASCOM New Board 2016 Retreat at the Embassy Suites on August 3rd and 4th, 2016, acct#4500.07, pr's to follow. (Laurie motioned to vote, Jessica seconded) **(Vote: 9-0 Unanimous; Passed)**
- l. Discuss/Approve ESCOM funding, \$864.00 for the 2015-2016 Fiscal Year, from acc#8890.13, into ESCOM acc#8890.07, pr#10991. This amount is based off of 3% of the 1800 members of ESCOM who take credit classes and pay the Student Activities Fee of \$8.00. (Preston motioned to open discussion, Darlene seconded) Kevin said estimates are based on previous years. (Darlene motioned to vote, Beatriz seconded) **(8 in favor, 1 abstained; Passed)**
- m. Discuss/Approve NTE \$300.000 for New Board members parking permits, acc#4500.31.(Beatriz motioned to vote, Darlene seconded) **(Vote: 9-0 Unanimous; Passed)**
- n. Discuss/Approve NTE \$125.00 for paper for our HP 1050C plotter printer, acct#5820.02, ARC Northern California, pr#10985.(Beatriz motioned to open discussion, Calvin seconded) Sadika said this money was for paper for posters to be printed on. (Darlene motioned to vote, Beatriz seconded) **(Vote: 8-0 Unanimous; Passed)**
- o. Discuss/Approve BT, \$300.00 from acct#4500.01 into acct#4500.04, to cover 2 events 2015-2016 Fiscal Year, COM's 90th Anniversary event and IVC Carnival Day. (Preston motioned to vote, Darlene seconded) **(Vote: 9-0 Unanimous; Passed)**
- p. Discuss/Approve NTE \$1,000.00 for the CCLC Student Trustee Workshop, August 12-14, SFO Double Tree, acct#5200.02, Rep Fee, pr's to follow. (Calvin motioned to discuss, Darlene seconded) Darlene said her stay was nice, discussed student measures at event. (Darlene motioned to vote, Calvin seconded) **(Vote: 9-0 Unanimous; Passed)** (10:25AM Amy stepped out, Jessica took over) Laurie asks to move item **S up before item Q.** (Laurie motioned for vote, Calvin seconded.)
- q. Discuss/Approve \$84.50 for copying/duplicating services, printing blank ASCOM Purchase Requisitions, acct#5820.01, pr#10995. (Preston motioned to vote, Sonia seconded) **(Vote: 7-0 Unanimous; Passed)**
- r. Discuss/Approve NTE \$600.00 for the Region III Summit on Saturday, July 16th, Courtyard Sacramento, pr's to follow, acct#5200. (Darlene motioned to vote, Beatriz seconded) **(Vote: 7-0 Unanimous; Passed)**
- s. Discuss/Approve the renewal of ASCOM's CD account for 100k at West America Bank, the current term is 24 months at .24% interest (Darlene motioned to discuss, Preston seconded) Sadika said it is most effective to keep this interest amount. (Laurie motioned to vote, Calvin seconded) **(8-0 Unanimous passed)** (10:30AM Laurie left)
- t. Discuss/Approve selection of local charities for the \$1,000.00 donation from Fresh & Natural. Last year we donated \$500.00 to Marin Food Bank, \$250.00 to Open the World-Bay Area Community Resources \$250.00 and \$250.00 to the Ritter Center. (Calvin motioned to discuss, Beatriz seconded) (Calvin asked if we have a list of charities we can choose from. Sadika said "yes", and that ASCOM tabled them last year and picked three. We can use the same three or pick a new three.) (Preston motioned to postpone until next meeting, Beatriz seconded) (Calvin motioned to vote on postponing, Beatriz seconded) **(Vote: 7-0 Unanimous; Postponed)**
- u. Discuss/Approve NTE \$700.00 for the ASCOM BBQ Kickoff, Welcome Week & Road to Success events, September 6-9th. Acct#4500.04. (Calvin motioned to vote, Darlene seconded) **(Vote: 7-0 Unanimous; Passed)**

VOTING OFFICERS		b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u
JESSICA SANCHEZ		A	A	A	A	A	A	A	A	A	A	A	A	D N V	A	A	D N V	D N V	D N V	D N V	D N V
DARLENE BATEN		A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
CLAIRE ZERBE		A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
LAURIE PENNISI		A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	D	D	A	A	A
CALVIN CUNNINGHAM		A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
BEATRIZ R. PECENISKI		A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
SONIA P. ACOSTA		A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
PRESTON ROMERO		A	D	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
KEVIN COLGATE		A	A	D	A	A	A	A	A	A	A	AB	A	A	A	A	A	A	A	A	A

(A stands for approve, D for disapprove, AB for abstain, DNV for did not vote)

#### IV. Communications from the Floor

*i. 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.*

Calvin wanted to discuss BBQ.

Preston has prepared presentation on Brown Act and parliamentary procedures to show on a separate day.

Claire: asked for everyone's office hours after meeting.

Jessica asked if everyone has door code.

Kevin said measure B has passed and has flyer.

Facilities Master  
Planning Forums  
OPEN TO THE PUBLIC



Date	Day	Location	Campus	Time
8/27/2016	Sat.	Deedy Lounge, Student Services Bldg.	Kentfield	12 pm-2 pm
8/28/2016	Sun.	ESCOM Center, Bldg. 10	IVC	12 pm-2 pm
8/31/2016	Wed.	Deedy Lounge, Student Services Bldg.	Kentfield	12 pm-2 pm
9/1/2016	Thurs.	ESCOM Center, Bldg. 10	IVC	1 pm-3 pm
9/6/2016	Tues.	ESCOM Center, Bldg. 10	IVC	6 pm-8 pm
9/7/2016	Wed.	Deedy Lounge, Student Services Bldg.	Kentfield	1 pm-3 pm
9/7/2016	Wed.	Deedy Lounge, Student Services Bldg.	Kentfield	6 pm-8 pm
9/8/16	Thurs.	ESCOM Center, Bldg. 10	IVC	4 pm-6 pm
9/9/16	Fri.	Deedy Lounge, Student Services Bldg.	Kentfield	3 pm-5 pm

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Individuals seeking special assistance to accommodate a disability may call the Student Activities and Advisory Office at 415.485.9376.

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Darlene announced event for COM's 90<sup>th</sup> anniversary celebration coming up.

V. Public Comment

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Sadika talked about retreat and not everyone was there. We need to find a different time during the week to do more team building, learning about procedures. (An additional 2-3 hours to do this.)

Welcome week is coming up starting Sept. 6. This is ASCOM sponsored.

Seeking support for "Road to Success" on September 7<sup>th</sup> (huge resource fair). There will be 6 organizations tabling there. We need extra people staffing.

We do not have a treasurer this year. We have a vacancy for spot. Qualified students can prepare a statement & present to board.

ASCOM t-shirts are available and will be distributed after meeting.

Measure B participatory governance, they need a vote of confidence. Presentation will be presented in coming weeks.

Preston proposes we have committee to update our constitution.

VI. Adjournment (Darlene motioned to adjourn, Calvin seconded) 10:48AM

ASCOM Advisor: \_\_\_\_\_

ASCOM President: \_\_\_\_\_