



Student Services Building, Room 254
College of Marin-Kentfield Campus
835 College Ave, Kentfield, CA 94904
Regular Meeting Minutes
August 26, 2022
9:30 a.m. – 11:00 a.m.

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

OFFICERS	PRESENT	ABSENT
PRESIDENT EMMA ROSE NEAL	X	
VICE PRESIDENT LILY BARR	X	
STUDENT TRUSTEE DEVIN MIMS Appointed 8/04/22	Tardy: 9:45	
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)	N/A	

ASCOM ADVISOR: SADIKA SULAIMAN HARA AND TEA PERALES

AUXILIARY MEMBERS:

MEMBERS OF THE GENERAL PUBLIC: Sarah & Dave Patterson

- a. Adoption of the Agenda : Lilly, Josh

- b. Approval of the Minutes: Saidy, Christian

- 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 on event leads. Presentation by Saidy and Christian, Senators of Student Activity and services.
Christian: Talking about the events leads will help us finalize the events for Welcome Week. Sorry it will take a few minutes to find the documents. The events are as follows COMCHELLA & resource fair Co-leaders are Saidy & Christian, Constitution Day Co-leaders are Christian and Libbey, Alumni Panel/Choose a Major Co-leaders are Emma, Devin, and Josh, Undocumented Students week Co-Leaders are Jorge and Lily, Dia De Los Muertos, Co-Leaders are Jorge, Josh, and Leslie, Election Day Co-Leaders are Libbey and Devin, Lastly Finals Preparations week Co-leaders are Kayla, Leslie, and Saidy.
Emma: What about Tshiana Tshabala?
Saidy: Yes, she will be added to the events with two leaders. Any Questions?
- b. Discussion/ action on Boba flavors suggestions from Kuma Cafe for COMCHELLA during Welcome Week. Presentation by Saidy and Christian, Senators of Student Activities and Services.
Lilly, Libey
Christian: So it's time to choose the flavors, it's time to choose the process. All the Boba flavors can be purchased in large sizes. The Boba flavors are as follows, we have the Sando Brown Sugar, which is caffeine free, Fresh Milk, caffeine free, Taro, caffeine free, Thai tea, has caffeine, Matcha, has caffeine, coco milk tea, organic earl gray tea, and organic hojicha milk tea.
Saidy: We have a variety of 215 flavors that we can choose from; however , it all depends on what the board wants.
Emma: What are the four different flavors
Tshiana Tshabala: Can I hear the flavors again!

Christian: Who wants to split among three flavors?

Libbey, devin

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PASSES

- c. Discussion on volunteer sign up sheet for Welcome Week events. Presentation by Saily and Christian, Senators of Student Activities and Services.

Libbey, Lilly

Saily: We sent out an email a few days ago that we need volunteers for Welcome Week, before, during, and after the event. We Just wanted to remind everyone because we don't have anyone to help set up. Umm, you know like getting the boba, getting the pizza, so we don't really have to worry about hSince we are ordering the Pizza we don't need to worry about picking it up because they will deliver it to us.

Christian: We can also send a follow up email after the meeting to make sure everybody gets informed. Does anyone have any questions?

Lilly: Around what time would you need the volunteers?

Saily: So for right now we have it around 11 ish!

Christian: Yeah, we don't have anybody on welcome week. We don't have anybody to set up before then

Kayla: Wait I have a question! When is it ? Monday & Thursdays?

Saily: It's Monday & Wednesday.

Christian: So It's going to be from 11:30 to 1, the main event, and before the event it's 10:30 to 11:30 for set up, and 1:30 for clean up.

Emma : Does anybody else have any questions? No okay, so Christian and Saily will send out those item sheets after the meeting so make sure you sign up for at least one slot for their event on Monday and Wednesday.

Tshiana: Unfortunately I will have class at that time.

Saily: Since you're new we will just add you to one of the events with two Co-leaders.

- d. Discussion/feedback on the Budget Breakdown form for COMCHELLA. Presentation by Saily and Christian, Senators of Student Activity and Services.

Tshiana, Lilly

Christian: Okay so uh, we hear that this is not required, since we are pre- approved for the forms, but we just want to go over this if anybody has any questions about these procedures. So our requested budget, so far we predicted around two thousand dollars and forty five cents, and we broke it down by six uh medium sized cheese pizzas, which cost twenty seven dollars per pizza, six pepperoni pizzas which is the same price, and three vegetarian features which cost thirty three dollars each. The delivery of the pizza itself were going to charge five dollars and for the boba we included like uh fifty five cent margin of error instead of turning six hundred and ninety five. So this is a little bit of an overestimate but just to make sure that everything is included in the bigger picture.

Another thing important to know is that Mikes Pizza also offered around a ten percent discount for College Of Marin. So again this is a slight overestimation, but better to make sure that we have as much funding as we need.

Emma: And there are Boba in the order you're ordering?

Christian: We are going to order two hundred and fifteen Bobas, Um, Typically its Ah, according to our advisor city guarantee, it's typically two hundred and two bobas for

around two hundred expected students. So we found that was a good sort of estimation.
Does anyone have questions or feedback?

Emma: Okay, Um if there's no other questions. We'll move on. Thank you for doing that.
Um! And your money is already approved. So um!

- e. Discussion/ action to appoint Tshiamo Tshabalala to the ASCOM board as the state Student Rep. for the California Community Colleges(SSCCC) for the 2022-2023 academic year. Presentation by Emma, ASCOM President.

Lily, Chistian

Tshiamo: Good day, wants to join to fund community to strengthen her communities ties, great way to per part of leadership which is needed for her major she e hse would be a good representative, she can communicate well, she can be a good partner, and hold certain standards where she won't be disappointed.

Lily: what's your major

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- f. Discussion/ update on upcoming programs. Presentation by ASCOM Board.

Saidy, josh

Emma: Okay. So what this item is. This is going to be on every agenda every week, and this is one. Whoever is putting on an event within the next few weeks will present an update with what's happening with their event. Why don't Christian and Saidy go first since your event is coming up. So why don't you just give a little update on how welcome week is going.

Saidy: So right now we have everything set up, we just need to call the boba place to place the order.

Christ : This is pretty much it, We're excited though to see how the events turn out.

Saidy: We also need to promote the ASCOM instagram, josh is working on a poster to help promote.

Emma: So what we did last semester is that if someone wanted to get a T-Shirt, you'd ask them to follow the instagram person, and you'll get a t-shirt. For those who are volunteering at the events are the ones that are handing out the t-shirts, just make sure that you ask the people to follow us on instagram.

Emma: We are handing out t shirts to help promote the ASCOM insta

Lilly: So far with club fest we have figured out our budget break down, We've contacted greg nelson he ordered lots of goodie bags for club fest, so far about four clubs have signed up.

Emma : Um yeah so the event is going to be on September the thirteenth. It's Monday and Tuesday from eleven to twelve thirty. So far we have four clubs, we have basketball , soccer, and volleyball at a club fest. I've also reached out to the music department to see if they want a table as well. We've also reached out to Umoja, 10k, and EOPS. We reached out to a bunch of people so we will get a lot more tables. On Monday there will also be a scholarship ceremony at the same time as club fest and kind of the same area. On Tuesday we might also have live music, we might have a band in the background. In a week or so we will send out the volunteer sheets for people who want to help out for the event.

Lilly: Just to keep on your minds, Monday September 12th and Tuesday, September 13 from 11 to 2pm

Kayla : Look out for the posters, we will also be posting those.

Emma: ASCOM Constitution Day, have you guys started planning?

Christian: Yes, yes we have Libbey and I met last weekend and we had lots of brainstorming ideas, we reached out to the Women's color of action committee, marin county department of elections, the lead of Women boarders, as well as the Community hour committee, as well as the Alpha sigma honors society. Luckily the Marin County Department of Elections decided to send out two lead representatives to help send out voter registration forms and answer any questions that students have. We also plan on making constitution and bill of rights pamphlets to educate students on the constitution and also use this as an opportunity to get students voted, and we are looking especially from the Women's political action for information on what's going to be on the ballot because the department of elections cannot provide that information.

Emma: Great, is there anything else you guys want to add?

Libbey: I think that about sums it up.

Emma: okay thank you, and when is your event?

Saidy: December 19!

- g. Discussion/action to collaborate with Office of Student Activities & Advocacy marketing materials. Presentation By Tea Perales.

Saidy, josh

Tea: Good morning everyone, I'm asking for a collaborated support of marketing for student activity programs, ASCOM has supported this for the past for years, and hoping to continue with that support. So what this looks like, it really just is sponsoring the print for the poster for student activity programs. So Student activity programs aim to provide engagement, support, and fun programs and activities on campus for students rooted in equity and centering populations who are often unrepresented or underserved, so they very much are aligned with ASCOMS programs. Having an ASCOM sponsor has helped with the promotion of all these programs as well as the print. I will be the one planning the programs unless we discuss a collaboration of planning with ASCOM, but that's not what this request is for. What the collaboration would look like is sponsoring the payment of the posters to print and marketing through ASCOM social media. Another program that was in collaboration was Women of Color Cafe, it was a program that I planned. The printing can be made anywhere from 4 to 6 large posters and about 15 of the smaller posters. There's usually around 2 to 3 programs so for this semester it would be around 6 to 8 programs. Are there any questions?

Emma : Yeah, so is there not a set amount of money for your request?

Tea: It's not a set amount, it's asking to print the programs, so the programs are Women of Color Cafe, COMCHELLA, and then cutie pie cafe. So it's three programs in collaboration with ASCOM posters.

Emma: Are there any other questions? No, okay, so now we'll move onto voting, can I please get a motion to vote on item g!

Lilly, Saidy

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- h. Discussion on office hours. Presentation by Emma Neal, President.

Christian, Libbey

Emam: Basically I just want to go over office hours to confirm your hours and what you will be doing during office hours for those who aren't sure. Firstly what you will be doing during your office hours, that time when your in here, this is time to work on ASCOM

related things. Also now that we have this room it's more public, so this past week we've had a lot of students come in and ask for us for help or advice, so make sure your talking to those people that come over and help them with what they need. Make sure when talking to people, introduce yourself and the position of ASCOM. Does anyone have questions on that part? No, okay now I'm going to go over the schedule that I have for everyone. We will be starting office hours this week

- i. Discussion on check ins. Presentation by Emma Neal , President.

Libbey, josh

Emma: Now we are going to talk about check ins, I sent out an email about filling in your availability, I don't think I received anything from libbey and Kayla. Have you guys not done it yet?

Kayla: No, I have not done it yet.

Emma: Maybe if by the end of the meeting you let me know when you guys are able to meet. What this is, is time for you all to meet with me to see if there's anything you guys need help with, support with, or if you have any questions. This will happen every week or every other week depending on your position and availability. I've outlined some times for everyone and I'm going to read them all. If these times do not work let me know.

Devin: Wait Emma, I'm actually going to have to change that, can I do Thursdays at 1:30.

Emma: Yes, I think that should work. Okay thank you, I'll send you all an email confirmation.

- j. Discussion/action to approve NTE 1,400\$ from acct. #4500.04 for club fest. Presentation by Emma, President, Lily, Vice President, and Kayla, Senator of Activities and Services.

Devin, Libbey

Emma: Our estimated budget is 13 hundred but here we requested 14 hundred which allows us for space just in case, we probably wont spend that much.

Lilly : we have different categories for what we want to spend money on. First we want to spend money on food and drinks, we are estimating not to exceed 944 dollars, and within that we will spen not to exceed 400 dollars on pizza.

Emma: On Monday we will not pay for the Pizza because the director of advancement who is throwing the scholarship ceremony is paying for the Pizza that day.

Lilly: We will also spend 20 dollars on lemonade mix, we are going to spend 60 dollars on candy, and we are going to spend about 400 dollars on krispy kreme donuts.

Emma: We are still waiting back on donations, because they did offer to donate donuts for us last semester, so I'm still trying to see if they are willing to do that. If not we have enough money to pay for.

Lilly: The second category is decorations, we will spend 95 dollars on that, next categories are the gift bags, we are planning to make about 250 at most gift bags maybe more, just depends what we have in stock. For other things that we might need, gift bags would cost around 400 dollars. Finally the last category consists of paper plates and bubble solutions for the bubble machine. We will spend around 40 dollars for that.

Emma: Thank you, does anyone else have any questions on our budget, no okay yeah, this is one of our largest events that's why our budget is really high. If there are no questions, now we will move onto voting.

Libbey , Josh

9-0-0

PASSES

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

Lilly, Chirstian

a. Officer Reports:

i. PRESIDENT REPORT:

Emma: This week I've been doing a lot for ASCOM, I was setting up the ASCOM canvas page where it has all the information for leading an event. I've also been working a lot with Kayla and Lily on club fest and getting in touch with the Scholarship ceremony people and getting in touch with different organizations that we want at the tables for club fest. I've also just been trying to figure out the committees which I will be announcing next week. You will also be getting your first and second choices on the committees and I've also been making the office hours, posters should be posted outside the ASCOM room. I've also had a few meetings with Jorge, Kayla and Sadika. I think that's about it.

ii. VICE PRESIDENT REPORT:

Lilly: Like Emma said, Emma, I and Kayla have been working closely together to work on club fest. Earlier in the week we've been finalizing the budget break down forms. For club fest I've been contacting clubs, I also created a sign up sheet for when to sign up for club fest. I've also been contacting Emoja, Puente, and other learning communities and also other departments. I've also been preparing for the ICC and reminding clubs to reactivate and also select an ICC representative by September 22nd. I would need clubs to select ICC representatives by that time.

iii. STUDENT TRUSTEE REPORT:

Devin: Last Tuesday we had a board of trustee meeting and talked about budgets transitioning from Covid, as well as future plans to close the loss during covid, they mentioned that staff will be there, they will also be raising prices for a few things such as parking by 4 dollars. There is also a program for incoming freshman to close the education gap from covid as well.

iv. SECRETARY REPORT:

Leslie: So I've just been working on the agenda, reaching out to you guys for agenda items. I've also met with Emma to work on the agenda. I will also send you all emails every week to remind you guys to send me agenda items.

v. TREASURER REPORT:

Jorge: So this week I've been working on my methods and tracking the budget, there will be a google spreadsheet. It should be up to date however there are a couple things that aren't on there like the money we spent on the retreat. The only category that we will be focusing on is the event one, there is a budget of 12

thousand, and sadika suggested I do the 6 thousand split so keep that in mind when making your budgets.

vi. SENATOR – TECHNOLOGY:

Josh: So this week I've been working on the posters around campus, and also been helping promote on the ASCOM instagram.

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

Christian: Saidy and I have been preparing for welcome week, it's been pretty successful so far. Probably one of our biggest issues is finding volunteers. I'm doing constitution day and it's been really busy, I've been reaching out to a lot of new people.

viii. SENATORS (2) - PUBLIC RELATIONS & MARKETING

Kayla: I finished the event posters, got them printed and put them around campus. For clubfest I found some stuff that we are going to order and we ordered pizza.

Libbey: I worked with Christian on constitution day, and finished the ASCOM board poster.

ix. STATE STUDENT SENATE REPRESENTATIVE REPORT:

x. ESCOM REPRESENTATIVE REPORT:

xi. ASCOM ADVISORS REPORT:

Tea: CONGRATS on making it through the first week of the semester, that's huge. The energy has been great on campus. I'm really looking forward to Welcome Week next week to really continue to enhance the spirit and energy on campus. Please promote and let folks know about the Welcome Week events. ASCOM and student activities have all the info. Reminder, even if you don't sign up you're welcome to drop in, show up when you can, it really does have an impact when students are able to meet you all. When folks drop in, please provide them with support, also if the doorbell rings please answer that and provide the support. Around the office, please close the window when you're the last one to leave. Also covid is real and very much happening. I ask that when you come into my office if you can please put on a mask, it's a really small space. As always let sadika and I know what you need.

Sadika: I want to make sure, what Tea was saying about meetings, Emma and I meet regularly, I meet with Devin, I meet with Jorge because there are some things that we need to cross out. If you need a meeting or a check in please schedule one with us. Scheduling meetings on the calendars is the best time to get to me. I'm also gonna ask you to keep the room as tidy as possible because it is your boardroom as well so we want to make sure you feel comfortable here. The final thing around Covid, if test positive, let Tea and I know, yall are close enough so if you feel comfortable telling each other know that's a good thing. Covid still very much alive. I continue to wear a mask because my kids are in school. If you've been exposed just make sure that you are masking.

xii. Committee Reports:

i. COLLEGE COUNCIL REPORT:

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:
- ix. TECHNOLOGY PLANNING COMMITTEE:
- x. INCLUSION, DIVERSITY, EQUITY, AND ACTION COMMITTEE:
- xi. COMMUNITY HOUR COMMITTEE:

Chirstian, josh

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: MAKE SURE you are cleaning up after yourself!

I. Public Comment

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College of Marin librarians (Sarah Frye and Dave Patterson): We are here for a couple of reasons, thank you for your support for common read, you folks have supported for common read, its a festival that last for a year, we are planning once a month for a book club to discuss, either a live or a zoom to discuss,*

II. Adjournment: 10:39am

Saidy, Josh



ASCOM President



ASCOM Advisor