



Student Services Building, Room 254
College of Marin-Kentfield Campus
835 College Ave, Kentfield, CA 94904

Regular Meeting Minutes

September 9, 2022

9:30 a.m. – 11:00 a.m.

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	X	
SECRETARY LESLIE RODAS Appointed 8/04/22	Tardy: 9:35	
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.	X	

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: Joanne Vidinsky & Kevin Colgate

a. Adoption of the Agenda: Libbey, Devin

b. Approval of the Minutes : Tshiamo, Saidy,

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 the scripts for the ASCOM video. Presentation by Lily Barr, Vice President, Christian Royal, Senator of Student Activities, and Josh, Senator of Technology.
Libbey, Christian.

Lily: We've been creating the scripts of the what's ASCOM video. We want some input on the script, if there's anything we can change or add let us know.

Emma: Okay, let's read through it!

Tshiamo: Who are the presenters?

Lily: We still don't know who the presenters are, we are going to ask everyone after we read the script. Only presenters 2 through 5 since Emma is presenter 1.

Lily: At the end we also wrote down some locations that we could film for each skit. For example when presenter 1 or 2, those are the shooting locations at the end. Does anyone have any questions.

Emma: I think one thing we can add at the end are any comments or questions regarding

campus. We should have information about where ASCOM is, so that they know where to come. Any feedback or suggestions? No okay, great job. We should figure out when to meet.

Lily: We can figure that out with the people that are presenting, but also having everyone on the board be part of the video saying ASCOM or something.

Emma: Okay, so maybe after next week's board meeting on Friday. Does the 16th work for everyone?

ASCOM Board members: Yes !

- b. Discussion on the design for the ASCOM poster and tents. Presentation by Libbey Denny and Kayla Alizadeh, Senators of PR and Marketing.

Tshiamo, Saily

Lily: Okay this is the poster for the ASCOM room, I thought it was simple and sweet. The logo is big and yellow, I was thinking about putting it above the glass window. What do you guys think?

ASCOM Board members: We love it!

Kayla: I have two websites for the banner and the tents. They don't have any previews of what it would look like with the sign on it. The banner is white with the logo on it. The pricing on both websites are very different. Fabric banners are the cheaper options, the other one which would probably be the better option is vinyl material.

ASCOM Board members : The vinyl material is a good idea!

Emma: How would we attach it to the tent?

Kayla: I assume we could tie it around or find a way to stick it to the tent.

Sadika: How about a sticker decals?

Emma: We'll look into that more at the next meeting and then we can vote on it.

Kayla : I was thinking but a bell crow. I think this would be a good option

Emma: at the next meeting we can discuss the funding and all that.

- c. Discussion/action to approve NTE \$4,000 for 22-23 academic year for ASCOM meeting Zoom captioning using VITAC services from acct.#5650.01 (Contracted Services), PRs to follow. Presentation by Sadika, ASCOM advisor.

Christian, Saily

Sadika: This is a paid service, this is for accessibility reasons, so if folks need that we want to make sure that we are proactive about providing access. So we have been paying for close captions and have found it to be very beneficial for folks and so we want to continue that.

So I want to ask you guys for money to pay for it. Any questions?

10-0-0

PASSES

- d. Discussion/action to approve transfer of \$4,000 from acct.# 7300 (Interfund Trfr- MCC Departments) to acct.#5650.01 (Contracted Services) to cover ASCOM board stipends for 2022-2023 academic year. Presentation by Sadika, ASCOM advisor.

Lily, Libbey

Sadkia: Since we are paying for the vi text services that are 4 thousand dollars we need to move additional money into contract services to cover you all for the entire year excluding the student trustee position, because we are a full board it will be a full amount. So I'm asking to move it from the department account because of a health budget, so there should be enough money if the department comes for the entire year. But I thought that

would be the best way to request the movement of money. Any Questions?

10-0-0

PASSES

e. Discussion on ASCOM merch update. Presentation by Emma Neal, President.
Chrtisan, Jorge

Tshiamo: Good evening everyone, so Saidy, Jorge and I came up with ideas regarding merchandise. So far we have baseball hats, beanies, toga bags, as well as t-shirts. We have different types of designs as well as color schemes. So far we have the design for the baseball cap, we have one in black, a green, and white. We have beanies with the ascom logo, we have the color schemes of yellow and white. Lastly we have the T-shirt in black, and they have the ascom logo on the back. The tog bags we don't have a mark up of, I will submit all of those and email you all to get your options.

JOrge: I have a couple of other designs, I have the bucket hats, the tog bags, sweatpants, and the slides.

Saidy: The pricing for the Beanies are 21\$, bucket hats from 15-16.95\$, tobags 17.95\$, visor hats 14.95\$, T-shirts 22\$, sweatpants 22.95\$, and slides 32\$. Lily: Will we get one of each item?

Saidy: You guys will only be able to choose at least 2.

Team0: we were seeing that it is almost winter time, we were hoping to encourage at least the beanies.

Kayala: I really like the sweatpants idea, do you guys have any other colors? I feel like balck or white sweatpants with the ASCOM logo would be really cool.

Jorge: There should be an option to do it, but since the logo is black it wouldn't look well. I also haven't figured out a way to change the color.

Emma: This is something that we would wear at our events so it needs to be appropriate. On the T-shirt design I think we can make the logo bigger.

Saidy: Wait, okay let's vote!

Emma: Next meeting we can request the funding for it.

f. Discussion on upcoming events. Presentation by ASCOM board members. Lily, Libbey

Lilly: So club fest is in a few days so we've been finalizing everything , 30 clubs signed up, we did not request enough tables so we will have to share. We are in the process of ordering food, that is crispy cream and pizza. We have put up posters around campus. Emma and I organized the wagons for the events, and today we are going to work on the bags.

Emma : Don't forget to sign up for the volunteer sheets! We will need the most help to set up. Monday is going to be so fun! Kayla, do you have anything to add? Now we are moving to the constitution update.

Christian: We are in contact with a lot of different organizations, we are setting everything up, we are finishing up a lot of the forms. We just have to order some food and make sure where to get all of the things from. So far everything is working out great.

Emma: Thank you, after constitution day it is an alumni panel.

deving : We've also just been planning, we did have to start a little bit late due to COMCHELLA but we've mostly been thinking about having alums from UC's,

CSU'S a couple from out of state, mostly focusing on the most common majors at COM. We are also thinking of getting sandwiches from Costco to get people to come.

Emma: We want to do it hybrid in the big AC room, yeah so that's in the works!

g. Discussion on the budget debrief form for welcome week. Presentation by Saidy Reyes, Senator of student activities.

Lily, Tshiamo

Saidy: So it's been a week since we've had comchella, it's been successful. So one of the, some of the strengths that we had are the engagement on social media, some challenges was the time, we only had two weeks to repair the events, we also had an expected attendance of 250 people

Christian: Good job Saidy! and thank you everyone for your volunteer work.

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

a. Officer Reports:

i. PRESIDENT REPORT:

Emma: So I finished the office hours poster. I've been working with Lily and Kayla for clubfest. We've reached out to so many people for the event. Also thanks to everyone who helped distribute the fliers for clubfest. I've been promoting the events in my classes as well. Lily and I also have a college council next week.

ii. VICE PRESIDENT REPORT:

Lily : So this week, Emma, Me, and Kayla have been working on clubfest, kind of still promoting it. We put up the poster and everything. I've also been sending out reminders to clubs about clubfest and also logistics. I've been working on the goodie bags, I made the club poster and just little things. I also met with Sadika, she gave me some advice for clubfest, I met with josh to discuss the ASCOM video and scripts.

iii. STUDENT TRUSTEE REPORT:

Devin: I've just been collaborating with Emma and Josh about the alumni panel. Other than that I've just been volunteering for COMCHELLA and helping out with what I can.

iv. SECRETARY REPORT:

Leslie: I haven't been doing much, I've just been coming into the room seeing what I can help with. I've also just been working on the agenda and minutes. That's it!

v. TREASURER REPORT:

Jorge: I've just been updating the budget, we started working on the designs for the merch with Tshiamo and Saidy. I met with Emma, that's pretty much it.

vi. SENATOR – TECHNOLOGY:

Josh: I've been working on a post on instagram. I also went to the first technology meeting last week, also me Lily and Christian are also going to be working on the script.

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

Saidy: This week i've been working on the ascom merch and logos. I've also met with Emma. I will also be attending the committee events.

Christian: This week I've been sending out emails , surveys, to advertise the events to

get the word out. I've also been working with Lily, Jorge and Josh about the video. I've also met with the vice president to discuss and we will meet on Tuesday.

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

Libbey: Did all the office hours this week, finished the ASCOM board posters, finished the constitution day poster, and that's about it.

Kayla: Office hours, clubfest posters, and that's about it.

ix. STATE STUDENT SENATE REPRESENTATIVE REPORT:

Tshiamo : Completed my office hours, worked with Jorge for the designs, i've been advertising for clubfest and i've been working with the library for the band books.

x. ESCOM REPRESENTATIVE REPORT:

xi. ASCOM ADVISORS REPORT:

Sadika : I will be meeting with ESCOM representatives next week and we will discuss you involvement in ASCOM. I've also been sending out opportunities to folks, there's a lot of internships. Feel free to share with others as well. I did reach out to Tshiamo to get her on the list. Besides that you are all doing a great job!

xii. Committee Reports:

xiii. ~~COLLEGE COUNCIL REPORT:~~

xiv. GOVERNANCE REVIEW COUNCIL:

Jorge: We were supposed to have our first meeting but the lady canceled.

xv. PLANNING AND RESOURCE ALLOCATION COMMITTEE:

Christian: Formal meeting on Tuesday.

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:

x. INCLUSION, DIVERSITY, EQUITY, AND ACTION COMMITTEE:

xxii. 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 everyone for all your hard work.

I. Public Comment

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an item placed on the next regular meeting agenda. (Brown Act 54954.3)

Kevin: So September is suicide prevention month, I am a member of the coalition suicide prevention in marin county, they are posting that sadika and student services approve. You can get engaged with that there are a lot of high profile ads.

Emma: If you want us to work on that just put a request so that it can be put in our next agenda item.

Kevin: if you want to hear someone from the committee level let me know!

II. Adjournment:10:19am

Christain, Saily



ASCOM President



ASCOM Advisor