Chair, Monica DiLullo, has called a meeting of the Internal Affairs Council on September 20, 2017 at 10:00 am – 12:00 pm in Delmy Rodriguez (T-152) in the Cesar Chavez Student Center.

I. Call to Order
Meeting called to order at 10:05 pm.

II. Roll Call
VP of Internal Affairs – Present
Ethnic Studies Rep – Present
LCA Rep – Present
VP of Finance – Unexcused
VP of External Affairs – Present
RHA Rep – Excused Tardy
Sophomore Rep – Present
HSS Rep – Unexcused

III. Approval of Agenda
Motion to approve the agenda for September 20, 2017.
Moved by LCA Rep, seconded by Sophomore Rep.
No opposed. No abstentions. Motion passed.

IV. Approval of Minutes
Motion to approve the Minutes for September 5, 2017.
Moved by Sophomore Rep, seconded by LCA Rep.
No opposed. No abstentions. Motion passed.

V. Announcements (2 minutes each). Please submit literature to Chair when meeting begins.
No Announcements

VI. Public Comment (2 minutes each). Must pertain to jurisdiction of Board. Please observe proper decorum. The board is not required to respond.
No Public Comment

VII. Closed Session Pursuant to Education Code 89307 of the California Code for the purpose of to consider the appointment, employment, and evaluation of performance, discipline, or dismissal of an employee.
No Closed Session

VIII. Old Business
   a. AS Programs & Student Life Mixer Budget (Discussion/Action Item) – Freshman Representative
      The Council will discuss the budget of the AS Programs & Student Life Mixer, as well as any other concerns related to the event

      Motion to discuss Old Business Item a.
      Moved by VP of External Affairs, seconded Ethnic Studies Rep.
      No opposed. No abstentions. Motion passed.

      VP of Internal Affairs stated that the total cost will cost $246. She will buy the supplies for the
event and then get reimbursed. She also said that she will make announcements in classrooms of the event. Sophomore Rep said she could email the flyers out as well.

Motion to have current motion say “approved” instead of “discussed”
Moved by VP of External Affairs, seconded by LCA Rep.
No opposed. No abstentions. Motion passed.

Motion to approve AS Programs & Student Life Mixer Budget.
No opposed. No abstentions. Motion passed.

RHA Rep entered at 10:11 am.

b. IAC Charter Rewrite (Action Item) – VP of Internal Affairs
   The Council will review and possibly vote on the updated and revised charter.

Motion to approve the IAC Charter Rewrite.
Moved Ethnic Studies Rep, seconded by VP of External Affairs.
No opposed. No abstentions. Motion Passed.

VP of Internal Affairs discussed the changes she made to the charter to the Council.

c. AS Programs Assessment Timeline (Discussion Item) – AED of Programs, VP of Internal Affairs
   The Council will discuss the timeline and process of the AS Programs Assessment, as well as the possibility of bringing in an outside consultant to assess the programs.

Motion to table item to next meeting.
Moved by, VP of External Affairs, seconded by Sophomore Rep.
No opposed. No abstentions. Motion passed.

Motion to discuss New Business Item a.
Moved by Ethnic Studies Rep, seconded by Sophomore Rep.
No opposed. No abstentions. Motion passed.

IX. New Business
   a. CSU Chico’s Legal Resource Center (Information Item) – VP of Internal Affairs
      The Council will be presented with information on CSU Chico’s Legal Resource Center and what it offers to their students.

      VP of Internal Affairs mentioned her discussion she had with a member of CSU Chico’s Legal Resource Center. She compared how the legal resource center in CSU Chico works in conjunction to their school’s programs and how San Francisco State’s legal resource center does not. She stated that the legal resource center can be reallocated to other space if there are not many students visiting. She mentioned that the Council can talk to Mario Flores, Assistant Executive Director, and the LRC for any suggestions for the SFSU’s website for AS.

      VP of External Affairs left at 10:24 am.

      Motion to discuss New Business Item b.
      Moved LCA Rep, seconded by Sophomore Rep.
      No opposed. No abstentions. Motion carried.

   b. BOD Internship Program (Informational Item) – Liberal & Creative Arts Representative
      The Council will be presented with information on the BOD Internship Program Incentive from last year’s board.
LCA Rep discussed her conversation with Mario Flores, Assistant Executive Director, about the internship. He recommended having an umbrella internship. She also emailed a worker who previously worked on past internships and she is waiting for a response. VP of Internal Affairs mentioned that the director of governance should be hired by January so they can help develop the Internship Program. She also recommended the council to make a folder with all the information about the internship.

VP of External Affairs entered at 10:30 pm.

Motion to discuss New Business Item C.
No opposed. No abstentions. Motion passed.

c. Staff Appreciation Policy Timeline (Discussion Item)
The Council will discuss the need for a staff appreciation policy and delegate responsibilities to council members.

VP of Internal Affairs wants to have a budget in place for the policy by the end of the semester. She recommended having a Staff Appreciation event at the end of every semester. Sophomore Rep asked if there are any policies from other CSUs that can be used for reference. VP of Internal Affairs stated that she can email other CSUs to ask if they had such policies. Sophomore Rep and RHA Rep volunteered to create the policy.

X. Adjournment

Motion to adjourn meeting at 10:41 am.
Moved by Sophomore Rep, seconded by Ethnic Studies Rep.
No opposed. No abstentions. Motion passed.
Meeting adjourned.

Approved by: Monica DiLullo

Respectfully submitted by: Johanan Supnet