Chair, Monica DiLullo, has called a meeting of the Internal Affairs Council on October 4, 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 10:07 am.

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

III. Approval of Agenda
Motion to approve the agenda for October 4, 2017.
Moved by Sophomore Rep, seconded by VP of Finance.

The following changes have been made to the agenda:
Move Old Business Item a. to Old Business Item c.
Moved by LCA Rep, seconded by VP of Finance.

No opposed. No abstentions. Motion passed.

IV. Approval of Minutes
Motion to approve the Minutes for September 20, 2017.
Moved by Ethnic Studies 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.
Emily Estrada, internship director, came in to talk about the AS Internship program.

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

Motion to move into Old Business item a.
No opposed. No abstentions. Motion passed.

VIII. Old Business
a. IAC Charter Rewrite (Action Item) - VP of Internal Affairs
The Council will review and possibly vote on the updated and revised charter. 
VP of Internal Affairs stated that this item was approved last meeting.

VP of External Affairs entered 10:36 am.

Motion to move into Old Business Item b. 
Moved by VP of Finance, seconded by Sophomore Rep. 
No opposed. No abstentions. Motion passed.

b. 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 go out of orders of day to New Business item a. 
Moved by Ethnic Studies Rep, seconded by LCA Rep. 
No opposed. No abstentions. Motion passed.

Mario Flores, Assistant Executive Director of Programs, mentioned asking student directors for an outside source to have an external assessment. He talked to Horace Montgomery, Executive Director, to have an internal assessment of AS via students within SFSU. Ethnic Studies Rep suggested having each individual program to have an outside source for them. VP of Internal Affairs mentioned that she doesn't believe that each program has the resources to hire their own outside source and there may be bias within that method. Assistant Executive Director declared that he can gather each programs mission statements.

Motion to move into New Business item b. 
Moved by Ethnic Studies Rep, seconded by VP of Finance. 
No opposed. No abstentions. Motion passed.

c. BOD Internship Program (Information Item) - Liberal & Creative Arts Representative 
The Council will be presented with information on the BOD Internship Program Incentive from last year’s board. 
Item tabled to next meeting.

IX. New Business 

a. AS P&SLM Recap (Information Item) – VP of Internal Affairs 
The Council will do a recap of last week’s event and plan for the next event. 
VP of Internal Affairs stated there was a total of 105 suggestions on the suggestion board. She recommended making the next event shorter from an hour to an hour and a half. She also mentioned it should happen more than once a year. Many of the suggestions were about marketing issues such as therapy animals, concerts, and free food. She requested to have someone on the council to take these suggestions to the marketing department. Sophomore Rep volunteered to be in charge of organizing the notes from the suggestion board to bring to the marketing department. RHA Rep mentioned to bring more food. Sophomore Rep stated that students were asking how they can get more involved in AS. Ethnic Studies Rep suggested finding a middle ground to have social events that don’t feel forced. VP of Internal Affairs recommended having another event for students to meet the Board of Directors. Ethnic Studies Rep suggested having a sign in sheet for AS.

Motion to go back into the regular orders of day. 
Moved by Sophomore Rep, seconded by VP of Finance. 
No opposed. No abstentions. Motion passed.

b. Staff Appreciation Policy (Discussion Item) - Sophomore Representative, RHA Representative
The Council will discuss the need for a staff appreciation policy and delegate responsibilities to council members.

Assistant Executive Director recommended having the Staff Appreciation Policy under the Personnel Committee. VP of Internal Affairs suggested having it looked into by the Internal Affairs Council and have the Personnel Committee review it. Sophomore Rep brought up if the policy should favor AS staff members or staff of the school as well. VP of Finance recommended only having AS staff involved. Sophomore Rep mentioned having a celebration for the staff at least once per semester. By November 1st, there can be a group to be established to be in charge of setting up the celebration. She also mentioned having different awards for outstanding staff members of both AS and student staff. They planned to change it to only have AS staff involved. VP of Finance recommended either creating an Ad Hoc committee or creating a full committee created for staff appreciation. LCA Rep volunteered to chair the Ad Hoc committee. Sophomore Rep and RHA Rep volunteered to create a proposal to create the Ad Hoc committee to send to the Board of Directors. If the Ad Hoc is passed, Internal Affairs meetings will occur from 10 am – 11 am and the Ad Hoc from 11 am -12 am.

X. Adjournment

Motion to adjourn meeting at 11:29 am.
Moved by VP of Finance, seconded by VP of External Affairs.
No opposed. No abstentions. Motion passed.
Meeting adjourned.

Approved by: Monica DiLullo

Respectfully submitted by: Johanan Supnet