Chair, Monica DiLullo, has called a meeting of the Internal Affairs Council on Wednesday, November 1st, 2017 at 11:00 am – 12:00 pm in Delmy Rodriguez (T-152) in the Cesar Chavez Student Center.

I. Call to Order
Meeting called to order at 11:09 pm.

II. Roll Call
VP of External Affairs – Present
VP of Internal Affairs – Present
VP of Finance – Present
Sophomore Rep – Present
HSS Rep – Excused
Ethnic Studies Rep – Excused
Liberal & Creative Arts Rep – Present
RHA Rep – Present
Grad Rep – Present

III. Approval of Agenda
Motion to approve the agenda for November 1st, 2017.
Moved by VP of Finance, seconded by VP of External Affairs.
No opposed. No abstentions. Motion passed.

IV. Approval of Minutes
No minutes to approve.

V. Announcements (2 minutes each). Please submit literature to Chair when meeting begins.
None.

VI. Public Comment (2 minutes each). Must pertain to jurisdiction of Board. Please observe proper decorum. The board is not required to respond.
None.

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.
Moved by VP of Finance, seconded by VP of External Affairs.
No opposed. No abstentions. Motion passed.

VIII. Old Business
  a. AS Programs & Student Life Mixer Recap (Discussion Item) – Sophomore Representative
     The council will review and recap the Mixer and the comments that were left on the board from students at large.

Sophomore Rep shared the data gathered from the Student Life Mixer with the rest of the council. She separated the information into specific categories and brought up suggestions that were worth bringing to the council’s attention. For example, the data showed that students primarily wanted more entertainment...
and social activities on campus. Sophomore Rep also found that a lot of the suggestions could be fixed with better marketing because most of the requests by students were regarding programs that were already in place by Associated Students – students were just unaware of their existence.

**Sophomore Rep** also brought up some of the suggestions regarding university issues.

**VP of Internal Affairs** stated that while they cannot do much with university issues, it is something they can bring up to higher university staff.

**Sophomore Rep** also separated the suggestions by undergraduate students and graduate students. Compared to undergraduate students, graduate students wanted more writing lab and workshops.

**VP of Internal Affairs** believed that the list of suggestions will serve as a strong starting point for future events. She believed it would be beneficial to bring this list of suggestions to certain programs.

**Sophomore Rep** tasked with bringing the marketing issues to the marketing committee.

**Motion to move into Old Business Item B.**

Moved by VP of Finance, seconded by VP of External Affairs.

No opposed. No abstentions. Motion passed.

b. **Staff Appreciation Policy (Discussion/Action Item) – Sophomore Representative, RHA Representative**

*The council will discuss and possibly take action on the Staff Appreciation Policy.*

**VP of Internal Affairs** asked the rest of the council to voice their opinion on the current state of the Staff Appreciation Policy draft.

**Sophomore Rep** felt that the Staff Appreciation Policy is not yet ready to take to the board. She felt that there needs to be more work done on the information on the policy, specifically the definition of the AS Staff. She believed it was solid draft, but it still needs a couple more tweaks before sending it off.

**VP of External Affairs** left the room at 11:11am.

**VP of Internal Affairs** agreed. She believed that the definition could use a bit more. She transitioned to talking about the Staff Appreciation Committee. **VP of Internal Affairs** wanted to know the council’s opinion on the Staff Appreciation Committee.

**Sophomore Rep** believed that the committee should be an Ad Hoc committee, just in case the Internal Affairs Council is too busy with projects and chairing other committees.

**VP of Internal Affairs** agreed. She also thought it would be best for the chair of the committee to be a part of the Internal Affairs Council. In this way, it would be much easier to relay the information to the rest of the Board. **VP of Internal Affairs** would also like it to be someone other than the chair and vice-chair of Internal Affairs because they would be too busy with multiple projects. She opened the position of chair to the rest of the council.

**RHA Rep** wanted more clarification on the milestone portion of the Staff Appreciation Policy.

**VP of Internal Affairs** believed the milestone portion should be formatted like intervals, i.e., five, ten, or 15 years, in order to be more concise and understandable.

**VP of Internal Affairs** concluded by stating that she wanted the definition of the AS Staff on the Staff Appreciation Policy to be finished up before sending it off.
Motion to move into New Business Item A.
Moved by VP of Finance, seconded by LCA Rep.
No opposed. No abstentions. Motion passed.

IX. New Business
a. Program Assessment Policy (Discussion/Action Item) – VP of Internal Affairs
   The council will discuss and possibly take action on the Program Assessment Policy.

VP of Internal Affairs discussed the Program Assessment Policy forms. She believed that the forms are relatively done. She asked the rest of the council if there were any other pertinent forms to attach. VP of Internal Affairs believed the only thing left to finish is attaching a timeline to the Program Assessment Policy.

VP of External Affairs entered the room at 11:15 am.

VP of Internal Affairs also emphasized that the Internal Affairs Council will be working with Student Affairs to hire an external company to come in and help with the issue.

LCA Rep is tasked with organizing the email list and timeline, and sending it off as soon as it is finished. This way, the council can vote on it at the next meeting.

VP of Finance questioned whether or not a business firm would have to be determined a year prior. He worried that the scheduled timeline would have to change slightly because of this. VP of Finance believed that moving the scheduled deadline a month back would be sufficient time to fix the problem.

VP of Internal Affairs agreed with the suggestion. However, she also mentioned that pushing the date a month back may not needed. She stated that they could have a budget approved beforehand, and hire a firm within that budget. She concluded by asking for the timeline to be finished by the next meeting.

Motion to move into New Business Item B.
Moved by LCA Rep, seconded by Sophomore Rep.
No opposed. No abstentions. Motion passed.

   b. Programming Committee (Discussion Item)
      The council will discuss the Programming Committee and its meeting schedule throughout the rest of the semester.

LCA Rep talked about the responsibilities of the Programming Committee. She stated that the committee would help with rhythms and planning movie nights throughout the year. She said that she wants to hold meetings on Tuesday from 12:30 pm – 1:30 pm and meet every other week. She is also interested in holding a mixer, akin to the one held in the Cesar Chavez Student Center, to get students’ opinions.

LCA Rep also said that she believes the committee will be fun because it revolves around planning events for the student body for the rest of the semester. She invited other members of the council to take part and join in whenever they get the chance to.

VP of Internal Affairs mentioned that she would like to have the committee be made up of mostly students outside of the council. The whole goal of the Programming Committee is to bring out student voices and create more student-involvement.

VP of Internal Affairs invited anyone who is interested in serving on the committee to talk to the LCA Rep who will serve as the chair of the Programming Committee.

Motion to move into New Business Item C.
Moved by VP of External Affairs, seconded by VP of Finance.
No opposed. No abstentions. Motion passed.
c. **Women's Week Program Coordination (Discussion Item) – VP of Internal Affairs, VP of External Affairs**

*The council will discuss collaboration and coordination with the AS Programs for the Women's Week events brought from the External Affairs Council.*

VP of External Affairs talked about International Women’s Week beginning in March 2018. He mentioned that they have a whole week of programs planned, so that the next step of the process would be to speak to other organizations to see if they're capable of being a part of the event.

VP of Internal Affairs charged VP of External Affairs with emailing representatives from different organizations who are coordinating programs. VP of Internal Affairs would like to have the organizations to reply back by November 11.

VP of External Affairs is now responsible for coordinating with the people on the email list to talk about program operations. He invited anyone on the council to ask any questions they may have regarding the event. He also planned to sit down with the organizations to help better explain the event. He asked the rest of the council to speak to the Marketing Department about Women’s Week to see if they can offer any help come March 2018.

VP of Internal Affairs concluded by letting the council know that they plan to have different speakers throughout the week. Each day will also be dedicated to a specific part of women history.

VP of External Affairs made a special announcement that the External Affairs Council will meet briefly from 9:30am – 10:00am on Wednesday, November 8, before Internal Affairs meets.

**X. Adjournment**

Motion to adjourn meeting at 11:49am.
Moved by VP of External Affairs, seconded by VP of Finance.
No opposed. No abstentions. Motion passed.
Meeting adjourned.

Approved by Monica DiLullo

Respectfully submitted by Jan Ilano