Chair, Monica DiLullo, has called a meeting of the Internal Affairs Council on Wednesday, February 7th, 2018 at 10:00am – 11:00am in Delmy Rodriguez (T-152) in the Cesar Chavez Student Center.

I. Call to Order
Meeting called to order at 10:09am.

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

III. Approval of Agenda
Motion to approve the agenda for February 7th, 2018.
Moved by LCA Rep, seconded by Junior Rep.

The following changes have been made to the agenda:
Motion to add New Business Item C. BOD Restructuring Plan.
Moved by VP of Finance, seconded by LCA Rep.
No opposed. No abstentions. Motion passed.

No opposed. No abstentions. Motion passed.

IV. Approval of Minutes
Motion to approve the Minutes for November 8th, 2017.
Moved by VP of Finance, seconded by Junior 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. Programs Assessment Policy (Discussion/Action Item) – Internal Affairs Council
      The Council will discuss and possibly take action on the working draft of the Programs Assessment Policy.
Motion to go into Old Business Item a. Programs Assessment Policy.
Moved by VP of Finance, seconded by HSS Rep.
No opposed. No abstentions. Motion passed.

VP of Internal Affairs reported that there are few more items to be added to the Programs Assessment Policy. Grad Rep asked for clarification about the specific language used in the internal evaluation assessment section. VP of Internal Affairs explained the proposed purpose of the policy was to ensure that there is an internal evaluation annually and a campus-wide assessment completed every five years.

Ethnic Studies Rep entered the room at 10:12am.

In addition, Grad Rep asked if the deadlines of the internal evaluation will be identical to the campus-wide assessment. The Council agreed that March 15th would be an appropriate deadline for the evaluations.

Motion to go out of orders of the day to New Business Item b. Programs Directory Lunch.
Moved by VP of Finance, seconded by Sophomore Rep.
No opposed. No abstentions. Motion passed.

IX. New Business
   a. International Women’s Day 2018 (Discussion Item) – VP External Affairs & Sophomore Rep
      The Council will discuss the idea of working with the AS Women’s Center in planning the event for International Women’s Day on March 8th, 2018.

      VP of External Affairs reported that the External Affairs Council is currently working with the programs to determine who is interested in participating and possible activities to begin coordinating for the upcoming event. The Council was invited to continue the discussion in the following External Affairs Council meeting.

   b. Program Director Lunch (Discussion Item) – Internal Affairs Council
      The Council will discuss the upcoming lunch with the board members and the directors of AS Programs on February 14th, 2018.

      Grad Rep reported that she had spoken to the Executive Assistant in regards to reserving T-169 and she replied that Rosa Parks F would be better option for the event. VP of Internal Affairs believed that the space would be appropriate for the event. Ethnic Studies Rep reported that she is working with AED of Programs and will give a follow up on the attendance for the event. VP of Internal Affairs asked the Council’s opinion on whether to have the space limited for only representatives or executive members to attend. Ethnic Studies Rep voiced that it would be more appropriate for the representatives to attend.

      Sophomore Rep reported, in regards to food catering, that the AS Associate Executive Director, Edina Bajraktarevic, requested details in regards to the Program Director Lunch and the full-time staff that supports the Council in order to coordinate with them. VP of Internal Affairs responded that the full-time staff member would be the AED of Programs and suggested getting in contact with him.

   c. BOD Restructuring Plan (Discussion Item) – VP Internal Affairs
      The Council will discuss the new plan for the restructuring of the Board of Directors.

      Move to discuss New Business Item c. BOD Restructuring Plan.
      Moved by VP of Finance, seconded by HSS Rep.
      No opposed. No abstentions. Motion passed.

      VP of Internal Affairs reported that the proposed structure is identical to the original layout, but a few positions have been changed. It was announced that four director positions have been created for Recreation & Wellness, Social Justice & Equity, Government & Community Relations, Graduation Initiatives, and Environmental Sustainability. It was reiterated the Council is responsible for vetting through the committees and councils to make it feasible to have specific assemblies and meetings throughout the week.
VP of External Affairs entered the room at 10:22am.

VP of Internal Affairs reported that the current six college reps will be represented. It was presented that three representative positions would be created: Student Org Rep (appointed by Student Activities), Historical Organization Rep (appointed by the “umbrella” historical organization), and a Faculty Rep. The Council continued to discuss further about the necessity and logistics of the representative positions.

Ethnic Studies Rep and VP of Finance indicated that there is no formal definition of what a historical organization is and expressed the necessity of creating a formal definition for future purposes. It is reported that there are ten historical orgs. Contact historical orgs to ask what they would like to be seen in that job position. VP of External Affairs stressed that the current structure of the BOD is inefficient and hopes that changes will be made by 2019. Ethnic Studies Rep suggested reaching out to the other college reps to ask for their input on what should be included in their specific job description. It was concluded that the next task for the Council was to complete the job descriptions of the positions within the next two months.

Motion to go back into the orders of the day to New Business Item a.
Moved by VP of Finance, seconded by Junior Rep.
No opposed. No abstentions.

X. Adjournment

Motion to adjourn meeting at 10:59am.
Moved by VP of Finance, seconded by VP of External Affairs.
No opposed. No abstentions. Motion passed.
Meeting adjourned.

Approved by: Monica DiJullo

Respectfully submitted by: Theresa Khong