Chair, Mia Veal, has called a meeting of the Internal Affairs Council on Wednesday, November 8th, 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 10:21 am.

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

III. Approval of Agenda
Motion to approve the agenda for November 8th, 2017.
Moved by VP of Finance, seconded by VP of Internal Affairs.
No opposed. No abstentions. Motion passed.

IV. Approval of Minutes
Motion to approve the minutes for October 4th, 2017.
Moved by VP of Internal Affairs, seconded by Grad Rep.
No opposed. No abstentions. Motion approved.

Motion to approve the minutes for November 8th, 2017.
Moved by VP of Internal Affairs, seconded by Grad Rep.
No opposed. No abstentions. Motion passed.

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 Internal Affairs, seconded by VP of Finance.
No opposed. No abstentions. Motion passed.
VIII. Old 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 states that they are unable to approve the policy because some faculty have not
looked over it.

Motion to table until next meeting.
Moved by LCA Rep, seconded by VP of Finance
No opposed. No abstentions. Motion passed.

Ethnic Studies Rep suggested to email Mario as soon as possible to approve of the policy.

Motion to move into Old Business Item B.
Moved by VP of Internal Affairs, seconded by VP of Finance.
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 believed the format of the new Staff Appreciation Policy is well-done and ready to
send off. They invited the rest of the council to voice any concerns or questions regarding the new policy.

No new comments.

Motion to approve the Staff Appreciation Policy.
Moved by VP of Finance, seconded by HSS Rep.
No opposed. No abstentions. Motion passed.

Motion to move into Old Business Item C.
Moved by Ethnic Studies Rep, seconded by VP of Internal Affairs.
No opposed. No abstentions. Motion passed.

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

LCA Rep transitioned into speaking about the new programming committee and its functions. She emailed
the person in charge of AS Productions and notified the council that she was able to book the meeting
rooms for Tuesdays and Thursdays. She wanted the first meeting to be a mixer in the Cesar Chavez Student
Center where students can mingle, get to know each other, and pick an artist.

VP of Internal Affairs left room at 10:31 am.

LCA Rep stressed that the mixer will be an opportunity for the Programming Committee to acquire the
data that can be used to create events that are better tailored to the wants of the students.

VP of Internal Affairs entered the room at 10:33 am.

VP of Internal Affairs showed the rest of the council a list of performers and their costs.

LCA Rep suggested that, since the list is so big, to narrow it down to the top ten performers.

Ethnic Studies Rep agreed. However, they also believed it was important to get someone who the students
want and is not so expensive.
HSS Rep suggested the idea of selling tickets. This way, tickets could be used to compensate for the cost of performers and performances.

LCA Rep emphasized that now that the council has names, they have a starting point. She planned to have the first meeting the first Tuesday, November 28th, 2017 after coming back from Thanksgiving Break. She wants the list of performers to be finalized by December 5th.

VP of Internal Affairs wanted to set up a table outside of Malcom X to get students passing by to vote for the artists they want to come and perform.

LCA Rep is put in charge of working with marketing to make fliers and further advertisements for this event.

VP of Internal Affairs is going to be responsible for creating the Facebook event. She also suggested a Twitter poll or social media poll to get a better engagement rate from students.

Ethnic Studies Rep and Grad Rep are going to print out artists’ faces and laminate them to make the initial table outside of Malcom X more appealing and aesthetic to students. They will both focus on the presentation of that table to get more students to come by.

LCA Rep will continue to get in contact with AS Productions to get rooms booked for December 5th and 12th. She also mentioned having some sort of giveaway as an incentive to get students to come out and voice their opinion on performers at the first mixer. LCA Rep concluded by emphasizing that the Programming Committee is open to all students and invited the rest of the council to join in and take part.

IX. New Business
No new business.

X. Adjournment

Motion to adjourn meeting at 10:48am.
Moved by VP of Internal Affairs, seconded by Ethnic Studies Rep.
No opposed. No abstentions. Motion passed.
Meeting adjourned.

Approved by: Mia Veal

Respectfully submitted by: Jan Ilano