**CSUF College of Humanities & Social Sciences   
Inter-Club Council Meeting**



September 11th, 2020 11:00 A.M.   
Zoom

**Meeting called by:**

Halima Baba, Chair

**Type of meeting:**

Regular

**Attendees:**

Council Representatives, Executive Officers, General Public

**Agenda Topics:**

1. **Call to Order / Roll Call 11:04 am**
2. **Approval of Minutes**
   1. No minutes for last week
3. **Approval of Agenda**
   1. Agenda is approved
4. **Public Speakers**

*This is a time where members of the public may address the humanities and social sciences council on any item appearing on this agenda or matters impacting students.*

1. **Budget**
   1. 8074 – Contracts, Fees and Rentals: $33,500
   2. 8077 – Travel: $20,000
2. **Reports**
3. Chair – Halima Baba
   1. Nothing to report, so Halima yields to Lila, the vice-chair/treasurer.
4. Vice-Chair / Treasurer – Lila Marlene Rodriguez
   1. Lila introduces herself and explains that her duties include updating the council budget and sharing budget updates at every meeting. Lila wants clubs to please keep their receipts throughout the semester, and she will assist with filling out check request forms for reimbursements.
   2. Lila is willing to help however she can, but if she doesn’t know an answer immediately, please give her time, and she will email you as soon as possible.
   3. Her office hours are Monday and Tuesday from 2:30 pm to 4:00 pm. If you email her during office hours, she will respond shortly, and she is willing to have Zoom meetings during these times.
   4. At the first unofficial meeting, someone brought up that they were unsure when to speak because they aren't familiar with Robert's Rules of Order. If you could not attend the last meeting, you can find the PowerPoint from that meeting on our webpage under HSS Registration Process as Fall 2020 HSS ICC Introduction. Links for Robert's Rules can be found on that PowerPoint, so please refer to that. If you are still unsure after reading the PowerPoint, please feel free to contact the E-board for assistance.
   5. What kind of gift cards can students request funds for? Is there a list of specific companies that students can provide funds for?
      1. There is no limit to where students can request gift cards. They can come from a food provider or regular store. But we do encourage students to use electronic gift cards. E-gift cards are better since they don't require extra money for shipping and handling. You may also do gift cards for small businesses (e.g., Etsy). In the past, we have requested gift cards from Amazon, Target, Dominos, etc.
      2. Gift cards are not only limited to food but can be from any company as long as they are an official business that provides gift cards.
      3. Please use E-gift cards so we can reduce additional expenses on shipping and fees.
   6. Is there a money limit on the card cards a club can request?
      1. Yes, the maximum amount is $250 per event on gift cards. Most gift cards start at a minimum of $10, and according to previous university policy on gifts, the max per person was $50.
      2. This information is not yet finalized, so that information may be updated. Information will be finalized on the 22nd, so please keep on the lookout for email updates.
      3. **Note: These policies are still being finalized by ASI and once finalized the E-board will share them with the HSS ICC**
   7. A student asked if their club didn't use all the funds allocated to them for a previous event. What happens with the leftover money?
      1. The fiscal year lasts from July 1st to June 30th (1 year long) and whatever is unspent in that year stays unspent for the fiscal year. The leftover funds will be reallocated into the budget for the same year for other clubs to use. Funds will not transfer to the next budgetary year. Any funds that are not used this semester, Fall 2020, can be moved into Spring 2021.
      2. In short, please use the maximum amount you requested. The money is for the clubs, so we want it to be used. If we do not use the funds allocated to the council, our funds may be reduced next fiscal year.
   8. Another student question: since we are now in a virtual semester, is it possible that students can request more funds for travel? (usual amount: $750 for active students and $500 for inactive students)
      1. No, the maximum amount will not be raised. In fact, registration fees for conferences have decreased since they are virtual. Furthermore, you can only request funds for virtual conferences this year. Conference registration fees in the past have been $150 but now can be as low as $25 which means more students can attend.
      2. Lastly, you need to prove the conference is virtual either with the description or title of the conference.
      3. State guidelines discourage travel and in person conferences.
5. Director of Administration – Savannah Arana
   1. Thank you, everyone, who submitted packets on time!
   2. If your organization wants to be added to next week's agenda, please email me your documents on Monday by 10 AM. I will not respond at 10:05 AM.
6. Director of Public Relations – Jennifer López
   1. Thank you to everyone who checked out the IG live. Please follow us if you haven't at @csufhssicc. If you want our Instagram page to repost something please tag us and we'll do it! If you want us to post something please direct message the account and we will answer promptly. If you haven't been added to the GroupMe group chat please message J-Lo and she will add you.
7. Social Justice Facilitator – N/A
   1. Nominations for this position will be held next week, so please spread the word. If you are interested, please email anyone from the E-board, and we will let you know about the process.
8. Advisor – Dr. Connie Moreno Yamashiro, Assistant Dean
   1. The purpose of HSS ICC is funding, so clubs and students can request funds and use them towards activities.
   2. CSUF-HACU is currently recruiting ambassadors. Ambassadors will be able to attend a fully paid virtual conference. Applications are due this Sunday, and the fliers can be found on the GroupMe chat. The conference will happen at the end of October.
   3. Next week we will have a Student Success Center workshop hosted by our online learning specialist. The date will be next Wednesday, September 16th, at 1:00 pm. Students will learn how to stay on track with their virtual schedule. This workshop will be great for planning and preparing for this Fall semester. The flier can be found on the GroupMe page.
   4. ICC members should actively be taking notes during these meetings and report them back to their student organization.
   5. Next month on October 5th, is when the Spring 2021 schedule will go live. Registration will begin at the end of October. Students should get advising as soon as possible since many people will do advising at the last minute.
      1. Spring 2021 will mostly be online so prepare for planning classes scheduled around that.
9. Graduate Assistant – Shanice Watson
   1. Nothing to report, but excited to work with the HSS ICC this semester.
10. ASI Liaisons – Erick Murillo and Maria Linares
    1. Maria Linares
       1. Maria is here to support all the council members and answer all questions regarding ASI. She also reports back to the ASI board and lets them know what the college is doing and what our council is working on.
       2. ASI revamped the ASI mobile food pantry. It is now a contactless drive-up program for the Fall. It will operate biweekly with a few adjustments during Fall break. It will be in Lot R from 8 am to 1 pm. The next one will be September 18th, Friday. They are expecting 200 to 250 students per event, and there is a walkup option if you don't have access to a vehicle. Maria will provide the link via GroupMe to RSVP.
       3. ASI scholarships are now available and will close October 9th at 4:00 pm. Please apply even up to the day it's due. If you have further questions, please contact Maria. The flier will be posted on the GroupMe page.
       4. Maria will host office hours weekly on Wednesdays at 12 pm. She will post the Zoom link on GroupMe chat.
       5. Lastly, there is an open position on the board of directors for the College of Health and Human Development. The reason why I mention this is because some students are double majors or know double majors. Please help spread the word for all to hear. The application link will be shared via GroupMe.
    2. Eric
       1. Eric's office hours are Tuesdays from 10 am to 11 am. If you would like to see him during this time, please shoot him an email, and he will set something up. He is willing to advocate for students in ASI and to the board of directors.
11. **Old Business**
12. N/A
13. **New Business**
14. **Discussion:** GroupMe/ texting Netiquette
    1. Please maintain a professional environment on the GroupMe chat. Always keep posts polite and courteous.
    2. If there is an issue, please inform any member of the E-board, and we will help you.
    3. Accountability is key!
15. **Action:** New Organization Presentations
    1. AAEE motions to add new organizations to the council, CJSA seconds.
       1. LSA is a diverse club that has a lot to offer and they feel they have a lot to offer to the HSS ICC. Actively committed to supporting and providing a voice for the organization on the council.
       2. Roll call vote approves (19 out of 23) /**motion is passed**
16. **Next Week’s Agenda**
    1. No responses, so no one is added to the agenda for next week.
17. **Announcements**
    1. University will be online Spring 2021
    2. Eric of ASI wants to announce that there is an ASI day on September 17th. It will be virtual.
    3. AAEE is having a pronoun workshop and information will be shared on GroupMe. Gaby is open to answering more questions.
18. **Adjournment**
    1. **12:05 PM**