

Humanities and Social Sciences Inter-Club Council
California State University, Fullerton
College of Humanities and Social Sciences

Minutes

Humanities Building, Room 219 - 11:00 A.M.

September 4, 2015

Meeting called by: Michelle Viorato

Type of meeting: unofficial

I. Call to Order.

- a. The meeting was called to order at 11:00 A.M.

II. Roll Call.

a. Present:

A.S.I. B.O.D., Acacia, Alpha Kappa Delta, America Studies S.A., A.R.E.A, Association for Research for Anthropology, Chicano/a Studies Alliance, Creative Writing Club, Geography Club, History S.A./Phi Alpha Theta, Lambda Alpha, Latin Student Psychology S.A., Liberal Studies S.A., Linguistics S.A., Moot Court, Philosophy Club, Psychology Department S.A., S.F.L.C., Soaring Graduate S.A., Students for Sensible Drug Policy, T.E.S.O.L.

- b. Absent: N/A

III. Approval of Minutes.

IV. Approval of Agenda.

- a. Phi Alpha Theta moves to approve the agenda, second by Chicano/a Study Alliance.
- b. The agenda was approved.

V. Budget:

- a. **8074 - Contracts, Fees, & Rentals: \$30,000**
- b. **8077 - Travel: \$25,000**

VI. Officer's Reports:

- a. Chair – Michelle Viorato:
 - Michelle introduced herself and her position and informed everyone that she would be doing a presentation on Roberts Rules and Titan link.
- b. Vice Chair – Melanie Therrien:

- Melanie introduced herself and her position and informed everyone that she will be doing the finance report
- c. Director of Administration – Veronica Patel:
 - Veronica introduced herself and her position.
- d. Advisor - David McKenzie:
 - Dr. McKenzie introduced himself and his position within the I.C.C and college.
- e. A.S.I. Liaisons - Armando Robles & Taylor Feher:
 - ASI Board meeting:
 1. Speakers came in and discussed about the smokers from the back of Humanities building moved to the front
 2. Speakers came in and discussed the recent TSU expansion, as a result of the expansion the laptop checkout station will be moved in the TSU
 3. President Garcia talked about the academic master plan; the academic master plan is the vision for the next 5 years regarding teaching, what we are doing as a school, education policy and opportunities for student's voices to be heard. The academic master plan will be divided into sub committees and Taylor will be serving on the master plan. Contact Taylor if you are interested in being involved in the master plan or sitting on committees.
 4. Resident Student Association discussed different events happening throughout housing. September 24, 2015 in the arboretum RSA will be viewing Harry Potter. RSA is looking for incoming freshman or anyone interested in getting involved in planning events in housing. Contact Taylor for more information about starting to get involved.
 5. Kelsey Brewer, Board of Trustee talked about the strategic plan and gave a general rundown of what will be happening this year in regards to improving graduation rate.
 6. Armando Robles, also serves as the chair of board of directors and will have a more direct access to information and will share all relevant information to the college of Humanities of Social Science

VII. Public Speakers.

- None

VIII. H&SS Week Committee.

- None

IX. Old Business.

- None

X. New Business:

- *SSDP moves to open up the first item, seconded by Phi Alpha Theta*
 - a) Ice Breaker:

- Each member introduced themselves and stated 2-3 interesting things about their clubs
 - SSDP moves to open up the first item, seconded by Phi Alpha Theta
- b) ICC Membership Process:
- *ASSA moves to open item B on the agenda seconded by LSSA*
 - Michelle went over the ICC Purpose which is to:
 - Distribute funding from ASI for student travel and on campus events
 - Organize Meet the Dean event/program and HSS week in the Spring
 - Meet & discuss possibilities for collaboration
 - Increase inter-relations between organizations
 - Broaden and promote the College on campus
 - Michelle talked about HSS week and will begin planning that later on in the semester
 - Officer Hours:
 - Dean McKenzie office is temporarily located in MH 424 due to the remodeling of the first floor of Humanities building but will return in January
 - Michelle Viorato, Chair- Monday/Wednesday 2:30-3:45 P.M. in Humanities-825G
 - Melanie Therrien, Vice Chair/ Finance Chair- Tuesday/Thursday 12:00-1:00 P.M. in Humanities-825G
 - Steps to be a recognized club:
 - Be SORC approved (i.e. registered through Titan link)
 - Have 1 main representative and 1-2 alternates.
 - They each need to submit a copy of their class schedules with their CWID written on top (their schedule needs to be printed from Titan Online, not just typed out).
 - The main representative must have 2 letters; one from their club's advisor and the other from their club's department chair.
 - What needs to be included in the letter:
 - Students name (your advisor may include the names of all 3 club representatives on the letter)
 - Students organizations
 - Students CWID
 - Student enrolled in at least half-time status (must be majoring within the Humanities and Social Science)
 - Student is in good academic standing
 - (recommended) Student is supported by the Faculty Advisor and Department Chair in their ability to accurately represent the student body
 - Letter must be on official CSUF letter head found at

<http://brand.fullerton.edu/standards-downloads/stationery.aspx>

c) Finance Presentation and Due Dates

- *Alex from Phi Alpha Theta moves to open up item C, second by Jun from T.E.S.O.L*
- All emails needing to be addressed to Melanie regarding Finance should include Attn: Vice Chair in the subject line
- Office Hours for Melanie-Vice Chair / Finance Chair is in Humanities 825G from 12:00-1:00 P.M. on Tuesday and Thursday and by appointment
- Budget Brake down:
 - HSS week-\$6,800
 - Contracts, fees & rentals (line item 8074)- \$30,000
 - Travel (line item 8077)- \$25,000
 - Line items 8074 & 8077 will be divided equally for fall and spring semester
- Melanie went over all the necessary requirements for funding regarding active participants vs. non-participants, proposal packets, on campus events, conference travels and the necessary documentation for during the event and after the event, guest speakers proposal packets and standards agreement contract. The information included in proposal packets are crucial and following deadlines, so if you have any questions contact Melanie for additional help and support.
- Deadlines:
 - Deadlines are final. If you fail to submit the paper work by the required deadline you will not receive funding for your program even if funding was allocated.
 - Take advantage of my office hours to ask any questions you may and to receive clarification!!
 - Start proposing now at least 4 weeks in advance the earlier the better

d) Roberts Rules Activity:

- *Candice from SSDP moves to open item D, second by Greg from Geography*
- Agenda:
 - An agenda sets out the order in which specific items are to be considered
 - Must be approved by majority vote soon after the start of the meeting
 - Once approved, it is the property of the assembly
- Motions:
 - 7 Steps to processing a motions:
 - 1) The chair suggests that someone moves to start discussion on the first item of business.

- 2) Club representative making the proposal will present his/her motion. *Say: "I move that the ICC consider..."*
- 3) Another member seconds the motion by raising a hand and calling out "*Second!*"
- 4) Chair states the motion and places it before the assembly for discussion.
 - a. *"It is moved and seconded that..."*
 - b. *"Is there any discussion?"*
 - c. *If there is, the first to speak will be the person who presented the motion, followed by the person who seconded.*
- 5) Members have the right to get recognition and debate the motion. During debate, subsidiary motions (i.e. amend) may be introduced to help the assembly make a final decision.
 - a. *Speakers List*
- 6) Next, the chair puts the question to a vote:
 - a. *"Are you ready for the question?"*
 - b. *"The question is on the adoption of the motion that..."*
 - c. *"Those in favor, say YES."*
 - d. *"Those opposed, say NO."*
 - e. *"Secretary, please take roll."*
- 7) Chair announces the results of the vote:
 - a. *"The affirmative [or negative] has it; the motion is adopted [or lost]; we will [not]..."*
 - b. *"The next business in order is..."*

- Types of Motions:

- Main Motion-brings new business (or next agenda item) before the assembly
- Amend:
 1. *Insert, strike out, or strike out and insert* words
 2. Used to clarify or improve the wording of the original motion
 3. Must be germane to that motion
- Call for the Orders of the Day – A demand to return to the order of business
- Call to Question- Used to end discussion and vote
- Reconsider- Can be made only by a member of the prevailing side who has changed position or view
- Suspend the Rules-

- a. Allows for a violation of certain rules (depending on the context)
 - b. The object of the suspension must be specified
- Roll Call Voting:
 - Done by taking role
 - Three responses in which a member may vote:
 - a. “For” (In favor of the motion or legislation)
 - b. “Against” (Opposed to the motion or legislation)
 - c. “Abstain” (Neither for nor against)
 - Members may abstain only if there is a distinct conflict of interest
- Michelle then led a mock demonstration in which three volunteers practiced various motions
- e) Link ASI board presentation:
 - *Phi Alpha Theta moves to discuss line item E, second by Tim*
 - ASI is a resource to ICC and Taylor and Armando will inform us on what can be available to us
 - ASI is student government, non-profit organization (501(c) 3) run by students for students. ASI can make money and use it for students because students fund it. Students pay \$134 for student union fee in tuition and \$74 ASB fee. The government does not provide any money to ASI
 - ASI is a non-profit, which means they make money to use money for students. All the services available for students such as the gym, pub, bowling etc. hire students and pay students. The money in ASI is used to benefit students. The pavilions are free to use because the fees students pay are put towards the maintenance of the building. If you are interested in using the pavilions in the TSU talk to the Board of Directors and they will help you.
 - Students structure ASI with the student body at the top and then the ASI executive president and vice presidents. Beneath the executive staff is the ASI board of directors who are elected positions. Board of Directors are like the legislatures in the government system and they are here to link students in to getting involved because they are involved in various committees and are a great resources that is in touch in many aspects of the university.
 - Contact Taylor or Armando at Asboard-hss@fullerton or call or text Taylor at 661-912-6114 or Armando at 760-972-7514
 - October 1,2015 is Breakfast with the Board all over campus and is to inform students about who the board is and what they do it starts at 8 A.M.

f) Titan link Review

- Phi Alpha Theta moves to open item F, second by Greg from Geography
- Michelle informed the council what Titan Link is by giving a demonstration on what titan link is, save the link for Titan like because it is not the same as the portal login. The log in to Titian Link is your school email login password. The school email will be receiving all information

regarding the ICC and in the ICC link in Titan Link all the documents for proposals, travel, allocation request form, sample for review when needing to fill out, meeting procedures, and parliamentary procedure presentation will be there to view. The ASI financial handbook is on the titan link and how much money can be allocated will be included in the handbook. The HSS constitution and Bylaws are updated and nothing has been changed regarding the content is the same but the format has changed and it is recommended to review and go over it. Michelle will send out a summary and an invitation to Titan Link, the sooner you accept the sooner you will have access to all the information

- All information regarding being registered thru the ICC is due by next Friday; please contact the ICC board if you need more time.

XI. Next Week's Agenda.

1. Bylaws Revision: Proposal by Phi Alpha Theta to add a stipulation in the Bylaws regarding allocation of funds in relation to the semester funds are allocated for
2. Bylaws Revision: Proposal by Phi Alpha Theta to add stipulation in the Bylaws regarding the order of presenting
3. ASI Board of Director Q&A

XII. Announcements:

1. Dean McKenzie will be leaving meetings early every other Friday due to meeting in College Park at 1:00 P.M. On Tuesday from 10-10:30 A.M. in the plaza the college will have a table for clubs and organizations from the department to join them, there will be give away and at 12:00 P.M. the food trucks will come. Women's center, CAPS will be there for students who are undecided and need addiction support and help, so come out and support.
2. Armando Robles may miss meetings from time to time due to other meetings but that does not mean he is not available for the ICC, he will always be available through email so contact Armando if you need any assistance.
3. Acacia will be having a campus outreach network opportunity next Thursday from 4:00-6:00 P.M. at college park in room 925
4. STSA general meeting is at Oggies at 6
5. American Students Association is meeting at Aloha Java on September 10, 2015 at 12:30 P.M.
6. Board of Directors meeting is Tuesday's from 1-4 P.M. if you want to sit in on the meeting. Taylor has office hours Tuesday & Thursday from 4:00 P.M. until late in the TSU room 274. Armando is available from 1-4 on Thursdays

XIII. Adjournment:

- *Nicole from SFLC moves to adjourn the meeting, second by Charles from LSSA*
 - a. End time: 12:49 P.M.


Chair, H&SS ICC

