



Inter Club Council Minutes - DRAFT
January 23, 2019
1:30 pm, Student Council Chambers

<http://www.deanza.edu/clubs>
<http://www.facebook.com/deanzaicc>

I <3 Clubbing @ De Anza

1. Call to Order

ICC Chairsperson Rex Zhang called the meeting to order at 1:35 pm.

- 2. Guest Speaker(s): (1)** Alicia Cortez, Dean of Equity and Engagement,
cortezalicia@fhda 408- 864-8365
Not available, will come next week.

3. Approval of the Minutes – Jan. 16, 2019

Filmmaker moved and seconded by SAGA to approve the Jan. 16 Minutes. There were no objections to approve the minutes. The motion to approve Jan 16. Minutes was passed by consensus.

4. Approval of Today's Agenda

Outdoor moved and seconded by 4 Elements Hip Hop to approve Today's Agenda. There were no objections to approve the agenda. The motion to approve Today's Agenda was passed by consensus

5. Club(s) on Probation: (22)

Missed Welcome Week, Missed 1/16 Mtg.

Chemistry / Entrepreneurship and Investment / FemEd / Go and Chess / Grace Fellowship / Hello World / HKSA / Infamy WWII History and Legacy / ISV / K-Busking / Koala Tree / Math / MSA / Second Journey / Share Endeavors / The Pacific Bridge / UNICEF
Must attend 1/23, 1/30 ICC Mtg. to get off probation

Missed Welcome Week, Attended 1/16 Mtg.

Cognitive Science / Competitive Programming / Japanese and American Association / Statistic / VSA
Must attend 1/23 Mtg. to get off probation

6. Club(s) on Trial: (2)

De Anza Tabletop / Punjabi

Must attend New Club Orientation Mtg. no later than Tues. Jan. 30

7. New Clubs: (1)

De Anza Art Guild will receive a one-time allocation of \$100.00
Art Guild is a club created to support artists on campus.

8. Number of Active Clubs: (80)

9. Calendars

9.1 ICC/Club Calendar of Events as of 1/22/19

Information is from the Event Planning Request Form

(**New Information in Bold**/ * Money collected)

Jan 24. Club Day, 11:00 am – 1:00 pm, Main Quad

**Jan. 30 Red Cross Kindness and Justice Challenge Day -
9:00 am – 1:30 pm, Main Quad**

Jan. 31 Club Day, 11:00 am – 1:00 pm, Main Quad (in event of rain on Jan 24.)

9.2 DASB Calendar of Events as of 1/22/19

Information is from the Event Planning Request Form

(**New Information in Bold**/ * Money collected)

Jan. 30. Meet your Senators Day, 10:30 am – 1:30 pm, Main Quad

10. Club/ICC Allocation Account Balance Status as of 1/23/19

ICC Fundraising Holding	(#44-4285)	\$904.00
ICC Capital	(#44-4290)	\$5,159.27
ICC/Club Allocations	(#41-54730)	\$6,539.00
ICC Allocation-New Club Account	(#41-54720)	\$300.00
ICC Events Award Account	(#41-54600)	\$6,550.00
ICC Inactive Hold	(#44-4300)	\$5,000.23
ICC Scholarship Account	(#44-4310)	\$21,506.82
ICC	(#44-4320)	\$5,514.88

11. Business

11.1 Club Day Winter Jan. 24, 2019

Rex went over the Club Day guidelines from the last meeting. Angela reminded clubs to not clean up their Club Day booths until after 1 p.m, and to stay afterwards for the Club group photo.

11.2 ICC Office Job Descriptions/Election

SAGA moved and seconded by 4 Elements Hip Hop to table ICC Office Job

Description/Elections until after agenda item 12 (Club Karaoke Drawings 2@\$50). There were no objections to approve the changes in item. The motion to move the item was passed by consensus.

ICC Officers gave a brief description about their jobs as officers and what their experience working with the ICC is like. They also answered any questions from the audience

11.3 ICC Financial Code Proposed Changes

Filmmaker's Union moved and seconded by Outdoor club to approve the proposed changes. There were no objections to approve the ICC Financial Code proposed changes. Motion Passed

III. DASB/ICC ALLOCATIONS

- E. Once the allocation is approved by ICC, then an email will be sent to the club and club advisor(s). The clubs must process their financial matter within a period of three (3) weeks of approval or three (3) weeks after the club event or by June 30 if funding is for

an event or purchase in June. Any amount left in the designated account for clubs after the three (3) weeks period shall be transferred back to the ICC Club Allocations account. Clubs may ask for an extension of three (3) weeks at the ICC Agenda Meeting—**but cannot go past June 30.**

VII. CLUB 44-xxxx

1. Club event will follow Per Meal Policy: (which includes tax and tip)

Breakfast will not exceed \$10.00

Lunch will not exceed \$15.00

Dinner will not exceed \$30.00

The amount needs to include tax and tip per person. An **original**, itemized receipt needs to be attached to a requisition for reimbursement.

VIII. DEPOSITS

- C. All cash receipts and disbursement and all official bookkeeping records shall be the responsibility of the Student Accounts Office Staff, who ~~shall be bonded employees of the District.~~ **are covered under the District's Insurance Policy**

IX. EXPENDITURES

- A. The person seeking the funds from their club account (#44-xxxx) shall fill out a requisition with a copy of the Club Meeting Minutes that approved the expense or submit the Club Meeting Financial Action Form (available at the Student Accounts Office or the ICC Literature Rack or on the website www.deanza.edu/clubs) and will secure the signatures of the Club Advisor, Club Treasurer or the Officer designated signatures and turn into the Student Accounts Office who will then get the signatures of the ICC Chair of Finance, the ICC Advisor, Dean of Student Development and the Director of ~~Budget and Personnel~~ **Fiscal Services**. Club/DASB account (#41-xxxx, DASB) will secure the signatures of the ICC Chair of Finance, ICC Advisor, DASB Chair of Finance, the Dean of Student Development and the Director of College Life and Director of ~~Budget and Personnel~~ **Fiscal Services**.

XII. SERVICE CONTRACTS AND INDEPENDENT CONTRACTS

Contracts for orchestras, facility rental, entertainers, athletic events, speakers, etc., must be signed by Director of ~~Budget and Personnel~~ **Fiscal Services**. Payment for service contracts must be initiated by the Independent Contract Form procedure, paid by the district. Club members should never make a direct payment to an individual contractor for their service to the club, and then try to get reimbursed from the Student Accounts Office. Our district policy requires that all service payments should be made by the District Office because of the Internal Revenue Code. All services \$1,000.00 or greater require a

District Purchase Requisition for a **District** P.O. to be generated

A. A person seeking the funds from DASB/Club Account for payment shall fill out the proper form (obtained from the Student Accounts Office or the ICC Literature Rack or at the Student Accounts website www.deanza.edu/studentaccounts), and will secure appropriate approval signatures.

XIV. DONATIONS TO CLUBS

5. Clubs need to inform ICC of their intent to solicit donations via the ~~College Life Money Collection form section on the back page of the Event and Meeting Planning Request Form~~ **the College Life Fundraiser / Money Collection Form**

Filmmaker's Union moved and seconded by Outdoor club to approve the proposed ICC Financial Code There were no objections to approve the proposed changes. The motion to approve was passed by consensus.

11.5 ICC Flea Market Concession Code Proposed Changes

Filmmaker's Union moved and seconded by Outdoor club to approve the proposed changes. There were no objections to approve the ICC Flea Market Concession Code proposed changes. Motion Passed

SECTION 2. Student Workers

Clubs working the July, August, September Concession Stands(s) must supply a minimum of ~~five (5)~~ **six (6)** workers who are De Anza students or people who intent to enroll for fall.

SECTION 3. Voting

- A. The ICC will vote one month prior to each Flea Market. The exception will be the **C**oncession **B**ids for June, and July, ~~which will be voted in May and for~~ August, September, and October, which will be voted upon in ~~June~~ **May**.
- B. The ICC Chair of Programs will determine whether a secret ballot will be taken for determining the Flea Market concessions. If there are enough clubs to work the **C**oncessions then the ICC Chair of Programs can ask for a voice vote for approval.
- C. Clubs will vote for one club for the Concession Stand and the club with the highest number of votes will receive the ~~opportunity to operate the~~ concession stand. In the event of a tie then both clubs will receive it. In the event of more than a two-way tie, then a drawing will be held.

Filmmaker's Union moved and seconded by Outdoor club to approve the proposed ICC Flea Market Concession Code changes. There were no objections to approve the proposed changes. The motion to approve was passed by consensus.

12. Club Karaoke Drawing (2 @ \$50)

Badminton / PUSO / Art Guild were participating clubs.

Art Guild and PUSO each won the Club Karaoke Drawing of \$50.

13. Reports

DASB Liaison: Lawrence Su
ICC Advisor: La Donna Yumori-Kaku

1. **Banner or Postcard Printing:** ICC uses Advantage Grafic 10161 S. De Anza Blvd. Cupertino Mon – Fri 8:00AM – 5:00PM
408-466-0915 Ben@advantagegrafic.com Needs PDF files with high resolution photo
www.advantagegrafic.com See www.deanza.edu/clubs/banner.html
2. **On Campus Glass Display Cases:** There are 10 locations. Please drop off club flyers or large posters by Thursday to be posted on Fridays by Office of College Life Student Employees.
3. **Club Room Hours:** The Club Room is open M-TH 7:00AM-9:00PM and F 7:00AM - 4:30PM. Use the door with the electronic lock at the end of the hallway since the other two doors are opened by 8:30AM and locked by 5:00PM.
4. **New Student (Counseling 5) Classes:** I need volunteers to assist me with these classes. Sign up on the half sheets after the ICC Meeting. Clubs who volunteer will be eligible for a \$50 drawing in Spring Quarter. Clubs must be present to win.
5. **Equipment Check Out:** The person who signs up for the equipment needs to be the person who picks up the equipment. Be sure to get instruction on how to use the equipment when you pick it up. Please return ALL the equipment back so others may use it. Please DO NOT take the equipment home with you
6. Clubs who asked for ICC Funds in the Fall may not have used all the funds. The club is eligible to request an ICC/Club Budget Request.

Thurs. Jan 24 Club Day 11:00 AM-1:00 PM Main Quad
Thurs. Jan. 31 Back up date for Club Day if rained out on Jan. 25

New Student Counselling 5 Classes – Volunteer to be a student presenter for a New Student Class

14. Roll Call

	Present	Absent	Probation Present	Probation Absent
4 Elements Hip Hop Club	X			
A Black Culture		X		
Academic Quiz Bowl		X		
Accounting Club	X			
Anime Club		X		
Art Guild	X			
Artificial Intelligence	X			
Asian Pacific American Student Leadership	X			
Auto Tech Club	X			
Badminton Club	X			
BlockChain of De Anza		X		
Buisness Information Technology (BIT)	X			
Career Development	X			
Cheer and Dance Team	X			
Chemistry Club				X
Child Educators & Advocate Association		X		
Chinese Students & Scholars Association (CSSA)	X			
Christians on Campus		X		
Circle K	X			

	Present	Absent	Probation Present	Probation Absent
Click the World	X			
Competitive Programming			X	
Cognitive Science			X	
DECA		X		
Developers' Guild	X			
Dream Ministries	X			
Economic Student Honor Society	X			
Entrepreneurship and Investment			X	
Explorer's Nest	X			
Fellowship of Overseas Students (FOS)	X			
Fem Ed Club				X
Filmmakers Union (DAFU)	X			
Go and Chess Club			X	
Grace Fellowship				X
G.R.A.N.D	X			
Health and Medical Science	X			
Hello World! Code Squad				X
Hong Kong Student Association				X
IDEA	X			
Infamy WWII History and Legacy				X
Injoy Cultural Club	X			
International Student Volunteers (ISV)			X	
InterVarsity Christian Fellowship at De Anza	X			
Iranian Student Association	X			
Japanese and American Association (JAA)			X	
Job Fair	X			
K-Busking				X
K-Pop Dance Club	X			
Koala Tree				X
Korean Student Association (KSA)	X			
Malaysian and Singaporean Association	X			
Marketing Club	X			
Massage Club	X			
Math Club				X
Medical Outreach Association	X			
Music & Affection Volunteering Association		X		
Muslim Students Association (MSA)				X
NAMI-DA on Campus Club	X			
Outdoor Club of De Anza College	X			
Permas Indonesian Students Organization (PISO)	X			
Pop Music Club	X			
Psychology Club	X			
PUSO (Pilipino Unity Student Organization)	X			
Red Cross (DARC)	X			
Robotics	X			
SAGA	X			
Second Journey				X
Share Endeavors				X
Shotokan Karate Club	X			
Statistics Club (DASC)			X	
Student Nurse Organization	X			
Taiwanese Association of De Anza	X			
The ESL	X			
The Helping Hands	X			
The Engineering Technology Club		X		
The Pacific Bridge			X	
UNICEF De Anza			X	
Vietnamese Student Association (VSA)			X	

	Present	Absent	Probation Present	Probation Absent
Women in Computer Science	X			
World Languages	X			
Young Americans for Liberty	X			
TOTAL	49	9	10	12
Clubs on Trial				
De Anza Table Top	X			
Puniabi	X			
TOTAL	2	0	0	0

15. Announcements

Intern from the Equity Office spoke about their M.I.A documentary viewing in Conference Room A and B on Jan. 31.

16. Adjournment

Rex adjourned the meeting at 2:30 p.m.