



Inter-Club Council
Regular Hybrid Meeting Agenda
 January 31st, 2024
 11:00-12:00 PM PST
 1400 Building – ASSC Conference Room
Zoom Meeting ID: 538 978 8211



I. CALL TO ORDER

VP Mirador called this meeting to order at 11:04 AM.

II. OFFICIAL ROLL CALL

Club Name	Representative	Present	Absent
A2MEND			
Bakers Favorite		x	
Community Service Club		x	
Dance Club		x	
Drama Club		x	
Entrepreneur Club		x	
Fashion Club			
French Club		x	
Gaming Club		x	
Horticulture Club		x	
InterVarsity Christian Fellowship		x	
Muslim Student Association			
Phi Theta Kappa – Beta Mu Gamma		x	
Premed Club			
Reproductive Health Club		x	
SCC Alpha Beta Gamma Honor Society		x	
SCC Asian Pacific Islander Club			
SCC Rotaract		x	
SCC Pride Club			

Solano Campus Cat Club		x	
Stem Club		x	
The Creative's Collective		x	
The Human Collective		x	
FASU		x	

III. **AMENDMENTS AND APPROVAL OF AGENDA**

- A. January 31st, 2024
- B. Gaming Club motioned, Drama seconded

IV. **AMENDMENTS AND APPROVAL OF MINUTES**

- A. December 6th, 2023
- B. Drama motioned, Human Collective seconded

V. **PUBLIC FORUM**

This is an opportunity for the members of the public to address the Inter-Club Council on items not already on the agenda. Please be aware that there is a 3-minute time limit for each item and that NO action may be taken on any of these items. These items may however come back to the council for action at their discretion.

- Encouraged everyone to go to the wellness center; they have events, and have a space to be safe and destress
- Wellness Center is also a great campus collaboration

VI. **ADVISOR'S REPORT**

- A. Denise Martinez
 - a. Someone need's to join the executive board for ICC.
 - b. Terri urged everyone to please attend the meeting, at the table.
 - c. Started as an adjunct art history instructor, and Terri is the generalist, and welcomes students to the new Spring semester.
 - d. There are documents for each club, including a document for advisors about their role; everyone else present recieved a copy, and it will also be sent out by email.
 - e. The ICC page on the Solano website will be the hub for all the documents.
 - f. The handbook will also be the most important documents for all clubs, as it will tell them how to operate or what they should be doing (events, processes, paperwork, etc.); a copy was passed out for all present members.
 - g. **Fundraisers:**

- i. Digital payments are being worked on; cash boxes are available for such events
 - ii. There are also club-funding proposals that are presented to the ASSC, which happens each semester (in addition to seed money, which is also worked into the ASSC budget)
 - iii. There are fundraising ideas presented in the handbook, but Ms. Denise stated that fundraisers don't have to be limited to this
 - iv. Clubs can also reach out to other orgs (e.g. RHC reaching out to SFSU for a funding grant)
 - v. If there is a donor, they will donate to the Foundation, who will then make their club account, which is different from the club account
 - vi. Personal charities can't be included in the proposals for public funds out of a conflict of interest.
 - vii. It's acceptable to get funding from ASSC, and also reaching out to other vendors (but this must be included in the ASSC funding proposal)
- h. **Special Events:**
- i. **Activity Timeline:** The timeline for clubs is 2 months, as this will allow for events for be audits to be in accordance.
 - ii. This will also allow for clubs to figure out how much is in the account for each club
 - iii. A one-week timeline will put too much pressure on the club to get funding and paperwork in before the event.
 - iv. There is a process for a pay in advance, but no cash advances are available.
 - v. There are some open POs, but they are w/ specific vendors (i.e. Amazon, which they create a list, requisition, then try to get approved, which would still take at least a month)
 - vi. The most common form of spending is through a direct-pay reimbursement, but we are trying to move towards a climate of planning ahead, which would allow for events to get on the calendar; this would make event planning easier on the clubs
 - vii. All of the steps to hold an event are also present in the handbook, including the timeline, suggestions of publication, and accessing funds for clubs
- i. **Parliamentary Procedure:**
- i. Because the clubs are governed by the same policies as the ASSC, they need to follow the same procedures (meeting minutes and agendas must be put up 72 hrs before the meeting, there must be an executive board, must follow a specific meeting structure w/ Brown act or Robert's rules of order, etc.)
 - ii. Even if there is no full executive board, responsibilities need to be met
- j. **Role of the Club Advisor:**

- i. Primarily to help guide the club and be a tie between the students and the college.
 - ii. Another resource to use if students need to troubleshoot
 - iii. Clubs: be grateful and respectful to club advisors!! They are full staff that already have a job; they are here to help, not do the work for you.
 - iv. The advisors are a resource; they can help you brainstorm, etc, but club events are student-led
 - v. Club advisors should be present at meetings and events for troubleshooting purposes; they are not required to ensure that the event runs successfully
 - vi. An email will be sent out to all of the advisors to ensure all of the advisors are aware of their duties; however, its important to have a line of communication between the club members and the club advisors.
- k. **Role of the Student Dev:** *Note: The page numbers do not match the table of contents.*
- i. Team is comprised of Ms. Denise Martinez and Terri
 - ii. Virtual services are available R-F @ 10 AM-4 AM; In-person hours are MTW @ 10 AM- 4PM (you can also email them at studev@solano.edu)
 - iii. Terri is only available from MTW, and Denise Martinez is available throughout the week (not weekends)
 - iv. Things that stu dev can help with: paperwork, reservations, amazon lists, direct-pay and reimbursement forms (turned into the Stu dev, then Dean Lewis, and Finance), field trip forms, requests to hold activity etc; they should be turned in approx. 8 days before the event.

VII. GUEST SPEAKER

A.

VIII. INFORMATION/ACTION ITEMS

A. Welcome back!

B. Club Collaborations

a. Black History Month

b. An email out to clubs to find out if clubs want to participate in Black History Month events

c. Gaming club is having a Smash Brothers Tournament, and opened the floor to other clubs to collaborate (the event will be the Friday before St. Patrick's day, and be in the 1400 Bldg, from noon to when someone wins)

d. Creative's Collective has monthly open mics, and is collaborating with the Human Collection

C. Club Promo

a. Looking more at the 1400 Bldg (back half of the cafeteria or the lobby

- incl. The fishbowl area)
- b. Consensus on the 13th for Club Promo; 10 AM- 2 PM
- c. Gaming, FASU to extend meeting by 10 (moved by consensus)
- d. The Human Collective is collaborating with the Wellness center for a dance in March

IX. **ACTION ITEMS**

A.

X. **CHAIR'S REPORT**

- A. Vice President Malika Mirador
 - a. Needs a secretary (please)

XI. **CLUB REPORTS**

- A. A2MEND
- B. Bakers Favorite
- C. Community Service Club
- D. Dance Club
- E. Drama Club
- F. Entrepreneur Club
- G. Fashion Club
- H. French Club
- I. Gaming Club
- J. Horticulture Club
- K. InterVarsity Christian Fellowship
- L. Muslim Student Association
- M. Phi Theta Kappa
- N. PreMed Club
- O. Reproductive Health Club
- P. SCC Alpha Beta Gamma Honor Society
- Q. SCC Asian Pacific Islander Club
- R. Solano Auto Club
- S. SCC Rotaract
- T. SCC Pride
- U. Solano Campus Cat Club
- V. STEM Club
- W. The Creative's Collective
- X. The Human Collective
- Y. FASU

XII. **REVIEW**

- **Discussed Student Wellness center and encouraged attendance, discussed campus collaboration via Student Wellness Center**

- **Someone needs to join executive council for ICC**
- **Discussed the new additions to the ICC handbooks**
- **Club Promo is to take place on 2/13/2024, from 10 AM- 2 PM, and will be located in the 1400 bldg, depending on where is available for booking.**
- **Black History Month discussion will be continued next meeting.**

XIII. ANNOUNCEMENTS/OPEN DISCUSSION

This is another opportunity for members of the public to address the Inter-Club Council on items not already on the agenda. Please be aware that there is a 3-minute time limit for each item and that NO action may be taken on any of these items. These items may however come back to the Council for action at their discretion.

XIV. UPCOMING AGENDA & MEETING

A. February 14th, 2024

XV. ADJOURNMENT

Meeting is adjourned is 12:15 PM, gaming club motioned, human collective seconded.