



## ICC OFFICER MEETING MINUTES

Wednesday, October 26 2022

2:30 PM PST

Remotely Via Zoom

Facilitator: Khanh Ngo, ICC Chairperson  
& Maritza Arreola, ICC Advisor

Contact: [icchairperson@fhda.edu](mailto:icchairperson@fhda.edu) or [arreolamaritza@fhda.edu](mailto:arreolamaritza@fhda.edu)

### Zoom Information

Join Zoom Meeting: <https://fhda-edu.zoom.us/j/88338765802?pwd=Y0xnVXg5RFVlT2hJQVl5T1kyUkloUT09>

Meeting ID: 883 3876 5802

Passcode: 753420

One tap mobile:

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Meeting ID: 919 0772 8512

International numbers: <https://fhda-edu.zoom.us/j/88338765802?pwd=Y0xnVXg5RFVlT2hJQVl5T1kyUkloUT09>

### Call to Order

**Maritza called the meeting to order at 2:35pm**

### Attendance

Position	Name	Present	Absent	Late	Excused
Chairperson	Khanh N.	X			
Chair of Club Affairs	Cedric B.	X			
Chair of Finance	Will W.	X			
Chair of Programs	Ruchira D.	X			

Chair of Marketing	Alena Y.	X			
Secretary	Sean H.	X			
Intern	Charm H.	X			
Intern	Britney C.	X			
Intern	Angela W.	X			
Intern	Arshiya R.	X			
Advisor	Maritza A.	X			

### *Guests*

Alysa N. (DASG Chair of Student Services & Feedback)

## **Public Comments / Questions for ICC**

### **Business Items**

1. **Check In (Discussion)**

Presenter: Maritza Arreola

Description: This item is to check in with all those present at this meeting.

Time: 10 min

- Check-in question: Introduce yourself and share your planned current or favorite past Halloween costume

2. **CCCSAA Recap (Information)**

Presenter: Khanh Ngo, Ruchira Danavadi, Cedric Buenviaje

Description: This item is to summarize, share thoughts, opinions, and what was learnt during CCCSAA Student Leadership Conference in San Diego from Friday (10/21/22) to Sunday (10/23/22).

Time: 10 min

- Khanh, Cedric, and Ruchira shared about their experience at the conference. Some of the benefits were learning about how different colleges do events, particularly with their ICCs. We found even campuses that didn't have as many active clubs had some interesting ways to ensure events were engaging (Expo event for club day, food at event). Some workshops also delved into how to put on programs.

3. **New/Reactivated Clubs & Club Status (Discussion)**

Presenter: Cedric Buenviaje

Description: This item is to discuss remaining received applications and other club status updates.

Time: 5 min

- No new clubs, but we reviewed Data Structure Club's revisions. Had feedback on length of explanation of data structures and required revision of membership to only recommend rather than require MATH1A familiarity. With these changes, the club is approved to move forward.

4. **ICC Sweater (Discussion)**

Presenters: Khanh Ngo

Description: This item is to discuss about a promotional item for ICC, the sweater.

Time: 10 min

- Must get something cheaper and lighter than last year to stay in budget, and order earlier in the year to be considered Promotional item.
- Cedric proposed having something similar to DASG's but with different color
  - a. Khanh said that Amy/DASG would be okay with this
- Team discussed pros and cons of academic year vs established year (commemorating this year's team and future teams may want their own designs, vs but can't be rolled over and used for future years and always would need to be redesigned)
- Suggestion of white with maroon text and logo
- Maritza will find out if the sweater is allowed to have "De Anza College" somewhere
- Maritza offered to set up a poll to assess opinions on
  - a. Color (for sweater and text)
  - b. Year (current academic year, or year ICC was established like DASG)
  - c. Bigger logo sample?
- Drafts and ideas welcome!

5. **ICC Glass Panel (Discussion)**

Presenter: Maritza Arreola, Khanh Ngo

Description: This item is to discuss about possible items to have on the ICC Glass Panel.

Time: 15 min

- 5 panels total (6-1 going to M@DA)
- Ideas
  - a. ICC Rep Meeting Panel: Meeting Attendance, Meeting Agenda (swap each meeting), Club status (Maritza and Sean can create this)
  - b. Polaroid photos of ICC Exec team (will arrange with Amy)
  - c. Club promo panel(s): general club info, blurb and how to get in touch
- Let's get these drafted soon! Send to Maritza to get printed in OCL

6. **ICC Vice-Chair Update (Info):**

Presenter: Maritza Arreola, Khanh Ngo

Description: This item is to inform/update about the application of the Vice-Chair of Marketing and Program.

Time: 5 min

- Alena has an appointee in mind, Ruchira will continue reviewing apps to appoint soon

7. **Resource Fair Plan for ICC (Discussion):**

Presenter: Khanh Ngo

Description: This item is to discuss about the upcoming Resource Fair on November 2, 2022 from 11:00am to 1:00pm at the Main Quad.

Time: 5 min

- Alysa Ngo (DASG Chair of Student Services & Feedback) was in attendance and give logistics of event
  - Similar to Welcome Day
  - Wednesday 11/2 11am-1pm in Main Quad
  - Set up starting at 10am, check with Alysa 10-11 for questions
  - DASG will handle clean-up, so just need to gather things (10 min)
- Volunteers
  - Cedric 10-10:30am (set up) and 12:20-1:10pm (2<sup>nd</sup> half + clean-up)
  - Khanh 10:30-11:30am (set-up + opening)

- Charm 12-1pm (second half)
- Sean 11am-1:10pm (entire event + clean-up)
- Maritza 10am-1:10pm (entire time as needed)
- Tasks: continue discussing planned activities for table, assess what items to bring from ICC office/closets, what needs to be purchased if anything

### **Public Comments**

Maritza: discussed 11/2 Rep Meeting Agenda with Khanh, will include vote on method for holding November meetings (Info/Discussion/Action), Inactive Fund process Info/Discussion/Action item, and Club Day Debrief (Info/Discussion)

### **Adjournment**

Maritza adjourned the meeting at 3:41pm

### **Announcements**