



ICC OFFICER MEETING AGENDA

Thursday, January 13, 2022

6:00 PM PST

Remotely Via Zoom

Facilitator: Maritza Arreola, ICC Advisor

Contact: arreolamaritza@fhda.edu

Zoom Information

Join Zoom Meeting: <https://fhda-edu.zoom.us/j/91907728512?pwd=YTRka2g5cmJ3dC9ScHdiVzJrUGZOUT09&from=addon>

Meeting ID: 919 0772 8512

Passcode: 846203

One tap mobile:

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+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

Meeting ID: 919 0772 8512

International numbers: <https://fhda-edu.zoom.us/j/91907728512>

Call to Order

ICC Advisor, Maritza Arreola, called the meeting to order at 6:05pm

Public Comments / Questions for ICC

Business Items

1. Intros & Check In (Discussion)

Presenter: Maritza Arreola

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

Time: 10 min

- Short introduction given by all team members – Name, Position, Major, Interesting Fact.

2. ICC Officer Expectations + Duties (Information/Discussion)

Presenter: Maritza Arreola

Description: This item is to go over the expectations and duties of ICC Officers as shared

in Fall training, including roles, office hours, email expectations, and more.

Time: 10 min

- Check your FHDA emails and Zoom, reach out if any tech issues
- Respond to emails within 48 business hours. Check with Maritza if you're unsure how to respond
- Sign up for Zoom office hours (2 hrs/wk, can be consecutive or 2 separate hours), add name and Zoom link to sign up sheet

3. **New Club Discussion (Information/Discussion/Action)**

Presenter: Maritza Arreola & Alicia Kong

Description: This item is to review and discuss new club applications, to decide on approval and next steps for prospective clubs.

Time: 10 min

- De Anza Web Developers: Too similar to Developer's Guild, which focuses on website building as well.
- Data Science Competition Club: Would like to ask them what competitions they are definitively looking to participate in.
- ACM: Too similar to other CS clubs like Google Student Developers Club. Ask why they are looking to reactivate such an old, inactive club.
- Unnamed Machinery Club: Encourage to reactivate/align with AI club. More likely to be approved.
- Burmese Culture Club: Yes. We do not have a Burmese Culture Club

4. **Rep Meeting Agenda (Information/Discussion/Action)**

Presenter: Maritza Arreola & Alicia Kong

Description: This item is to prepare the agenda for the first Representative Meeting of the quarter.

Time: 10 min

- Please familiarize yourself with the parts of the agenda that each chair will be presenting. If help is needed, contact Maritza for some guidance on presenting.

5. **Club Day Logistics (Information/Discussion/Action)**

Presenter: Maritza Arreola, Program & Marketing Teams

Description: This item is to establish and delegate tasks in preparation for Winter Club Day scheduled for next week.

Time: 15 min

- Register for Club Day and please help promote it to peers, classrooms, on Professor's canvas pages, etc.
- Take some time to look over the Club Day schedule and script. Re-work the previous Fall 2021 content to work for Winter 2022, i.e. ICC Chairperson giving the opening speech. We will do a run through next week during our Officer meeting. Club day is coming soon, so we should get most things done by the beginning of next week.

6. **ICC Sweater Design (Information/Discussion/Action)**

Presenter: Fay Ahmed

Description: This item is to view and give feedback on potential design for ICC promotional sweaters, and potentially vote on a design.

Time: 10 min

- Tabled for now – Fay will send email with design options.

Public Comments

Adjournment

ICC Advisor, Maritza Arreola, adjourned the meeting at 7:12pm

Announcements