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## Associated Students of Moorpark College Inter-Club Council

Regular Meeting

Wednesday, August 30, 2017 3:30-5:30pm

Academic Center - Room 206 (Classroom)

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### MEETING MINUTES

#### I. Organizational Items

- a. **Call to Order** – AS Student Organizations Director Rahgoshay called the meeting to order at 3:37 p.m.
- b. **Roll Call & Welcome Guests**
  - i. **ICC Chairperson – AS Student Org. Director**, Donna Rahgoshay (present)
  - ii. **ICC Vice-Chair – AS Vice President**, Wyatt Kohler (present)
  - iii. **ICC Member – AS Public Relations Director**, Shawn Haq (present)
  - iv. **Student Organizations**

**II. Public Comment.** Council Chairs heard public comment from various ICC representatives.

#### III. New Business

- a. **Discussion Item: Purchasing Procedures & Travel Training.** Terry Cobos and Beth Thompson from the Ventura County Community College District administrative center discussed risk management, fiscal services, and purchasing procedures for clubs.
- b. **Discussion Item: Reservations of On-Campus Facilities.** Student Activities Specialist Kristen Robinson discussed the process of reserving spaces on the Moorpark College campus for meetings, events, or other on-campus activities.
- c. **Discussion Item: Student Organization Training.** Dir. Donna Rahgoshay and Kristen Robinson discussed additional topics relevant to the operation of student organizations.
- d. **Discussion Item: Programming Committee Funds.** Dir. Donna Rahgoshay and Dir. Houston Holohan discussed the availability of financial support to clubs through the ASMC Programming Committee.
  - i. First Programming Committee Meeting – Thursday, Sept. 7<sup>th</sup> from 4-5pm
- e. **Discussion Item: Expectations of Clubs.** Dir. Donna Rahgoshay discussed the various requirements of formally recognized MC student organizations, including:
  - i. Roll sheets
  - ii. Meeting dates for the semester
  - iii. Meeting agendas

iv. Meeting minutes

**f. Discussion Item: ICC Meeting Dates.** Dir. Donna Rahgoshay discussed upcoming ASMC Inter-Club Council meetings for the Fall, including:

- i. Wednesday, August 30<sup>th</sup> – Academic Center 206 – 3:30-5:30pm
- ii. Thursday, September 28<sup>th</sup> – Campus Center Conference Room – 4:15-6pm
- iii. Thursday, October 26<sup>th</sup> – Campus Center Conference Room – 4:15-6pm
- iv. Thursday, November 30<sup>th</sup> – Campus Center Conference Room – 4:15-6pm

**g. Discussion Item: Club Rush.** Dir. Donna Rahgoshay discussed the upcoming Club Rush event, hosted by the ASMC Board of Directors. Club Rush dates include:

- i. Tuesday, September 19 and Wednesday, September 20 from 10am-2pm
- ii. RSVP via email by 11:59pm on Wednesday, September 6

**h. Discussion Item: Transfer Day.** Dir. Donna Rahgoshay reminded ICC representatives about the upcoming Transfer Day event, hosted by the Career Transfer Center:

- i. Thursday, August 31 from 9am-1pm along Raider Walk/Upper Campus Quad

**i. Discussion Item: America's Teaching Zoo Free Admission Days.** Dir. Donna Rahgoshay shared with ICC members the date for the upcoming free admission date at the Exotic Animal Training & Management Zoo on campus:

- i. Sunday, September 24 from 11am-5pm

**IV.Reports:** Time is made available for ICC Chairs and members to provide updates.

- a. **ASMC Vice President** – Wyatt Kohler
- b. **ASMC Public Relations Dir.** – Shawn Haq
- c. **ASMC Student Org. Dir.** – Donna Rahgoshay
- d. **Student Organizations**

**V.Future Agenda Items or Announcements.** Dir. Donna Rahgoshay invited ICC members to share ideas with her regarding future ICC meetings.

**VI.Adjournment:** ICC Co-Chair Donna Rahgoshay adjourned the meeting at 5:33 p.m.