1. Call to Order
   ICC Chair, Omer Yosef, called the meeting to order at 1:34pm

2. Speaker(s): (2)
   o Daniel Acosta, Foothill – De Anza District Police Assistant Chief,
     Direct: (408) 864-8919, Dispatch: (650) 949-7313, Emergency: 911 or (408) 924-8000,
     acostadaniel@fhda.edu
     I’m here to let you students know about the services that we provide here for you guys. We
     are trained in first aid for the safety of our students, faculty, and staff. We also provide
     safety escort services if you ever want someone to help you get back to your car on
     campus. We are available from 6:00am to 11:00pm. We will also help you get back into
     your car if you accidentally lock your keys in your car. We would just need to verify your
     identification and that the car is actually yours and not someone else’s. We also provide
     battery startups if your car battery ever dies on you. Winter is about the time where this
     often happens to students. We also have a Lost and Found located in our De Anza Office.
     You may call the office or visit us as we are located right next to the Health Services
     Office. We will also help you get back into a classroom if you were to ever have your stuff
     locked in the room. We, of course, would need to verify that it actually is your belongings
     and that you are actually inside that classroom.
   o Gayatri Mahajan, Business Development Manager, (408) 332-7349, ship2myid.com
     I work with a non-profit organization called City Team and we are based in San Jose. We
     are currently having a Holliday Event that is called Gift a meal. Here are cards that I will
     hand out. You can help one of Cityteam’s youngest volunteers, 10 year-old Kush, reach
     his goal of donating 10,000 meals for the homeless this holiday season. This 1 free card
     equals to 1 free meal that will be donated by Ship2MyID. The card requires no payments
     and is a free service, all you have to do is just send out a free post card.

3. Approval of Today’s Agenda
   Developer’s Guild moved and seconded by 4 Elements of Hip Hop to approve Today’s
   Agenda. There were no objections to end discussion. The motion to approve Today’s
   Agenda was passed by consensus.

4. Approval of the Minutes – November 12, 2014
   Medical Outreach Association moved and seconded by The Tribe to approve the Minutes
   of November 12, 2014. There were no objections to end discussion. The motion to
   approve the Minutes of November 12, 2014 was passed by consensus.

5. New Club(s): (1)
   o Cycling Dons (Acct. #44-54077)

   Will receive a one time $100.00 allocation from the ICC Allocation-New Club Account
   (#41-54720) for becoming a New Club.
6. Inactive Club(s): (1)
   Radical Vegans of De Anza (RVODA) – Missed Welcome Week Info Tent, ICC
   Financial Orientation Meeting, and 6 ICC Meetings.

7. **Number of Active Clubs**: (73)

8. **Calendars**

   8.1 **ICC/Club Calendar of Events as of 11/18/14**
   Information is from the Event Planning Request Form
   *(New Information in Bold)* *(Money collected)*

   - Thurs Nov 20  Film & Discussion event hosted by Inclusability – 3:45pm – 6:30pm, Conference
     Room A

   8.2 **DASB Calendar of Events as of 11/18/14**
   Information is from the Event Planning Request Form
   *(New Information in Bold)* *(Money collected)*

   - Nov 17-19  Make Your Voice Heard Week hosted by Student Services –
     10:30am – 6:00pm, Main Quad East
   - Tues Nov 25  I Am Thankful For: hosted by Diversity and Events – 11:30am – 1:00pm,
     Main Quad

9. **ICC/Club Account Balance Status** *(New Information in Bold)* *(As of 11/18/14)*

   - Club/ICC Allocation Account  (#41-54730)  $9,200.00
   - ICC Allocation-New Club Account  (#41-54720)  $1,200.00
   - ICC Emergency Relief Account  (#44-4289)  $7,147.45
   - ICC Events Award Account  (#41-54600)  $9,700.00
   - ICC Inactive Hold  (#44-4300)  $8,350.44
   - ICC Scholarship Account  (#44-4310)  $8,525.10
   - ICC  (#44-4320)  $2,520.48

10. **Business**

   10.1 **ICC Emergency Relief Budget Request**

   4 Elements of Hip Hop moved and seconded by The Tribe to approve MOA’s
   request of $500 from the ICC Emergency Relief Fund Account (#44-4289) to
   Mobility Outreach International to provide children with club foot treatments.
   Psychology moved and seconded by Vietnamese Student Association to end
   discussion. There were no objections to end discussion. The motion to approve
   MOA’s request of $500 from the ICC Emergency Relief Fund Account (#44-4289)
   to Mobility Outreach International was passed by consensus.
10.2 **ICC Emergency Relief Budget Request**

Inclusability moved and seconded by I.M.A.S.S. to approve 4 Elements of Hip Hop’s request of $500 from the ICC Emergency Relief Fund Account (#44-4289) to All the Way Live Foundation to approve ATWL’s trip to Nepal in 2015 to reach out to marginalized communities to connect with youth and teach them dancing and communities to connect with youth and teach them dancing and urban arts. International Youth Fellowship moved and seconded by APASL to end discussion. There were no objections to end discussion. The motion to approve 4 Elements of Hip Hop’s request of $500 from the ICC Emergency Relief Fund Account (#44-4289) to All The Way Live Foundation was passed by consensus.

10.3 **ICC Emergency Relief Budget Request**

Marketing Club moved and seconded by VSA to approve ICC’s request of $500 from the ICC Emergency Relief Fund Account (#44-4289) to Second Harvest Food Bank to provide food for low income people in Santa Clara and San Mateo Counties. Inclusability moved and seconded by Developers’ Guild to end discussion. There were no objections to end discussion. The motion to approve ICC’s request of $500 from the ICC Emergency Relief Fund Account (#44-4289) to Second Harvest Food Bank was passed by consensus.

10.4 **ICC Concessions Code Update**

The De Anza Network moved and seconded by Developers’ Guild to approve the ICC Concessions Code Changes. Marketing Club moved and seconded by The Tribe to end discussion. There were no objections to end discussions. The motion to approve the ICC Concessions Code Changes was passed by consensus.

**Article I CONCESSION BIDS / SECTION 1. PROCEDURE / B.**

A Club Officer student representative from the club must be present at the entire ICC meeting to present the bid for a Concession Stand and remain until the selection of the concession stands are announced.

**Article I CONCESSION BIDS / SECTION 1. PROCEDURE / E.**

In the event that no club has bid for the Concession Stand, then the ICC may choose to do the Concession Stand for the ICC Scholarship or ICC Emergency Relief Fund or postpone concession bid and voting until the next ICC meeting.

**Article I CONCESSION BIDS / SECTION 3 Voting / 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. Clubs will vote for one club for 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.

**Article I CONCESSION BIDS / SECTION 4 Community Outreach Drink Stand/D**

In the event that no club has bid for the Community Outreach Concession Stand, then the ICC may do the Concession Stand for the ICC Scholarship or ICC Emergency Relief Fund or there will be a drawing to determine which club will receive it.
Article I CONCESSION BIDS / SECTION 6 July/August/September/October Concessions / A.
Concessions forms will be due at the designated ICC meeting. If possible each club will receive one
concession stand. If there are not enough clubs for each month’s concessions then the ICC may
operate a stand to benefit the **ICC Scholarship** or **ICC Emergency Relief Fund** and then there
will be a drawing to determine which club(s) will receive an additional concession stand.

Article II DUTIES OF CLUBS OPERATING CONCESSIONS / SECTION 1.
Club Responsibilities / A.
The ICC rep of the clubs **and club members** who receive the Concession Stand must meet with
the ICC Chair of Programs or ICC Advisor after the ICC meeting to set up a meeting time to review
the Concessions guidelines and walk to the Food Services Loading Dock.

Article II DUTIES OF CLUBS OPERATING CONCESSIONS / SECTION 1.
Club Responsibilities / C.
Due to insurance liability, only De Anza club members or **De Anza** students or staff may work
the Flea Market Concession. During the July, August, September Concession, only people who
intend to enroll at De Anza in the fall are eligible to work.

10.5 **ICC Financial Code Update**

Marketing Club moved and seconded by QPOC to approve the ICC Financial
Code Changes. 4 Elements moved and seconded by Inclusability to end discussion.
There were no objections to end discussion. The motion to approve the ICC
Financial Code Changes was passed by consensus.

II. DASB/ICC BUDGET
The upcoming DASB/ICC budget proposal shall be approved by the ICC no later than the fifth (5th)
eighth (8th) week of the Fall Spring Quarter by a two-thirds vote. The ICC shall vote on a
revised upcoming budget if needed no later than the tenth (10th) week of Spring quarter by a two-
thirds vote.

III. DASB/ICC ALLOCATIONS / Section B.
The ICC will approve an allocation of $100 for each new club who do not have funds in a previous
club account. Reactivated clubs will receive their club funds from the ICC Inactive Hold if it was
within one year of inactive status. If the previous club account has less than $100 then the
reactivated club will receive the additional $100 allocation. The new club will receive the DASB
allocation into their 44-xxxx club account after the club officers and club advisor attend a new club
orientation meeting with one of the ICC Officers or ICC Advisor and the ICC Financial Roster is
on file at the Student Accounts Office within three (3) weeks of being a Club on Trial. **A Club
Advisor for a new or reactivated club doesn’t have to attend the New Club Orientation Meeting if they are or has been a club advisor within the last two years.**

III. DASB/ICC ALLOCATIONS / Section E.
Once the allocation is approved by ICC, then a memo with the account # will be given to the clubs
in their mailbox and to the club advisor(s) **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.

IV. CLUB AWARDS / Section C.
Clubs must attend the ICC meeting and the Fall or Winter or Spring Finale Receptions when a drawing prize is held in order to win the drawing.

V. ICC SCHOLARSHIPS
The ICC Scholarships will be funded 75% from the Inactive Club Account and 2% from the De Anza Flea Market Concessions and ICC Dance or ICC fundraisers. There will be up to ten (10) $750.00 eight (8) $1,000 Carolee Erickson Memorial ICC Scholarships offered per fiscal year (July 1 – June 30).

VI. ICC Emergency Relief Fund / Section 6
The ICC/DASB Dance Income will raise funds for the ICC Scholarship or ICC Emergency Relief Fund.

X. EXPENDITURES / Section B
The approved requisition needs to be turned into the Student Accounts Office and a check will be ready after 1:30 pm on the day processed when all authorization signatures are secured. except when the campus is closed or during breaks, office may be closed, or during the Student Accounts Office year end closure. There is a $25 service fee if a check is returned by the bank for any reason, and it is the club’s responsibility to collect on the returned check.

X. EXPENDITURES / Section D / Section 3
Purchase Orders All purchases over $1,000 and all capital items will go on a District Purchase Requisition. Purchase orders shall be obtained through the submission of a district purchase requisition to the Student Accounts Office. Each requisition shall identify the budget code number from which funds are to be drawn, the times or services to be purchased, the amount and the vendor from which such items are to be purchased. After review and approval by the club members, the Club Officer designated signature and Club Advisor(s) will need to turn into the Student Accounts who will get the signatures of the ICC Advisor, or one of the ICC Officers, the DASB Chair of Finance (if DASB account) and the Director of Office of College Life, Director of Budget and Personnel, Dean of Student Development, and VP of Student Services, a purchase order will be issued by the district. The purchase requisition will be forwarded to District Material Services then be created in the District’s Banner System. District Material will issue a Purchase order to vendor.

XI. FEES AND PENALTIES / Section A
If a club fails to pay a bill within a twenty –five (25) day period or by June 30, one of the ICC Officers or ICC Advisor will be authorized to deduct it from their club account upon being informed by the ICC Advisor. There will be a $25 service charge for delinquent invoice that will go into the ICC Emergency Relief Fund (Account #44- 4289).

XI. FEES AND PENALTIES / Section D
If a club signs up for an ICC sponsored event/entertainment slot or for the Club Glass Display Case and fails to participate then there will be a $25 fine that will be deducted from their club account by one of the ICC Officers. The fine will go to the ICC Emergency Relief (Account #44- 4289).

XI. FEES AND PENALTIES / Section F
If a club doesn’t sign up for Welcome Week by the Friday of Finals or missed their original signed up time and covered another shift, then the club(s) will be charged a $25 fine and the money will go to ICC Emergency Relief Fund (Account #44-4289). If a club is inactive then the $25 fee will not be charged.
XII. MAINTENANCE OF RECORDS / Section B.

All equipment purchased by ICC with De Anza student funds remain the property of De Anza Associated Student Body and will be stored in De Anza Premises when not in use.

XII. MAINTENANCE OF RECORDS Section C then becomes B.

An annual audit of all DASB accounts, club accounts and trust accounts shall be made by a certified public accountant (CPA) retained by the College District. Any unannounced audit may be made by District-retained CPA at any time.

XIII. SERVICE CONTRACTS AND INDEPENDENT CONTRACTS

Contracts for orchestras, facility rental, entertainers, athletic events, speakers, etc., must be signed by Director of Budget and Personnel. All contracts must be made out in triplicate; one copy shall remain with the Club Advisor and one copy shall be filed with the ICC Advisor. 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.

10.6 Student Council Chambers Available for Studying

InterVarsity Christian Fellowship moved and seconded by Rainbow Club to approve the Student Council Chambers A when there are no club meetings to be available for students to study. Developers’ Guild moved and seconded by 4 Elements of Hip Hop to end discussion. There were no objections to end discussion. The motion to approve the Student Council Chambers A when there are no club meetings to be available for students to study was passed by consensus.

10.7 Club Room Use

Saltworks Christian Fellowship moved and seconded by Ultimate Layout to have the Club Room revert back to being available for clubs to use during the day and have students play Table Tennis during the evening. QPOC moved and seconded by The Tribe to end discussion. There were no objections to end discussion. The motion to approve the Club Room to being available for clubs to use during the day and have students play Table Tennis during the evening.

10.8 Club Day Guidelines

ICC Chair of Programs, Raisa Hernandez went over the guidelines for Club Day Winter 2015.

De Anza College
Club Day Handout

Club Day is mandatory for clubs to attend.

Date: Thursday, January 22
Thursday, April 23

Time: 11:00 am - 1:00 pm

** Please remember to check in by 11 am at ICC Tent by Flag Pole and check out starting at 1 pm with one of the ICC Officers who will be wearing a Bright Color t-shirt (To be determined)

Location: Main Quad

Alternative date in case of rain
January 29, 2015
April 30, 2015

9:00am – 10:30am  Blow up (10) Balloons (clubs need to have at least 2 club members)
9:00am – 11:00am  Set Up Club Tables (1Table/2 Chairs)
10:30am – 11:15am  Check in at ICC Tent
12:50pm – 1:00pm  Please send a club member(s) for ICC/Club Group Photo that we will display on our ICC Facebook and the next Club Day Poster/postcard
1:00pm – 1:30pm  Clean up (Put away tables and chairs, remove trash from your area) Check out (find an ICC Officer in a Bright Color T-SHIRT (to be determined) to check your club area)

Clubs must CHECK OUT before leaving; failure to do so will result in a $25 fine.

$100: Award for Clubs
- Best Decorated Club Table (3 awards)
- Best Spirited (3 awards)
- Best Group Performance (song/dance/skit/poem etc.) (4 awards)
  (A drawing may be held)

SIGN UP FOR A PERFORMANCE TIME AT THE ICC MEETING OR THE FRONT DESK OF THE OFFICE OF COLLEGE LIFE OFFICE – Ask for Sign Up Sheet. PERFORMANCES CAN BE A DANCE, SINGING, CHANTING, POETRY READING, SPORTS EXHIBIT, DEMONSTRATION, SKIT, OR GAME ACTIVITY THAT IS PERFORMED BY CLUB MEMBERS OR INVOLVES AUDIENCE.

Please present your music in a USB flash drive to the DJ for your performance.

FINES OF $25 IF CLUB LEAVES TABLE/CHAIR AND/OR FAILS TO PERFORM. A DOUBLE FINE OF $50 WILL BE GIVEN TO CLUBS WHO COMMIT BOTH OFFENSES.

Reminder!! Print Club Handouts before Club Day
Have Club Room File Drawer Key ☺

Please Check-in 5 minutes before your performance at the ICC Tent
Tables and chairs are provided. Each club is limited to one (1) table and two (2) chairs.

CHOICE OF LOCATION IS ON A FIRST COME BASIS.
Each club will need to provide:
- Volunteers to set up and return one (1 table and 2 chairs available at the Flag Pole or Fountain Area)
- Club sign and decorations.
- Food items need to be wrapped. Don’t bring candy that will melt on a warm day.
- Club Banner, Sign or Poster with the Club Name
  Please assist other clubs who may ask for help with their table/chair.

Reminder - No homemade food or loud music. If a club cannot participate in Club Day, a written note must be submitted at least twenty-four (24) hours prior to the event. Please check in at the ICC Info Table when you set up and when you leave. Clean up your immediate area. Club(s) will be charged a $25 fine if the area is not cleaned up or if you leave your table or chairs.

CLUB(S) ON TRIAL
- Will have to share their table with another prospective club. Set up in front of the Administration Building near the Flag Pole. Check in at the ICC tent first before setting up.
10.9 **ICC/DASB Masquerade Dance**
Evaluation/Dance Ticket Sales/Drawing
Pros: Music was great, Good turnout
Cons: Something other than water, more time to sell tickets, mores ads for Dance.

Thank you APASL, Ballet Folklorico, CCPC, CSA, Grace Fellowship, ISV, ISA, QPOC, T-Tennis, TSA, and VSA for selling 10 or more tickets.

Congratulations VSA (28) for winning $100 for your Club Account for having the most tickets sold!!!

Congratulations APASL, CCPC, ISV, ISA, and TSA for winning $50 for Selling 10 or more Dance Tickets!!!

Thank you CCPC, InterVarsity, and ISA for helping out with “The Masquerade” Fall 2014 Dance Setup / Clean Up

Congratulations CCPC for winning $50 for your Club Account for ICC/DASB “The Masquerade” Fall 2014 Dance Set Up / Clean up!!!

10.10 **I <3 Clubbing @ De Anza Drawing – 4 @ $50**
A Drawing was held for clubs who participated in I <3 Clubbing @ De Anza Photo Contest.

Thank you APASL, Auto Tech, CSA, FOS, InterVarsity, ISV, Marketing, TSA, and Team HBV for submitting I <3 Clubbing photos.
Congratulations to Auto Tech, CSA, ISV, and TSA for winning $50 for you club!

11. **Reports:**

**ICC Chair, Omer Yosef**
1. Last meeting, yay. Come to the chill sesh next Wednesday.

**ICC Chair of Finance, Simon Siu**
1. Anyone has financial questions, please come and see me!
2. I will make a photo slides. Please send me some photos. (no later than Nov. 19)

**ICC Chair of Programs, Raisa Hernandez**
1. Thank you for coming to the dance.
2. Sign up for winter club karaoke is on Jan. 15, 2015 11:30 AM at the campus patio and club day is on Jan 22 11:00AM coming to the dance.

**ICC Chair of Marketing, Joyce Lin**
1. We advertised the Masquerade Dance on Facebook and received 252 clicks.
2. Good job on the “I <3 Clubbing” pictures! I received plenty of them. Photos will be shown on the Photo Slideshow at the ICC Finale.
3. Thanks for Ray and Adrian for taking dope pictures for us at the Masquerade Dance. Photos are available on the ICC Facebook. Check it out and tag your friends.
DASB Liaison, Rhea Goveas

1. It's Make Your Voice Heard week! Come to the patio area today for a ribbon tying event, and tomorrow for the chalkboard event.

ICC Advisor, La Donna Yumori-Kaku

1. Congratulations on a Successful “The Masquerade!” – Fall Dance A BIG Thanks to the Clubs and DASB, for making it happen and a BIG THANKS to Omer, Simon, Raisa, and Joyce. Thanks also to DASB for helping with decorations, ticket sales and clean up. We had presales of 296 and 47 at the door for a total of 343 ticket sales.

2. Club Advisors: Reminder that there needs to be a Club Advisor at club meetings and events. Another De Anza Staff member may serve in place of your club advisor but that person should meet with the club advisor and club officers before the event, receive the names/phone #’s, emails of the club officers and also get an overview of the program. If the event is a multiple day(s) then there may be several De Anza Staff who serve as the advisor of that event.

3. Club Financial Action Form: This form needs to be signed by the Club Secretary and Club Advisor or by the Club President. If the Club Secretary is not present the form needs to be signed by 2 designated officers, either the Club President, or Vice-President, or Treasurer, and the Club Advisor. ICC Reps may not sign the form unless they are also the above Club Officers.

4. Off Campus Liability Waiver Forms: Reminder that club members need to complete an Off Campus Liability Waiver Form when club members go to off campus events. The form may be filled out for the year-Today’s date to June 30, 2015. Also, if there are any minors (under age 18) then a different form needs to be completed and signed by the minor’s guardian. The Student Field Trip/Excursion Request Form needs to be completed for each off campus events.

5. ICC Fall Finale Reception on Wed. Nov. 26: ICC/Clubs Slide Show, refreshments and drawing for all. Clubs need to be present at Reception to be eligible for Fall Perfect Attendance Drawing and New Club Drawing 5 @ $100.


7. Club Meetings for Winter Quarter 2015: Clubs need to turn in a Room Request each quarter! Also if your club gets a meeting room but not through our office please fill out an Event Request Form and write down the date, time and location of the club meeting. So that other interested people may find and join your club.

8. Welcome Week for Winter 2014: All clubs need to sign up for one shift or make any date/time change no later than Fri., Dec. 6 by 4PM. The Welcome Week Sign Up Sheet is at the front of this table and will be on the Blue Bulletin Board behind the Blue Photo Screen in the Office of College Life/Student Activities Office after this meeting.


10. University and College Apps and Finals: Good luck!

12. Announcements

Inclusability: “Music Within” Movie and Discussion, November 25, 2014 – 3:30pm – 6:00pm – Conference Room B
“Music Within” movie and Discussion. Veteran with hearing impairment returns home and finds his calling as an advocate for others with disabilities leading to the “Americans with Disabilities Act”

Cheer and Dance: Chili’s Fundraiser, 11/19-20/2014, Open to Close, 3591 El Camino Real, Santa Clara
Please help Cheer & Dance by going to Chili’s on El Camino Real by either dining or take-out and Cheer & Dance will receive 15% of your purchase. See Melody for flyers.

ABC: Youth Voices United for Change, November 21, 2014, 9:00am – 2:00pm, De Anza
Advocacy Project to raise Voter Awareness:
I am a friend of Jennifer Park and we are doing a project to improve voter awareness. This past election our age demographic (18-24) had a 13% rate of voting for registered voters. We would like to raise awareness to increase turnouts for future elections.

13. Roll Call

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<th>Active Club</th>
<th>Present</th>
<th>Absent</th>
<th>Probation. P</th>
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<td>1. 4 Elements Hip Hop</td>
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<td>2. 300! Bowling Club</td>
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<td>3. Active Community Engagement Club (ACE)</td>
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<td>9. Auto Technology</td>
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<td>12. Cheer and Dance Team</td>
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<td>13. Chinese Student Association (CSA)</td>
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<td>14. Christians on Campus</td>
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<td>15. Circle K</td>
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<td>16. Cross Cultural Partners Club (CCPC)</td>
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<td>17. Cycling Dons</td>
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<td>18. DECA</td>
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<td>19. DeAnthro</td>
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<td>20. De Anza Physics</td>
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<td>24. Elite Dance Club</td>
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<td>26. Fellowship of Overseas Students (FOS)</td>
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<td>29. Future Business Leaders of America (FBLA) – Phi Beta Lambda</td>
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<td>31. Grace Fellowship</td>
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<td>32. Green Party</td>
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<td>44. Latino/a Empowerment at De Anza (LEAD!)</td>
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<td>65. Team HBV</td>
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<td>66. The De Anza Network</td>
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<td>67. The Tribe</td>
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<td>68. Ultimate Layout</td>
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15. Adjournment
ICC Chairperson, Omer Yosef, adjourned the meeting at 2:34pm

Respectfully Submitted,

Ricky Richard Anouluc
ICC Secretary