May 19, 2017
A2E2 Meeting Wrap Up
Minutes

1. Group reviewed, again, the recommendations for A2E2 EIRA/ECL funding. Although the group was asked to try and keep the total amounts awarded to 1 million dollars, this was not possible. Final total was: $1,063,061
2. Group discussed possibly cutting the number of students down from 5 (as required in the bylaws) to 3 but decided against the change. Samantha Q., who was on this year’s committee, will also be on in 2017-18 as President of ASI. She will try to get the College Senators to serve as the A2E2 members.
3. DEBRIEF: Group gave suggestions for next year’s application and what to tell applicants:
   a. Student travel should be limited to 5 students per trip; some consideration should be given to whether or not the students are presenting or just networking
   b. All proposals must be strictly itemized; committee cannot guess at expenditures
   c. No laptops will be funded
   d. Requesting funding for staff positions is discouraged; using contractors is ok.
   e. Please identify the guest speakers; keep the amounts spent to bring them here reasonable
   f. All individuals asking for funds for Field Trips are advised to first consult the University’s Field Trip policy: http://www.csueastbay.edu/af/departments/risk-management/risk/field-trip/
   g. Funds requested for food will be, for the most part, declined
   h. Funds requested for tee-shirts, giveaways, etc., will be, for the most part, declined
   i. Funds requested for printing of posters, handouts, etc., will be, for the most part, reduced
   j. Consider a flat dollar amount limitation to subsidize student travel? $300 in-state; $600 out?
   k. Units that make money should use that money first and then request funds for what cannot be covered by revenue.
   l. Limit the amount requested for student assistantships: detail exactly what positions must be funded and what the duties are of those positions.
   m. Units should be aware that ASI also has some funding to help students travel

Application should emphasize: What does the proposal do to further Student Success (graduate students in 4 or 2 years; cut the achievement gap). Take out the learning outcomes

Let certain units know that if they accept this year’s ECL award, it will be the same for the next 2 years, they don’t need to reapply.

4. Linda Dobb indicated she would be redrafting the bylaws to include correct information about all of the different parts of A2E2 and what the EIRA/ECL committee actually reviews.

5. Group concluded the year’s work.