External Affairs Committee Meeting Minutes of October 18, 2013

I. CALL TO ORDER: VP Ibarra calls meeting to order at 1:09PM.

II. ROLL CALL

<table>
<thead>
<tr>
<th>Members Present</th>
<th>Absent Members</th>
<th>Guests</th>
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<tbody>
<tr>
<td>Marie Alexandra R. Ibarra</td>
<td>Thomas Duffy</td>
<td>Randy Saffold</td>
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<tr>
<td>Jamelia Drake-Smith</td>
<td>Margaret Nguyen</td>
<td>Stan Hebert</td>
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<td>Gaozong Yang</td>
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<td>Chris Gallagher</td>
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<td>Ellen Griffith</td>
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<td>Eddy Andreini-Rodriguez</td>
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<td>Claudia Sandoval</td>
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<td>Christine Samuel</td>
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<td>Kathleen Halpin</td>
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<td>Smitha Machanickal</td>
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<td>Stephanie Romero</td>
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<td>Jordan Leopold</td>
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<td>Michelle Xiong</td>
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<td>Raymund Cruz</td>
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III. ACTION ITEM - Approval of the Agenda
VP Ibarra approves the Agenda.

IV. ACTION ITEM- Approval of the October 4, 2013 Minutes
VP Ibarra approves the October 4, 2013 Minutes

V. PUBLIC COMMENT – Public Comment is intended as a time for any member of the public to address the committee on any issues affecting ASI and/or the California State University, East Bay.
No Public Comment.

VI. INFORMATION ITEM – Welcome Packets
VP Ibarra:
• Passes out the welcome packet and states the documents that need to be filled out by the student-at-large members
• Asks the members to look over the welcome packet and familiarize themselves with the Committee Code and perks and duties of the External Affairs Committee
• The welcome packet also includes a Robert’s Rule of Order cheat sheet

04:40
VII. ACTION ITEM – Appointment of Vice Chair
ED Saffold states that the Vice Chairs duties are to primarily step in for the Chair in the Chairs absence and to perform the duties of the Chair that are outlined in the Committee Codes. When the Chair is present, the Vice Chair takes minutes in case there is a problem with the recorder and they assist the Chair to get through the meeting. The minutes that the Vice Chair will be taking should mainly consist of Actions made by the committee and the outcome of the Action taken.
Yang nominates herself as Vice Chair.
Motion: (Sandoval) to appoint Gaozong Yang as the Vice Chair of the External Affairs Committee.
Motion Carries.

09:03

VIII. INFORMATION ITEM – Update on Current External Affairs Projects
VP Ibarra updates on the current projects:
• The Downtown Hayward Discount Program – projected launch is winter 2013 and the coupon books have been printed and are in the office. Window stickers and posters for the businesses will be produced.
  o ED Saffold states that in addition to the coupon books, 1000 maps of the local businesses in downtown Hayward will be printed out. As they’re tabling, they should make sure to distribute the coupon books and maps.
• Campus Outreach for Transfer Students – this is in collaboration with Smooth Transitions
• Multicultural Week – working with the clubs & orgs to celebrate the cultural diversity on the East Bay campus. VP Ibarra states that she will be scheduling a meeting with the diversity center regarding this idea.
• Meet the Chair Event – intended to bridge the communication gap between students and their departments
• Food Kiosk – intended to provide students with more accessible ways to get food on campus. Will be placed by the science and business buildings and near the theater area.
  o Had a meeting with Kathy, Director of Environmental Affairs regarding ways to implement this idea
• Campus Outreach for International Students – has been attending meetings on campus regarding international students, and she has a meeting next week with an officer from one of the organizations. This meeting is to discuss a possible event with the international students meeting the ASI Board.

13:54

IX. DISCUSSION ITEM – Report on Research of Individual Colleges
VP Ibarra addresses the following:
• At the last meeting, they discussed the college directors, student-at-large members, and academic senate members looking into their specific colleges to see if there were any student concerns/issues that the committee should be made aware of.

**Yang** gives her report:
• Sent out letter to all of the Department Chairs on September 25
• Met with the Associate Dean on September 25
• Discussed the Cave project with Dr. Leung; they discussed that in the winter there will be renovation of the Cave
  o Dr. Leung asked her to take a student survey from the students that are using the cave on the 3 things that they like and the 3 things that they don’t like about the cave, and for students that don’t use the cave – why is it that they don’t use it and how they can make it more appealing to them
• Has had the chance to meet with only 2 department chairs so far – discussed the Plus Program
  o The Plus Program is SCAA working with the college of science and having tutors for the students. Last year, this program was done with biology but it was unsuccessful because students didn’t show up. This year they’re doing it again but with chemistry.
  ▪ **Yang** thought about SCAA possibly working with the graduate students to help tutor. Another option that one of the professors did was, instead of having a tutor he had a 1 unit supplemental class to help the students learn. She mentioned that she still wants to discuss the success rate of this with the professor.
• Discussed with the department chairs about their plans for the year and whether or not they had clubs and orgs for their departments, and if they didn’t, she could help them to start one – most had clubs and orgs.
• Wants to begin talking with the chairs about the Industry Job Panel
• Gives goals for this year

**Griffith** mentions about getting East Bay Replay to the Concord Campus, this is a recorder that goes into classrooms to record professors’ lectures and notes. **Griffith** further mentions that they have a movie night planned at Concord on November 4th, and the free scantrons were sent out.

**Yang** states that she was made aware that the department chairs meets with the dean once a month, so next quarter when they have ‘Meet the Chair’ event, she suggests that they have an extended hour to their own meeting with the dean so the chairs are already all there.

**Drake-Smith** discusses her meetings with professors about students working in the kid zone area and hours that they’d recommend for students babysitting for other students. Another thing that she had been discussing with the diversity center was about lack of representation for the LGBTQ community on campus. **Drake-Smith** further states that many students had an impression that the LGBTQ community had better representation on the campus, and that she’ll be attending the Queer hour on Wednesday’s to help put this representation on campus. VP **Ibarra** mentions about there being a one week event
in April/May regarding the LGBTQ community and for her to check with student life regarding it. **Drake Smith** discusses about individuals that violate the smoking policy being penalized.

**Yang** mentions about lines for the microwave, and that the Cave is currently getting another microwave.

**VP Ibarra** mentions to **Drake-Smith** about students being made aware of lounges and microwaves in Meiklejohn.

Committee discusses students missing class because of shuttle buses.

**VP Ibarra** states that she would like to meet with each of the college directors, student-at-large members, and academic senate members to comprise a list of goals for the year that the entire committee can share to accomplish.

35:32

**X. DISCUSSION ITEM – Smooth Transitions Discussion on “Meet the Chair” Event**

**VP Ibarra** discusses the following:

- The meet the chair event is in January 2014 and the goals is: for each week in January, there will be an assigned day for colleges so students can meet the chair of their college
- It was discussed that meeting the chair would be more beneficial as opposed to meeting the dean for students, because they could learn more about their majors.

**Smitha Machanickal** states that Smooth Transitions wants to collaborate with ASI on this because this is something that ASI has already done in the past.

**VP Ibarra** asks her committee if they’d like to do this event because if so then they’d have to pass it to Programming Council but this committee would come up with the foundation of what they would like seen.

**ED Saffold** mentions that during the Meet the Dean event last year they had clubs & orgs table so the departmental clubs & orgs were tabling at the event. **ED Saffold** further mentions that if they are doing a Meet the Chair event that they should invite the deans and also the departmental clubs & orgs so they can be of help as well, and he states that he would invite all of the college chairs together to allow people to explore or to do it per college.

**VP Ibarra** also mentions about getting the Concord students involved in this event.

The committee discusses accommodating the Concord campus on getting to the Hayward campus via the shuttle.

**Griffith** states that the Concord campus has meet with the director events once a month and that maybe during one of those times the deans of the most popular colleges can come out to the Concord campus.

**Yang** suggests having all of the chairs of the colleges in MPR and having the deans go to the Concord campus for their one meeting of the month.

**Sandoval** suggests having a person from the administration building come over during the event with papers regarding declaration of major, to allow students to declare their major at that time.
VP Ibarra states that she would like for everyone to send her their ideas on this event so she can put everything together and they can vote on it during their next meeting.

48:19

XI. ROUND TABLE REMARKS
Saffold: For the discount coupons and maps, he has emailed Katrina and Landon about having a plan for tabling, and these coupons and maps will be distributed during ASI events as well. There will be a grand opening of Taco Bell and Pizza Hut on Monday. Wingstreet is an add-on to Pizza Hut and the fresh food with the salads and possibly sushi will be opening up.
Ibarra: She will email everyone to schedule a meeting with them and to get the “Meet the Chair” ideas to her.

XII. ADJOURNMENT
Meeting adjourned at 1:59 PM.

Minutes Reviewed by:

VP of External Affairs
Name: Marie Alexandra R. Ibarra

Minutes Approved on:
11/1/13
Date: