ASI Internal Affairs Committee Meeting Minutes April 20, 2017

I. CALL TO ORDER at 4:34 PM

II. ROLL CALL
   Present: Karen Parada, Jasmine Khokhar, Leslie Alvarran, Hendrix Erhahon, Reza Khorasani
   
   Not Present: Alexy Villalabos, Hunter Rangel, Erik Pinlac
   
   Late: Memelie Baron

III. ACTION ITEM - Approval of the Agenda
    Motion to approve the agenda of April 20, 2017 by Leslie Alvarran, second by Jasmine Khokhar, motion PASSED.
    Motion to approve student success agenda by Jasmine Khokhar second by Leslie Alvarran, motion PASSED.

IV. ACTION ITEM – Approval of January 13, 2017
    Motion to approve the minutes of January 13, 2017 by Jasmine Khokhar, motion PASSED.

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.

3:06

VI. SPECIAL PRESENTATIONS
    No Special Presentations.

3:10

VII. REPORTS
    No Reports.

3:12

VIII. UNFINISHED BUSINESS
    No Unfinished Business.

3:17
IX. NEW BUSINESS:

A. DISCUSSION ITEM – ASI BANQUET
The committee discussed the planning of the end of the year banquet. The banquet will take place outside on June 2, 2017. Karen Parada shared what the certificates will look like. Hendrix Erhahon speaks about how the awards are chosen. The committee decided to add Senate of The Year Award since this is the first year that there are senates. The budget is $7,000. Aramark will be catering. There will be a DJ at the banquet and Karen Parada asks for requests for DJ’s. The committee discusses a photo booth and having games. The committee also discusses having a theme and whether it should be formal, semi-formal, or casual.

B. DISCUSSION ITEM – TUITION INCREASE NEWSLETTER
The committee discusses the progress on the Newsletter and how they want to distribute it. Hendrix Erhahon gives a bit of information on the tuition increase situation. Karen Parada talks about why she chose this topic for the newsletter. She also asks the committee to proofread it. Jasmine Khokhar suggested adding an infographic to the newsletter. Hendrix Erhahon suggested it be sent by email. Karen Parada shared that she pushed back the deadline for newsletter because she wants to collaborate with the SQE organization on campus because they are knowledgeable about this topic. Hendrix Erhahon suggests putting the newsletter on the ASI website.

C. DISCUSSION ITEM – THE ASI ADMINISTRATION MANUAL
The committee discusses potential edits to the document. Hendrix Erhahon discusses the structure of the board as of now through the ASI Administration Manual. Hendrix Erhahon wants to send out agenda callings for all board meetings and a vice chair for ASI Senate. The committee proceeds to discuss the ASI Newsletter Hendrix Erhahon asks the committee if they think the newsletter should be posted online instead of using unnecessary amounts of paper. Jasmine Khokhar agrees with Hendrix Erhahon because most people only read the newsletter and then throw it away so having the newsletter via online would be the best solution. Hendrix Erhahon notices an error on the manual regarding External Affairs; it needs to be changed to University Affairs, and the committee is not going to renew the semester system conversion committee because it will be redundant.

D. DISCUSSION ITEM – ASI TABLING POLICY/PROTOCOL
Motion to table discussion item D until the committee is done with discussion item E by Karen Prada second by Leslie Alvarran, motion PASSED.
E. DISCUSSION ITEM – STUDENT SUCCESS POLICY

Reza Khorasani talked to the Executive Committee in regards of the Student Success Policy. Reza Khorasani recognizes that a lot of people who come to the board request a funding from the board, but there is no paper trial in terms of what they are requesting. In order to centralize everything into one forum the committee needs to create a policy so it can support that forum. Therefore, Reza Khorasani is creating the ASI Student Success Policy to outline future request. Motion to extend the meeting by 10 minutes, second by Leslie Alvarran, motion PASSED.

Hendrix Erhahon states that these funds shouldn’t fund international travel (ex: study abroad program). The committee makes changes to the policy by only allowing the policy to fund certain administration support.

X. CLOSING COMMENTS

No closing comments.

XI. ADJOURNMENT at 5:41PM

Minutes Reviewed by:
Chair, VP of Internal Affairs
Name: Cindy Ng

Minutes Approved on:
4-27-18
Date: