**External Affairs Committee Meeting Minutes for November 19th, 2012**

1. **Call to Order:** VP **Flowers** calls meeting to order at 1:07pm.
2. **Roll Call**

Members Present Absent Members Guests

Stephanie Flowers Kenneth Robinson Randy Saffold

Riddhi Sood Sarah Kelso Jerry Chang

Pablo Benavente Stan Hebert

Michelle Xiong Stephanie Pinkston

Erik Olivar

Erin Baca

1. ACTION ITEM **- Approval of the Agenda**

**Motion to approve the Agenda.**

**Motion Carries.**

1. ACTION ITEM - Approval of the **February 28th, 2012 Minutes**

**Motion: to approve the February 28th, 2012 Minutes.**

**Motion Carries.**

1. PUBLIC COMMENT

**Public Comment is intended as a time for any member of the public to address the board on any issues affecting ASI and/or the California State University, East Bay.**

**No Public Comment**

1. INFORMATION ITEM– **Greetings/ Welcome Packets**

VP **Flowers** yields the floor to the Director of Public Relations Pablo **Benavente** in which he highlights the following:

* Purpose of the cooperation and committee
* Suggests that the committee members look over committee packets
* External Affairs Committee Codes
* Code of Conduct

5:09

1. INFORMATION ITEM– **Required information from new board members – Stephanie Flowers**

VP **Flowers** highlights the following:

* The committee meets bi-monthly

6:03

1. INFORMATION ITEM–**Appointment of Vice Chair of External Committee –Stephanie Flowers**

VP **Flowers** highlights Riddhi **Sood** as the Vice Chair of the External Affairs Committee.

ED **Saffold** mentions to the committee chair that if there is ever anything critical or something that needs action on there can be a special committee meeting called then the action item can be taken to the board.

 7:28

1. INFORMATION ITEM– **Follow up from Meet the Dean Event – Erin Baca/Eric Olivar**

VP **Flowers** yields the floor to Directors Erin **Baca** and Eric **Olivar:**

* They hosted the Meet the Dean Event for College of Science and College of CBE
* Took place at the VBT Lawn on Wednesday, November 7th, 2012 from 12:00pm to 1:00pm
* Budget was $350.00
* 70-80 people came out to the event
* Ed **Saffold** states that this was the best event put on that he’s seen in two years by the board
* **Xiong** mentions that Director Sarah **Kelso** and herself are working on another Meet the Dean Event
* Strengths

-created comprehensive event plan six weeks in advance

-advertised the event two weeks in advance (electronic and printed material)

-Outdoor location (area relative to science and business majors)

-casual and interactive atmosphere

-documented student questions (this helped the deans and college directors)

* Improvements

-hold the event at a different time of the day

-better regulation of the food table

-more specific department events pointed out by Dr. Leone

* The committee discusses clubs of the different college departments pitching in with events like Meet the Dean

-**Baca** states that clubs will not want to spend their personal club funds on Meet the Dean Events

* Ed **Saffold** states that this event was fantastic and he would love to see other initiatives come out, this is helping to create a guide for how we can continue to move things forward
* **Benavente** mentions that he was very impressed with the event and thanks the Directors for their hard work

17:43

1. INFORMATION ITEM–**Items the External Committee will be focusing on this year –Stephanie Flowers**

VP **Flowers** highlights the following:

* Industry Job Panel
* Town Hall Meetings
* Spirit Scholarship
* More Tutoring
* Work Study Abroad
* Mr. Mrs. CSUEB
* VP **Flowers** inquires on how the College Directors would like to approach the Industry Job Panel

-Taking place in the month of April

* ED **Saffold** mentions that President **Chang** has asked him to sit down with each committee chair and go over with them all of their assignments and make a map on how to approach specific initiatives
* VP **Flowers** asks the directors if they can figure out what the biggest programs are in their colleges
* **Benavente** mentions that there should be a date set on when this information should be gathered by
* VP **Flowers** comes up with a PR report of what the board working on
* She was going to conduct a video and put it up on the ASI Facebook answering the questions that students have
* Email the students asking them for questions
* ED **Saffold** recommends that a few of the board members should be available online and let the students know what times they are available so they can ask them questions during real time
* The committee highlights the Spirit Scholarship
* This will be tabled until the following External Affairs Committee Meeting
* The committee highlights More Tutoring

-A2E2 is going into this and this would benefit students when it comes to tutoring

-we would have to work closely with the library and the Academic Senate

- SCAA already offers tutoring we can work with them

* The committee highlights the Work Study Abroad

-spoke with someone from CIE

-advertise more about the current Study Abroad Program as opposed to finding more work or studying abroad

* The committee highlights the Mr. and Mrs. CSU Eastbay

-video portion and script for them

-President **Chang** highlights that the committee should collaborate with the peer mentors and the Alumni Association for the welcome day for freshmen

-the committee further discusses different people they can collaborate with

41:35

1. INFORMATION ITEM **–Strategic plan throughout school year – Stephanie Flowers**

VP **Flowers** mentions that the committee already went over this previously.

1. ROUNDTABLE REMARKS

**Flowers**: mentions to President **Chang** that the committee members didn’t really understand what the Sprit Scholarship is.

**Chang**: point out that the whole idea is that the board is collecting ideas as a whole; it is the committee’s task to define what the Spirit Scholarship will be. It is the starting point of what the committees are planning. The Scholarship will consist of some kind of drawing, based on the attendance to events when there is spirit gear being wore. It is something to compliment pioneer pride and to encourage participation at events. There’s a lot of different ways that this can be approached.

**Saffold**: discusses that as this group grows and as volunteers are recruited they will be the ones that will be going out and possibly taking the pictures of the students at events. Garvin’s group cannot actually run this for us; it will be a group of people that the External Affairs Committee put together. I have also authorized Garvin to go get a few cameras for the staff to have while at events and they also will be available for checkout. This year it’s all about more event photos because photos drive everything.

1. ADJOURNMENT

**Meeting Adjourned at 1:54pm.**

Minutes Reviewed by:

**Chair for External Committee**

**Name: Stephanie Flowers**

Minutes Reviewed on:

**1-28/03**

**Date:**