**Internal Affairs Committee Minutes for January 9, 2012**

1. CALL TO ORDER: Chair John Erlandson calls the Internal Affairs Committee

Meeting at 10:06 am.

1. ROLL CALL

Members Present Absent Members Guests

Bivek Wagle Laurie O’Brien Randy Saffold

Derek Volk Pablo Benavente Margaret C. Daniel

Garrick Sangil Stan Herbert Pritesh Rajvaidya

Jonathan Stoll Marguerite Hinrichs Jerry Chang

Chris Gallagher Jerry Chang

Erik Rodriguez

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

Motion: (Wagle) to approve the agenda.

Motion Carries.

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

Motion: John Erlandson to approve the November 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**– Jon Stoll’s weekly update to matters regarding ASI street team/presents team.**

**Stoll** updates include:

* The Flying Dubs event has been cancelled; due to the basketball nets at the gymnasium not meeting a certain code to allow players to dunk. There will be announcements through social media to advice the event has been cancelled.
* MLK weekend celebration begins on January 22nd at the Diversity Center, includes a profiling of museums, festival, lunch, and service projects.
* Tunnel of Oppression, a collaborate event between the ASI street team, Housing, Student Life, Student Accessibility Services and the Diversity center, that profiles the different issues of oppression.
* Between the Lines Series, include:

Founder of Back to the Roots

Dianne Nash, founding member of SNCC

Executive Director of Care

Mary Robinson, former Prime Minister of Ireland

* Bayfest is on February 1st. The set room capacity is 444; the max ticket sale will be 430 to avoid cancellation of the event as the year before. Tickets will only be sold to students plus one guest. Tickets for students will be $2 dollars presale, then $10 dollars afterwards. For guests presale tickets will be $8 dollars, then $15 dollars afterwards. There will be increase security presence. Artist include Clyde Carson, Problem, John Hart, The Gemini, D-lo, Sage

14:09

1. INFORMATION ITEM–**File Sharing Policy**

ED **Saffold** states he will address both the file sharing policy and the social media policy. He states board members have request to be able to work with their committee on social media, such as Google group. There is are issues as there is no policy that allows the usage of social media, and because of Gloria Romero there is no measurement of what decisions and the amount of work that is being done. Work done online may become a decision that was not done publicly making it an issue. The idea was to make the work open and public through Facebook. The legal counselor recommended not doing it as there is no legislation against it, but there is no written work by the university to regulate the work.

ED **Saffold** states the group is being asked to develop a social media use policy, that covers how content is being posted through any social media, and what are the consequences if someone violates it. Until there is a policy written, there will be a violation according to the Gloria Romero public meetings act. There is already a computer use and internet use policy that would be an adding component to the new created policy. The committee should create a policy draft quickly to present to the board, so they can approve the policy, to begin working through social media.

22:17

1. IX. INFORMATION ITEM – **Budget Process Overview**

ED **Saffold** states every year a satisfaction survey is made for students to see how satisfied they are with the current services provided by ASI. This committee will compile the data and give recommendations to the executive director through the chair for setting budget assumptions. Create a report to inform the staff on what direction to move and inform the board and help make decisions.

27:31

1. INFORMATION ITEM **–Program Evaluation (Program assessment, comment cards)**

Chair **Erlandson** states there are two ways to ensure programs are appropriately funded, and they are the best programs to use the funds. The first way is with individual program assessment, and the second with comment cards.

ED **Saffold** gives a brief overview of what would be the criteria that ASI would use to evaluate all the programs across the board. The challenge was coming up with a generic tool that can apply with all that ASI does. The following have been identified: performance measures, cost benefit analysis, program and service alignment with the university and board admission. There have been tools identify to use for program evaluation such as internal surveys, external surveys, focus groups, observations and checklist, and comparing programs and services against other campuses. Questions have been created to best fit into each tool. He suggested for the committee to have a starting point, to evaluate and modify the questions.

Chair **Erlandson** states there are no comment cards for events hosted, and want to create individualized comment cards for each ASI department to later be evaluated.

37:38

1. INFORMATION ITEM – **Elections Committee process**

**Chair Erlandson** there has been an ASI checklist created to help ensure a smooth transition between the current board and the next board.

ED **Saffold** states there have been five members that have been approved to be in the elections committee. There is no current check list, but there is a calendar of events that happened last year that could be used as a checklist for this year. The Personnel committee will be having meetings in the next few weeks to go over the applicant’s applications and appoint who will be in the elections committee. Once the committee has their meetings Marguerite Hinrichs will be the lead advisors and ED Saffold will be the sub advisors.

1. INFORMATION ITEM - **Social media use policy**
2. INFORMATION ITEM - **Update on Internal Affairs Initiative plan**

Chair **Erlandson** states he will be asking his committee to take upon a task with a board member or staff to help the elections committee process. These include board advisory, student working for student, recruitment and advisory board. He wants to create a Wikipedia article for ASI.

ED **Saffold** states to reach out to the alumni to help out in the Wikipedia article.

The committee and guest further discuss the details of contacting alumni to help contribute to the Wikipedia article.

Chair **Erlandson** state Daniels will help in recruitment along with Wagle to contact alumni for the Wikipedia article. Gallagher will be in charge of recruitment area to get people involved and interested in ASI. Sangil and Rajvaidya will be in charge of students working for students. Daniels will help in recruitment along with Wagle. Daniels and Randy scaffold will both work to help out with the advisory board.

49:42

1. ROUNDTABLE REMARKS

**Gallagher** states everything being said is well done and hopes Bayfest works out this year.

**Rajvaidya** looking forward to implement all the things discussed, and states it was nice meeting everyone.

**Saffold** reminds Stoll for any online pre-registration system use there is an

automated cut off time and he needs to be upfront with that. Also to remind everyone if there will be door sales, just in case there isn’t to let them have a warning, and to make plans with UPD for any potential crowd controlling

**Stoll** states he hopes not to do door sale tickets, but this option has not been eliminated at this point.

**Saffold** updates the articles of incorporation has been re-done. In between committee meetings, a special board meeting was held where thearticles of incorporation where re-drafted due to aspecial election that needs to occur. There are three minor changes including the name change in the articles of corporations, the deputation of athletes, and an extra clause was added stating when force to change the articles of incorporation due to law there is no need of a student refer ender. The board can act on behalf of the students to make changes that are not optional. Lastly, he encourages non board members to attend the board retreat.

**Stoll** reminds he will be out in paternal leave for a month or two and will not be present at some meetings or events.

**Saffold** states he wants Stools office to be represented at these committee meetings, someone from ASI presents/diversity center.

**Wagle** state she liked the meeting and likes what he was assigned.

**Erlandson** states hewants to take the initiative to bring these projects and have visible results. He is very pleased with the team steeping up and taking initiative.

1. ADJOURNMENT

**Meeting adjourned at 11:21 am**

**Internal Affairs Committee Chair**

**Name: John Erlandson**

**Minutes Approved On:**

1/23/13

**Date:**