**Internal Affairs Committee Minutes for February 6th, 2013**

1. CALL TO ORDER: VP **Erlandson** calls the Internal Affairs Committee Meeting at 10:08am.
2. ROLL CALL

Members Present Absent Members Guests

John Erlandson Bivek Wagle Randy Saffold

Derek Volk Laurie O’ Brien

Garrick Sangil Pablo Benavente

Jerry Chang Stan Hebert

Jonathan Stoll Marguerite Hinrichs

Chris Gallagher Erik Rodriguez

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

Motion: (Erlandson) to approve the agenda.

Motion Carries

1. ACTION ITEM**- Approval of the January 9, 2013 Minutes**

Motion: (Erlandson) to approve the January 9th, 2013 Minutes.

Motion Carries.

1. PUBLIC COMMENT

**Public Comment is intended as a time for any member of the public to address the Internal Affairs Committee 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.**

VP **Erlandson** yields the floor to Jonathan **Stoll** in which he highlights the following;

* This week is homecoming and the party will be taking place this upcoming Friday
* There will be a number of activities taking place this week including a variety show
* The Bay Fest Concert sold out and had a great turnout
* There was a comedy show and Back to the Roots Event and it was not widely attended so that was a disappointment
* There also was a Sunday Super bowl Party
* He mentions that he will be going on maternity leave and Felisitas will be joining this meeting regularly to give updates on the Diversity Center as well as ASI Presents
* The Tunnel of Oppression Event is taking place in two weeks on the 19th, 20th, and 21st
* ED **Saffold** mentions that we should really be engaging the college directors and faculty
* Jonathan **Stoll** mentions that he will be forwarding the correspondences that was drafted

**9:00**

1. INFORMATION ITEM–**Internal Affairs Program Prioritization –Bivek**

VP **Erlandson** highlights the following:

* With all these programs taking place what is the best way to get input from the students the board, and the staff to determine the effects of the program
* He highlights the five metrics of the board and made those criteria
* There will be questions that the staff will be asking

-budgets

-performances

-attendance

* Looking to have an effective way to really measure all three aspects of what ASI really is
* ED **Saffold** indicates that this is a ingenious way to incorporate an evaluation system for all people to have their input heard with things like impact and cost effectiveness

**14:09**

1. INFORMATION ITEM–**Recruitment program – Chris**

VP **Erlandson** yields the floor to Chris in which he highlights the following:

* Trying to get the quantity and quality of people coming into ASI
* Will be surveying student leaders around campus to see if they would be interested in joining ASI the following year
* ED **Saffold** highlights the ASI Leaders that are currently working in the RAW and as event supervisors
* ED **Saffold** also highlights transfer students becoming leaders
* VP **Erlandson** discusses the time frame for the recruitment
* ED **Saffold** highlights the elections timeline and forwards it to VP **Erlandson**
* ED **Saffold** mentions that the committee should start gathering information and materials now and give materials that’s needed to marketing and have the recruitment start in March

**26:06**

1. INFORMATION ITEM–**Students working for students – John/ Garrick**

VP **Erlandson** highlights the following:

* He mentions that Linda Dobbs likes the program
* What is needed is a database that creates all the lists of students that are working on campus
* This will be implemented in the “I am ASI” campaign and Technology Job Panel initiative
* Target date is the end of February
* Database being created by Pritesh

**30:54**

1. INFORMATION ITEM –**Town Halls –John**

VP **Erlandson** highlights the following:

* Town hall taking place March 22nd, 2013
* 3 proposed Topics includes:

-finances by Erik Pinlac

-survey by John Erlandson

-programs and initiatives by Stephanie

* ED **Saffold** mentions that he believes everything that the board is doing is an initiative
* The committee discusses the differences between initiatives and programs
* Ed **Saffold** recommends that a legislation piece by Seetha Ream Rao should be added to the town hall also a piece on what ASI is doing to advocate for the students
* He also mentions that there may be a need for a sub task group to be put together for the event plan and budget
* There will need to be board approval on the how much will be allocated for the forums
* The committee discusses the type of forums

-online forums

**39:27**

1. INFORMATION ITEM –**Budgeting for programs –John**

VP **Erlandson** addresses the following:

* The final numbers has been received for mid-quarter
* Virtual Assistant program for the following year’s budget
* ED **Saffold** states that he will be sitting with VP **Pinlac** and Sneh Sharma on Friday to go over budget assumptions
* He also mentions that he has had the meeting with Admin and will be having the meeting with Rec. and Wellness with Rebecca to go over budget assumptions
* Making sure that the survey analysis and metric system is used when generating the budget
* ED **Saffold** mentions that he wants the board’s initiatives to be better defined this year in the budget

**45:30**

1. INFORMATION ITEM – **Proposed Updates Board Committee codes – John/Randy**

VP **Erlandson** highlights the following:

* He mentions for the past two few weeks he has been reaching out to committee members and asking them if they are doing anything different this year
* External affairs committee

-provide communication

-evaluate and select applicants for the ASI Travel grant

-membership area

* Legislative/Lobby Core

-shall meet once a quarter

-researching bills that may affect the students of CSUEB

-University Committee Codes

* Internal Affairs

-Students Working for Students

-finalizing committee codes

-times for forums

-social media policy

**57:40**

1. ROUNDTABLE REMARKS

**Saffold:** mentions the planning for distinction and job panel materials. There is a poster out with a minor draft of language that is supposed to be due on Tuesday. He also mentions that he hopes to complete this very soon and to get some additional drafts in for marketing. Budget planning has begun and there is a calendar of the budget that has been shared with the board. An issue that will affect the budget for next year as well is Obama Care going up; there will be about a 10% increase in how much we actually have to pay on behalf of employees. The good news is we were already paying about 6-7% of that last year because there was a wrong number in our system. We will only be seeing something like a 3-4% jump instead of 10%. There are some changes that have come out of the AOA conference from a HR perspective we want to also include things like being aware of city policy changing can vastly have an effect. Building a little bit of cushion in this year’s board to absorb is necessary.

**Erlandson:** mentions that he looks forward to putting these things into action.

1. ADJOURNMENT

**Meeting adjourned at 11:10 am**

**Vice President of Internal Affairs**

**Name: John Erlandson**

**Minutes Approved On:**

2/20/13

**Date:**