

Internal Affairs Committee Meeting Minutes of October 25, 2013

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

II. ROLL CALL

<u>Members Present</u>	<u>Absent Members</u>	<u>Guests</u>
Katrina-Mari Mayol	Landon Patton	Randy Saffold
Michelle C. Xiong	ThamerFahadAlhathal	
Chris Gallagher		
Raymund Cruz		
Hendrix Erhahon		

III. ACTION ITEM - Approval of the Agenda

Amendment I: (Xiong) to add an information item after item X for committee meetings.

ED Saffold states that he doesn't want them to be scared to add discussion items because information items don't have discussion. **ED Saffold** further mentions that they can bring items in as a discussion.

Xiong accepts the friendly amendment to make the added information item: committee meetings as a discussion item.

Motion Carries as Amended.

IV. ACTION ITEM – Approval of April 6, 2013 Minutes

Motion: (Gallagher) to approve the April 6, 2013 Minutes

Motion Carries.

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.

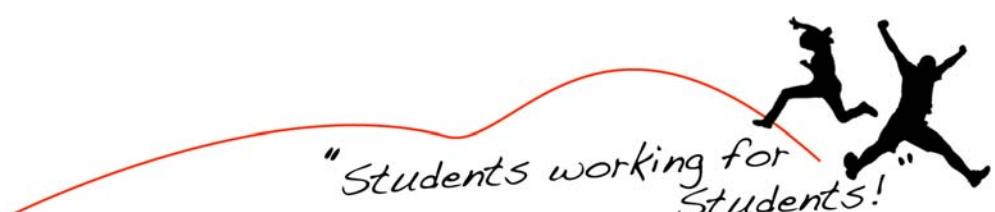
No Public Comment.

VI. INFORMATION ITEM: Welcome to the Internal Affairs Committee

VP **Mayol addresses the following:**

- Displays welcome packet to the committee and states that she will print Hendrix out a copy later
- Reads the purpose of the Internal Affairs Committee and states that they should always keep this in mind when making decisions related to this committee
 - **VP **Mayol**** further states that they can always reference this as well – it was emailed to them

07:02



VII. INFORMATION ITEM- Review the Internal Affairs Committee 2012-2013

VP Mayol addresses the following:

- Passes out copies of a summary from last year's VP of Internal Affairs
 - **VP Mayol** states that some of the responsibilities have been delegated to other committees like the 5K is now with Programming Council
 - The summary is to allow them to build off of what was done last year and to help them come up with their own ideas
 - Reads the summary:
 - **ED Saffold** speaks on the advisors piece and whether or not the advisors were helpful. This year, they have more strategic advisors placed on committees. The Board doesn't really have strategic advisors, and this advisors program was looking at, how do they set up a formal process where maybe some of the advisors that sit on at Board meetings stay but ASI also find other advisors on campus that can help them grow as student leaders? They can create a focus group in the Board and discuss what they feel they're weak in and can develop on, or things that they feel they need help in doing— this will allow them to look for specific advisors that can help in those areas. For Example, Academic Senate Liaison Mitch Watnick was great in helping the Board understand Robert Rules but other advisors don't really chime in to help the Board in ways that could be beneficial.
 - **VP Mayol** states that this is something that they should keep in mind for their goals
 - **ED Saffold** states that the goal of the Wikipedia article was to help ASI recapture its recent and more distant history, and this is something that they can reopen up as an idea
 - Reads the recommended projects:
 - Virtual receptionist: A lot of students are online students and they still pay the ASI fee but they don't get to utilize all of the resources that students who come to campus do. So, how can they make resources that are provided by ASI accessible to online students? The idea was to have the receptionist available to chat with the students and answer any questions that the student might have.
 - Documentation of materials at Board meetings: This is referring to the online archive

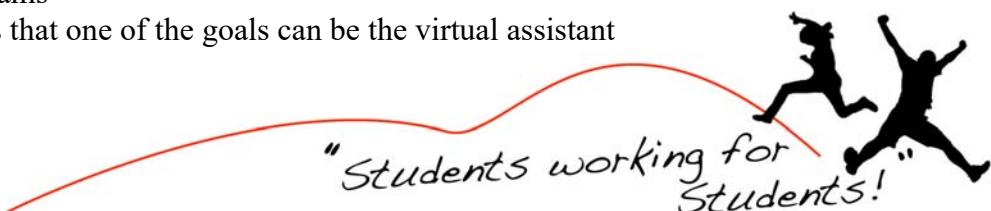
VP Mayol further mentions that these are ideas that they can build on but also come up with ideas of their own

14:44

VII. INFORMATION ITEM: Goal setting for the quarter and the year

VP Mayol thinks they can be successful if they come up with two or three goals then divide up into work teams

President **Xiong** states that one of the goals can be the virtual assistant



ED Saffold states that they have the position offered and approved by HR and the recruitment for it will begin next week. He's combining two roles – someone that's an assistant that can run errands, sit at the front desk when needed, and be the experimental person for the virtual assistant. Once this is perfected they can look more into when the virtual assistant is really needed.

President **Xiong** states that her question would be what exactly would these online students be asking the virtual assistant; what kind of assistance would these online students need

ED Saffold states that he would start it off as an 'ASK ASI' and have hours set for the virtual assistant to come in and answer those questions. The questions could be ones that students that come into the business office ask, and questions that they may not want to call the school and wait for someone to answer. If they can get a hold of the online only list and send those students a message saying that ASI is available for you to ask questions online. This will allow them to see what types of questions that are being asked. They also talked about them doing focus groups to find out what are the online services that people would want. This person can also be someone that can help monitor the social media apps.

President **Xiong** states that another goal that she'd like to see this year is digitizing a lot of ASI's policies and making a policy on policy updates – how often should they be looking at their policies. Along with digitizing the policies she would also like them to digitize every resolution they've ever put out. **ED Saffold** states that every resolution is already placed on the website but it's not as transparent and clear, however the new site makes it clearer and more transparent.

Gallagher states that last year John wanted to get more people/students involved in running for elections.

The committee discusses ways to get more students involved in running for elections.

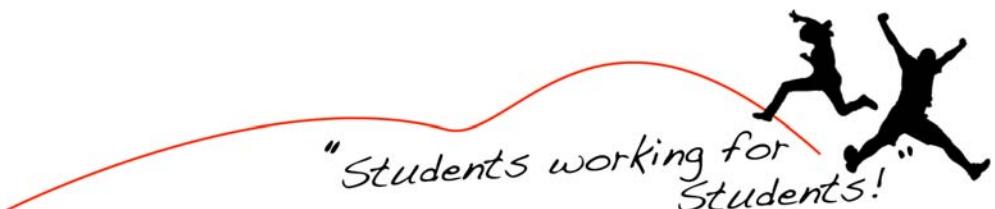
The committee discusses whether the online students can access the virtual assistant/receptionist on the ASI website or through social media avenues. **ED Saffold** states that it would start on social media through live chats and they will be getting help from Kim Legocki regarding it.

The committee discusses having a kick-off event where the online students get to ask the ASI Board questions.

VP Mayol states that having the Board accessible online addresses the office hours issue, because one of the hardest things for the Board members is availability. Having them accessible online makes them more accessible to students.

ED Saffold mentions that last year John proposed an online Town Hall event and having a prize as an incentive to stay logged in.

ED Saffold further mentions types of prizes, live streaming and the old VP of Internal, Johns' vision of having a virtual Town Hall where a team of people would answer questions and post questions live. Job Panel last year was also broadcasted live and they had around 30 people that watched it.



VP Mayol suggests that they make a video per quarter that summarizes all of the things that the Board does and make it available not just live but after as well because sometimes students just want something quick. **VP Mayol** further states that they could do a quick video recapturing all of the things that they did during the quarter and promoting the Board's meetings that are open to the public. Also they could possibly send this video out via email to all of the students through student life's life at the bay.

- **ED Saffold** states that he likes this idea but they should also be out on campus shaking hands, meeting people, and inviting them to come to the meetings. Also, they should have some banner outside of the building promoting the ASI Board meetings and letting people know that all students are welcome to attend the meetings.
- **Erhahon** suggests having free snacks, coffee, etc. available for students at the Board meetings – to get students to come
- The committee discusses ways of making the meetings more open and accessible to students so they can see that the meetings are going on – making the Board meetings transparent

VP Mayol summarizes the list they've created and the committee discusses the next steps for completing some of these projects.

36:51

VIII. INFORMATION ITEM: **Bylaws**

VP Mayol addresses the following:

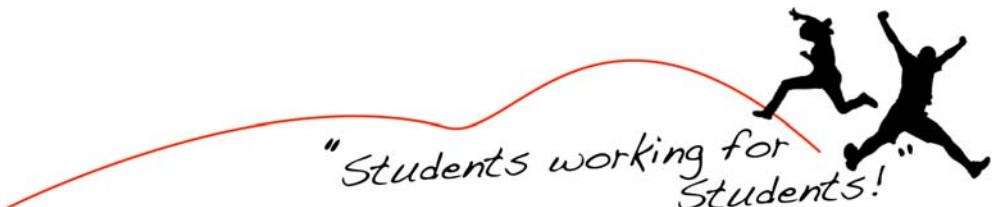
- The Bylaws are long and they were sent to the members via email
- The goal is to review them
 - They will be breaking into groups and will be revising specifically for grammatical errors and also keeping content in mind because the content will be revised later
 - They will be using track changes – **ED Saffold** and **VP Mayol** explain what track changes are
 - **ED Saffold** states that he will be the last to read before it goes to Jacquelynne Jennings.
 - **VP Mayol** delegates members to groups
 - She would like the revisions done by their next formal meeting

43:33

IX. INFORMATION ITEM: **Town Hall Meetings**

VP Mayol addresses the following:

- Would like to know when they should, what material will they be presenting, and the style (digital, location, etc.)
- Opens the floor up for discussion:



- President **Xiong** feels that they need to make the Town Halls more fun and exciting – something that will draw students to attend. They could make it informal saying have hot chocolate, coffee, etc. with your Board of Directors, or they could have a barbecue that promotes the Board. Things that aren't just sit down and listen.
 - ED **Saffold** mentions that the Meet & Greet the Programming Council had was successful and recommends that the next time they do it they get the contacts of the people that attended to follow-up with them – those students could have possibly been used to sit on university wide committees.
- The committee discusses posting Q&A from the Town Hall and making it available to the public online. ED **Saffold** suggests that they could post the power points from the Town Hall online
- VP **Mayol** explains what the Town Hall is
- **Cruz** suggests inviting the clubs & orgs and letting them promote their org by having a roll call/chant
- President **Xiong** suggests that they attend club & org meetings just to be ears and to encourage attendance at the Board meetings
 - The committee discusses attending different club & org meetings and getting the meeting times and dates from the student life website

49:43

X. INFORMATION ITEM: **Formation of Work Teams**

VP **Mayol** addresses the following:

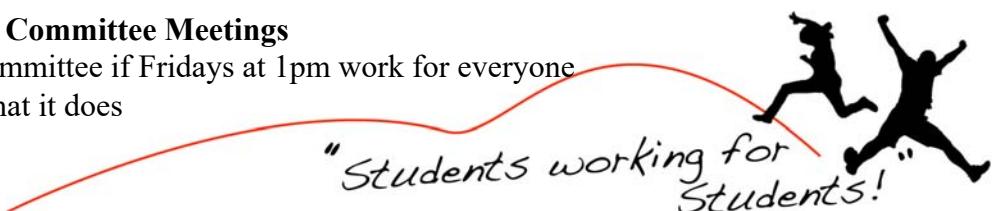
- Wants to get the committee split into groups and task them on specific projects that they're interested in working on
- Explains what they would be doing for each suggested project:
 - For virtual assistant, they will be focusing on the focus groups: what types of questions are asked and what the students need
 - Bylaws were already split
 - The Town Hall will be focused on content, atmosphere, environment and date (beginning of winter as a summary of fall was suggested), building a relationship with the club & orgs to get them to attend, raffle and prizes
 - President **Xiong** suggests using the same groups that were split for the Bylaws – VP **Mayol** agrees with this idea
 - VP **Mayol** delegates the committee members as followed:
 - These people are responsible for the Town Hall and Bylaws (pages 1-6): Hendrix, Raymund, Chris, and Michelle
 - These people are responsible for the Virtual Assistant and Bylaws (pages 7-12): Erik, Thamer, Landon, and Katrina

55:14

XI. DISCUSSION ITEM: **Committee Meetings**

VP **Mayol** asks the committee if Fridays at 1pm work for everyone

- Everyone agrees that it does



- She'll send out information through Sneh as to which Fridays
- Wants next Friday (11/1) to be a working session at 1pm
- Will have Sneh send out an invite for the next meeting which will most likely be in the next month

56:53

VIII. ROUND TABLE REMARKS

Mayol: Explains what roundtable remarks are to Hendrix

Hendrix: Asks if the virtual assistant will be a regular student paid by ASI or if they'll be a work study student – **ED Saffold** states that they'll be a regular student paid by ASI

Xiong: Make a Difference Day and the Science Festival are tomorrow, and last night she helped Gaozong put things together for her Science Festival exhibit. She's excited about both, and hopes that everyone can make it to "Make a Difference" at 7:30am.

Saffold: would like Katrina to stay after the meeting so he can show her the new version of the website

X. ADJOURNMENT

Meeting adjourned at **2:08 PM.**

Minutes Reviewed by:

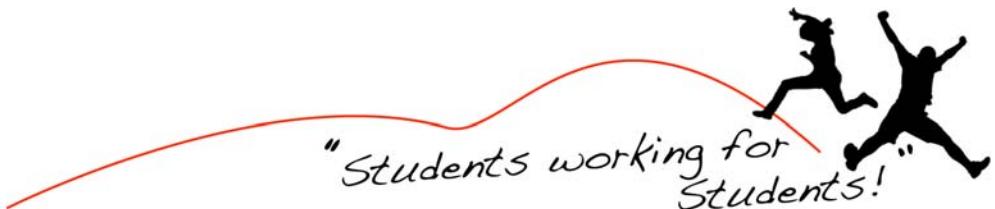
VP of Internal Affairs

Name: **Katrina-Mari Mayol**

Minute Approved on:

11/22/13

Date:





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