

External Affairs Committee Meeting Minutes of February 13, 2015

1. CALL TO ORDER: Chair **Lopez** calls meeting to order at **12:05PM.**
2. ROLL CALL

Members Present Absent Members Guests

David Lopez Stan Hebert Erik Pinlac

Hamdi Ghanim Thamer Alhathal

Keeret Uppal

Sharan Kandasamy

Daphne Thomas

Nesreen Albanna

Ashravi Mohammed

Stacy Acosta

Hendrix Erhahon

1. ACTION ITEM - Approval of the Agenda

**Motion: (Uppal) to amend the agenda to move DISCUSSION ITEM #8 to DISCUSSION ITEM #4.**

**Motion carries.**

1. ACTION ITEM- Approval of the January 17, 2014 Minutes

**Motion: (Ghanim) to approve the January 17, 2014 Minutes.**

**Motion carries.**

1. 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.

1. DISCUSSION ITEM – Introduction of the Committee Members – Chair

Chair **Lopez** addresses the following:

* The committee introduces themselves
* Stacy Acosta
	+ Third year
	+ Double Major
		- Political Science/Pre-Law
		- Spanish
* Keeret Uppal
	+ Senator, CLASS
	+ Majors
		- Communication
		- Pre-Med
* Hendrix Erhahon
	+ VP of Internal Affairs
	+ Major
		- Biology
	+ Minor
		- Theater
		- Math
		- Chemistry
	+ Graduating Spring 2015
* Daphne Thomas
	+ Director, Concord Campus
	+ Major
		- Health Science
	+ Option
		- Administration and Management
* Erik Pinlac
	+ Interim Executive Director
	+ Alumni of CSUEB
* Nesreen Albanna
	+ Second year
	+ Major
		- Psychology
* Hamdi Ghanim
	+ Senator, College of Science
	+ Graduating Spring 2015
	+ Major
		- Pre-Pharmacy
* Ashravi Mohammed
	+ Major
		- Computer Science
* David Lopez
	+ VP of External Affairs
	+ Graduating Science
	+ Major
		- Political Science Pre-Law

 **6:30**

1. INFORMATION ITEM – Vice Chair of External Affairs Committee – Chair

Chair Lopez addresses the following:

* The vice chair can only be a student-at-large who is Mohammed, Albanna, and Acosta. They can either nominate themselves to be vice-chair or nominate someone else.
* Interim Executive Director **Pinlac** states that since the group hasn’t worked with each other they should explain why they are qualified to be the vice-chair.
* **Acosta** states her qualifications:
	+ Current Vice-President of Circle K Internationals
	+ Knows what it takes to fill in for the president
* **Albanna** nominates **Acosta** to be the Vice-Chair.
* **Mohammed** nominates **Acosta** to be Vice-Chair.
* Chair **Lopez** appoints **Acosta** as the Vice Chair of the External Affairs Committee.

 **8:29**

1. DISCUSSION ITEM – CLASS Committee – Senator of CLASS

Chair Lopez yields the floor to Senator, CLASS **Uppal** to address the following:

* CLASS is the biggest college on campus – up to 23 different majors
* Last year (2013-2014) there was three different Senator of CLASS, because the workload is too much.
* Proposing a project
	+ One person for each department in CLASS to have a committee
	+ It can start off as a volunteer opportunity, turn into an internship, and then by next year it can hopefully turn into a committee.
	+ Personal recommendations are welcome
* Chair **Lopez** questions Interim Executive Director **Pinlac** on how they would continue with this. Would they make it into a subcommittee?
* Interim Executive Director **Pinlac** states to start they would get it approved as an AD-HOC. AD-HOC’s can be approved for up to a year and then from there they would revise the bylaws. This may not even have to be solid in the committee codes because they are just gathering feedback. It can turn into that in the future, but he feels like it should start off by gathering volunteers and feedback. It would be a long process to make its own committee in the future but the BOD can appoint an AD-HOC committee. That way it would be an official committee for a year.
* Senator, College of Science **Ghanim** questions how many majors there are in CLASS.
* Senator, CLASS **Uppal** states that it could be scattered, on the website it says 17 but Dean Roundtree she said there can be up to 23.
* VP of Internal Affairs **Erhahon** states that they can have a working session on creating that committee then present it to the Board.
* Interim Executive Director **Pinlac** states that instead of going by each major they could go by each department, because gathering 23 people for a meeting will be very difficult.
* VP of Internal Affairs **Erhahon** states that the college senator for business had the same idea, so if they do create this committee they call it a subcommittee for college senators.
* Interim Executive Director **Pinlac** states that he disagrees because each college is different and if they tried to have a committee altogether there will be no focus. If the other college senators want to do it they can do it on their own.
* Senator, CLASS **Uppal** agrees with **Pinlac.**

 **15:25**

1. DISCUSSION ITEM – Tabling – Chair

Chair **Lopez** addresses the following:

* Tabling has been a big issue for this Board since fall quarter, with regards on how many times each senator should table and how many hours they should put in.
* Proposing that senators table at least once a week or 8 hours within a month.
* Interim Executive Director **Pinlac** suggests that they had this to the Code of Conduct to make it easier to enforce.
* Senator, CBE **Kandasamy** questions if this tabling is separate from the rest of the Board.
* Chair **Lopez** states yes, this tabling will just focus on the senator’s colleges and their student needs.
* Senator, CBE **Kandasamy** questions if this adds on to the Board tabling
* Chair **Lopez** states that it does not add on to the Board tabling.
* Senator, CLASS **Uppal** questions what is expected when events like It’s On Us require a whole week worth of tabling and hours are still needed and it could equal up to 4 hours a week of tabling.
* Chair **Lopez** states that each member has 4 hours of office hours to put towards tabling.
* Senator, CLASS **Uppal** questions using office hours for tabling.
* Chair **Lopez** states yes, you can use your office hours for tabling if you choose.
* Senator, College of Science **Ghanim** clarifies that the tabling of It’s On Us is different from tabling for 8 hours a month to get students inputs on how to improve the university and relay it to higher faculty.
* Interim Executive Director **Pinlac** states that when projects like It’s On Us come up there would be an exception to the amount hours tabling. States that it is a developed policy for if there are no special things going on.
* Senator, CBE **Kandasamy** questions what if tabling outside the senators colleges is not as efficient as tabling outside the union after a month, if we feel that way can we table outside the union.
* Senator, CLASS **Uppal** questions how would that work because sometimes there are other events going on that they have to table for.
* Chair **Lopez** states that they have 4 hours of office hours per week and if they choose to those hours can be used for tabling.
* Chair **Lopez** states that if you want to table outside the union you can, but start outside your college.
* Interim Executive Director **Pinlac** states that when Board projects come up there should be an exception to how much tabling they have to do outside of that project.
* Chair **Lopez** states that he would have to table for 24 hours a month, which is 8 hours with each member.
* Senator CBE **Kandasamy** questions if Chair **Lopez** will table with them for all 8 hours.
* Chair **Lopez** states yes, it will be himself as well as a Student-At-Large which will be assigned to a member, so there will be at least 3 people.
* Senator CBE **Kandasamy** questions to clarify that every time they table there will be someone from the committee.
* Chair **Lopez** states yes and that will they expand the invitation to the Board members to see who is open at the time.

 **21:25**

1. DISCUSSION ITEM- **Winter Quarter Meeting Times – Chair**

Chair **Lopez** addresses the following:

* Winter meeting times are scheduled for Fridays at 12:00 pm.
* Chair **Lopez** questions if Friday still works for everyone.
* Senator, CBE **Kandasamy** states that he works on Fridays and questions if the time can be changed to 11:00 am or 11:30 am.
* Chair **Lopez** states that they have Internal or Programming Counsel before External Committee meeting.
* Chair **Lopez** states that the meeting time is just for winter quarter and the time will probably change spring quarter.
* Chair **Lopez** states they are meeting next Friday for a short meeting to discuss action items.
* Interim Executive Director **Pinlac** states that there is an option to phone-in to the meetings.
* Senator, CBE **Kandasamy** states that he cannot phone-in to the meeting while he is at work

 **22:37**

1. INFORMATION ITEM- Dinner with the Senators – Chair

Chair **Lopez** addresses the follow:

* Dinner with the senators is taking place on February 26th, 2015 at 6:00 pm to 8:00 pm.
* Original plan was for it to be senators week, where each senator would be assigned a day to hold an event.
* States that he met with Senators **Uppal** and **Ghanim** in January to discuss event.
* When he went to reserve rooms for each senator he was only able to reserve the dinner room, because everything else was already booked.
* Instead of tabling the week before they will only table the week of the event.
* Marketing should have the flyer by Monday, February 16th, 2015.
* Chair **Lopez** asks the Senators what food they would like at the event.
* Encourages the Students-At-Large to tell their friends about the event and that it is the perfect chance to get your concerns out directly to the Senators who will then relay the concerns to their deans.
* Past food items include: Wing Stop, China Best, and Bronco Billy’s.
* Senator, CLASS **Uppal** questions if they could do Chipotle.
* Chair **Lopez** states that Programming Coordinator **Cochran** knows the manager at the Castro Valley Chipotle and he would have to contact him to get estimates on how much each burrito is.
* **Mohammed** questions as to why they cannot serve Indian food at the event.
* Chair **Lopez** states that they have ICC, International Culture Celebration, next quarter in which they could look into prices for getting Indian food.
* Chair **Lopez** also states that they do not know how they would serve food because they need as a certificate to serve food as a student.
* **Mohammed** states that if they are looking for a discount on Indian food she can make that happen.
* Interim Executive Director **Pinlac** states that he agrees with Chair **Lopez’s** idea of food that they can pick up and go because it will encourage conversation. He feels that if it becomes a sit down meal there will be no conversation.
* Chair **Lopez** states that the layout for the event is that there are questions already prepared that they can ask the students that will be specific for their college.
* Chair **Lopez** states that this will count for tabling hours because student concerns will be received.
* Senator, CBE **Kandasamy** questions if this will be an event where they get to present something.
* Chair **Lopez** states no, this will just be an open Q&A where they already have the questions set aside specifically for each college.
* Chair **Lopez** restates that the event will be held on February 26, 2015 at 6:00 pm until 8:00 pm in the Old Union Room 311.
* Interim Executive Director, **Pinlac** suggests to use the standing cocktail tables instead of the sit down tables because he feels that people engage in conversation more when they are standing up and moving around.

 **27:15**

1. INFORMATION ITEM – Lunch with Dean – Senator of Science

Chair **Lopez** yields the floor to Senator, College of Science **Ghanim** to address the following:

* States that he had a really successful event on January 22, 2015, 43 people attended.
* Student voices were heard and they introduced themselves to the Dean.
* Since the previous event was so successful he decided to put on another one 3 weeks later, this event will be held on Thursday, February 19, 2015 12:30 pm to 2:00 pm.
* Encourages everyone to come and spread the word to their friends.
* VP Internal Affairs, **Erhahon** suggest that Senator, College of Science **Ghanim** should send out a Facebook invite to all students for this event through the ASI Facebook page.
* Senator, College of Science **Ghanim** states that he sent out a Facebook invite to only his personal friends last time so he would like to have ASI send out an invite as well.
* Interim Executive Director, **Pinlac** questions if there is any feedback mechanisms for future reference.
* Senator, College of Science **Ghanim** asks in terms of how the event went, Interim Executive Director, **Pinlac** clarifies in terms of the students.
* Interim Executive Director, **Pinlac** states that in the past the Dean or the Senator will fill out a paper of what the students concern was and they would then review the concerns at a later time.
* Senator. College of Science **Ghanim** states that he wants to hand out surveys during the Lunch with Dean to get feedback from the students that attended the event.
* Chair **Lopez** states that the first Lunch with Dean was a test run for all members.
* Chair **Lopez** states that Dean Leung had everyone in attending introduce themselves, their major, and future plans, the Dean then opened the floor to open discussion.
* VP Internal Affairs, **Erhahon** suggests to do the same mass invites for Dinner with the Senators through ASI marketing, and individual board members to get as many students as they can to provide feedback.
* President, **Alhathal** states that when they do an ASI event on Facebook, make sure to add all of your friends.
* Senator, College of Science **Ghanim** asks if the members think sending out a mass email would be a good idea.
* VP Internal Affairs, **Erhahon** states yes, but do a mass email that is only sent to science students.
* Chair **Lopez** states that with the email we want to get straight to the point and do not include flyer as a PDF.
* Senator, CLASS **Uppal** suggests doing an RSVP to know the amount of people attending the event.
* Interim Executive Director, **Pinlac** states that RSVP can act as a hindrance for students and may make them not want to attend.
* Senator, CLASS **Uppal** asks how they would know the amount of people attending.
* Senator, College of Science **Ghanim** suggests that they approximate the amount of people, like they have done with past events.
* Interim Executive Director **Pinlac** states that they can get advice from Programming Coordinator **Cochran** and agrees that they will just have to estimate the amount of people.
* President **Alhathal** questions how many people did they order food for?
* Chair **Lopez** states they ordered 200 wings, fries, and veggies sticks.

**34:39**

1. ROUND TABLE REMARKS

**Uppal:** Is thinking about doing lunch with the Chair, she states that when concentrating students with a specific chair more concerns will be received.

**Alhathal:** What about the Associate of the Dean?

**Uppal:** States that she would try however it took 2 months to schedule an appointment, so she will try for spring quarter, but for this quarter she wants to do lunch with the chair. She is also going to reach out to a couple other chairs as well to do a combined event. Thinking of possibly having the event in the first week of March 2015.

**Erhahon:** Thanks Students-At-Large for joining the ASI, hopes to see them grow through this committee. Happy Friday!

**Alhathal:** He and **Lopez** wants to start a subcommittee of the External Affairs Committee.

**Thomas:** Thanks the Students-At-Large for joining ASI and she looks forward to working with them.

**Pinlac:** Congratulates **Lopez** on a successful first meeting and offers his assistance to whoever needs it.

**Ghanim:** Inform Students-At-Large that elections are coming up if they want to for a position.

**Kandasamy:** Wants to include the committees inside his college like the AMA, and NBA to do an event through ASI to show that they are there to help students. Also wants to put on a lunch with the Dean from his college, he is meeting with the Dean tomorrow (February 14, 2015) to get a date set.

**Lopez:** Thanks all of the Students-At-Large for coming. Thanks the committee for nominating **Acosta** as his vice chair.

1. ADJOURNMENT

 Meeting adjourned at: **12:44 pm**

**Minutes Reviewed by:**

**VP of External Affairs**

**Name: David Lopez**

**Minutes approved on:**

**2-20-15**

**Date:**