**ASI Concord Committee Special Meeting Minutes of February 8, 2016**

1. CALL TO ORDER **AT 12:03 P.M.**
2. ROLL CALL

**Present:** I. Soukphaly, T. Patterson, D. Ramos, and V. Green.

**Late:** None.

**Not Present:** A. Famor.

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

**(MSP)** Motion to approve the agenda by **V. Green,** seconded by **D. Ramos,** motion **PASSED** (unanimously).

1. ACTION ITEM – **Approval of the Minutes of February 8h, 2016.**

**(MSP)** Motion to approve the minutes of February 8th, 2016 by **D. Ramos,** seconded by **I. Soukphaly,** motion **PASSED** (unanimously).

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. NEW BUSINESS ITEMS:
	1. INFORMATION ITEM – **Introductions**

Chair **T. Patterson** had the members introduce themselves.

* 1. DISCUSSION ITEM –**Roberts Rule of Orders**

Chair **T. Patterson** said the Roberts Rule of Orders focuses on building a team creates a safe space for people to get involved and helps facilitate organization for running meetings. Shespecified all agendas must be produced and sent out at least 72 hours before an official meeting. The committee members will have a hard copy of Roberts Rules to review. Each committee member will have their own binder. Student-At-Large **D. Ramos** will be in charge of providing individual copies of Roberts Rules. The committee will talk about this again next meeting.

* 1. DISCUSSION ITEM – **The Role of the Concord Campus Committee (CCC)**

Chair **T. Patterson** said the purpose of the CCC is to prioritize student needs and help advocate for them. Specifically, the committee must make sure students opinions are objectively heard in every decision affecting them. The CCC also provides significant services, funding, and diverse programs and facilities that improve the holistic educational experience, enabling student’s success. The committee discussed their understanding of CCC.

* 1. DISCUSSION ITEM – **“Cocoa and Cram” budget for Winter and Spring Quarter 2016.**

Chair **T. Patterson** said she would like to propose a $500 budget for “Cocoa and Cram” during the winter and spring quarter of 2016. From previous quarters, the committee did not have enough supply to keep up with the demand; supplies lasted about a day instead of the whole finals week. Students who had afternoon/evening classes missed out on the event entirely, and were upset that there was not enough supplies and different tabling hours to give other native/transfer students a chance to participate. Student-At-Large **V. Green** said this resolve satisfies both native/transfer students who have varying schedules, and allows the increased opportunity of participants. Chair **T. Patterson** said all Cocoa and Cram supplies will be purchased through Safeway. She developed an itemized excel spread sheet of the budget; which includes the sales tax of the items. Chair **T. Patterson** said possible tabling days would be Monday/Wednesday in the morning and Tuesday/ Thursday in the afternoon. These dates will later be discussed and confirmed during the next Board meeting. The committee will vote which days they table in the next meeting.

* 1. DISCUSSION ITEM – **Concord Campus Survey**

Chair **T. Patterson** said she would like to collect feedback from the students on Concord Campus. This will help the Concord Campus Committee plan events that will help grow leadership skills and form a community. This survey is anonymous and the data collected will be released to CSUEB students, faculty and staff. By entering the NetID and horizon email, students will be entered into a drawing, compliment of Associated Student Inc.

* 1. DISCUSSION ITEM – **Spring Hoorah**

The committee will set up a meeting to discuss this event and create a call in number

* 1. ACTION ITEM – **Special BOD Meeting with CCC**

**(MP)** The committee will meet on Thursday 2/11/16 at 12:30, motion **PASSED**.

**1:20:00**

1. ROUND TABLE REMARKS

**Ramos:** After today’s meeting, she might not be able to attend the meeting February 11, 2016 due to a doctor’s appointment.

**Patterson:** Things to keep in mind,free movie tickets to see Dead Pool, and Cocoa and Cram.

1. ADJOURNMENT **AT** **1:26 P.M.**

Minutes Reviewed by:

**ASI President**

Name: Tiffany Patterson

Minutes Approved on:

**3-9-16**

Date: