**ASI External Affairs Committee Meeting Minutes of April 12th, 2016**

1. CALL TO ORDER **AT 2:32 P.M.**
2. ROLL CALL

**Present:** C. Sanchez, A. Palma, J. Chavez, S. Cardenas, T. Patterson and D. Lopez.

**Late:** S. Ortiz and N. Albanna.

**Not Present:** T. Tate and E. Pinlac.

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

**(MSP)** Motion to approve the agenda by **S. Cardenas**, seconded by **A. Palma**, motion **PASSED.**

1. ACTION ITEM – **Approval of the Minutes of February 19, 2016.**

**(MSP)** Motion to approve the minutes of February 19th, 2016 by **S. Cardenas**, seconded by **A. Palma**, motion **PASSED.**

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. REPORTS:
   * Chair **C. Sanchez:** They will print up their transcripts to be used when getting advising.
   * Reports on task for Advising 101:
   * **N. Albanna**: She talked with Debbie from the Health Science and Nursing department who wants to join in advising. Debbie asked how they will advise them if the students do not bring their files. President **D. Lopez** said they have iPads available to be used.
   * **J. Chavez**: She talked to Michelle from Aramark about using their tablecloths. She needs a number of how many people are going to table. For the room setup she was thinking long tables for the room. President **D. Lopez** said they can use any tablecloths ASI has too. Chair **C. Chavez** said they should ask for about 10 tablecloths.
   * **S. Ortiz:** She said she was working on the budget for the food. They will have Chavez for the Hayward campus and for the Concord campus they are using one of **T. Patterson’s** suggestions. They estimate 200 students going to the Hayward campus event. Their giveaways are 160 for notebooks which is $630. They are trying to get giveaways from the bookstore also, 2 sweatshirts and 4 tumblers. Buttons would be 100 for each campus that they will order from one of the advisors which will be roughly $75 each. The total for food is $1,088 for Hayward and for Concord it is $373. Both campuses will have the same giveaways but there will be fewer giveaways for Concord. She increased the amount of finger sandwiches, wings and cookies. Chair **C. Sanchez** increased the budget for giveaways. She asked about what they should do for decorations. The committee thought of balloons.
   * **T. Tate:** She is not present for the meeting to present.

**16:10**

1. UNFINISHED ITEMS:
   1. ACTION ITEM – **Advising 101**

Chair C. **Sanchez** and Senators presented a budget for Advising 101.

**(MSP)** Motion to approve the budget for Advising 101 to not exceed $6,000 coming from Student Government Special Events by **S. Cardenas**, seconded by **J. Chavez**, motion **PASSED**.

* 1. ACTION ITEM – **Suggestion Boxes**

External presented a proposal for the Suggestion Boxes budget to be passed and set up around high populated areas on campus. Chair **C. Sanchez** asked if the committee wanted to still do this idea this quarter and if not they can table it till the next meeting. President **D. Lopez** explained the idea behind the suggestion boxes. He said they can place them out this week or next week. The committee talked about which model to use for the suggestion boxes. It was discussed if this would be beneficial to the future appointees to ASI. The committee decided to table this.

**(MSP)** Motion to table this item indefinitely by **S. Ortiz,** seconded by **A. Palma,** the motion **PASSED**, vote is 5-1-0.

**31:00**

1. NEW BUSINESS ITEMS:
   1. DISCUSSION ITEM – **Hey, Be Nice!**

The committee talked about the Hey, Be Nice event. They want thicker shirts and tank tops this time. Director of CBE **S. Ortiz** will be in charge of the tank top design. They talked about times of when they should table. By the next meeting they need a design and a budget. They want to get statistics for bullying on campus. Chair **C. Sanchez** said she wants the committee to bring one survey question to the external Groupme. President **D. Lopez** said they can reach out to other campuses concerning data about this, friends, and housing.

**38:00**

1. ROUND TABLE REMARKS:

**Lopez:** Softball tailgate Friday, voting ends tomorrow, Earth day coming up, Viva la registration, Commuter day, and Water polo tailgate. Saturday they are having a shuttle to Chabot College for the men and woman’s track team.

**Patterson:** Concord Campus is doing an Earth day event April 22nd where students will plant and free food will be given. This will be their first Earth day event on the campus.

**Sanchez:** They are the best committee ever.

1. ADJOURNMENT **AT 3:12 P.M.**

Minutes Reviewed by:

**Chair, VP of External Affairs**

Name: Christina Sanchez

Minutes Approved on:

**4-26-16**

Date: