**ASI Concord Committee Meeting Agenda**

**Erin Field, Director of Concord Campus & Chair**

12:00pm –1:30pm

 Thursday, February 23rd, 2017

Room 150 1st Floor, Library Building

**Conferencing Instructions**:

Dial in the access telephone number **888-935-1819**

Enter participant pass code **5084625 followed by # sign**

1. CALL TO ORDER
2. ROLL CALL
3. ACTION ITEM **- Approval of the Agenda**
4. ACTION ITEM – **Approval of the February 16nd, 2017 Minutes**
5. 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.**
6. UNFINISHED ITEMS:
7. NEW BUSINESS ITEMS:
	1. ACTION ITEM**— Professionalism/Etiquette Workshops and Banquet Budget**

Committee will take action on a budget for the Professionalism/Etiquette workshops and Banquet.

* 1. DISCUSSION— **ASI Events Updates**

The Committee will discuss any updates for events.

* 1. DISCUSSION ITEM— **Assignments of Roles**

The Committee will work together to assign roles for tasks.

* 1. DISCUSSION ITEM– **ASI Event Forms**

Committee will discuss types of forms such as Special Event, Marketing and Event Report forms.

1. ROUND TABLE REMARKS
2. ADJOURNMENT