**ASI Sustainability Affairs Committee Meeting Minutes of November 30, 2016**

1. CALL TO ORDER at **2:11 pm**
2. ROLL CALL

**Present:** D. Lopez, J. Plasencia, P. Rugeley, J. Khokhar, K. Parada

**Late:** A. Famoso Cortez, J. Buckholz

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

**Motion** to approve the agendaof **November 30, 2016** by **J. Plasencia,** second by **P. Rugeley,** motion **PASSED.**

1. ACTION ITEM – **Approval of the Minutes of May 12th, 2016**

**Motion** to approve the minutesof **May 12th, 2016** by **J. Plasencia,** second by **P. Rugeley,** motion **PASSED.**

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.**

**K. Parada,** isthe current VP of Communication, she was saddened when she had to leave her position as part of sustainability but when the position opened to become VP she gladly took the position.

1. SPECIAL PRESENTATIONS
2. REPORTS
   1. **David M. Lopez, Chair**

ASI is collaborating with the office of sustainability and the disc for an event that is taking place February 24. The movie is called before the flood, it is about global warming.

* 1. **Vacant, Vice Chair**

1. UNFINISHED BUSINESS:
   1. ACTION ITEM – **VICE CHAIR ELECTIONS**

The Committee took action on the Sustainability Affairs Committee Vice Chair.

Self-nominate or nominate someone else to take the position. **J. Plasencia** nominated himself and received a second nomination. **J. Plasencia** is the new **Vice Chair**.

1. NEW BUSINESS:
   1. INFORMATION ITEM – **ROBERT’S RULES OF ORDER**

Director of Sustainability **Lopez** informed the Robert’s Rules of Order process.

Majority knew Roberts Rules, but wanted a quick overview. Roberts rules is a way the meetings ran, the order of the meeting. The agenda must be sent out more than 72 hours in advance in order to be considered a regular meeting. 24-48 hours in advance is considered a special meeting, anything lower than that is considered an emergency meeting.

* 1. DISCUSSION ITEM – **INTRODUCTIONS**

The committee introduced themselves to each other and received paperwork.

**J. Plasencia** 4th year at East Bay moved to Tracy after high school. He came to East Bay with the astronomy major and switched to business.

**A. Famoso** is a4th year major in biology with a minor in chemistry, her second year in this committee.

**J. Khokhar** is from Fresno and a second year student with business as her major.

**J. Buckholz** the director of sustainability, she is from Ohio. Graduate degree from Chico state and runs programs around the area and campus.

**P. Rugeley** double major and double minor, part of a fraternity as well as the Marine Corps.

**D. Lopez** has had a lot of positions around campus as well as California State Student Association President.

* 1. DISCUSSION ITEM – **SUSTAINABILITY SOCIAL MEDIA CALENDAR**

The committee discussed the social media calendar for winter and spring quarter.

There will be a theme for each month, and there will be different events based off the month it will take place. The events will be announced as the months come closer. There are different social media accounts for each sustainability committee.

* 1. DISCUSSION ITEM – **RESOLUTION ON 100% RECYCLED PAPER**

The committee discussed a potential resolution on 100% recycled paper.

Currently they are at 30% recycled paper but it would be best to transition to 100% recycled paper. During winter quarter they will have a resolution to push this, duplicating services will be in charge of the paper. Finance administration has approved the cost, a penny a page.

* 1. DISCUSSION ITEM – **EARTH DAY**

The committee discussed potential plans for the 2017 ASI Earth Day.

The 17th through the 21st is earth week and there is a day dedicated to ASI. Purchase reusable water and stickers in order to decorate their bottle. Other options would be having a petting zoo, entertainment, vegan food truck, tabling for Greek orgs in which they speak about cultivating or

saving the earth. A design has not been approved and they will not be approved until further discussion for the t-shirts.

* 1. INFORMATION ITEM – **WINTER QUARTER TIMES**

The committee discussed potential days and times to meet in the Winter Quarter.

Available times would be Monday & Wednesday from 8:00 am-10:00 am, Tuesday & Thursday 4:00pm-6:00pm, Friday 11:00am-1:00pm or 2:30pm-5:00pm. The preference for the meetings would be Tuesday from 4:00pm-6:00pm.

1. CLOSING COMMENTS

**D. Lopez**: fill out the documents, turn them into Sneh. The last packet includes the committee codes.

Everyone: Happy holidays, be safe.

1. ADJOURNMENT at **2:58pm**

Minutes Reviewed by:

**Chair, Director of Sustainability**

Name: David Lopez

Minutes Approved on:

**1-3-17**

Date: