

Internal Affairs Committee Meeting Minutes February 10, 2020

- I. CALL TO ORDER at **11:22 AM**
- II. ROLL CALL
Present: Riley Miller, Melanie Mairena, Eman Nagi

Late: Tameem Tutakhil
- III. ACTION ITEM - **Approval of the Agenda**
Motion to approve the agenda of February 10, 2020 by **M. Mairena**, second by **E. Nagi**.
- IV. ACTION ITEM - **Approval of the Minutes of November 21, 2019**
Motion to approve the minutes of November 21, 2019 by **E. Nagi**, second by **M. Mairena**.
- V. 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.
- VI. UNFINISHED ITEMS:
 - A. DISCUSSION ITEM- **ASI BOD: Senate Alumni Wall and Website Policy**
The Committee will look over the policy and discuss how to include the Senate and Directors into the ASI website, rather than the Alumni wall.
R. Miller states that last semester, they were close to getting it, but did not. There were edits made and I had some people on the Board look at it. The wording was fixed so that we would have senators be on the website for recognition of their duties, but they would not be on the actual wall. The wall is expensive and it is full. We are working on expanding it. The wording was fixed under the eligibility portion. **E. Nagi** mentions that she believed it was already passed. **R. Miller** replies that he is not sure, but it might have been. I know there were edits made, but I am not sure if it was fully approved.
Motion to go out of order by **R. Miller**, second by **E. Nagi**. We will come back to item A after T. Tutakhil returns to the meeting. **R. Miller** states that the edits were made, but were



they carried to the Executive Committee. **T. Tutakhil** says that it was. Did they send it back? **R. Miller** says that he wanted to make sure since the last meeting was November 21st. **T. Tutakhil** says that it was discussed, sent to the biweekly meeting and changes were made, then it was sent to either Personnel or Board.

13:20

B. DISCUSSION ITEM- **Newsletter**

The Committee will look over the newsletter draft and further discuss ideas for the fall 2019 edition.

R. Miller says that he had a draft and spoke to Erik Pinlac. He mentioned that it was too late of it being finished where students would not care. If we created one focusing on this semester and we let it out on March 1st, we could discuss what we did last semester and tie it in with elections. I had the six-panel brochure, similar to the activities guide. Erik Pinlac stated that if we create a link, like a pdf, and include a QR code, students can see it and it will be easy to access. I will be working on that and I will need some help with it. I would like to have it out by March 1st. **T. Tutakhil** asks if a new one has been sent. **R. Miller** explains that they did a run through of the newsletter. **T. Tutakhil** asks if ASI will have information on the candidates. **R. Miller** states that it is for the elections committee. **T. Tutakhil** says that at CSUSF, the PR committee had information on the candidates running for election in the newsletter. Ours' can be brief and give information on who the person is, what class they are in, and previous titles. **E. Nagi** states that they already have that. When I ran, you had to write a paragraph about why you want to run. **R. Miller** says that it has been posted on the Instagram page before. **T. Tutakhil** states that he does not read the long paragraphs. I just want to know if the person has experience with ASI. **R. Miler** states that emphasizing the elections in the newsletter would be a good idea. It depends on when they receive the candidate's information. I need to check on the dates with elections. **T. Tutakhil** asks if the elections are happening in April. **R. Miller** responds that results come in April. **T. Tutakhil** says that last year, elections happened in April. **R. Miller** says that there was an extension. It should be done in early April. I can contact the elections committee for dates. We have to be careful when taking about others because they are not in ASI yet. Would anyone like to work on the newsletter? **T. Tutakhil** says that since the newsletter will be a pdf, so all that is needed is a word document. I can work on something on Canva.

12:24

C. DISCUSSION ITEM- **President Morishita Honorary Membership**

The Committee will discuss CSU East Bay's honorary ASI membership for after he retires.



R. Miller states that he worked on it and since it is spring, we want to make sure we send it out to him. It will give him a chance to come to the ASI banquet on May 1st. **T. Tutakhil** asks if this would give him access, as a student would have with an i.d. or as a former admin. **R. Miller** clarifies that he would have the same access as a student would. He will be able to attend games and spring mayhem. He is offered the same opportunities. I sent over the draft to the Board for review. Essentially, it will talk about him and his accomplishments. ASI will honor him with an Honorary Membership. I am not sure if his wife is also included and I am not sure what events, apart from ASI sponsored events, he can attend. I am waiting for information on that. The main information is his background. **T. Tutakhil** states that at his old college, the president was given a lifetime membership to the gym. **R. Miller** states that he would have to get more information since he is not in charge of the RAW. I am not sure if we are able to grant information on that. I want to talk about President Morishita's goals. Martin Castillo will edit and add information. I believe Kabir Dhillon and Daisy Maxion will make edits as well. **T. Tutakhil** mentions that in the Board meeting, there is a representative from the RAW. **R. Miller** states that the Union and the RAW are one entity. **T. Tutakhil** asks if R. Miller knows who is in charge of the RAW. **R. Miller** says that we can talk to her. **T. Tutakhil** states that it would be good to discuss including the RAW in the membership. **R. Miller** says that relatively, he may not use it, but out of courtesy, it would be nice to include it. I am sure they will not oppose it, but it is a matter of getting it approved. I shared the edit that Martin Castillo made. **E. Nagi** states that she did not know it must be approved by all Senators. **R. Miller** states they are all giving the permission for the membership. **T. Tutakhil** mentions that in the revision, admin should be added with faculty. **R. Miller** says that the admin are included. **T. Tutakhil** says that with resolutions, it is like writing an essay. You need consistency and Martin Castillo included doctor in front of President Morishita's name, but it has been removed from the title. Either President or doctor has to stay. **R. Miller** responds that ideally, it should be President Dr. Morishita. I was told to give credibility formalities. We can look at it now and get it on February 24th. **T. Tutakhil** asks if it is the first reading. **R. Miller** mentions that it is the first reading and we can make it an action afterwards. There are little things that need to be fixed. **T. Tutakhil** adds that most of the edits from Kabir Dhillon and Martin Castillo have been good. **R. Miller** states that the references were also good. **T. Tutakhil** mentions that it can be placed into an action item. **R. Miller** states that a motion to carry it to the Board can be made.

Motion for President Morishita's Honorary Membership to ASI to be moved to the Board of Directors meeting to be a discussion item by **R. Miller**, second by **T. Tutakhil**.

27:55



VII. NEW BUSINESS ITEMS:

A. DISCUSSION ITEM- **ASI Banquet**

The Committee will discuss details about the ASI Banquet on May 1st.

R. Miller states that it will be from 5 p.m. to 9 p.m. It is a banquet to say thank you to the members of ASI, staff and faculty. We are trying to get President Morishita to attend and that is why we are pushing for this resolution to be completed. Sneh Sharma is the one to help me with it. She will be out of the country by then, but she would like everything to be completed by April 5th. I am hoping for April 1st, that way everything will be reserved and that Sneh Sharma is able to put everything in place. I believe she is charge of the awards, but we will have to do some of the funny ones. Dessiree Cuevas helped with the one last year and she is willing to help out. Is anyone willing to help? **E. Nagi** states that she is willing to help. **M. Mairena** asks if **R. Miller** means helping with the banquet. **R. Miller** replies that help is needed with the setup, decorations, sending invitations, and with the awards. It will be in the MPR. **M. Mairena** states she will help. **T. Tutakhil** adds that he will help as well.

30:51

B. DISCUSSION ITEM- **Tabling**

The Committee will review tabling documents and discuss methods to be used over Spring Semester.

R. Miller states that he made a tabling hour excel sheet. It has the per-week break down of the ASI events happening. We sponsor other events and we encourage everyone to table, even if it is not their event. We table Monday to Thursday from 10 a.m. to 2 p.m. We have a table reserved and I encourage you all to table for experience. If you are interested, we table Mondays and Wednesdays by the Arts and Education building. On Tuesdays and Thursdays, we will be down in the Unions, between US bank and the market from 12:15 p.m. to 1:15 p.m. Marketing will join us at the table as well. There are requirements for the Board to table at least an hour a week or going to an ASI event. Even if you do not want to table, you can hold people accountable by posting a picture showing you did it. **T. Tutakhil** asks if tabling is during U-hour. **R. Miller** responds that there is an ASI government table reserved from 11 a.m. to 2 p.m., just in case. It is good to show your face, talk to students, and hear what they have to say. **T. Tutakhil** asks how long the tabling will be for. Does it go past U-hour? **R. Miller** states that it is from 11 a.m. to 2 p.m. and U-hour is from 12 p.m. to 1 p.m. It will a little bit before and after U-hour. **T. Tutakhil** asks if it will be Tuesdays



and Thursdays. R. Miller says that Tuesdays and Thursdays will be down by the Unions and Mondays and Wednesdays will be by the A&E building. Please show your faces and support.

35:37

VIII. SPECIAL REPORTS
No Special Reports.

IX. ROUND TABLE REMARKS

R. Miller states that he hopes the semester is going well for everyone. Reach out if you need help with anything or for advice. If you have questions with the committee, please reach out. I tend to put out faith that everyone will know how to do it, but ask if you have questions.

36:30

X. ADJOURNMENT at **11:58 AM**

Minutes Reviewed By:

Vice President of Communications & Chair

Name: Riley Miller

Minutes Approved On:

2-24-2020

Date:

