

Internal Affairs Committee Meeting Minutes October 24th, 2019

- I. CALL TO ORDER at **12:00 PM**
- II. ROLL CALL
Present: Tameem Tutakhil, Naomi McKinnie, Melanie Mairena, Eman Nagi, Riley Miller
- III. ACTION ITEM - **Approval of the Agenda**
- IV. ACTION ITEM - **Approval of the Minutes of October 10, 2019**
Motion to approve the minutes of October 10, 2019 by **E. Nagi**, second by **T. Tutakhil**, motion **CARRIES**.
- 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:
No Unfinished Items.
- VII. NEW BUSINESS ITEMS:
 - A. ACTION ITEM- **Meeting times for Fall Semester 2019**
The Committee will vote on dates & times for the biweekly meetings to be held throughout the semester.
R. Miller states that the next meetings will be November 7th Thursday, November 21st, and potentially December 5th since the last week of classes is December 12th.
Motion to have the Internal Affairs Committee meetings bi-weekly from 12:00 PM to 1:00 PM every other Thursday, by **T. Tutakhil**, second by **N. McKinnie**, motion **CARRIES**.

5:26

- B. DISCUSSION ITEM- **Additional Safety Policy**
The Committee will look over the Additional Safety Policy and discuss comments made to it.
R. Miller states that Dessiree Cuevas is the Senator for Online Students. She made this last year when she was the Director of Programming. It is well written out and she has been working with UPD . We want to make sure that there are no grammatical errors and that it sounds proper. I did not see any changes that needed to be made. It gives an outline of what



has been happening on campus the last few years and the statistics behind it. They want to make sure that there is an increase of blue light structures on campus and more police walking around during late hours. **T. Tutakhil** asks if it has already been approved. **R. Miller** says that it was amended last year and this is the revised version. We already created the Safety Policy. If it is good, we can refer it to the Board of Directors meeting, which will happen on Wednesday. **T. Tutakhil** asks if we are doing a first and second reading on this. **R. Miller** responds that we can if we think it is necessary. **T. Tutakhil** states that it is well written out and does not notice any changes in language, but there are grammatical errors. My only concern was the resolve part where it states, “the additional student safety officers patrol on campus on the hours of 7:00 PM to 3:00 AM to ensure that students that utilize the learning commons and CSUEB library are protected over.” I do not think that over needs to be there. It sounds like the student safety officers will be patrolling during those hours. **R. Miller** adds that a comment can be made about that so that it can be discussed during the Board meeting. Those are the officers that are walking around with the golf carts at night. It is usually not the actual police that are walking around. **T. Tutakhil** mentions that at his old institution, there were no student officers after 12:00 AM. That is something that you all should look into. I don’t know if it is the same for State colleges, but safety goes for everyone. Could we increase the number of cameras in other areas? There is not enough surveillance on campus and it is needed in various parts. **R. Miller** states that he was not in the conversation between Dessiree Cuevas and UPD, but it would be great to refer this for the Board to discuss it. **M. Mairena** states that when you call UPD at night, it does not go to UPD , but to another police department. Also, with call boxes, it also goes to another police department and not UPD. **R. Miller** states that he will address it during the next Board meeting.

Motion to refer the additional safety policy and comments to the Board of Directors meeting for this following Wednesday, October 30th by **R. Miller**, second by **T. Tutakhil**, motion **CARRIES**.

17:29

C. DISCUSSION ITEM- DACA Fee Scholarship

The Committee will look over the DACA Fee Scholarship and discuss comments made to it.

R. Miller says that this is from Euridice Sanchez-Martinez, who is the Director of Programming, and it goes in line with our umbrella of policy agendas with supporting DACA, Dreamer, and Undocumented students. The ASI DACA scholarship fee is to assist the cost to renewing people’s DACA. They would be rewarded with a \$495.00 scholarship and this would be handled through that committee. **T. Tutakhil** states that there were some redundancies and grammar issues but overall, there is no problem with the document. **R.**



Miller clarifies that if the committee believes it is good then they would refer it to the Board. **M. Mairena** believes that there is a better way to state the requirements because it is very repetitive. **N. McKinnie** states it can be combined. It can state “must be a DACA student and be able to provide proof” all in one line. **T. Tutakhil** states that it sounds like \$495.00 is being awarded to one student. **R. Miller** believes there are a couple scholarships but as of now it is for one student.

Motion to refer the DACA Fee Scholarship to the Board of Directors Meeting that is on Wednesday October 30, 2019 by **R. Miller**, second by **T. Tutakhil**, motion **CARRIES**.

26:03

D. 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 in to website, rather than the Alumni wall.

R. Miller clarifies that the Alumni Wall has some of the past Board of Directors, Chairs and Presidents. We are running out of room and it is expensive to add more. When it was implemented I don’t think they understood how many people would be added to the wall. We are looking to change it and make to where we can have it for a longer time. We also want to give recognition to everyone who has held a position. Especially for the Senate, Academic and Non-Academic. We want to include them onto the ASI website; rather than not being anywhere at all. **T. Tutakhil** states that according to the Bylaws a term is a full year. He believes that they should be eligible to be put on the wall if they serve a semester. They might have done a great job the semester they serve and then they aren’t able to serve the following semester. There are some things in the disqualifications that need referring to the Bylaws. There were also some parts that were repetitive. This document still needs more work. **T. Tutakhil** asks if the people who served prior to 2016 will stay on the wall. **R. Miller** states yes. **T. Tutakhil** asks why not make it all virtual and do something else with the wall. **R. Miller** states that the Chair is a new position. The Chair is supposed to be the check and balance to the President. That is why it is just Presidents and Chairs. The point of the wall is just to keep it as Presidents and the website for all the Board of Directors. **T. Tutakhil** asks if this years Board will be on the wall or they be on the website. **R. Miller** states that they will go on the website. **E. Nagi** asks if everyone is on it. **R. Miller** states yes except the Non-Academic Senators. **E. Nagi** states that it should only be for the Presidents and the Senators. **T. Tutakhil** asks who will go on the wall next to the Presidents and Chairs. Will it be the Board of Directors? **R. Miller** states yes. The Academic Senators will go on the website. **T. Tutakhil** states that this is mainly happening because there isn’t enough money. **R. Miller** states it is happening because we don’t have any more space or money to get another of those board, at least right now. **T. Tutakhil** believes that the policy should state that only if a Board member or Senate member accomplishes something big.



Then, the Board and Senate discuss and vote on whether or not that individual should go on the wall. It should be treated as a Hall of Recognition. **R. Miller** states that can be another thing to abide. We can also get Student-At-Large to be recognized. That way they aren't in the same category as the ASI Board. **T. Tutakhil** says it would just have to be renamed. **R. Miller** states that it was discussed if we were to get another board, then across the Alumni wall can be used. It would be nice to use that wall for the recognition of students. We can continue this discussion in our next meeting.

43:30

E. DISCUSSION ITEM- Newsletter

The Committee will look over past newsletters and discuss ideas for the next one as well as set some rough deadlines to have it completed by

R. Miller asks if any one came up with idea to add to the Newsletter. It doesn't have to be weekly, it can be monthly, then submitting it to The Pioneer. That way it won't be one giant article that people might not even read. I am big on simplicity but also details. This is where we can get creative. I am looking to have it done ideally by November 30, 2019. It would give us two meetings in between. I can start a shared document and start working on a draft. That way by our November 21st meeting it would be finalized. **T. Tutakhil** asks about the format. **R. Miller** states because students might prefer simplicity and are always on their phone. We can add some images or links. **T. Tutakhil** asks if by simplicity he means no to the big paragraphs. **N. McKinnie** states that a paragraph should be five to six lines. **R. Miller** states that he likes the idea of looking forward to instead of giving a recap of things that already happened. We can also put in when they should expect a new Newsletter. **T. Tutakhil** asks how he wants to get it started. **R. Miller** states that he will do a google document. That way we can start putting images and making it look nice. If you are free, go in and check it out. I might throw in subject or ideas. We can work with Marketing and Communications to get things printed like the brochure we had at the beginning of the year. That way we can hand it out to the students and make it more personable. Since most of the emails being sent out don't really get looked at. **T. Tutakhil** states that in a brochure we can be more elaborative in some parts. **R. Miller** states yes. If we hand it out to the students we can shout out a specific part and explain it to them. If we can get most of the information by the next meeting then we can just transfer it into a brochure. That way we also give enough time to the Communications Department to work on it, then ideally hand it out at the end of the semester.

56:25

VIII. SPECIAL REPORTS:
No Special Reports.



IX. ROUND TABLE REMARKS

R. Miller states that Delta Chi is having a Beat-Up Cancer Event in front of the Arts and Education building. Feel free to tell your friends. It is \$5.00 for 30 seconds. **T. Tutakhil** states that Student Life is hosting Make-A-Difference Day this Saturday. **R. Miller** states that it is Make-A-Difference week, all week. So, look out for those events.

X. ADJOURNMENT at **12:57 PM**

Minutes Reviewed By:

Vice President of Communications & Chair

Name: Riley Miller

Minutes Approved On:

11-21-19

Date:

