

Internal Affairs Committee Meeting Minutes of February 20, 2023

- I. CALL TO ORDER at **11:18 AM**
- II. [ROLL CALL](#)
Present: Ashley Medeiros, Parthiv Patel, Neziah Whitson
Absent: James Carroll, Michael Cesena
- III. ACTION ITEM - **Approval of the Agenda**
Motion to approve the agenda of February 20, 2023, by **P. Patel**, seconded by **N. Whitson**, motion **CARRIED**.
- IV. ACTION ITEM - [Approval of the Minutes of Friday, April 23rd, 2021](#)
Motion to approve the minutes of April 23, 2021, by **P. Patel**, seconded by **N. Whitson**, motion **CARRIED**.
- V. 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.**
No public comment.
1:47
- VI. UNFINISHED ITEMS:
No unfinished items.
1:52
- VII. NEW BUSINESS ITEMS:
A. DISCUSSION ITEM – **ASI Policy Tracker**
The Internal Affairs Committee will discuss the new Policy Tracker.
A. Medeiros presents and discusses the ASI website. They’re going to organize the website to put all the resolutions in order instead of different folders and subfolders. We want to keep the first three years on the website and have the rest available when students request it. We need to save and download all the files in our drive. Once I shared the drive it will be on the ASI Government folder and title resolutions. I created a policy spreadsheet, so we can do a summary of the resolutions and when it was passed.



N. Whitson asks did you share the resolution to our separate drive.

A. Medeiros states no, I'm going to do it now.

P. Patel asks what a banquet is.

A. Medeiros states it's our end-of-the-year celebration for the work we did for the year. We will be using the budget to get the plaques and decorate the rooms and it's at the end of April. When we have the time, I want to get this done, but I want to focus on the banquet as I don't want to miss any deadlines.

P. Patel asks if we are allowed to make changes to the spreadsheet.

A. Medeiros answers yes. Arazeli will give you access to the shared drive. I'm unsure if you want to go through it now or on your own time.

A. Barragan states we can go through one.

A. Medeiros shows Parthiv and Nezhiah how to move the resolutions to the folder. You will download the resolution as a pdf, email it to yourself, and then move it to the designated folder.

P. Patel asks if it would be better to change it to a date format.

A. Medeiros suggests to put the same date, "Wednesday, November 22."

N. Whitson asks are you looking at 2022-2023?

A. Medeiros states yes. Then, your description is going to be what the policy or resolution is.

P. Patel asks if you can copy and paste the website link.

A. Medeiros states yes, it's going to be highlighted. I'm unsure if you both want to separate it now, so there's no confusion.

P. Patel states we can separate by the years.

A. Medeiros states the first of these was in the drive, but the tracker is not updated. Parthiv, do you want to do 2022-23?

P. Patel states yes.

N. Whitson states I'll do 2021-22.

P. Patel states I'll take 2022-21.

A. Medeiros states I do 2019.

P. Patel asks if a deadline is there.

A. Medeiros answers no.

A. Barragan states they can get one or two done before the next meeting.

A. Medeiros asks Nezhiah did you want another one?

N. Whitson states yes, is someone doing 2022-23?

A. Medeiros states yes, Parthiv is working on it.

N. Whitson asks are you doing 2019-20?

A. Medeiros states yes, but I can do the previous years. If you don't finish it, let me know. Do you both have any questions?



N. Whitson asks what we put on the resolution.

A. Medeiros states you would put the name and date of the resolution when it was passed.

16:52

VIII. SPECIAL REPORTS:

No special reports.

16:57

IX. ROUND TABLE REMARKS

A. Medeiros thanks for all joining the meeting. Our new meeting times will be on Mondays from 11 am to 12 pm in the Old Union room 307 or via zoom if you're unavailable. We will be working on the banquet as it's set for April 29.

18:01

X. ADJOURNMENT at **11:36 AM**

Minutes reviewed by:

VP of Internal Affairs

Name: Deepthi Bhimanapati

Minutes reviewed on:

11/08/2024

Date:

