

Internal Affairs Committee Meeting Minutes of March 12th 2026

I. CALL TO ORDER 4:03

- II. LAND ACKNOWLEDGEMENT - We would like to recognize that while we gather at California State University East Bay located in Hayward, CA, we are gathered on the ethno-historic tribal territory of the intermarried Jalquin (hal-keen) / Yrgin (eer-gen) Chochenyo-Ohlone-speaking tribal group, who were the direct ancestors of some of the lineages enrolled in the Muwekma Ohlone Tribe of the San Francisco Bay Area, and who were missionized into Missions San Francisco, Santa Clara and San Jose.**

It is important that we not only recognize the history of the land of the Jalquin/Yrgin on which we gather to learn and participate, but also recognize that the First People of this region – the Muwekma Ohlone People, are alive and thriving members of the Hayward and broader Bay Area communities today.

It is of great importance to acknowledge the significance of this Holše Warep (hol-sheh wah-rehp) ~ Beautiful Land to the indigenous Muwekma Ohlone People of this region. We ask everyone who attends or visits Cal State University East Bay in Hayward, to be respectful of the aboriginal lands of the Muwekma Ohlone People, and consistent with their principles of community and diversity strive to be good stewards on behalf of the Muwekma Ohlone Tribe, on whose land you are their guests.

III. ROLL CALL

Present: Rolando Munos, Daidrian De Guzman, Manish Champalal Parmar, Sharada Dogiparth

Motion to appoint **D. Deguzman** as vice chair by **R. Munos**, seconded by the committee. Motion Carried.

D. Deguzman is appointed as vice chair of Internal Affairs Committee meeting on March 12th 2026



IV. ACTION ITEM - Approval of the Agenda

Motion to approve agenda of March 12th 2026 by **D. Deguzman**, Seconded by **M. Parmar**.
Motion Carried.

V. ACTION ITEM - Approval of the Minutes of November 20, 2024.

Motion to approve meeting minutes of November 20, 2024 by **S. Dogiparth**, Seconded by **D. Deguzman**. **Motion Carried.**

VI. 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 Comments.

VII. UNFINISHED ITEMS:

No Unfinished Items.

VIII. NEW BUSINESS ITEMS:

A. INFORMATION ITEM: Committee General Structure

The Internal Affairs Committee will be informed about the committee’s structure.

R. Munos stated that the purpose of the Internal Affairs Committee is to review and address internal matters within the organization. He explained that much of this work occurs on his end, so committee members may not always see every detail. However, he emphasized that he would inform members whenever an issue directly affects them or the student population. He also noted that he may present special reports on initiatives he is personally working on that impact students, such as resolutions or other matters that reflect the responsibilities of board members. Additionally, he may summarize discussions from board meetings and present those updates to the committee.

He explained that the committee provides a space to discuss institutional concerns as well as issues raised by students. As chair, his role is to facilitate meetings rather than vote on decisions. His responsibility is to ensure that meetings stay on agenda and move forward efficiently, a role that the vice chair may also assist with.



R. Munos provided examples of topics the committee may address, including student feedback and concerns related to academic experiences, such as grading or classroom issues. He noted that if a recurring theme or major concern emerges among students, the committee may prioritize addressing it. As an example, he referenced the transition from the campus shuttle system to AC Transit, which led to concerns about reduced bus frequency during peak hours.

He also stated that the committee may review internal ASI matters and discuss ideas related to events and student engagement. Senators-at-large and committee members are encouraged to bring forward concerns from their departments or from conversations with other students. If members believe an issue should be discussed, they may request that it be placed on the agenda.

R. Munos explained that members can propose agenda items even if they are unsure how to phrase them. In such cases, they can contact him, and he will help them draft the item. He also offered to meet briefly over Zoom to assist members in preparing both the wording of their agenda item and their presentation during the meeting.

He further explained that committee meetings follow procedural guidelines outlined in Robert's Rules of Order as well as ASI standing rules and applicable educational codes. While members do not need to focus heavily on these procedures immediately, he noted that he could provide additional details if they are interested.

R. Munos emphasized that meetings follow a structured agenda and involve formal motions and actions. Because the meetings are public, a public comment section is included to allow community members to share concerns or raise issues directly with the committee. This ensures that concerns are heard and recorded.

Finally, he encouraged committee members to keep discussions respectful and relevant to the committee's responsibilities and agenda items. He concluded by reminding members that they are welcome to ask questions at any time and may contact him directly if they need clarification or assistance.

12:07

B. INFORMATION ITEM: [WHAT IS ASI](#)

The Internal Affairs Committee will be informed of ASI roles, purpose, and mission.



R. Munos explained that ASI stands for Associated Students Incorporated and serves as a 501(c)(3) nonprofit organization funded by students. He stated that student fees support programming, student services, and advocacy efforts at the institutional, local, and federal levels. He described ASI as the official student government body, noting that while other CSU campuses also have student governments, some are incorporated and operate independently while others are more directly tied to their institutions.

R. Munos further explained ASI's role in shared governance within the university. He noted that ASI representatives participate in Academic Senate and other institutional committees where major campus issues are discussed among faculty and administrators. He stated that student representatives, including senators from various colleges, bring student concerns, perspectives, and positions into those spaces. He also shared that board members serve on additional committees, such as the Information Technology Committee, where they are informed of decisions and projects that may affect students, including discussions surrounding regional technology collaboration among institutions.

He described the Board of Directors as the meeting space where all elected student leaders come together regularly, generally on Wednesdays from 12:00 p.m. to 2:00 p.m. He explained that these meetings follow a structure similar to committee meetings, though they tend to move more quickly due to members' familiarity with procedures. He informed committee members that attending those meetings is optional unless an individual holds a Board of Directors position.

R. Munos also provided an overview of the structure of ASI leadership, which includes executive officers, directors, and senators who work collaboratively to represent and advocate for students. He emphasized that no position is more important than another, even if some roles are more front-facing in meetings with administrators. He briefly identified the officers and directors currently serving in ASI and explained that various roles focus on areas such as finance, sustainability, external affairs, internal affairs, wellness, and communities. He further discussed how his role as Vice President of Internal Affairs involves working closely with senators from the colleges to support them in representing student perspectives, especially in Academic Senate. He explained that these student representatives not only share student concerns but also vote on policies and initiatives affecting the campus community. He also described how the Director of Communities and Senators-at-Large focus on specific student populations, including transfer students, student parents, international students, commuter students, online students, and other campus communities, ensuring that their concerns are recognized and brought forward to the board.



R. Munos concluded by emphasizing that ASI provides services and support for the student population beyond programming, including opportunities for students to raise academic or institutional concerns. He noted that students may approach ASI regarding matters such as advising challenges, classroom concerns, or other issues affecting their educational experience. In response to a question from a committee member, he clarified that attendance at Board of Directors meetings is optional for committee members, though they are welcome to attend if they wish to observe and learn more about ASI operations.

23:40

C. INFORMATION ITEM: IT’S ON US Campaign

The Internal Affairs Committee will be informed of IT’S ON US Campaign

R. Munos presented information on the IT’S ON US campaign, explaining that its purpose is to raise awareness during Sexual Assault Awareness Month and help students better understand consent, bystander intervention, survivor support, and campus reporting options. He stated that through this campaign, students would receive accessible information about their rights, available protections, confidential support resources, and formal reporting processes if needed.

He explained that part of his role focuses on civil rights and Title IX matters to ensure students are supported when facing discrimination, harassment, or misconduct in the educational environment. He shared that in the previous semester he had worked on the “Hey Be Nice” anti-bullying campaign, which served as an introduction to civil rights and Title IX by providing students with information on reporting options and support resources. He noted that students were given QR codes linking them to informational materials and resources, including confidential advocacy services, and that the materials clarified that reporting does not necessarily mean a formal disciplinary action would automatically occur.

R. Munos also explained that he had worked on creating messaging and materials that better informed students of the types of conduct that may be reported, including bullying, harassment, discrimination, retaliation, sexual harassment, sexual misconduct, and online harmful behavior. He stated that while past materials were useful, they were often static and not always effective in sustaining student engagement.

He informed the committee that he and Yashica were working together to improve outreach for Sexual Assault Awareness Month by creating more engaging and student-centered content, including short videos and reels featuring key campus support offices and individuals. These materials would introduce students to confidential advocates, civil rights and Title IX staff, and campus police, while explaining each office’s role in providing

support, guidance, or protection. He noted that the campaign would also promote an April 9 event connected to Title IX awareness and education.

In addition, **R. Munos** shared that they were exploring the placement of informational posters or QR-code materials in bathroom stalls and other campus spaces so students could repeatedly encounter the information in a private and accessible setting. He explained that unlike one-time events or tabling efforts, these materials could serve as a more lasting reminder that students have protections and support available. He concluded by inviting the committee to share suggestions, opinions, or additional ideas that could strengthen the campaign and improve awareness among students.

30:45

D. INFORMATIONAL ITEM: [Cruising on Campus \(St. Paddy's edition\)](#)

The Internal Affairs Committee will be informed on the Cruising on campus event.

R. Munos introduced Cruising on Campus as a lighthearted student engagement effort intended to increase ASI's visibility and connect with students in a casual manner. He explained that the initiative began in the previous semester and involved ASI representatives traveling around campus in a golf cart while distributing goodie bags and informational materials to students.

He stated that the goodie bags included cards describing services available through ASI, such as Scantrons, discounted movie tickets, and Pioneer Pass discounts at local businesses. He noted that these materials help students better understand the everyday services and benefits ASI provides.

R. Munos informed the committee that a St. Patrick's Day edition of the event was being planned for March 17, 2026. He explained that the purpose of the event was not only to provide giveaways, but also to increase student awareness of ASI and build interest in future engagement efforts. He added that this initiative would connect with later agenda discussions about student outreach and improving student interaction with ASI.

32:46

E. DISCUSSION ITEM: Talbing

The Internal Affairs Committee will discuss strategies to encourage students to approach ASI tables, engage in conversation, and learn about leadership opportunities.

R. Munos opened the discussion by asking committee members for input on how students would prefer to be approached and what might make tabling efforts more effective. He stated that while regular tabling with a prize wheel and informational materials has some value, he did not believe it was fully successful in attracting meaningful student engagement.



D. Deguzman suggested that ASI increase outreach by going directly into classrooms, student club spaces, and events where students are already gathered rather than relying solely on students to approach tables voluntarily. It was noted that classroom visits, if approved by faculty, could be a more effective way to educate students about ASI's advocacy role, services, and leadership opportunities. **D. Deguzman** also stated that more direct communication with clubs and organizations could help bridge the gap between ASI and students who may not understand what ASI does.

S. Dogiparth commented that many students are unfamiliar with ASI and the services it provides. As a result, they suggested that ASI focus on informing students more clearly about its role, including services, funding opportunities, and advocacy work. **S. Dogiparth** also recommended collaborating with clubs, leadership programs, and student organizations to present ASI information in spaces where students are already actively participating.

In discussing giveaways and incentives, committee members shared that merchandise tends to attract students more effectively than standard tabling items. Suggestions included offering useful or themed items tied to current events or campus activities, as long as costs remained reasonable and responsible with student funds. **D. Deguzman** also expressed interest in more creative or interactive tabling activities, such as make-and-take items, which may feel more personal and memorable to students.

M. Parmar additionally proposed that ASI could participate in or briefly speak at club meetings or RSO events, particularly where ASI funding is involved, as a way of increasing awareness without taking over the event. It was suggested that even a brief five- to ten-minute introduction could help students better understand ASI's purpose and available support. **S. Dogiparth** also recommended attending informal student events, such as international student gatherings, to build relationships in a more relaxed setting and hear concerns directly from students.

R. Munos acknowledged the value of the suggestions and stated that the discussion provided helpful ideas for improving ASI's approach to student engagement, outreach, and tabling efforts moving forward.

43:46

F. DISCUSSION ITEM: Receiving student input

The Internal Affairs Committee will discuss ways to gather meaningful student feedback across in-person, online, and hybrid learning environments while minimizing barriers for participation.

R. Munos introduced the discussion by explaining that he wanted to identify low-effort and accessible ways for students, especially online and hybrid students, to share concerns or

experiences. He noted that many students may not feel comfortable approaching an ASI table or visiting the office in person, and that ASI needs more effective ways to hear from those students while still preserving anonymity when appropriate.

M. Parmar suggested using social media tools, particularly anonymous question features on Instagram, as a simple and familiar way for students to share concerns. **D. Deguzman** noted that these tools could reduce pressure on students and encourage more honest feedback. In addition, members recommended creating short and simple forms with minimal required information so students would not feel intimidated or discouraged from responding. It was also suggested that polls could be used instead of longer forms, especially if they focus on straightforward questions that students can answer quickly. **M. Parmar** emphasized that forms should be brief, easy to complete, and designed to require as little effort as possible, since lengthy forms are less likely to receive responses. Simple yes-or-no questions or one-word responses were described as particularly student-friendly.

R. Munos stated that his goal is not only to gather concerns but also to identify broader themes affecting students so ASI can respond appropriately. He explained that while students who feel comfortable may later choose to provide more detail in person, the initial outreach tool should prioritize accessibility, privacy, and ease of use. He concluded that he would continue developing ideas for a simple student feedback process and would likely revisit the discussion in future meetings as the committee works toward a practical solution.

48:09

IX. SPECIAL REPORTS:

No Special Reports

X. ROUND TABLE REMARKS:

No Round Table Remarks

XI. ADJOURNMENT at 4:52 PM

Minutes reviewed and approved by:

Chair of Internal Affairs

Rolando Munos

Minutes approved on:

04/16/2026



Date:

