

Internal Affairs Committee Minutes of February 5, 2021

- I. CALL TO ORDER at **3:07 PM**
- II. ROLL CALL
Present: Brittney Golez, Alexis Caringal-Holmes, Aa'ishah Riaz, Tameem Tutakhil, Arazeli Barragan, Erik Pinlac.
- III. ACTION ITEM - **Approval of the Agenda**
Motion to approve the agenda of February 5, 2021 by **A. Riaz**, second by **A. Caringal-Holmes**, motion **CARRIED**.
- IV. ACTION ITEM - **Approval of the [Minutes of February 24, 2020](#)**
Motion to approve the minutes of February 24, 2020 by **T. Tutakhil**, second by **A. Caringal-Holmes**, 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.
- VI. UNFINISHED ITEMS:
No unfinished items.
4:31
- VII. NEW BUSINESS ITEMS:
 - A. INFORMATION ITEM- **20-21 Review**
The Internal Affairs Committee will be informed on achievements made in the 2019-2020 academic year by the previous Internal Affairs Committee.
B. Golez states that T. Tutakhil and E. Pinlac can discuss what they learned last year or personal experiences. **E. Pinlac** states I did not make it to any meetings last year due to a conflict with time. **T. Tutakhil** states last year we worked on seven policies but three were left unfinished due to time. There are a few policies that were important to us for instance, making a mural on campus that way students can view major events that happened from the 1950's until now. We also worked on when the previous president was going to retire and that one is completed now. We tried working on the newsletter during the times it was assigned to us. Lastly, we were



supposed to plan the end of the year banquet but due to the shelter in place. I am not sure if it happened through zoom or not at all. **E. Pinlac** states that the banquet did happen. A few board members were involved with the zoom planning. I am looking at the last minutes and there was a discussion for SB493 Gender Equity in Education Sexual Harassment. This was to counteract some of the protections that were lifted from the federal law. I do not recall if it went to the board and any action was done. From what Riley Miller did last year, he did many discussions, and I am hoping they went to the board to take action. This committee is designed to review any of the policies the board comes up with or review the policies from each year. We are trying to revive this committee, due to not being able to meet until last year. **A. Riaz** ask the three policies that were not completed last year, will we be working on those policies? **B. Golez** states we are starting with a blank slate and I believe those polices were approved last year.

10:31

B. INFORMATION ITEM- [Internal Affairs Committee Goals & Expectations](#)

The Internal Affairs Committee will be informed on the goals & objectives of the 2020-2021 academic year.

B. Golez states thank you all for being here and I will be fixing all the technical issues by our next meeting. I want us to put all of our information under one document that way we can keep everything organized. I want us to start off by reading the committee code, which states why this committee was created. The Internal Affairs Committee was created to: disseminate information to the Board and Senate on all activities, actions, and student services, organize all ASI Ad-hoc Committees established by the Board of Directors, assist the Executive Director with developing, maintaining, and reviewing policies, procedures, and any requirements that are expected to be completed for the organization, and review all past and present policies, as well as make recommendations on internal ASI documents and policies. As E. Pinlac stated we are trying to revive this committee due to having various potentials. We will be following Robert's rule of order during our meetings. I have created a document that is a cheat sheet to follow Robert's rule. We covered some of these rules during the beginning of the meeting, for instance, when we are approving the agenda or minutes, we say I motion to. If you want to amend anything one would say I amend to. In order to second a motion that you agree with one would say I second to. You can also extend the meeting time by saying I motion to extend the meeting by five minutes or longer if needed. If you feel that Robert's Rules are not being followed or if we are talking over each other, one can say point of order, in order for everyone to get back on track with a formal discussion. I will be sending out this document to everyone and if you have a question use the raise hand sign. Due to us being on Zoom, I will call your name when I see a raised hand. You all will be the ones making motions and comments. This



is a collaborative committee, therefore, bring all the ideas you may have. It would be best if you are not speaking to keep yourself muted in order for us to hear each other clearly. I made notes on what each of you are passionate about when I interviewed you now, I would like for you all to introduce yourselves to each other. State your name, major, when you are going to graduating, why did you choose to be part of this committee and what do you hope to leave behind. **A. Caringal-Holmes** states hi everyone, my name is Alexis, and my major is psychology. I graduate at the end of this term. The reason I joined this committee was in order to finish all the experiences I wanted to do during college like being part of our student government. I transferred last year in January and did not experience many things due to COVID. I am grateful this committee started again that way I can be part of this experience. I want to leave behind a set community for once students return back to campus. I am also in more ASI committees, I am a Transfer Ambassador committee, and Marketing Intern for Business and Economics. **A. Riaz** states I am a fourth year pursuing a major in biology chemistry. I joined this committee due to wanting to be more involved in school and also, I had a bad experience with one of my classes, which the professor suggested it was due to certain policies. I know other students in my shoes felt the same way towards this policy and I felt the right thing is to try to fix some policies. I want to leave behind one better policy to help students. **T. Tutakhil** states I am graduating this semester and major in communications with a minor in psychology. I might need to take one additional course during the fall. During my time in ASI, all I have been doing is writing policies since 2013. One interesting fact is that I enjoy reading and writing policies. Back in my community college I was the person who rewrote the bylaws for our student government. I want to leave behind a path for the next generation in order for them to have some guidance on what to do. Almost as leaving a legacy, we can write down anything that we did not finish and steps for them to complete our work. **A. Barragan** states I am expected to graduate in spring of 2023 and my major is business. I am interested in this committee due to wanting to be involved in our student government. It may sound like I am very outgoing, but I am really shy in person. I want to leave behind having more accessibility for what is going on in ASI. **B. Golez** states thank you all for sharing your interest. It sounds like we are all trying to make our campus better, which the policies will help push these ideas through. I would like to create goals that we are able to achieve for this semester. I have included some already the first being, policy and resolution implementation we will be reading all policies from 2017-2020. We can try to focus on certain policies and resolutions at a time. We will also create a system to make these resolutions understandable. I will now show the list that we will be working on. For example, last year the board was working on a resolution for Ohlone college, we will need to figure out who we need to contact in order to make these resolutions happen. Along with a short description, for instance, I wrote the administration of Ohlone



college must remove article eleven. We also have a section for policy and resolution ideas if any of you are interested in that, you can suggest it to the board. I know that the board of directors will keep making policies and resolutions, as the internal affairs committee we are also allowed to work on these items alongside them. Take the time to read these and offer any suggestions if there needs to be any additional clauses or if you feel like it is beneficial to the students. We also have a newsletter for ASI, and I would like to send at least one newsletter per month in order to show what we are doing in ASI. If you would like we can try to focus on doing this as well. I believe this will help us interact with more students, since it is a little difficult to do that due to our current situation. This year we have the opportunity to host a virtual banquet for ASI, due to COVID last year we were not able to host it in person and did a virtual banquet. We can discuss activities, gifts and plan a date to have this event on. **A. Riaz** states can you explain what a banquet is? **B. Golez** states this banquet is for ASI, we usually host this at the end of the school year, and it allows us to saw goodbye to each other. **A. Caringal-Holmes** ask if we are holding the banquet this year will we be hosting fundraiser or is there a budget. **E. Pinlac** states I will have to look at the budget we have due to not knowing this at the moment. **B. Golez** states we can start brainstorming for the banquet. Next, we will be discussing our meeting expectations for instance, how often would you like to have these meetings? **T. Tutakhil** ask isn't the meeting suppose to happen on a bi-weekly basis just like the board meetings? **B. Golez** states E. Pinlac can correct me if I am wrong but we are allowed to do various meetings. **E. Pinlac** states that the budget for each committee is for hosting meetings bi-weekly, however, due to spending less this year we can host more meetings. If you want to do weekly that is fine, since committee members only get paid if you are hosting a meeting due to their stipends. **T. Tutakhil** states we can try to host our meetings bi-weekly in order to give everyone enough time to do their schoolwork. **A. Caringal-Holmes** states I also agree with having bi-weekly meetings. **A. Barragan** states I also agree but I was wondering if we are able to move the time to happen earlier. **T. Tutakhil** ask what would happen if we would need to conduct a special meeting? Will the process just be to send the agenda twenty-four hour before or the usual seventy-two hours before the meeting? **E. Pinlac** states with most meetings you will need to send out the agenda seventy-two hours before a meeting unless it is a real emergency. For instance, when COVID hit, we had a meeting within twenty-four hours in order to have our employees work from home. There is not extra benefit to hosting a special meeting, it might just be the meeting happened outside of your normal meeting hours. **B. Golez** states that we will be having bi-weekly meetings and I will be sending out another google form to see what time works best with everyone. Make sure to select all the times you are available for in order to try to find a time that works for everyone. Next, what is everyone's preferred way of communication? **A. Caringal-Holmes** states GroupMe and slack helps keep everything



organize but I agree with any option. **A. Riaz** states I agree for anything too. **T. Tutakhil** states I agree with GroupMe or iMessage due to not knowing how to use slack. **A. Barragan** states I agree with any option. **B. Golez** states I will be creating a GroupMe for this committee. In our next meeting, if you want to have a discussion for any item, write it down in this homework slot and I will make sure to include it in our next agenda. Your only homework this week is to complete the google form and think of one achievable goal and how you can complete that goal. **A. Riaz** states I feel that I have some bias against some policies. I also would like to know where I can find our current policies. **E. Pinlac** states for the ASI policies you can go to the ASI website, click student government, and click on policies. **B. Golez** states we do not have the power internally to change East Bays policies, but we do have the power externally with the help of the students.

47:22

VIII. SPECIAL REPORTS:

No special reports.

47:30

IX. ROUND TABLE REMARKS

E. Pinlac states good job B. Golez for pulling through all the glitches. Thank you everyone for being here today, one thing we might be working on is the bylaws, we have been working on this since last semester.

A. Caringal-Holmes states I want to give B. Golez a shoutout for all the hard work she has been doing. I felt really nervous to attend our first meeting. I also wanted to let you all know that I am the Vice-President of the UP club, which is an entrepreneurship social club. We are trying to get more members for our club due to me leaving, let me know if you want to promote the club.

Motion to extend the meeting by five minutes by **T. Tutakhil**, second by **A. Caringal-Holmes**, motion **CARRIED**.

T. Tutakhil states shoutout to B. Golez for hosting her first meeting, despite all the glitches.

B. Golez states I appreciate all the kind words from all of you. I am really excited what this committee can do for this semester. I know some of us are graduating so do not be scared to put your ideas forward.

49:19

X. ADJOURNMENT at **4:01 PM**



Minutes approved by:
Vice President of Communications & Chair
Name: Brittney Golez

Brittney Golez
Brittney Golez (Mar 2, 2021 11:50 PST)

Minutes approved on:
2-26-2021
Date:








Internal Affairs Committee Minutes of February 5, 2021

Final Audit Report

2021-03-02

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