

**Internal Affairs Committee Minutes of February 26, 2021**

- I. CALL TO ORDER at **3:07 PM**
  - II. ROLL CALL  
**Present:** Brittney Golez, Alexis Caringal-Holmes, Aa'ishah Riaz, Erik Pinlac.  
**Late:** Tameem Tutakhil.  
**Absent:** Kabir Dhillon, Zaira Perez, Euridice Pamela Sanchez, Arazeli Barragan.
  - III. ACTION ITEM - **Approval of the Agenda**  
**Motion** to approve the agenda of February 26, 2021 by **A. Caringal-Holmes**, second by **A. Riaz**, motion **CARRIED**.
  - IV. ACTION ITEM - **Approval of the Minutes of February 5, 2021**  
**Motion** to approve the minutes of February 5, 2021 by **A. Caringal-Holmes**, second by **A. Riaz**, 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.
- 4:05**
- VII. NEW BUSINESS ITEMS:
    - A. **INFORMATION ITEM - [Newsletter Policy](#)**  
The Internal Affairs Committee will be informed on the Newsletter Policy.
    - B. **Golez** states I brought this item to our committee due to reaching out to all the board and senate. I asked if they are working on any policies or resolutions that they are working on and send it to us. In order for us to look over it and make sure the policy and language is correct. This is a policy that I wrote, and I want us to go over this policy in order for us to have some practice. In our last meeting, we discussed about reviewing policies and how to move forward

with them. One of the ways the board can make an action is through a resolution or a policy. When I created this policy, I had in mind for it being specifically for the newsletter. The newsletter would state a purpose, which will outline the process and procedures for creating and distrusting an ASI newsletter. I laid out a general policy that list what is the newsletters, what the content can discuss, publication and promotion. It also states who are the people who will preapprove the resolution. While, listing the responsibilities and collaboration, in which my position as vice president of communication will be in charge of the newsletter. However, I can also collaborate with people in order to come up with the best ideas. Next year, when the next person takes my position, they can have this document to refer to when working on the newsletter. The vice president of communication has the power to reach out to all East Bay students, which can be scary. I would appreciate if everyone can ready over the policy and suggest any edits. Later on, we might receive more policies and resolutions in which we can put our opinions. **E. Pinlac** states I know the bylaws state to do a newsletter, however, it leaves it open for interpretation. By creating a policy, you allow for there to be structure in the newsletter. I would suggest incorporating this policy to be passed in the executive committee meeting in order for more people to take a look at the policy. **A. Riaz** ask how often are we going to post the newsletter? **B. Golez** states in the past we have said that it should be posted every month. However, I am thinking biweekly or every month. We can all come together to discuss about events happening throughout campus and within ASI in order to post these events. **E. Pinlac** states that by creating a newsletter template it will make the process much faster. I can share my screen in order to show the template that I worked on in 2014. We had people work on different sections, which allowed for us to work on it during the same time. I would not recommend sending out the newsletter more than once a month due to how much time goes into putting the newsletter. **B. Golez** states I am writing down notes in the document that I have shared with you all. For example, I have post newsletter once a month and create a template. **T. Tutakhil** ask how general we are going to be, for instance, are we just writing about what goes on in ASI or on campus. **B. Golez** states it is up to us to decide what we want to write. I have listed that we should discuss ASI concerns, initiatives, programs, services, events and would add CSU East Bay events. I have been in journalism before and we can discuss issues that are going around on campus. However, ASI cannot take a political stance on issues. If someone has a topic that they would like to write, they can present it during our internal affairs committee meetings. **T. Tutakhil** states in my previous community college, the ASI leaders before us, incorporated many pages that students were not interested in. We need a general newsletter and have to examine what we post. Are we also going to include general information about campus or information that students need to know about? **E. Pinlac** states I am not sure if we are going to be a replacement to the Pioneer newsletter. I was looking at the old newsletters and most of



them provided an update on what is happening. I know last year we did work on figuring out how to best distribute the newsletter due to not having BaySync. We should report on what we are doing in ASI or within our campus. **A. Caringal-Holmes** states we can also make a post about brand new clubs on campus due to it being difficult to recruit new members. Many of these clubs cannot be recognized as a club due to not having five officers. We can also include what is going on in campus for instance, discussing the creating of the Black Student Center and Latinx Student Center. I know this is a topic that we can spread the word about and encourage for different centers to be opened up. Additionally, we can have a student section in order for students to voice their concerns and we can have a designated person for each section. **B. Golez** states we also have to make a schedule for when we come together, whether it will be during our meeting times or outside of it. How do we feel about assigning certain pieces that we are interested in or what we are creating before pre-approving it? We can also work on these items together in order for it not to feel like another class. I will insert all of these notes into the policy, feel free to edit anything you view fit. Next, we will be looking at another policy that we might have that came from me. The future policies might come from other board member, as well as other resolutions. We will include these forms into our meetings and see where we can advise suggestions. I will also be giving you enough time to review it before our meeting that way you already have your notes to present.

23:38

**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 this is the same document that we introduced in our last meeting. I wanted to do a quick refresher over it. We will go over the homework that was assigned last week and see how we can collaborate. Last week, we discussed the committee codes and what we do in this committee. We also review ad hoc committee and reviews past and present policies. We also work with E. Pinlac, which is why he is here. Everyone has done an amazing job with Roberts Rules of Order. There is a cheat sheet if you ever need it. Thank you everyone for using the raising hand option. We also discussed some of our personal goals for this committee and we will be going over this. At the moment, we have some policy and resolution ideas and implementation, the ASI newsletter, and banquet ideas. In our last meeting, the homework assignment was to put your availability in the google form. A. Barragan could not make it today due to her having an event at the same time as our meeting. However, she did state that she can make it to our future meetings. Is this time from 4:00 PM to 5:00 PM works for everyone? If this availability does not work for you in the future anymore, I can always send out another



google form to see what time works best for everyone. We also discussed what legacy you would like to leave behind, now we need to see how we can make these achievable goals for out committee. **A. Caringal-Holmes** states I want to leave behind being remembered as a peer mentor, and impact someone's life. I hope this semester I am able to help someone before I graduate. **B. Golez** states before I continue does everyone have access to this document, if not I will place it in the chat. **T. Tutakhil** ask if we are filling out the document or are, we saying what we would like to accomplish? **B. Golez** states we can do both. I do feel bad when I am typing these answers, since I do not want anyone to fill that I am not listening. **A. Riaz** states that for my major I work with different groups of people. I want to work in the academic senate in order to work as a team to help the student body. **B. Golez** states I have added E. Pinlac to the document. E. Pinlac do you have any goals for this committee? **E. Pinlac** states my goal is to pass this policy in order for the next vice president of communications can start their position right away. I do want to start our newsletter, despite being halfway through the semester. This will allow for students to know what we are doing and, in a sense, create a time capsule.

**A. Caringal-Holmes** states that E. Pinlac could have not said it better of thinking of it as a time capsule. **B. Golez** states I know that my position is in charge of creating the newsletter and in a way, I have been scared to use this big platform, since it is very time consuming. I did not want to scare anyone away when stating that we will be taking on this task. We are a powerhouse that can work together in order to get the newsletter up and running. Once we create the template, we can share which topics we would like to discuss. If there is something that interest you and you want to share with students, this is the platform to do so. **T. Tutakhil** states I want to leave behind a legacy due to being 27 years old and being President, Vice President in community college. Coming to East Bay I imagined myself not being part of ASI. However, I knew I was not done due to feeling the need to help pave the road for those that come after us. Even if people do not remember who we are, we still were able to pave the way for the next group and make things easier for them. Knowing that you are part of student government, you also feel that you are the voice for the voiceless. At the end of the day, we are a public servant to these students. As ASI, we should always be there to help those students in need for any support. For instance, earlier we mentioned the resource centers, I believe that if we did not have ASI help we would not have a resource center. **B. Golez** states this idea makes sense due to someone realizing that we need a resource center, then it became a resolution and dialogue, and finally we are at this moment that it is going to get done. From what I hear, we all have these great ideas and now we have to turn it into something that becomes an action. People might see that three years ago, these students accomplished making something happen. Leaving a legacy behind wraps it up. Next years vice president of communication, will be able to see the working document that we are trying to finish this semester. Once you have a solid



idea, we can bring it as an action item to these meeting and see if we can turn it into a resolution or policy. I am now going to circle back with our spring semester goals. Under task we are going to have our deadlines. Our next meeting will be in two weeks, in which we will have the template and assigning roles. **T. Tutakhil** ask if we are going to be working on specific policies that have not been written besides the newsletter policy? **B. Golez** states yes, I reached out to the board on Monday and asked to send over their resolutions and policies if they want a second opinion. I will also send an email to the senate to ask as well. I will make them as items on our agendas and give everyone a heads up in order to have enough time to leave comments. I do want to remind everyone that you can create your own policies and recommend them to the board of directors. **T. Tutakhil** states he has one question regarding finance. We were talking about the ideas that we can bring to the table for finance. At some schools, when a club is recognized, they receive some money. I found out that East Bay does not provide clubs with money besides going to ASI. I was trying to figure out if we could create an allocation system so that when a club gets recognized, ASI would give them some money depending on what the policy says. Is that a policy that would need to come here first or through the finance committee? **E. Pinlac** states to start that in the finance committee. That would be considered seed funding. I think you are suggesting to change the mechanism, which could work. Instead of applying to receive money, when a club is recognized, the money would be transferred over. Other schools do it differently, but we fund by event. **T. Tutakhil** states at CSUSF, when a club is recognized, they would receive \$500.00 for that semester. For the following semester, they would get another \$500.00. **E. Pinlac** states that is how other ASIs do it. It would change the club funding and seed funding policies. When you mention it in finance, do not forget to mention those policies because they are linked together. **T. Tutakhil** asks if E. Pinlac recommends for him to do research or should he leave it. E. Pinlac asks how the finance committee feels about the idea. **T. Tutakhil** states Omer Shakoor thinks it is a great idea and that I should look into it. **E. Pinlac** states that it should be brought up to the finance committee. Most campuses have it under club funding or CAB. The CAB board would distribute the money out. This is something that I have been looking at and I am for it. **B. Golez** states it should be an item on the agenda for the finance committee. You can make edits to the document and the finance committee can add their suggestions. The edits will come to us and then to the board of directors. **T. Tutakhil** states he can make the edits and use an old policy he created at his old community college. **B. Golez** states she wants to ensure that the resolutions of past members are put to action. I was wondering if you all would be interested in assigning resolutions to look over. **T. Tutakhil** states the Toiletries initiative was difficult to figure out who will implement it. Some of the resolutions do not specify who is supposed to implement the resolutions. Is it the job of an administrator or student? **B. Golez** states if you look at the Toiletries initiative, it mentions who



they had to reach out to for the toiletries to be collected. The interesting thing about that is was last year and the Director of Wellness last year worked on it, but the Director of Wellness this year is not aware of it. That is where must contact the current Director of Wellness should be included. The resolutions should be organized and compiled into a contact list for people to be aware of what is going on and what needs to happen. **E. Pinlac** states not much action is needed for some of the resolutions. There is not much that we can do on the Josh Peckham Honorary Membership and Operating Agreement. For the Toiletries initiative, most of the items are in place, but were stopped due to COVID. There a couple of boxes of toiletries in the office.

**B. Golez** states she can assign resolutions and can distribute them evenly. We can check in later in the semester. Next week, I will be doing the newsletter policy. I am going to create some templates and by the next meeting, we can discuss what we would like on the next newsletter. Keep a look out for what the next meeting will look like. The homework is to figure out how you will be remembered as a peer mentor and what specifically will you leave behind. I will send the templates to you all and we will discuss the newsletter during the next meeting. If you think of anything else, I will be sending out an agenda calling and you can email me.

53:33

VIII. SPECIAL REPORTS:  
No special reports.

IX. ROUND TABLE REMARKS

**E. Pinlac** states if you are into trivia, ASI presents is having a trivia night with Marcus Monroe and there are prizes. Check out the ASI website and it is on the calendar.

**A. Caringal-Holmes** states she works with the Smith center and right now, they are doing a Start It Up series. We are helping students who want to have their own business or start up company. If any of you are interested in joining and spreading the word about it, let me know. They consist of workshops that will help students pitch their ideas to judges. They can receive \$10,000.00 that will go towards their business.

**B. Golez** states people should drop their events in the GroupMe. Thank you all for being patient with me and I appreciate the support. This committee will not be a lot of work. You all are on fire with the ideas. We will continue to check in with our goals and expectations of the week. When you come up with new ideas, it will be through email.



X. ADJOURNMENT at **4:59 PM**

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

*Brittney Golez*  
Brittney Golez (Apr 14, 2021 11:59 PDT)

Minutes approved on:  
**03-19-2021**  
Date: