

ASSOCIATED
STUDENTS
INC, SFSU

BOARD OF DIRECTORS

Posted Date: _____
Poster Time: _____
Signature: _____

**Associated Students Inc.
San Francisco State University
Internal Affairs Committee
Minutes
March 6th 2013**

Chair, Nazia Chandiwalla, has called a Special Meeting of the Internal Affairs Committee on Wednesday, March 6th 2013 at 12:10 pm in T-153 of the Cesar Chavez Student Center.

I Call to order

Call the meeting to order at 12:19

II Roll Call

VP of Internal Affairs (present)
Hhs rep (present)
Liberal and creative arts rep (present)
Education rep (present)
Rep at large (present)
Junior Rep (unexcused absent)
Mr. Koo (present)
Ms. Ali (present)

III Approval of Agenda

Under new business item b. will now be classification update (*The internal affairs committee will discuss and update about the classification*).

Under new business item a. please include after EROS "QRC" for report

**Motion to approve the newly amended agenda as changed
Moved by rep at large abel, Seconded by hhs rep
Motion has passed.**

IV Approval of Minutes

**Motion to approve the minutes from February 13, 2013 and February 20, 2013
Moved by Rep at large abel, Seconded by hhs rep
Motion has passed.**

V Announcements (2 minutes each). Please submit literature to Chair when meeting begins.

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Chair Nazia has stated she received all the programs events and will be emailing electronically a calendar for the committee and the board of directors.

- VI **Public Comment** (2 minutes each). Must pertain to jurisdiction of Board.
Please observe proper decorum. The board is not required to respond.

No public comment.

- VII **Closed Session Pursuant to Education Code 89307 of the California Code for the purpose of to consider the appointment, employment, and evaluation of performance, discipline, or dismissal of an employee.**

No closed session.

VIII **Old Business**

- A. *Office Supplies (The committee will be updated on the progress of the office supplies for the Board of Directors office).*

Chair Nazia stated that 4 folding chairs are now in the office. The calendar has come in for the office and is in the process of being put up. The computers for the office will be tentatively put in the office during spring break while no one is in the office. Business Manager, Alejandro has stated that the boards in front of the ASI Business office, the same area where the agendas are posted, can be used as a posting board for the internship and or programs to promote events and fliers so that we do not have to buy a new board for the front of the ASI executive office.

IX **New Business**

- A. *Program Updates (The committee will update each other on their assigned programs and current events).*

- Early Childhood Education Center

No update. Education rep and Chair plan on scheduling a visit to the ECEC center. An update on the progress will be given next meeting.

- Education & Referral Organization for Sexuality

Queer Crossroads event just happened for the Queer Resource Center. They talked about race, gender, and privilege. They have a workshop dealing with consent as well in collaboration with the Legal Resource Center next Thursday, March 14th.

- Legal Resource Center

3 events planned for the semester. Currently have volunteers to help out and interns as well. Legal resource center provides classes for students at SF State for 3 units also. The events they have left over is March 14th "It's a Consensual Thing" in Rosa Parks A-C from 1pm-3pm. Another one is on March 19 "The right to remain silent part 2" in Rosa parks E from 2-4. The last event they have is on May 16th "Legal Resource Center All things law expo" in Rosa Parks A-C from 12-4.

- Project Connect

Today they are having their outreach event in Jack Adams with elementary school students. More events are planned for the month of March but HHS rep will receive them from the office assistant soon.

- Project Rebound

March 18th the Project Rebound will be speaking at Dr. Ming's class. They are also collaborating with the Legal Resource Center in their "Know your Rights" event. The project rebound also just received a grant from Columbus University. It may not seem as if they have many events but they do hold some off campus events to reach out to more individuals.

- Women's Center

The 2nd annual Breaking Boundaries: Women's Conference for the women's center is happening this Saturday, March 9th from 10am – 6pm. Breakfast will be served at 9am. They will be providing workshops, food, and guest speakers. They do not need any extra volunteers to work the stations. Students are free to attend parts of the conference or the entire thing. They will be holding a reception afterwards to thank those who helped and came.

- Programs & Services

Programs and services currently holds Farmers market every Thursday. But there main focus is the music festival April 30th - May 1st. May 1st is the spring arts and crafts festival. Programs and services are mainly focusing on these events. There is a possible burlesque show and another casino night but no dates are confirmed yet.

B. Classification Update (*The Internal affairs committee will discuss and be updated about the classification*).

Mr. Koo stated there is an entire full time staff (23) in the organization. Ms. Ali has analyzed all the positions and Mr. Koo has stated they are ready to be reviewed them. There is no action to be taken it is just going to be informational. Ms. Ali and Mr. Koo met last week and met to discuss the revising of the classification. The document was last edited in 2006 so it was updated to be current. In 2006 they got help and created a template for a classification. The classification should be similar to the university. Since 2006 a lot has changed and we need to revamp it. Ms. Ali has updated and created the proposal itself. Ms. Ali researched other classifications and reviewed job descriptions with what they do. Ms. Ali stated that this classification should have been done before finalizing positions and raises. Each position has a range because there is different levels of them not just the classification range. Ms. Ali received information from the university to assist in this proposal. The red in the documents are the new revised range that is now in our records. Mr. Koo stated that there are people out of range from their classification and some that are in range with the classification.

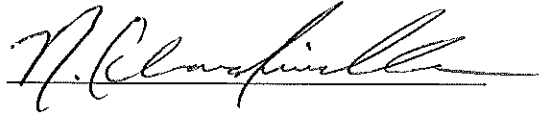
X. Adjournment

Meeting adjourned at 1:32pm

Moved by hhs rep, Seconded by rep at large abel

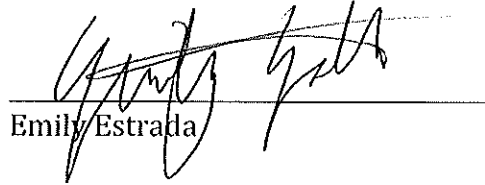
Motion has passed.

Approved By Nazia Chandiwalla



A handwritten signature in black ink, appearing to read 'N. Chandiwalla', written over a horizontal line.

Respectfully submitted by:



A handwritten signature in black ink, appearing to read 'Emily Estrada', written over a horizontal line.

Emily Estrada