ISAB meeting, Nov 5, 2014

Tamara: three groups meeting 20 – 30 minutes to talk about specific questions about their groups

* Employment relations
* Outreach and visibility
* Proposal

**Group** **1**: employment relations (Ming, Julian, Ambrose, Clemente, and Jaime)

* Problems for finding jobs
	+ Job info sessions not explicit
	+ Internship during the school year limited to on campus jobs, most of them are work study
		- Maybe subsidy for work study for international students?
		- Tamara: now about 50% on campus jobs are work study
* Suggestions
	+ Job info sessions being explicit about their foreign students hiring policy
	+ Clemente: top 10 jobs in different industries
	+ Meeting with career advancement office
		- One personnel specifically for international students, or some tech support
		- Meeting with career advancement office
		- Tamara: invite career advancement officer to our meeting, or help the sub-group delegates to arrange a meeting with career advancement officers. Ambrose agrees.
		- Tamara: university websites have limitations as to functions. Consult tech people before proposing. Try to build long term relation with different entities.
		- Julian: OIA arranging the meeting very helpful.
	+ Workshop by CCC
		- Advice for using the website
		- Students’ input for their website
	+ Email lists
		- For different geographical regions
			* Europe
			* APEC
			* Latin America
			* Etc.
* Next steps
	+ Tamara: bring about a meeting with career advancement office
		- Maybe a survey
	+ Create email lists
	+ Organize the workshop with CCC

**Group** **2:** outreach

* Treats and food at Reynolds Club to raise awareness
* Flyers to introduce ISAB
* Do something before the 10th week.
* Do something every quarter.
* Logistical questions about treats and flyers
	+ How do we get Reynolds Club tables? Tamara: can connect to right person.
	+ How do we get funds for the treats event? Tamara: don’t have a formal process yet.
		- Tamara: send the budget to Jen soon.
		- Tamara: review the funding process for this event later.
	+ Champ: one hour table?
* Maybe a culminating event in the Spring quarter
* Next step
	+ Have an event this quarter before the 10th week
	+ Figure out the logistics of the event.

**Group 3**: fund proposal

* Online page: every funded project, and their proposals
	+ Tamara: hired a tech personnel, and hiring a student to work with this personnel.
* Marketing the fund
	+ Short flyer
* Name of the fund?
	+ Maybe call it a grant?
	+ No consensus to the name yet
	+ Tamara: a name with “Grant” could help students’ resumes (who get the grant)
	+ Tamara: names will be unified
* Collaboration with the Visibility Group
	+ Tell leaders of RSOs about this fund
* Submit the proposals online?
	+ Tamara: should be able to do that.
	+ Tamara: once proposal submitted, should a sub-group review the proposal first? The rationale is that if the proposal needs revision, not all the group will be reviewing the “bad” proposal.
	+ Tamara: page limits?
* Lena: time frame could be a problem if the proposal needs revision
* Tamara: 5 student employees now, one on undocumented students, 4 working on programs
	+ Tamara: maybe having one student employee working on reviewing proposals before they get to ISAB?

**Conclusion about the three groups**

* Tamara: write down what we need from OIA.

**Tamara: people to talk to**

* Office of global engagement
	+ 6 or 7 people working in this office
	+ Many of their employees maybe about half a year here
	+ Huge resource for us, also we could offer them much support in terms of getting to know international students, and different bodies of the university.
* **Ellen:** I could give a talk on health insurance, serving on the Students Health Insurance Board
	+ Tamara: Jen will talk to her as to when is good time to give a talk about health insurance and what to talk to
	+ Talk to her if you want to know more about health insurance
	+ Tamara: maybe find a way to put crucial info together on OIA
* Champ: no barrier campaign
	+ Tamara: more info to come on the website, will ask Jen to send out the info

**More issues**

* Tamara: send bios to Jen
* ISAB now off the main menu on the OIA website
* Bring a tech person to a future meeting
* Ambrose: why posting the minutes online? Why posting the funding proposal? Too transparent
	+ Tamara: a board has conversations that should be private, and some should be public.
* Tamara: are you sleeping? Are you eating? Go and pat moto in Rockefeller Chapel. Do some workout.