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.