1. Members: Vemparala, Manoj Kumar; Gonzalez, Anais; Tohme, Rachel A; Thompson, Cynthia; Mohammed Shoeb Ali, -; Shankhapal, Shashank Suresh; Woodman, Alicia G; Armstrong, Taylor; Mulvey, Aaron J; Ahmad, Samia M; Vincent, Dane Aaron; Gonzalez, Anais; Newton, William C; Hollins, Jamaal E

2. Committee Description: The Administrative Affairs Committee seeks to establish a concrete purpose in assisting the student body in affairs of parking, building maintenance, construction, and any other necessary units to ensure the efficient and effective daily operations of the University of Illinois at Springfield.

3. Meeting Minutes:
   a. Adoption of Resolution
      i. Committee drafted a resolution for submission to Student Government Association as a whole.
         1. WHEREAS, the University of Illinois Springfield (UIS) Student Government Association (SGA) is vested with the authority to recommend policies to benefit all members of the student body and serve as the official student voice;
         2. WHEREAS, Resolution 5 of the 2013-2014 Annual Year, otherwise known as the Consolidation and Reorganization of Student Government Association Committee Structure modified Article VII to remove committees which function in redundancy;
         3. WHEREAS, Resolution 8 of the 2013-2014 Annual Year, otherwise known as the Consolidation and Creation of Student Government Association Committees established the Student Affairs, Academic Affairs, and Administrative Affairs Committees under Article III in the Student Government Association bylaws;
         4. WHEREAS, the Internal Vice-President of the Student Government Association has charged each committee chair with the task of drafting the function of each committee and submitting it to the SGA-At Large for approval.
5. THEREFORE, BE IT RESOLVED that the Administrative Affairs Committee seeks to establish a concrete purpose in assisting the student body in affairs of parking, building maintenance, construction, and any other necessary units to ensure the efficient and effective daily operations of the University of Illinois at Springfield.

6. THEREFORE, BE IT FURTHER RESOLVED, that the University of Illinois Springfield (UIS) Student Government Association (SGA) bylaws, (Article III, Section 12) reflect:
   a. Clause A: The Committee on Administrative Affairs shall be responsible for serving as a committee for the Student Government Association. This committee will conduct discussion and make recommendations on behalf of the student body in affairs of parking, building maintenance, construction, and any other necessary units to ensure the efficient and effective daily operations of the University of Illinois at Springfield.
   b. Clause B: Membership to the committee will be open to the student body during a two-week application process. Committee members are then left to the discretion of the Administrative Affairs Committee chair and SGA President.
   c. Clause C: At the end of the AY 2013 – 2014 school year, the committee will be reevaluated as to its role in campus affairs and consider redrafting bylaws.

7. BE IT FINALLY RESOLVED, this resolution is forwarded to the University of Illinois Springfield (UIS) Student Government Association (SGA) for consideration of this proposal and, if passed, effective immediately.

b. 99 Problems Concerns
   i. Parking for LRH/FRH
      1. Will Newton will meet with Theresa on Wednesday to refer concern from LRH student that parking from residence hall is difficult. Students are unable to park in the first two rows of housing parking.
         a. One thing that Parking is doing is installing signs, present set-up has proven to be confusing to first-year students.
         b. This is a good compromise
      2. By sophomore, junior year students will live in apartments.
3. PLAN OF ACTION: Quote will be sent to Will Newton, who will follow-up.

ii. In East Campus Housing, the vending machines are only available in Bluebell. This prevents students in Larkspur from late-night snacking access.
   1. PLAN OF ACTION: Communicate with Dave Barrows, should be a simple fix.
   2. All soda machines have been removed from townhomes.
   3. Coffee machine in basement of Brookens was broken, has been fixed (yay).
   4. iCard office will have great knowledge of vending machines, they put swipes on the machines.

iii. There is no Mexican Flag in PAC, even though there is an international student from Mexico.
   1. These flags represent every country that we have had an international student from?
   2. PLAN OF ACTION: Communicate with International Student Services, who would likely contact the Chancellor’s office.
   3. OPTIONAL: Increase information about flags on campus, there may be a hidden plaque somewhere within the building.

iv. Latino Resource Center
   1. Get a Latino Resource Center
   2. Determine which student sent in this concern.
   3. PLAN OF ACTION: Talk to Dr. Ford as to the discrepancy, Diversity Center is in the process of hiring a Latino Director who is ‘parallel’ to the role of LGBTQA Directory.
   4. Why no offering for the African American students? Asian students?

v. “WE NEED A POOL”
   1. PLAN OF ACTION: Talk to student and refer to master plan. And mention to Dave Barrows to say it was addressed.

vi. Installation of H20 Water Bottle Stations
   1. PLAN OF ACTION: Talk to Dave Barrows.

vii. Follow up on food prices, cost is too high
   1. PLAN OF ACTION: Schedule a meeting with Van, the assistant director of auxiliary services; Randy is trying to be open, open the line of communication.
   2. Have a two-hour talk with Food service with all RSOs, a sit-down town hall.
   3. Has Van visited Founder’s Grill after 9pm?
      a. What training is required, besides NESSIE?
b. Students express concerns with poor hygiene, loud music.
   
viii. What will happen to Mary Jane’s?
       1. PLAN OF ACTION: Talk to Dave Barrows
   
c. Closing Remarks
       i. President Aaron Mulvey made a suggestion to if a student’s suggestion is struck down by the administration, pass a resolution. You never know what it might do.

4. Next Meeting Date: Monday, December 9th, 2013 in PAC Classroom 31 at 9pm