



## Rules and Policies Committee Minutes

2015-2016:11 Friday, May 13, 2016, 2016, 1:00 – 3:00PM, BSC, 1<sup>st</sup> Floor, Senate Chambers

### I. Preliminaries

- A) Call to Order at 1:14pm
- B) Quorum Check:
  - David Lee, Attorney General, Chair
  - Voting Members:*
    - Joshua Ebner, Senate President Pro-Tempore, Vice Chair **Excused Early 2:54pm**
    - Julian Herrera, President
    - Diana Ascencio, Vice President
    - Brandon Whalen, ENV Senator
    - Greg Kommel, Science Senator **Excused Early 2:35pm**
    - Reeza Demonteverde, Engineering Senator **Excused Early 2:58pm**
  - Advisors:*
    - Cora M. Culla, ASI Executive Director
    - Dr. Susan Ashe, Director of Student Conduct & Integrity
  - Liaison:*
    - Chonlawan Khaothiemsang, Treasurer
- C) Approval of Minutes
  - 1) Minutes from April 29, 2016 were approved as written by David, as chair
- D) Agenda Changes
  - 1) David made the following agenda changes:
    - a) He added the following Discussion Items: D. Change Fund, E. Petty Cash, F. Procurement Cards
    - b) Moved Action Item C. Policy of Activities and Programs Involving Minors to Discussion Item A.
  - 2) Brandon tabled Action Item C. ASI Senate Resolution Guidelines and Procedures
  - 3) Greg moved to approve the agenda as amended, Reeza seconded. Vote, 6:0:0, motion passed.
- E) Introduction of Guests
  - 1) Krista Smith, ASI, Director of Recreation
  - 2) Ginny Templeton, ASI, Operations Manager
  - 3) Carol Lee, ASI, Director of Financial Services
- F) Open Forum
  - 1) There were no speakers

### II. Action Items

- A) Lobby Corps Committee Code
  - 1) David shared the following changes made to the Lobby Corps Committee Code:
    - a) They changed the present participles into simple present
    - b) Under Section IV. Duties of the Student Representatives Section A. Head of Voter Registration subsection ii. they added, *Assist the Chair in any Lobby Corps event*
    - c) Defined the head of outreach position
    - d) Capitalized the lower case Chairs
  - 2) Cora suggested revising Section I. Purpose to say, any relevant action taken by the CSU, Cal Poly Pomona, and CSSA.

- 3) Susan pointed out a typo in Section IV. Duties of the Student Representative subsection B. Head of Local Legislation subcategory iii. replacing *hair* with *Chair*
  - 4) Brandon moved to recommend the Lobby Corps Committee Code to the ASI Senate as amended, Reeza seconded. Vote, 6:0:0, motion passed.
- B) Cash Handling Policy and Procedures
- 1) Carol Lee presented an amendment to the Cash Handling Policy and Procedures that was made as a result of the recent audit.
  - 2) The amendment was made on Page 6. Depositing Funds with the Bank to explain timing of deposits. Deposits will be made either on the same day or next business day. Cash deposits will be scheduled based on Brink's next pick up date.
  - 3) Under Depositing Funds with the Bank the committee struck out *at a minimum* and the section now reads, *Collections made by cash handling stations depositing directly to the bank shall be deposited the same day as they are received or on the following business day. If armored services are utilized, then collections shall be deposited on the next scheduled armored service pickup date.*
  - 4) Reeza moved to recommend the amended Cash Handling Policy and Procedures to the ASI Senate, Brandon seconded. Vote, 6:0:0, motion passed.
- C) ASI Senate Resolution Guidelines and Procedures
- 1) Item was tabled
- D) Protocol for Senate Bills and Senate Resolutions
- 1) David noted a few minor revisions were made to the Protocol for Senate Bills and Senate Resolutions with the exception of an article removal that was redundant. The additional revisions include making document timeless by replacing specific titles with designated employees, making reference to the ASI Senate Bill Guidelines and Procedures and the ASI Senate Resolution Guidelines and Procedures, and grammatical changes.
  - 2) Background was taken out from the document because it was redundant in relation to the purpose.
    - a) The committee discussed not removing the background within the document
    - b) Cora suggested keeping the first two sentences within the background and only removing the last sentence.
      - i. The committee agreed to keep the first two sentences of the background
  - 3) Cora suggested under Format to include a period after Attorney General in the first sentence and enumerate the following components of the sentence.
    - a) The committee made the suggested amendment
  - 4) Susan recommended deleting every instance of *the ASI* within the document and only keeping *ASI*.
  - 5) Brandon moved to recommend the amended Protocol for Senate Bills and Senate Resolutions to the ASI Senate, Greg seconded. Vote, 6:0:0, motion passed.

### III. Discussion Items

- A) Policy of Activities and Programs Involving Minors

- 1) Krista shared the following amendments made to the Policy of Activities and Programs Involving Minors:
  - a) They revised the title to read *POLICY FOR ACTIVITIES, PROGRAMS AND FACILITY USAGE INVOLVING MINORS*
  - b) Under purpose:
    - i. *provide a framework* was struck out
    - ii. Under purpose they added, *As approved by the Executive Director, the ASI Code of Conduct Involving Minor Participants shall further guide employees, interns, and volunteers in their interaction with minors, as well as, organizational processes and procedures.*
  - c) Under Scope:
    - i. *indirect contact* was added
    - ii. *facility usage* was added
    - iii. *uncontrolled public facility access* was added
    - iv. They also included within the document, *The Children's Center employees, interns and volunteers are subject to additional requirements by local and state licensing agencies not covered in the scope of this policy. University departments, affiliates, and off-campus groups utilizing ASI managed facilities for activities, programs and similar functions involving minors shall comply and agree in writing with these policies and the ASI Code of Conduct Involving Minor Participants.*
  - d) Under Background Checks and Training:
    - i. They added *in compliance with the California State University Systemwide Human Resources Code HR 2015-08.*
    - ii. They removed *Parent/guardian consent must be given for a background check in the case of any employee, intern or volunteer under the age of 18. These checks must be completed prior to an employee, intern or volunteer having any contact with minors as part of an activity, program, or facility usage. All volunteers an interns that are strictly supervised by authorized full time ASI staff shall be exempt from the background check. Children's Center employees are exempt from this policy as these employees' background checks are governed by the Department of Social Services Community Care Licensing.*
    - iii. They added *All employees, interns and volunteers shall complete the compliant training as outlined in the ASI Code of Conduct Involving Minor Participants.*
  - e) Under Duty to Report:
    - i. They added *and shall sign a statement of understanding of their legal and ethical duty to report suspected abuse.*
  - f) Under Investigations:
    - i. They added *and shall sign a statement of understanding to this regard.*
  - g) Under Communication with Minors:
    - i. They added *and facility usage*
    - ii. They added *With the exception of business related notifications, all*
    - iii. They struck out *in any form*
    - iv. They struck out *in writing*
  - h) Under Waiver:
    - i. They struck out *At time of registration* and added *When applicable*
    - ii. They added *facility usage*
  - i) Under Photography:

- i. They added *Employees, interns and volunteers are prohibited from accessing, displaying, or possessing inappropriate information or pornography on ASI property equipment.*
  - j) Under Supervision Ratios:
    - i. They removed *Activities and programs with minor participants shall involve two or more authorized employees unless a private one on one interaction is expressly authorized in writing by the ASI Executive Director or designee. Age requirements and*
    - ii. *Instructor* was capitalized
    - iii. They struck out *are*
    - iv. They struck out *unique to each*
    - v. They added *activity*
    - vi. They added *facility usage*
    - vii. They struck out *and will be set based on requirements*
    - viii. They added *and/or*
    - ix. They struck out *other standards*
    - x. They added *the ASI Code of Conduct Involving Minor Participants.*
  - k) Under Conduct of Participants:
    - i. They added *facility usage*
  - l) They added a new section *Conduct of Staff*:
    - i. This section reads *Employees, interns or volunteers shall not endanger, mistreat, or abuse a minor or allow others, including other minors, to endanger, mistreat, or abuse themselves, other participants, employees, interns or volunteers. Employees, interns and volunteers shall be required to sign a statement indicating they have read and agree to comply with this policy and the ASI Code Involving Minor Participants.*
- 2) Cora suggested that under Scope *uncontrolled public facility access* shall be removed from the parentheses and included it as part of the sentence.
  - a) She also added all supporting documents will be looked at through Presidium and Mark Bookman
  - b) Additionally, she wants to ensure employees are not signing duplicates of their job statements.
- 3) The committee discussed including ASI Student Leaders in the document under Purpose.
- 4) Julian moved to suspend Robert's Rules and move Discussion Item A- Policy of Activities and Programs Involving Minors to Action Item E, Brandon seconded. Vote, 6:0:0, motion passed.

*Policy of Activities and Programs Involving Minors as **Action Item E***

- 1) Joshua moved to recommend the amended Policy of Activities and Programs Involving Minors to the ASI Senate, Julian seconded. Vote, 6:0:0, motion passed.
- B) ASI Sustainability Committee Code
- 1) David shared when the Sustainability Committee chair stepped down there was no Vice Chair. Therefore, he added that they seeked help from their legal advisor and he advised that a Vice Chair could be included in the Sustainability Committee Code.

- 2) Cora suggested revising the last sentence under Purpose to read, *The Sustainability Committee shall serve as an advisory body for sustainability related budget augmentation requests through the Green Initiative Fund (TGIF) and from registered Cal Poly Pomona Student Organizations and ASI Student Government.*
  - 3) Cora suggested removing *local community resources* under Purpose due to the fact that this might be stepping beyond the financial boundaries ASI is capable of.
  - 4) The committee suggested revising the last sentence under Purpose to read, *The committee shall collaborate with the university and local community resources to support student organizations in the development and implementation of a range of sustainable projects and events in their efforts to make the campus community more environmentally friendly.*
  - 5) The committee suggested the following wording under Section II. Composition, *One (1) ASI Student Leader elected by the committee shall serve as the Vice Chair*
- C) ASI Senate Bill Guidelines and Procedures
- 1) Joshua briefly explained the amendments made to the ASI Senate Bill Guidelines and Procedures.
- D) Change Fund
- 1) Carol Lee explained that the Change Fund policy supports change making activities.
    - a) Additionally she explained the Policy Statement and the cashier's responsibilities.
- E) Petty Cash
- 1) Carol Lee explained the Policy Statement for petty cash
    - a) She stated that they are funds used for the reimbursement of small dollar business related expenses when payment by cash is the most cost efficient method of payment.
    - b) Additionally she added what they Petty Cash Policy prohibits and what cannot be paid from petty cash.
- F) Procurement Cards
- 1) Carol Lee explained procurement cards are to improve the efficiency, flexibility and convenience related to the purchase, and payment for goods and approved services.
    - a) She also noted all the responsibilities that go along with procurement cards.

#### **IV. Information Item**

- A) No information items

#### **V. Adjournment**

- A) Next Rules and Policies Committee Meeting: Friday, June 3, 2016 at 1:00-3:00pm, BSC, 1<sup>st</sup> Floor, Senate Chambers
- B) Meeting was adjourned at 3:00pm