



ASI Senate Meeting

Minutes

2015- 2016:17 Thursday, April 7, 2016, 3:00PM –5:00 PM, BSC, 2nd Floor, England Evans

I. PRELIMINARIES

A. Call to Order

1. Chair Diana Ascencio called Senate 2015-2016:17 to order at 3:02pm

B. Quorum Check

1. Voting Members:

Diana Ascencio, Vice President, Chair
Julian Herrera, President
Bryce von Helms, Agriculture Senator
Tammy Fong, Business Senator
Michael Sandoval, CEIS Senator
Joshua Ebner, CLASS Senator
Leslie Simoni, CCHM Senator
Brandon Whalen, ENV Senator
Reeza Demonteverde, Engineering
Greg Kommel, Science Senator – **Unexcused Tardy**
Karen Romero, Senator-At-Large (MCC)
Bianca Pescina, Senator-At-Large (SIC) – **Unexcused Tardy**
Aden Tessman, Senator-At-Large (Greek)
Kaitlyn Armbruster, Senator-At-Large (IHC)

2. Advisors:

Dr. Byron Howlett Jr., Advisor – **Sub: Dr. Susan Ashe**
Cora M. Culla, Executive Director – **Excused Tardy**

3. Non-voting Liaisons:

David Lee, Attorney General
Chonlawan Khaothiemsang, Treasurer
Dr. James Swartz, Academic Senate Rep. – **Excused Absent**
Staff Council Rep.
Andrea DeCoudres, Alumni Association Rep. – **Excused Absent**
Bronco Athletics Association Rep.

C. Approval of Minutes

1. The senate meeting minutes from the March 3, 2016 and March 10, 2016 meetings were approved by the chair as written

D. Agenda Changes

1. The chair approved the agenda as written

E. Financial Status – Given by Chonlawan Khaothiemsang (attachments)

1. ASI Total Revenue \$ 11,579,340.00

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2. ASI Total Expenses	\$ 5,131,380.00
3. Total Investments	\$ 13,203,488.00
ASI-Local Agency Investment Fund	\$ 4,428,823.00
BSC-Local Agency Investment Fund	\$ 8,774,665.00
4. ASI – NP & A Account Balance	\$ 125,884.00
5. The Green Initiative Fund (TGIF)	\$ 97,500.00
6. ASI Prior Year's I Reserves	\$ 226,758.00
7. ASI Prior Year's II Reserves	\$ 196,395.00
8. ASI Prior Year's III Reserves	\$ 381,402.00
9. BSC On-Campus Reserves	\$ 2,107,655.00

F. Introduction of Guests

- | | |
|--------------------|----------------------|
| 1. Michael Lock | 9. Ivonne Cabezas |
| 2. Kevin Fong | 10. Marion Haberkorn |
| 3. Grace Lee | 11. Barny Peake |
| 4. Cathee Hill | 12. Krista Smith |
| 5. Cathy Neale | 13. Theary Monh |
| 6. Elliott Popel | 14. Danielle Sanders |
| 7. Carol Lee | 15. Dennis Miller |
| 8. Celeste Salinas | |

G. Reports – Posted on the SAN – Not given verbally

1. ASI Executive Director – Cora M. Culla *(attachment)
 - a. BRIC Awards
 - b. Financial Services Updates
 - c. Centaurus Construction Update
 - d. Campus Recreation Updates
2. ASI Advisor – Dr. Byron Howlett Jr. – no report
3. Academic Senate Rep. – Dr. James Swartz – no report
4. Staff Council Rep. – no report
5. Alumni Rep. – Andrea DeCoudres – no report
6. Athletics Rep. – no report
7. Senator Pro Tempore – Joshua Ebner *(attachment)
 - a. Facilities and Operations Committee Meeting
 - b. Facilities and Operations Committee Observations
 - c. Meeting with Academic Senate Chair, Dr. Sep Eskandari
8. Attorney General – David Lee *(attachment)
 - a. Rules and Policies
 - b. CHESS XXI Conference
 - c. Council By-laws
9. Treasurer – Chonlawan Khaothiemsang – no report
10. President – Julian Herrera – no report
11. Vice President – Diana Ascencio *(attachment)
 - a. CSSA-SJEC
 - b. Undocumented Students Work
 - c. Committee Meetings
 - d. Financial Services

- e. Senate Meetings
- f. Council Outreaching
- g. Club/Organization Outreaching

12. Senate Reports

- a. Aden Tessman, Senator-at-Large, Greek *(attachment)
 - i. Recruitment Week
 - ii. Greek Week 2016
- b. Bianca Pescina, Senator-at-Large, SIC *(attachment)
 - i. Preparations for the Crowning of the Bronco Court
 - ii. Meeting
- c. Brandon Whalen, ENV Senator *(attachment)
 - i. ENV Council
 - ii. Projects
 - iii. Committees
- d. Greg Kommel, Science Senator *(attachment)
 - i. Science Council First Meeting of the Quarter
 - ii. Science Council Banquet
- e. Joshua Ebner, CLASS Senator *(attachment)
 - i. Council Meeting
 - ii. Upcoming Events
- f. Kaitlyn Armbruster, Senator-at-Large, Inter-Hall Council *(attachment)
 - i. Elections
- g. Karen Romero, Senator-at-Large, MCC *(attachment)
 - i. MCC General Meetings
- h. Leslie Simoni, CCHM Senator *(attachment)
 - i. HMC Meetings
 - ii. Upcoming BEAT Events
 - iii. Fundraiser for Stanley Hurr
 - iv. Spring Carnival
- i. Michael Sandoval, CEIS Senator *(attachment)
 - i. Council Updates
 - ii. Open Forum
 - iii. Club Updates
- j. Tammy Fong, Business Senator *(attachment)
 - i. CBARN
 - ii. Career Fair
 - iii. Pomona Beautification Day
 - iv. Search for a New Dean
 - v. Pi Sigma Epsilon Rush
 - vi. Bronco Start-up Challenge

H. Open Forum

1. Cora M. Culla – shared that at the NIRSA conference the BRIC received a national award, as one of thirteen, for outstanding sports facility. She noted that all of the ASI staff that were in attendance in Florida were very proud.
2. Diana Ascencio – stated that there was one last Info Session for Elections, so be sure to remind your councils so that there will be a person in your seat next year.

II. ACTION ITEMS

A. Confirmation of Appointed Position

1. Alfredo Munoz, Secretary of Programs and Services Appointee

- a. Julian explained that the prior secretary had to step down from office for personal reasons and he spoke on Alfredo's behalf as his replacement appointee for this position
- b. Brandon made a motion to confirm Alfredo Munoz as the Secretary of Programs and Services, seconded by Joshua
- c. There was no discussion
- d. Diana called the vote: 13/0/0, motion passed

B. Recommendation from the Rules and Policies Committee

1. Non-substantive Revisions to ASI By-Laws

- a. David reviewed the history of the revisions to this document and emphasized that they were non-substantive and maintained the spirit of the original document
- b. Aden made a motion to approve the non-substantive revisions to the ASI By-Laws, seconded by Tammy
- c. Cora stated that she wanted to compliment David and the committee for being proactive in making sure that ASI was positioned to be ready for the semester calendar conversion
- d. Diana called the vote: 13/0/0, motion passed

C. Recommendation from the Finance Committee (attachment)

1. ASI Sustainability Committee \$4,549 TGIF

- a. Elliott Popel, ASI Secretary of Sustainability, and Theory Monh, Sustainability officer for the California State Student Association (CSSA), introduced themselves and Theory stated that this event was a joint collaboration between the ASI Sustainability Committee and CSSA
- b. Elliott explained that they were also awarded the opportunity to partner with the National Campus Leadership Council (NCLC) to hold the National Campus Leadership Council Climate Summit which meant they would be providing the venue for students to come together and discuss best practices, identify new solutions and generate greater expertise among the students that attend the summit
- c. Theory gave details about being chosen to host the conference which would be held at Cal Poly Pomona on Friday, April 22nd and Claremont McKenna College would co-host on Saturday, April 23rd. He noted that CPP's theme would be sustainable communities of California higher education and he gave examples of the agenda of workshops and roundtable discussions on university sustainable problems that would be addressed.
- d. Elliott explained that Chico State had held a conference that highlighted what they had been doing in sustainability and this would give CPP a chance to showcase what they had been doing to combat climate change
- e. Elliott and Theory both gave additional details regarding the attendees, panels and the venue which was Agriscapes at the CPP Farmstore

- f. Theary reviewed the expenses which totaled \$5,049.01 and asked that an amendment for the total request be considered to cover an increase for line 7 from \$69.99 to \$100.00 to cover a buffer in taxes and to possibly create a new line item 11 for incidentals. He stated that the request would change from \$4,549.01 to \$4,829.02 if those changes were implemented.
- g. A brief question and answer session took place
- h. Joshua made a motion to approve the recommendation from the Finance Committee for the ASI Sustainability Committee's amended request for \$4,829.00, taking into consideration the addition of incidentals and material costs, from the TGIF account, seconded by Bianca
- i. Chonlawan stated that the two cents should be removed and she noted that the Finance Committee did not recommend \$4,829.00, but had approved the amount of \$4,549.00, so she felt that the motion was not correct
- j. Diana called the vote: 0/13/0, motion failed
- k. Reeza made a motion to approve the ASI Sustainability Committee's amended request of \$4,829.00 from TGIF, seconded by Aden
- l. A question and answer session took place
- m. Bryce made an amendment to change the amount of the main motion from \$4,829.00 from TGIF back to the recommendation from the Finance Committee of \$4,549.00 from TGIF for the Sustainability Committee
- n. Diana announced that the motion died as there was no second
- o. Diana called a vote on the main motion to approve the ASI Sustainability Committee's amended request of \$4,829.00 from TGIF: 10/1/2, motion passed

III. DISCUSSION ITEM

A. ASI Annual Budget Presentations for 2016-17 – Day 1

ASI Departments \$915,952

- 1. Cora M. Culla, ASI Executive Director, stated that she was presenting the request for the 2016-17 year including projections for 2017-18 and 2018-19
- 2. She shared that the annually budgeted groups had met with the ASI Treasurer to ensure that a balanced ASI budget was being submitted to the senate today and research and consultation was done with the university and other resources to ensure that the budget assumptions used to put this request together were as good as they could be for next year. She added that she would mention the BSC budget as she moved through the presentation, however, the Facilities and Operations Committee would be going through a separate process of discussion and approval prior to it coming to the senate. She explained that some of the elements of the ASI budget involve charges to the BSC budget so she would be referring to it.
- 3. She presented the 2016-17 annual budget request of \$915,952 for the consolidated ASI Departments and covered the following points in the power point:
 - a. Outline for Presentation
 - b. ASI Team
 - i. Student led, student fee funded, managed by ASI Leadership Team, and staffed by full-time employees and part-time student employees
 - ii. Provides stewardship of student fees and protection of ASI's legal and financial interests

- c. ASI Funded & Staff Managed Departments
 - i. Administration Office
 - ii. Children's Center
 - iii. Financial Services
 - iv. Human Resources
 - v. Information Technology (IT) – Contracted
 - vi. Student Activities & Programs (SA & P)
- d. ASI Departments Overview
 - i. Overall administration, management and staffing of corporation
 - ii. Broad range of administrative, accounting, financial, human resources, programs/student activities, technology, child care and business related functions
 - iii. Co-funding from ASI and Bronco Student Center (BSC) Annual Budgets for Administration, Financial Services, Human Resources, IT and SA&P offices
 - iv. Children's Center funded by ASI Budget, University and grants
- e. Details and statistics for services in the following departments were recapped within the role of "Staff Serving Students"
 - i. Administration Office
 - ii. Children's Center
 - iii. Financial Services
 - iv. Human Resources
 - v. Information Technology (Contracted)
 - vi. Student Activities & Programs (SA&P)
- f. "Staff Serving Students" (FY 2015-16 To Date)
 - i. Program participants, Financial Services account holders, service learning participants, student assistants, student internships and volunteer statistics were reflected in a spreadsheet for the budgeted groups which totaled the opportunities to serve students
- g. Major Accomplishments
 - i. Effective stewardship of the organization that has preserved ASI's status as a CSU auxiliary in good standing
 - ii. Second year of operation for the BRIC with 77% of enrolled students registered to date; LEED Gold Certification and 7 prestigious awards received
 - iii. Track record with respect to unqualified annual audit opinion from the Certified Public Accountant (CPA) firm
 - iv. A Children's Center that is accredited by the National Association for the Education of Young Children (NAEYC) through 2017
 - v. Funding for 76 students through the Campus Recreation Emerging Leader Program
 - vi. Implementation and provision of leadership, advising and risk management for nearly 70 campus programs/activities annually, drawing an attendance of more than 38, 000 students
 - vii. Award of the Kellogg legacy book grant totaling \$75,000, for the second year in a row, to be shared between Children's Center and Arches students

- viii. Participation of Children's Center teachers and assistant teachers in the California Association for the Education of Young Children (CAEYC) Annual Conference and Children's Center Director's participation in planning for the new Early Childhood major to be available Fall of 2016
- h. Goals for 2016-17
 - i. Implementation of year 3 of ASI Strategic Plan for 2014-19
 - ii. Implementation of approved leadership and staffing changes
 - iii. Implementation of technology and systems upgrades
 - iv. Alignment with University's strategic plan, academic master plan and facilities master plan
 - v. Sustained provision of quality facilities and programs
 - vi. Maintenance of comparable and equitable compensation structure
 - vii. Continued partnership and collaboration with the campus on programs
- i. Budget Assumptions for 2016-17
 - i. Increase in projected enrollment (1%)
 - ii. Inflationary adjustment of ASI fees by 2.1% (based on HEPI) – which the university president had already approved
 - iii. 0.31% interest rate return on investment
 - iv. 75% of total expenses "recovered" from BSC Budget for Administration, Financial Services, Human Resources, IT and SA&P
 - v. Implementation of approved ASI leadership and staffing changes
 - vi. Collection of ASI fees from self-support 2016 Summer Program
 - vii. Participation in CalPERS Retirement and FICA (both Medicare & Social Security)
 - viii. 2% pool for salary adjustment and 0%-7.7% rise in benefit costs
 - ix. Continuation of Midnight Madness and First Friday programs
 - x. Maintenance of current operating hours for the BSC, BRIC and Children's Center
- j. ASI Departments Income
 - i. On a consolidated basis, the request for the six departments combined was \$915,952 as compared to \$933,966 for last year
 - ii. The projected request for 2017-18 of \$951,546 and for 2018-19 of \$973,189 were also noted on the budget
 - iii. There were no requests from PYIII Reserves, they would be recovering 75% from the Bronco Student Center which totaled a projected \$1,916,617 from the BSC budget, the IRA contract fee was expected to be \$140,000, the agency fund fee was a constant at \$2,100 and the projected carryover was estimated at \$63,213 for a total of \$2,121,930 recommended income for 2016-17
- k. ASI Departments Fixed Costs
 - i. The fixed costs of \$2,787,472 were described as the costs that ASI had to provide for areas such as salaries and benefits which were projected at \$2,694,780, as well as obligations for contracts which fell under other operating expenses at \$92,692
- l. ASI Departments Expenses

- i. The line items for operating expenses, totaling \$3,037,882, were reviewed and included Salary, Wages & Benefits, Professional Development, Administrative & Office Expenses, Telecommunications, Professional Services, Capital Equipment Leases, Computer Maintenance & License Expense and Operational Expenses
- m. ASI Funded Staff Resources
 - i. Cora stated that this budget included the compensation package for 38 full-time employees and 21 part-time and reviewed the number of employees in each of the departments
- n. A question and answer session took place that included the definition of a fee reimbursement as a benefit to employees-similar to a tuition waiver, verification of the professional development amount requested of \$11,950 and comparison of the total cost of \$29,512 on the presentation that actually reflected the combination of line item 8 and 11 on the budget, on the line item detail for #7-why #8152 FICA Medicare went from \$39,683 down to \$25,195 and #8180 Life went from \$3,277 down to \$1,208 was that the life insurance rate went down, clarification that there was more carryover for 2016-17 due to salary savings as it took time to fill positions that were not used during the year, union fee increase was indexed to inflation by HEPI, an explanation of the part that grants play in the carryover for the Children's Center and clarification of bad debt for the Children's Center

Diana adjourned regular open session at 4:25pm to move to Executive Session

Diana resumed regular open session at 5:10pm and gave a report of Executive Session

IV. EXECUTIVE SESSION

- A. Action Items
 1. The job description for the Payroll Coordinator was approved
 - a. Motion made by Julian, seconded by Reeza – Vote: 13/0/1
 2. The recommendations based on the ASI Leadership Team review were approved
 - a. Motion made by Greg, seconded by Aden – Vote: 14/0/0
- B. Discussion Items
 1. Personnel matters related to ASI and BSC budgets were discussed
 2. The title change for the HR Manager position was discussed
 3. The updates to the Fair Employment and Housing Act (FEHA) were discussed
- C. Information Items
 1. The searches for the Human Resources office were discussed

Diana made a motion to extend the meeting until business was completed, seconded by Greg
Diana called the vote: 13/0/0, motion passed

2. A personnel matter was discussed

V. ADJOURNMENT

- A. Next Senate meeting will take place on Thursday, April 14, 2016, 3:00 – 5:00pm, in the

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England Evans room

B. Diana stated that senate meeting 2015-16:17 was adjourned at 5:12pm

MINUTES SUBMITTED TO:

Diana Ascencio, Chair of the Senate

Date

MINUTES APPROVED AT SENATE 2015-2016: _____

Vicki Jackson, Student Government Coordinator

Date