



# ASI Senate Meeting

## Minutes

2015- 2016:14 Thursday, February 25, 2016, 3:00PM –5:00 PM, BSC, 2nd Floor, England Evans

### I. PRELIMINARIES

#### A. Call to Order

1. Chair Diana Ascencio called Senate 2015-2016:14 to order at 3:00pm

#### B. Quorum Check

##### 1. Voting Members:

Diana Ascencio, Vice President, Chair  
Julian Herrera, President – **Excused Tardy**  
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  
Karen Romero, Senator-At-Large (MCC)  
Bianca Pescina, Senator-At-Large (SIC)  
Aden Tessman, Senator-At-Large (Greek)  
Kaitlyn Armbruster, Senator-At-Large (IHC)

##### 2. Advisors:

Dr. Byron Howlett Jr., Advisor  
Cora M. Culla, Executive Director

##### 3. Non-voting Liaisons:

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

#### C. Approval of Minutes

1. The chair approved the minutes from the January 28, 2016 senate meeting 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 \$ 11,256,171.00
2. ASI Total Expenses \$ 4,797,545.00

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3. Total Investments		\$ 13,653,488.00
ASI-Local Agency Investment Fund	\$ 3,878,823.00	
BSC-Local Agency Investment Fund	\$ 9,774,665.00	
4. ASI – NP & A Account Balance		\$ 160,801.00
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. Megan Samaniego | 5. Nyla Simjee        |
| 2. Kaycee Tanioka  | 6. Dario Robinson     |
| 3. Barny Peake     | 7. Marcela Villarreal |
| 4. Krista Smith    |                       |

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

1. ASI Executive Director – Cora M. Culla \*(attachment)
  - a. Associate Director of Financial Services Search
  - b. Ongoing Audits
  - c. Annual Report for 2014-15
  - d. Homecoming Updates
  - e. Campus Recreation Updates
  - f. Children's Center Updates
  - g. BSC 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 \*(attachment)
  - a. April is Senior Send Off Month
  - b. Alumni Association Student Scholarships
  - c. Student Alumni Association
6. Athletics Rep. - Pandora Mondragon – no report
7. Senator Pro Tempore – Joshua Ebiner \*(attachment)
  - a. Facilities and Operations Committee Meeting
  - b. Nap Lab Proposal
8. Attorney General – David Lee \*(attachment)
  - a. Rules and Policies
  - b. ASI Presentations
  - c. Council By-laws
  - d. New Clubs
9. Treasurer – Chonlawan Khaothiemsang \*(attachment)
  - a. Finance Committee
  - b. Budget Retreat
  - c. Deadline for Clubs
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. Privilege Panel
    - ii. Risk Management vs. Risk Prevention Seminar
  - b. Brandon Whalen, ENV Senator \*(attachment)
    - i. ENV Council
    - ii. Projects
    - iii. ASI Sustainability Committee
    - iv. Meeting with Executive Vice Chancellor of the CSU
    - v. Appointment to Title IX Investigator Hiring Committee
  - c. Joshua Ebner, CLASS Senator \*(attachment)
    - i. Council Meeting
    - ii. Homecoming Tabling
    - iii. Upcoming Events
  - d. Kaitlyn Armbruster, Senator-at-Large, Inter-Hall Council \*(attachment)
    - i. Executive Board Nominations
    - ii. Homecoming
    - iii. No Frills Conference
  - e. Karen Romero, Senator-at-Large, MCC \*(attachment)
    - i. 30 Days of Social Justice
    - ii. MCC General Meetings
  - f. Leslie Simoni, CCHM Senator \*(attachment)
    - i. Homecoming
    - ii. Volunteers for Midnight Madness
    - iii. Upcoming BEAT Events
    - iv. Cal Poly Quarterly Legislative Meeting - Hospitality
  - g. Michael Sandoval, CEIS Senator \*(attachment)
    - i. CEIS Council Updates
    - ii. Club Updates
    - iii. Open Forum
  - h. Reeza Demonteverde, Engineering Senator \*(attachment)
    - i. E-week
  - i. Tammy Fong, Business Senator \*(attachment)
    - i. CBARN
    - ii. Career Fair
    - iii. Public College Printer
    - iv. Bike Rack for the College
    - v. LBSA Etiquette Dinner

H. Open Forum

1. Megan Samaniego – introduced herself as the Volunteer Coordinator for the Center for Community Engagement and announced the details of Pomona Beautification Day and asked that everyone invite their constituency to serve. She noted their goal was to have 500 CPP volunteers join the president on April 16<sup>th</sup>. She added that they partner with the City of Pomona and will join about 2,000 community volunteers for a full day around the city. She passed out flyers and noted that registration was done at [brncovolunteer.eventbrite.com](http://brncovolunteer.eventbrite.com). You can also register as a team or a whole council. She stated that the kick-off starts at 7:00am with President Coley, 8:00am-noon at the service sites, 12:00 – 2:00pm optional BBQ and La County Fair tickets for volunteers. The registration deadline was Tuesday, April 12<sup>th</sup> or you can also walk-on to volunteer.
2. Chonlawan Khaothiamsang – asked that everyone please remind their councils that March 1<sup>st</sup> was the deadline for the 20% fundraising. She added that all of their treasurers knew but to please make sure that their clubs knew. She clarified that it was 20% of their ASI allocation, not what they requested.
3. Leslie Simoni – stated that BEAT informed her that they've been short of volunteers lately and so they're asking if any members of Student Government could volunteer for Midnight Madness. She added it would be on March 11<sup>th</sup> and they needed to know by tomorrow. She asked that everyone please email her by 12:00pm tomorrow.
4. Andrea DeCoudres – announced the schedule of events for Senior Send Off that Alumni Affairs and the Career Center coordinate. She listed them as including resume building, Career Day workshop, Grad Fair and a Senior Send Off party on May 10<sup>th</sup>. She stated she would pass out details after the meeting.

II. ACTION ITEMS

- A. Confirmation of Appointed Position – Time specific when Julian arrived at 3:38pm
  1. Farris Hamza, Secretary of External Affairs Appointee
    - a. Julian spoke on Farris' behalf as his appointee for this position
    - b. Greg made a motion to confirm Farris Hamza as the Secretary of External Affairs, seconded by Brandon
    - c. A brief discussion took place
    - d. Diana called the vote: 14/0/0, motion passed
- B. Recommendations from the Rules and Policies Committee (attachments)

David stated that the Rules and Policies Committee reviewed the following policies as they were time-sensitive for the upcoming CSU Compliance Audit

  1. Revised Risk Management Policy
    - a. Cora explained that this was an existing policy and she reviewed the changes that were noted in bold italics in the attachment
      - i. The inclusion of the Bronco Recreation and Intramural Complex (BRIC) in the document, in addition to the Bronco Student Center (BSC), on page one and page two
      - ii. The last bullet on page two was updated to make reference to the need to be in compliance with the background check requirements as established in the CSU System-wide Human Resources Background Check Policy

- iii. A brief question and answer session took place that included compliance according to individual CSU campuses
  - iv. Reeza made a motion to approve the Revised Risk Management Policy, seconded by Joshua
  - v. Confirmation was made that the background check policy that was referenced applied to ASI staff and not ASI student leaders
  - vi. Diana called the vote: 13/0/0, motion passed
2. Cash Handling Policy and Procedures
- a. Cora explained that this was a consolidated and updated policy and procedure document in connection with cash handling and they were noticing in the CSU Compliance Audit there was an emphasis being put on the exposure involved with the handling of cash and cash equivalents
  - b. She added that Carol Lee, Director of Financial Services, worked on putting this draft together and it was passed by the Rules and Policies Committee as a recommendation for the senate today
  - c. There was no discussion
  - d. Greg made a motion to approve the Cash Handling Policy and Procedures, seconded by Leslie
  - e. There was no discussion, Diana called the vote: 13/0/0, motion passed
3. Fundraising Policy
- a. Gift Acceptance by Corporation
    - i. Cora asked that everyone please reference the paper clipped documents that were handed out at the meeting rather than the documents in the senate packet as there had been some revisions to the proposed gift policies based on feedback from the Executive Director of University Advancement
    - ii. She reviewed that the handout covered the definitions of gifts, a fundraising event and a raffle, with particular focus on page two and the section on Acceptance of Gifts
    - iii. She noted that the rest of the policy talked about how raffles were supposed to be conducted, quid pro quo contributions, the stipulation that a disclosure was required, how a good faith estimate of fair market value was determined, the penalty for failure to disclose, how to administer sale activities and auctions, how to handle meals served at fundraising events, as well as a reference to cash handling
    - iv. A brief question and answer session took place
    - v. Greg made a motion to approve the policy on Gift Acceptance by Corporation, seconded by Joshua
    - vi. There was no discussion, Diana called the vote: 13/0/0, motion passed
  - b. Fundraising and Acceptance of Gifts for Registered Student Organizations
    - i. Cora stated that this was the policy that specifically applied to registered student organizations and it made the distinction between gifts, or charitable contributions, versus program support
    - ii. She commented that the definition on gifts was provided by University Advancement and the section on program support

evolved out of several meetings that were hosted by University Advancement which she and Byron attended

- iii. She noted that two sections were suggested with input by University Advancement regarding the requirement for student organizations to undergo a registration process with OSLCC and the need for every registered student organization to maintain their own funds in an active agency account with ASI Financial Services. She reviewed the balance of the program support section with reference to the existence of an introduction letter and thank you letter for clubs to utilize.
- iv. She explained the details of the next section that pertained to how charitable donations were handled through the Cal Poly Pomona Foundation and the final section that included cash handling
- v. Brandon made a motion to approve the policy on Fundraising and Acceptance of Donations for Registered Student Organizations, seconded by Reeza
- vi. A question and answer session took place
- vii. There was no further discussion, Diana called the vote: 13/0/1, motion passed

### III. DISCUSSION ITEMS

#### A. Recommendation from the Facilities and Operations Committee (attachment)

##### 1. Intramural Sports Policy

- a. Krista introduced Kaycee Tanioka, Intramural Coordinator, who gave an overview of the background and composition of the ASI Intramurals program at Cal Poly Pomona
- b. She stated that the purpose of this policy was to build a positive intramural sports community, create a sense of accountability and also create a level playing field, or a fair structure of playing intramural sports
- c. She reviewed the following areas of the policy
  - i. Eligibility for sport club members, intercollegiate athletes, former student athletes and professional athletes
  - ii. Participation for check-in and for spectators
  - iii. Equipment and jerseys
  - iv. Forfeits
  - v. Sportsmanship
  - vi. Ejections and suspensions
  - vii. Playoffs
- d. There was no discussion

Diana adjourned regular open session at 3:49pm to move to Executive Session

Diana resumed regular open session at 4:48pm and gave a report of Executive Session

### IV. EXECUTIVE SESSION

#### A. Action Items

1. The revised job description for Aquatics Coordinator was approved
  - a. Motion made by Reeza, seconded by Michael - Vote: 14/0/0

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2. The amended student assistant classification/salary schedule (including Graduate Assistants) was approved
  - a. Motion made by Joshua seconded by Greg– Vote: 14/0/0
- B. Discussion Items
  1. The secondary pay rate for Campus Recreation staff was discussed
  2. The job description for Adventure Education Coordinator was discussed
  3. The job description for Director of Human Resources was discussed
  4. The job description for Human Resources Generalist was discussed
- C. Information Items
  1. The job description for Manager of Marketing and Public Relations was discussed
  2. The staff updates were discussed

**V. ADJOURNMENT**

- A. Next Senate meeting will take place on Thursday, March 3, 2016, 3:00 – 5:00pm, in the England Evans room
- B. Diana stated that senate meeting 2015-16:14 was adjourned at 4:49pm

**MINUTES SUBMITTED TO:**

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Diana Ascencio, Chair of the Senate

Date

MINUTES APPROVED AT SENATE 2015-2016: \_\_\_\_\_

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Vicki Jackson, Student Government Coordinator

Date