



ASI Senate Meeting

Minutes

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

I. PRELIMINARIES

A. Call to Order

1. Chair Diana Ascencio called Senate 2015-2016:25 to order at 3:00pm

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 – **Excused Tardy**
Greg Kommel, Science Senator
Karen Romero, Senator-At-Large (MCC)
Bianca Pescina, Senator-At-Large (SIC) – **Excused Tardy**
Aden Tessman, Senator-At-Large (Greek)
Kaitlyn Armbruster, Senator-At-Large (IHC)

2. Advisors:

Dr. Byron Howlett Jr., Advisor –**Sub: La 'Keisha Beard**
Cora M. Culla, Executive Director

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 May 12, 2016 meeting were approved by the chair as written

D. Agenda Changes

1. Brandon moved Discussion Item B.4. Elections Code to Information Item A as it was not a recommendation from the Rules and Policies Committee
2. Cora added Executive Session Information Item, C.4. Update on Insurance Claim
3. Cora consolidated Executive Session Action Items 1 and 2 into the Discrimination,

Harassment and Retaliation Policy

4. Joshua tabled Discussion Item B.3. ASI Senate Bill Guidelines and Procedures
5. Chonlawan changed the requested amount for Discussion Item A.1. ASI Sustainability Committee from \$15,000 to \$12,690 from TGIF and moved it to Action Item C
6. Joshua made a motion to approve the agenda as amended, seconded by Bryce
7. Diana called the vote: 13/0/0, motion passed

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

1. ASI Total Revenue	\$ 11,914,393.00
2. ASI Total Expenses	\$ 8,281,233.00
3. Total Investments	\$ 12,078,488.00
ASI-Local Agency Investment Fund	\$ 4,628,823.00
BSC-Local Agency Investment Fund	\$ 7,449,665.00
4. ASI – NP & A Account Balance	\$ 107,977.00
5. The Green Initiative Fund (TGIF)	\$ 77,671.00
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. Powell Velasco | 6. Krista Smith |
| 2. Teresa Gonzalez | 7. Tina Henton |
| 3. Cathy Neale | 8. Barny Peake |
| 4. Kim Sumida | 9. Danielle Sanders |
| 5. Carol Lee | 10. President Coley |

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

1. ASI Executive Director – Cora M. Culla – no report
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 – no report
8. Attorney General – David Lee – no report
9. Treasurer – Chonlawan Khaothiemsang – no report
10. President – Julian Herrera – no report
11. Vice President – Diana Ascencio – no report
12. Senate Reports
 - a. Brandon Whalen, ENV Senator *(attachment)
 - i. ENV Council
 - ii. Projects

H. Open Forum

1. Carol Lee – gave an update on the Sports Recreation Facilities Enhancement Committee (SRFEC) which was the fund that receives an allocation of \$75,000 and had

met recently to approve an allocation of \$61,115 to the Athletics department to cover various things such as the safety and maintenance of the Darlene May gym, rental bleachers for the women's and men's soccer and a maintenance contract for bleachers, etc. She added that for the Campus Recreation area, they requested and were approved for \$7,531 of allocation for 2016-17 and the funds would go towards renovating and reseeding Bronco Commons and also the rental of light towers for the activity fields for the month of October. She gave the available ending balance of the account, as of 2015-16, as approximately \$228,680 with the addition in 2016-17 of another \$75,000 - minus the allocation - which would create an ending balance of \$234,995.24.

2. Bianca Pescina – asked that everyone please be cautious when walking outside as lots of bees were being stepped on, which was very sad. She said that it helps to look down as you're walking and to please tell your friends.
3. Cora M. Culla – thanked the ASI Senate this year for a very productive and successful fiscal year and noted that they all lived up to "students serving students" this year. She also thanked them for all of their contributions to ASI and that she looked forward to working with those that were returning next year.

I. Special Presentations

1. Updates from the Office of the President

Presented by Dr. Soraya Coley, University President

- a. President Coley stated that she was pleased to be here today, and after providing some updates, she was particularly interested in hearing about issues or themes that were emerging and that she needed to be mindful of as the next academic year approached so that she was in touch with what was on people's minds
- b. She commended ASI and ASI management, Cora and her staff, as well as the officers and senators for the BRIC LEED Gold celebration that was held the other day, which was created in a prior generation and we benefit from the fruits of it today. She stated that in addition to recognizing ASI for its role, she also wanted to include the Foundation, as that was an important relationship. She noted that she would also be conveying the recognition to Mike Ortiz, who was very proud to see the BRIC open prior to his stepping down.
- c. Dr. Coley announced that Dr. Lea Jarnagin would be starting on July 1st in the role of Vice President of Student Affairs and was just here on Tuesday. She added that she was an Associate Vice President at Cal State Fullerton and had a tremendous amount of experience and was very well regarded by the students at Cal State Fullerton.
- d. She explained that they may have heard that part of Enrollment Management which was part of Admissions, Financial Aid and the Registrar's office were shifting to Academic Affairs to create a "one-stop" concept where students would have resources together and not have to go to multiple offices
- e. She stated that they were working to develop a digital environment so that any information regarding your status could be pulled up as a single portfolio and view it. They also planned on providing regular feedback to students to help keep them on track, and to not only reduce the amount of paper, but also have the pertinent information at the fingertips of the students and their

faculty and advisors.

- f. Dr. Coley stated that they had an audit finding related to the events management system and will need to find a system that will allow them to effectively schedule across the entire university so that the university police can balance the needs of the events and also be in compliance with our risk management policies. She added that they would be forming a task force to look at this and they would be including representation from ASI. She noted that they needed a single source to go to and would be reporting back to the CSU in October on the progress, so there may be some activity on this over the summer.
- g. She thanked Julian and Bryce, Agriculture Senator, for participating in the University Strategic Planning process. She noted that they were important in the discussion that took place and she commended everyone who participated in the open forum meetings and the surveying of students.
- h. She stated that she had been spending evenings in the residence halls with the continuation of her listening tours and she had a meeting with the architects recently regarding the upcoming freshman housing
- i. She stated that she would like to plan to come and address the senate in the Fall to give an update on the budget so that they were aware of the issues
- j. Dr. Coley announced that she was going to establish a President's Student Advisory Council and had alerted the new incoming Vice President that it would include students from ASI but also students from across the university to allow her to have multiple sources of information on what's happening and to be more responsive to the needs. She added that her standing meetings with Julian had been helpful as was his invaluable help navigating both Washington DC and Sacramento.
- k. She stated that she had presented to the CSU Board of Trustees a request to extend the review of the Lanternman Property as she had been given a report from the state on the historical preservation requirements and whenever property with historical value was acquired you had to be knowledgeable about the constraints to tearing down or remodeling. She noted that they had received the report just four days before the deadline to decide to officially acquire the property and that was not sufficient time to decide what was best for the future of Cal Poly Pomona. The new deadline would be Sept. 1, 2017 to report on whether or not the university wished to retain Lanternman. She added that the property offered a lot of opportunity in terms of the expansion that was needed, but in order to rightfully retain it, we must have circumstances where we can lease the land and have partnerships similar to what we were doing with Southern California Edison or American Red Cross. In those cases, we lease the land and the lease money comes back into Academic Affairs, so we need to see if there were interested parties. She stated that we would hear more about it in the Fall Quarter.
- l. A question and answer session took place
- m. Dr. Coley thanked the members of the senate for their contribution to Cal Poly Pomona, applauded the leadership and looked forward to seeing many of them in the Fall

2. 990 Tax Filing

Presented by Tina Henton, CPA, Vicenti, Lloyd and Stutzman

- a. Tina Henton, CPA for Vicenti, Lloyd and Stutzman gave a brief history of herself and then a general overview of the standard form 990 that every organization needed to file each year which consisted of a 12 page document with possibly 16 supporting schedules, so about 100 pages, for an entity that does not pay any income tax
- b. She explained that this was called an informational return and was important because there was an increased awareness of the general public and potential donors as to what their investments might be going towards. She added that there was a question of what has your organization been doing with the funds that they were provided, and how are they serving your constituents, or serving your exempt purpose – so every aspect of this form answers that question in different ways.
- c. She presented various pages of the 990 form and provided an explanation for them which included the summary form, schedules filed, revenues, functional expenses, balance sheet with assets and liabilities, reconciliation and schedules A, D, I, J, L, O and R
- d. She explained that we have to report any activities outside of our normal exempt purpose which was filed on a form 990T and had to be filed for the first time as Carol had identified unrelated business income at the BRIC due to selling memberships to alumni or the general public. She added that we are allowed to allocate expenses against that income and the net effect was that there was no taxable income.
- e. Tina stated that ASI also files the California form, which is the same as the 990 form but shorter
- f. She briefly outlined the role of the senate as the oversight body and including the following best practices: review a copy of the form 990, look at things like if the mission is correct and do the numbers look reasonable, that while the representatives from the Financial Services department were doing a good job - the senate's job was still to oversee it
- g. A brief question and answer session took place

II. ACTION ITEMS

A. Recommendation from the Rules and Policies Committee

1. Lobby Corps Committee Code

- a. David reviewed that this document was to create a foundation for the Lobby Corp Committee and no additional changes had been made since the last meeting
- b. He noted that he would like to add the word "Committee" after "Corps" in the first sentence of the purpose
- c. Bryce made a motion to approve the Lobby Corp Committee Code as amended, seconded by Greg
- d. There was no discussion, Diana called the vote: 13/0/0, motion passed

2. Protocol for Senate Bills and Resolutions

- a. David stated that the following two changes were suggested by the senate at the last meeting:
 - i. Specify "Associated Students Incorporated" be spelled out the first time it appeared in the document with "(ASI)" following it – this occurred in line one of the background
 - ii. In section II. Format, a. 1. add the words "after the bill has been approved by the Senate" after "ASI Attorney General"
- b. Joshua made a motion to approve the Protocol for Senate Bills and Resolutions as amended, seconded by Aden
- c. There was no discussion, Diana called the vote: 13/0/0, motion passed

B. ASI Honorary Lifetime Membership

1. Diana read the names of the nominees and then explained that the senate would motion and vote on them individually
2. Greg made a motion to award the ASI Honorary Lifetime membership to Brandon Whalen, seconded by Bryce
 - a. Joshua gave a justification for his nomination of Brandon
 - b. Diana called the vote: 13/0/0, motion passed
3. Aden made a motion to award the ASI Honorary Lifetime membership to Bryce von Helms, seconded by Greg
 - a. Brandon gave supporting remarks
 - b. Diana called the vote: 12/0/1, motion passed
4. Greg made a motion to award the ASI Honorary Lifetime membership to Chonlawan Khaothiemsang, seconded by Aden
 - a. Julian gave supporting remarks
 - b. Diana called the vote: 13/0/0, motion passed
5. Julian made a motion to award the ASI Honorary Lifetime membership to Diana Ascencio, seconded by Greg
 - a. Julian gave supporting remarks
 - b. Diana called the vote: 12/0/1, motion passed
6. Julian made a motion to award the ASI Honorary Lifetime membership to Greg Kommel, seconded by Joshua
 - a. Bryce gave supporting remarks
 - b. Diana called the vote: 13/0/0, motion passed
7. Greg made a motion to award the ASI Honorary Lifetime membership to Joshua Ebner, seconded by Aden
 - a. Aden gave supporting remarks
 - b. Diana called the vote: 12/0/1, motion passed
8. Greg made a motion to award the ASI Honorary Lifetime membership to Julian Herrera, seconded by Joshua
 - a. Bryce gave supporting remarks
 - b. Diana called the vote: 12/0/1, motion passed
9. Joshua made a motion to award the ASI Honorary Lifetime membership to Krista Smith, seconded by Greg
 - a. Julian and Cora gave supporting remarks

- b. Diana called the vote: 13/0/0, motion passed
- 10. Brandon made a motion to award the ASI Honorary Lifetime membership to Nyla Simjee, seconded by Joshua
 - a. Brandon and Joshua gave supporting remarks
 - b. Diana called the vote: 13/0/0, motion passed

C. Recommendation from the Finance Committee

- 1. ASI Sustainability Committee \$12,690 TGIF
 - a. Chonlawan explained that this request went through the Sustainability Committee and they took it on and went to the Finance Committee with it
 - b. She explained that the request was to purchase bins that would sort the trash into categories of recycling, compost and waste because Athletics had done the research and 76% of waste did not need to go to a landfill if this method of sorting the trash was utilized
 - c. Barny explained that this was a project that started over a year ago with a year-long study done by Ariel Marsh, a basketball player who was also a student at the Lyle Center, who felt that more waste could be diverted that was generated at athletic events. He added that the bins themselves were 90% made out of recycled milk cartons, would have the ASI logo on them and be used at Kellogg stadium and gym for events. He noted that the bins had the approval of the university Facilities department and the Athletics department student staff, or “trash goalies” would monitor their use during the games
 - d. Brandon expanded on the statistics for waste diversion
 - e. Brandon made a motion to approve the request of \$12,690 to the ASI Sustainability Committee from The Green Initiative Fund (TGIF), seconded by Aden
 - f. Chonlawan added that we would be able to use the bins at events taking place in Bronco Commons
 - g. Diana called the vote: 13/0/0, motion passed

III. DISCUSSION ITEM

A. Recommendations from the Rules and Policies Committee

- 1. ASI Sustainability Code (attachment)
 - a. David explained that the Rules and Policies Committee had amended the document and made a few changes, particularly the addition of a Vice Chair to the Sustainability Committee Code
 - b. He read the language aloud and explained that this was added as the prior Secretary of Sustainability had stepped down and they found themselves in the position of not having a chair to conduct the meetings
 - c. He added that they also cleaned up the purpose by using language from the ASI By-Laws and Financial Guidelines and Stipulations
- 2. ASI Senate Resolution Guidelines and Procedures (attachment)
 - a. David gave the floor to Brandon who explained that the senate had just approved the protocol for senate bills and resolutions and this document was

- the attachment that covered the procedures for resolutions
- b. Brandon stated that he wanted this to be a guide for creating a resolution and gave an overview of some of the steps

IV. INFORMATION ITEM

A. ASI Elections Code

1. David explained that a few members of the Rules and Policies Committee, which included Joshua, Brandon and CK, were going to be working on revising the Elections Code to include aspects of social media and other factors
2. Julian added that upon review the document had a lot of inconsistencies within the language of various sections. He added that Joshua had done some research with the Elections Codes from CSU Long Beach, Cal Poly SLO and CSU Fullerton and they were considering starting from scratch on a new code in the Rules and Policies Committee.
3. Brandon asked for feedback from the senators and noted that this may come up at the upcoming ASI Executive Committee or for the next administration
4. Joshua stated that the intention was to make the process a lot clearer and remove any inconsistencies

Diana adjourned regular open session at 4:34pm to move to Executive Session

Diana resumed regular open session at 5:07pm and gave a report of Executive Session

V. EXECUTIVE SESSION

A. Action Item

1. The Discrimination, Harassment and Retaliation Policy was approved
 - a. Motion made by Greg, seconded by Tammy – Vote: 13/0/0

B. Discussion Items

1. The revised Sick Leave Policy was discussed
2. The revised Appearance and Dress Policy was discussed
3. The updated Overtime Policy was discussed
4. The job description for the Associate Director of Operations for the BRIC was discussed
5. Josh made a motion to suspend Robert's Rules and move Discussion Items 1-4 to Action Items 2-5, seconded by Greg – Vote: 11/0/0, motion passed
6. Greg made a motion to approve Action Items 2-5 as amended, as a slate, seconded by Reeza – Vote: 11/0/0, motion passed

Joshua made a motion to extend the meeting until all business was finalized, seconded by Reeza
Diana called the vote: 11/0/0, motion passed

C. Information Items

1. The revised job description for the Intramural Sports Coordinator FLSA status change was discussed
2. The revised job description for the Member Services Coordinator FLSA status change was discussed
3. The revised job description for the Associate Director of Campus Recreation was

discussed

4. An update on the insurance claim was discussed

VI. ADJOURNMENT

A. Next Senate meeting – To be determined

B. Diana stated that senate meeting 2015-16:25 was adjourned at 5:08pm

MINUTES SUBMITTED TO:

Gabriel Smith, Chair of the Senate

Date

MINUTES APPROVED AT SENATE 2016-2017: _____

Vicki Jackson, Student Government Coordinator

Date