



ASI Senate Meeting

Minutes

2011- 2012:15 Thursday, April 12, 2012, 3:00 –5:00 PM, BSC, 2nd Floor, England Evans

I. PRELIMINARIES

A. Call to Order

1. Chair Matthew Stafford called Senate 2011-2012:15 to order at 3:01pm

B. Quorum Check

1. Voting Members:

Matthew Stafford, Vice President
Johnathan Jianu, President – **Excused Tardy**
Gabe Barrios, Agriculture Senator
Evin Coukos, Business Senator –**Excused Tardy**
Cristina Aceves, CEIS Senator
Cristina Saca, CLASS Senator
Hae Yeon Kang, CCHM Senator
Rebecca Unitt, ENV Senator
Olaleye Olayinka, Engineering Senator
Pulkit Jain, Science Senator
Alicia Vajid, Senator-At-Large (MCC), Senator Pro Tempore
Alicia Martin, Senator-At-Large (EIC)
Shireen Amin, Senator-At-Large (Greek)
Dylan Devlin, Senator-At Large (IHC)

2. Advisors:

Dr. Rebecca Gutierrez Keeton, Advisor - **Sub: Dr. Byron E. Howlett/Susan Ashe**
Cora M. Culla, Executive Director

3. Non-voting Liaisons:

Anthony Juarez, Attorney General – **Excused Tardy**
Brian Poirrier, Treasurer
Vacant, Academic Senate Rep.
Vacant, Staff Council Rep.
Janeth Rodriguez, Alumni Association Rep. – **Excused Absent**
Brian Crane, Bronco Athletics Association Rep. – **Excused Tardy**

C. Approval of Minutes

1. As there were no objections, the chair approved the minutes for March 29, 2012 as written

D. Pledge of Allegiance

E. Agenda Changes

1. There were none

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F. Financial Status – Given by Brian Poirrier (attachments)

1. ASI Total Revenue	\$ 5,368,672.00
2. ASI Total Expenses	\$ 3,607,696.00
3. ASI – NP & A Account Balance	\$ 99,920.00
4. ASI – Tutoring Retention Account Balance	\$ 7,864.00
5. ASI Prior Year's I Reserves	\$ 152,640.00
6. ASI Prior Year's II Reserves	\$ 109,169.00
7. ASI Prior Year's III Reserves	\$ 253,698.00

G. Introduction of Guests

1. Brad Westbrook	8. Yvonne Bailey
2. Cathy Neale	9. Melissa Terrazas
3. Barny Peake	10. Chris Chisler
4. Osmah Mir	11. Carol Lee
5. Shelbi Long	12. Gema Barrios
6. Powell Velasco	13. Rana Abuershaid
7. Ginny Mansfield	14. Joseph Jefferson

H. Reports – Written reports posted on the SAN – not given verbally

1. ASI Executive Director – Cora M. Culla – no report
2. ASI Advisor – Dr. Rebecca Gutierrez Keeton – no report
3. Academic Senate Rep. – vacant
4. Staff Council Rep. – vacant
5. Alumni Rep. – Janeth Rodriguez – no report
6. Athletics Rep. – Brian Crane – no report
7. Senator Pro Tempore – Alicia Vajid *(attachment)
 - Pro Tempore
 - a. Outreach Tour
 - b. F & O Committee
 - MCC
 - a. Social Justice Month
 - b. Laser Tag
 - c. Spring Quarterly
8. Attorney General – Anthony Juarez – no report
9. Treasurer – Brian Poirrier *(attachment)
 - a. Budget Season
 - b. Finance Committee
 - c. The Students' ASI Bill
 - d. Administrative Fund
 - e. Instructionally Related Activities
 - f. Out of Town
 - g. California State Student Association Officer Elections
10. President – Johnathan Jianu – no report
11. Vice President – Matthew Stafford – no report
12. Senate Reports
 - a. Alicia Martin, Senator-at-Large, SIC *(attachment)

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- i. Mr. and Ms. Cal Poly Pomona 2012
- b. Cristina Aceves, CEIS Senator *(attachment)
 - i. PASK's Death March Candle Light Vigil
 - ii. Liberal Studies' Bowling Night Social
 - iii. GEMS's Film Series
 - iv. IGESO's Evening at the Gallery April 17th
- c. Cristina Saca, CLASS Senator *(attachment)
 - i. Instructionally Related Activities (IRA)
 - ii. B.E.A.T. Committee
- d. Dylan Devlin, Senator-at-Large, IHC *(attachment)
 - i. 'The Avengers' Showing
 - ii. CPP Pride Week
 - iii. RA Appreciation BBQ
 - iv. Applications for NRHH
- e. Gabriel Barrios, Agriculture Senator *(attachment)
 - i. Community Service Project
- f. Hae Yeon Kang, CCHM Senator *(attachment)
 - i. Club Updates
- g. Pulkit Jain, Science Senator *(attachment)
 - i. Kingsley Elementary Project
 - ii. Nanotechnology Speaker
- h. Rebecca Unitt, ENV Senator *(attachment)
 - i. ENV Remix
- i. Shireen Amin, Senator-at-Large, Greek *(attachment)
 - i. AFLV
 - ii. Elections
 - iii. Greek Week
 - iv. Affordable Learning Initiative

I. Open Forum

1. Matt Stafford – reminded everyone that the Senior Send-off was today at 5:00pm in Ursa Major C and even though you had to RSVP there will be sign-ups there.
2. Cora M. Culla – announced that they made an offer to an Accounts Payable Fund Specialist, Jessica, and she accepted and will start on April 17th. Please welcome her.
3. Matt Stafford – stated that tomorrow at 3:00pm, Paul Krugman, a well known economist, professor at Princeton and a New York Times columnist is coming to our campus to speak in Ursa Major. He added that it was free, but first-come first-serve with an overflow area in Ursa Minor and the Economics Dept. was hosting the event.
4. Brian Poirrier – stated that the Finance Committee was meeting next Tuesday at 1:00pm and might possibly be having a group come present next Thursday at senate requesting \$2,500. Also, The Students' ASI Bill was still on track with everything submitted to the Fee Advisory Committee, they were waiting to hear back on that and then hopefully tomorrow the final approval with President Ortiz to start printing and then next week they can start with presentations . He added that he had sent out an email to ask for help with scheduling presentations, at least with the councils. And then with other targeted groups it would really be helpful if support could be

available to go to some of those other groups as well, as he can't do every presentation, even though he would love to. Please let him know if there are any questions.

II. DISCUSSION ITEM

A. ASI Annual Budget Presentations – Day 1

1. ASI Departments
2. ASI Campus Recreation
3. Children's Center
4. Cora stated that, as a new method in the interest of efficiency, she would be giving a consolidated presentation rather than the departments presenting individually, for ASI Departments, Campus Recreation and the Children's Center with representatives available in the gallery for any questions when she was finished
5. She first gave an outline that covered the contents of the consolidated power point presentation, which was saved in the SAN folder labeled Senate Budget Presentations
6. She then explained and gave relevant details on each of the following sections:
 - a. ASI Mission and Vision
 - b. ASI Funded and Staff Managed Departments
 - i. Administration Office
 - ii. Business Services
 - iii. Campus Recreation
 - iv. Children's Center
 - v. Information Technology Office (IT)
 - vi. Human Resources Office
 - vii. Programs Office
 - c. Department Functions
 - i. ASI Departments Functions
 - ii. Campus Recreation Functions
 - iii. Children's Center Functions
 - iv. Administration & Program Offices "Staff Serving Students"
 - v. Business Services "Staff Serving Students"
 - vi. Human Resources Office "Staff Serving Students"
 - vii. Information Technology Office "Staff Serving Students"
 - viii. Campus Recreation "Staff Serving Students"
 - ix. Children's Center "Staff Serving Students"
 - x. Consolidated Chart of Students Served
 - d. Photo Slide Show
 - e. Major Accomplishments
 - f. ASI Funded Staff Resources Chart
 - g. Historical Patterns
 - i. ASI Departments Requests & Allocations Chart
 - ii. Campus Recreation Requests & Allocations Chart
 - iii. Children's Center Requests & Allocations Chart
 - iv. Consolidated Historical Patterns Chart
 - h. Goals for 2012-13

- i. Budget Assumptions for 2012-13
- j. ASI Budget Requests for 2012-13 Consolidated Chart
She summarized that the budget requests located in the budget binders corresponded to the following amounts:
 - i. ASI Departments – Budget Request for 2012-13 \$321,089
 - ii. ASI Campus Recreation – Budget Request for 2012-13 \$101,065
 - iii. Children’s Center – Budget Request for 2012-13 \$247,994
- k. Sources of Funds for 2012-13 Consolidated Chart
- l. Categories of Expenses for 2012-13 Consolidated Chart
- 7. Cora concluded her presentation and stated that she and the representatives welcomed any questions from the senate
- 8. Matt began a question and answer session
- 9. Cristina Saca asked how long the six grants last that total about \$150,000 to the Children’s Center
 - a. Yvonne Bailey gave details that ranged from one to four years for the grants
- 10. Matt stated that the questions would now be directed by groups and, as they had started with the **Children’s Center**, they would proceed first with questions on their budget
- 11. Brian asked if there had been any discussion with the Foundation to reduce the cost of the administrative fees they charge for the grants, which was \$96,000
 - a. Carol Lee stated that the grant money paid these fees, not the ASI funds
 - b. Yvonne added that each grant had a maximum percentage that was allowed to go towards that administrative cost
- 12. Pulkit asked what the student interns do and if they were paid
 - a. Yvonne stated that they were paid, they worked with the children while working towards a child development degree or liberal studies degree and added that they have five slots for interns
- 13. Olaleye asked if the scholarships go to the five slots just mentioned
 - a. Yvonne stated that interns receive internship money plus scholarship money to go to school. She added that the scholarship money goes to 60 students at Mt. SAC and 13 Cal Poly students and noted that four of the interns were from Cal Poly.
 - b. Brian clarified that the scholarship money was directly related to a grant so it had to go toward these types of scholarships
- 14. Alicia Martin asked why there was a drop in fundraising from \$32,000 last year to the anticipated amount of \$5,000 this year
 - a. Carol stated that all of the money was not used from one of the grants last year so the fundraising figure actually represented unspent grant money
- 15. Cristina Saca asked for an explanation regarding the \$300 increase to line 17 for subscriptions and memberships
 - a. Yvonne stated that it was probably an increase in the cost to the different organizations and publications that they have to either belong to or provide to the families
 - b. Carol added that this cost was being funded by the grant
- 16. Cristina Saca asked what the percentage of students was that used the center as opposed to people in the community

- a. Yvonne responded and Matt clarified that 60 Cal Poly students used the center and about 24 others used it - which could be staff, faculty, community members or also from Mt. SAC for a total of about 84 parents
17. Cristina Aceves asked if the increase in snacks and supplies on line 23 was due to inflation
 - a. Yvonne stated that last year they did not put any money in this line item and had to pull money in from other areas because they had assumed that they would receive a food grant and they did not. She added that they might not receive the food grant this year and so this money was put into the budget.
18. Dylan asked how the bad debt process worked and how much debt the Children's Center had based on the \$1,000 on the bad debt line item
 - a. Yvonne stated that \$1,000 was actually low as in the past the highest amount was \$20,000. She added that they have a system in place that uses a creditor to collect the money but normally it might be a \$1,000 that is not collected.
 - b. Dylan confirmed that this was money that people owe the center, not that the center owes to outside debt
 - c. Brian clarified that this was a normal allowance for bad debt
 - d. Cora pointed out that they should look at the \$1,000 in context with \$140,000 of parent fees and assured them they were very aggressive in using collection agencies to collect revenue for the Children's Center
19. Olaleye asked what happens when they don't have to use it, as it was not in the last budget, or what was the probability of it happening every year
 - a. Yvonne and Carol Lee gave a detailed response of the accounting process for bad debt
20. Cristina Saca asked for clarification on why line item 29 for Participant Support dropped \$20,000
 - a. Yvonne stated that they did not have as many students that qualified so they did not put as much money in this line item and transferred it to another area
21. Olaleye asked what efforts had been made to reduce line item 32 for postage, printing and copying to become more green in this area
 - a. Yvonne stated that they buy recycled paper, send electronic copies to the parents and they have reduced the newsletter from four pages down to two
22. Hae asked what would be repaired under line item 20 for Equipment Repair and Maintenance as the expense had increased \$1,220
 - a. Yvonne explained that there were always unexpected things that came up such as right now the paint peeling off some of the posts which was not allowed by licensing, or general maintenance items, as the center was going through reaccreditation and everything needed to be up to date
 - b. Brian added that this was related to fixed costs
23. Cristina Aceves asked what the consequences were if the building was not updated and if it would impact the grants
 - a. Yvonne stated that they would be written up and have to comply within a specific number of days
 - b. Cora added that licensing had a specific list of regulations that we need to comply with which includes providing a safe environment for the children and they do sometimes come unannounced so the risk exposure needs to be

- considered in keeping the center up to date and in compliance with licensing
- c. Chris Chisler added that if licensing does come and issue a citation, then they give you 3-5 days to correct it and then it usually costs more to repair when there is a timing factor involved
24. Brian asked what a cut would mean to their budget request, or what areas would they have to cut back on
- a. Chris Chisler stated that when they looked at it last year it was going to be staff cuts and so that would also be true for this year
- b. Carol Lee added that there were staff requirement ratios in the classroom and so when you move staff, sometimes it can force you to cut down the program because the ratio of teachers to children is no longer adequate
25. Matt asked if there would be less student assistants in the future because line item 7 for Salary & Benefits had increased about \$15,000 and line item 9 for Hourly Staff & Student Assistants had decreased \$15,000 while full time benefits had also increased
- a. Yvonne stated that they were able to place some of the student assistants into the grants
- b. Carol Lee added that it was a shift from hourly staff to the classification of more permanent staff positions
26. Matt asked if there were any further questions for the Children's Center and seeing none, he opened the floor to questions regarding the budget for **ASI Departments**
27. Gabe asked if line item 16 for SAN & IT Support Contract had increased by \$5,000 due to the online elections
- a. Cora stated that it was not the online elections, as that would be discussed next week during the ASI Elections budget request. She noted that they pay \$2,000 on the average each month for support from Student Affairs Information Technology Services and on top of that they need to provide for licensing the business continuity plan and also for the energy management system. She added that they want to make sure that they provide enough resources to pay for the chargebacks from SAITS for the license fees.
28. Cristina Aceves asked why the Copier Lease Interest went up so much under line Item 14, from \$100 to \$1,700
- a. Cora stated that the breakdown was under the Capital Equipment Leases and that they were at the point where they needed to replace many of their current copiers because the previous contract had just expired. She added that Business Services had been doing research and meeting with copier equipment providers and so the breakdown that was indicated for 2012-13 would cover the copier needs and include the copier in Vela Minor and in Business Services.
29. Dylan asked why line item 7 for Salaries, Wages and Benefits had increased by about \$30,000 and if new people were going to be hired
- a. Cora stated that it was a combination of two things, while salaries were frozen for the fifth year, they were budgeting for an Associate Director for Business Services as that position had remained unfilled for the whole year and especially as they geared up for the consolidation of the Fitness Center and Campus Recreation they will now be doing all of the accounting as

compared to having it run through the Club One accounting system. Also, while salaries were remaining at the same levels, benefits were increasing for next year and if more information was needed, that could be taken up in Executive Session.

30. Brian asked if any of the conferences have changed from last year to this year for Line item 10 for Executive Director's Expense
 - a. Cora stated that there had not been any change and gave the details of specific conferences as outlined on the attachment to the budget
31. Cristina Saca asked, in regard to line 10 for Executive Director's Expense, what were some of the expenses and how much of the money, out of the \$8,311, was used for last year
 - a. Cora stated that almost all of it was used because they do go to the conferences and the meetings, they do have the summer retreats for the Leadership Team and the whole staff because that is their opportunity to plan for the upcoming year. It also gives them the chance to convey the goals of the new student administration to the staff and also set goals that are aligned with the goals of the student administration. She added that they do use the money for retreats as well, and that she has been very conservative on the hosting and public relations side as she only uses this if they have guests come to campus and she takes them to lunch at Kellogg West or the Ranch, such as colleagues from the Chancellor's office, consultants or individuals like that who do not work on campus.
32. Olaleye asked why they do not get two rooms when they go to the conference in Newport Beach to save costs
 - a. Cora stated that they do try but sometimes there is a certain level of comfort for some of the directors and she cannot force people to bunk in together. She added that one of the constraints she has is that she used to serve on the Executive Committee and sometimes there are people that want to confer with her and she has to kick out her roommate so that she can talk to somebody and other times she receives calls from the office that might require confidentiality, so sometimes it is a constraint. She noted that they can certainly look into it and they can make it a condition, however, these people do give up their evenings to come to these conferences and they don't get paid for that, so just giving them the comfort of having their own room is a nice thing that you can do for your people.
33. Gabe asked for clarification on the increase to line item 8 for Professional Development and what her plans for next year included
 - a. Cora referenced the line item detail for #8 Staff Development and explained that these were resources that they use to send the staff to workshops or special training that help enhance their skills and continues to keep them current in their field. She added that sometimes these are just one day meetings or workshops that they go to and she reviewed the listed details and noted that they try to provide at least one opportunity for each staff member, as they see this as an investment in expertise as far as their jobs are concerned. Also, regarding resource materials, they sometimes need to participate in webinars or need to buy books or other staff development

resources.

34. Matt asked if there were any further questions for ASI Departments and seeing none, he opened the floor to questions regarding the budget for **Campus Recreation**
35. Olaleye asked if the system of charging the \$20 had helped them and if it had increased their participation
 - a. Shelby stated that it had increased their participation and added that it was more challenging to the staff behind the scenes, but it had helped the students who can now play all five sports for the \$20 per quarter if they would like to do so and also play their tournaments for free
36. Matt asked how it had affected the revenue generated from the students
 - a. Shelby stated that they had gone up about \$20,000
37. Anthony asked why the request was so much smaller than last year's request
 - a. Shelby stated that they had her salary in it last year and now with some of the possible changes in the Bronco Fitness Center, her salary had been moved to the Bronco Student Center budget
38. Matt asked for confirmation that this would actually reflect an increase to Campus Recreation activities then because it was a decrease from last year's request but not significantly
 - a. Shelby stated that he was correct because they were putting in the full time assistant, whether that gets approved or not was not known yet, so that offsets it
39. Cristina Saca asked if the Outdoor Adventures was a new program and how many students attend this activity
 - a. Shelby stated that they started this program two years ago, they partner with REI, she explained how the costs were covered and that they do one activity a quarter. She added that a typical REI outing has 12-15 students attend, but depending on which trip it is they can take more students, so if it is surfing they can take closer to 30 students.
40. Brian stated that, regarding the importance and value of training and conferences, that he noticed that for this year and proposed for next year they were not estimating any expense for conferences and asked when the last time was that anyone in their department had attended a conference
 - a. Shelby stated that they have a great Executive Director of ASI that allows them to use money from her budget, so she had actually attended two of the past conferences, one in New Orleans and one that she more recently attended over Spring Break in Florida and next year it is in Las Vegas so they are hoping to attend that one also. She added that they were able to benefit from the great networking and get some good ideas.
 - b. Cora stated that whenever staff members were authorized to travel outside the state, it had to be approved by the University Vice President for Student Affairs as well, so she did not take all of the credit. Also, the attendance of the NIRSA conference was critical to what they were doing right now in terms of integrating the Fitness Center and Campus Recreation and also in getting ready for the opening of the Recreation Center in 2014. She added that it had also become a good strategy for putting out the word about position openings.

41. Matt asked if there were any further questions for Campus Recreation and seeing none, he thanked everyone for their contributions

Matt adjourned the regular session at 4:17pm to move to Executive Session after a 15 minute recess

III. EXECUTIVE SESSION

Matt called the session to order at 4:27pm

A. Action Items

1. The job description for the Recreation Center Director was approved
2. The job description for the Campus Recreation Coordinator was approved
3. The job description for the Fitness Assistant was approved
4. The job description for the Intramurals Assistant was approved

IV. ADJOURNMENT

- A. Next Senate meeting will take place on Thursday, April 19, 2012, 3:00 – 5:00pm, England Evans room
- B. Senate meeting 2011-12:15 was adjourned at 4:36pm

MINUTES SUBMITTED TO:

Matt Stafford, Chair of the Senate Date

MINUTES APPROVED AT SENATE 2011-2012: _____

Vicki Jackson, Administrative Assistant Date

TO VIEW REPORTS LISTED (WITH AN *) OPEN SEPARATE FILE ON DOCUMENTS WEBPAGE LABELED:
ASI SENATE MEETING ATTACHMENTS – REPORTS FOR APRIL 12, 2012