



ASI Senate Meeting

Minutes

2011- 2012:7 Thursday, December 1, 2011, 3:00 –5:00 PM, BSC, 2nd Floor, England Evans

I. PRELIMINARIES

A. Call to Order

1. Chair Matthew Stafford called Senate 2011-2012:7 to order at 3:01pm

B. Quorum Check

1. Voting Members:

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

2. Advisors:

Dr. Rebecca Gutierrez Keeton, Advisor - **Sub: Reyes Luna**
Cora M. Culla, Executive Director

3. Non-voting Liaisons:

Anthony Juarez, Attorney General
Brian Poirrier, Treasurer
Vacant, Academic Senate Rep.
Rachel Dominguez, Staff Council Rep.
Janeth Rodriguez, Alumni Association Rep.
Brian Crane, Bronco Athletics Association Rep.

C. Approval of Minutes

1. Alicia Vajid made a motion to approve the minutes for November 10, 2011 as written, seconded by Gabe
2. Matt called the vote: 10/0/0, motion passed

D. Pledge of Allegiance

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E. Agenda Changes

1. There were none

F. Financial Status – Given by Brian Poirrier

1. ASI Total Revenue	\$ 3,988,466.00
2. ASI Total Expenses	\$ 1,801,962.00
3. ASI – NP & A Account Balance	\$ 116,035.00
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. Powell Velasco | 4. Maria-Lisa Flemington |
| 2. Chris Bashaw | 5. Nidia Saca |
| 3. Barny Peake | 6. Terri Bell |

H. Reports

1. ASI Executive Director – Cora M. Culla *(attachment)
 - a. Recreation Center Progress
 - b. KUDOS to Gas Creative Group
 - c. Midnight Madness
 - d. Electrical Substation Shutdown from 12/27 – 12/30
 - e. BSC Holiday Closure
2. ASI Advisor – Dr. Rebecca Gutierrez Keeton – Sub: Reyes Luna
 - a. He stated that while he did not have anything to report for Rebecca he wanted to thank ASI for the Lifetime Membership Award
3. Academic Senate Rep. – no report
4. Staff Council Rep. – Rachel Dominguez
 - a. She thanked everyone for having her at the senate and stated that as it was her first time attending she would have a report for the next meeting
5. Alumni Rep. – Janeth Rodriquez *(attachment)
 - a. Student Alumni Network Dinner Program
 - b. Student Alumni Association (Student Organization)
 - c. She also thanked everyone who attended their Alumni Mixer in November
6. Athletics Rep. – Brian Crane *(attachment)
 - a. Turkeys For Wishes
 - b. Hand In Hand Family Project
 - c. Canned Food Drive
 - d. Penny Wars
 - e. Boys and Girls Club
 - f. "The Herd"
 - g. Return of the Pack
 - h. Team Reports
7. Senator Pro Tempore – Alicia Vajid *(attachment)
MCC Report:

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- a. MCC Feast
- b. MCC Resolution
- c. EIC Co-Sponsoring
- d. MCC Co-Sponsor Midnight Madness

Senator Pro Tempore:

- a. F & O Committee
 - b. BSC Survey
8. Attorney General – Anthony Juarez - no report
9. Treasurer – Brian Poirrier *(attachment)
- a. Finance Committee
 - b. Annual Budget
 - c. End of Winter Quarter
10. President – Johnathan Jianu
- a. He stated that the Buck Starts Here campaign had been completed and read one of the inspiring stories aloud and thanked everyone that assisted
 - b. He reminded everyone that Midnight Madness would be tomorrow night, thanked everyone who had signed up to help out and noted that as BEAT was a part of Student Government, we should all help if possible
 - c. He asked for a senate volunteer to help out with checking on the senate room for the electrical shutdown over the break – Alicia Vajid volunteered
11. Vice President – Matthew Stafford *(attachment)
- a. Pizza with the Presidents
 - b. Appointments
 - c. Senator One-on-One Meetings
12. Senate Reports
- a. Evin Coukos, Business Senator *(attachment)
 - i. He stated that the United Business Senate was working on The Intern and wished everyone a happy holiday
 - b. Gabriel Barrios, Agriculture Senator *(attachment)
 - i. Community Service Project
 - ii. Last General Meeting was on Tuesday
 - iii. BEAT – Midnight Madness and Upcoming Ideas for Spring Qtr.
 - c. Rebecca Unitt, ENV Senator *(attachment)
 - i. MPP Review Committee for Dr. denBoer Requests ASI Student Leader Input
 - d. Cristina Aceves, CEIS Senator *(attachment)
 - i. The Buck Starts Here Campaign
 - ii. Last General CEIS Meeting
 - iii. MPP Review Committee
 - e. Cristina Saca, C.L.A.S.S. Senator *(attachment)
 - i. C.L.A.S.S. Council Nomination and Election of Secretary and Treasurer
 - ii. C.L.A.S.S. Council Club Budgets Finalized
 - f. Dylan Devlin, Senator-at-Large, IHC *(attachment)
 - i. IHC Semi-Formal

- ii. SRAP Regional Conference
- iii. Rose Day
- iv. PACURH Committees
- v. By-Law Changes
- vi. Executive Board Stipends
- g. Alicia Martin, Senator-at-Large, EIC *(attachment)
 - i. EIC Meeting
 - ii. EIC Name Change
- h. Hae Yeon Kang, CCHM Senator *(attachment)
 - i. The Dates for the Dean's Events
 - ii. The Dates for All E-board Meetings
 - iii. Midnight Madness
- i. Olaleye Olayinka, Engineering Senator *(attachment)
 - i. Year of Advising
 - ii. Engineering Week Planning
 - iii. Best on Finals and Seasons Greetings
- j. Pulkit Jain, Science Senator *(attachment)
 - i. Science Council Representative of the Quarter
 - ii. Poster Competition Winner
 - iii. Winter Cup (Winter Social)
 - iv. Science Council General Meeting Schedule (Winter Quarter)
- k. Shireen Amin, Senator-at-Large, Greek *(attachment)
 - i. Last Greek Council Meeting of Quarter – Nov. 16th
 - ii. Greek Week
 - iii. Up Till Dawn

I. Open Forum

1. Cora M. Culla – stated that the committee for an alternative Children's Center met recently and announced that they were organizing field trips to view other centers. She added that they would include Mt. SAC, where one was being built, CSU Fullerton and possibly even San Marcos and a community college in their area where one was also being built. They were inviting student leaders to join them and she would send an email through Johnathan to put out the proposed dates which may be in December.
2. Barny Peake – gave the details of the Midnight Madness event, called Yeti Madness, planned for the next evening and thanked everyone who signed up to help.

J. Special Presentation – Senate Bill 8

by Cora M. Culla, ASI Executive Director

1. Cora explained that the CSU passed the Accountability and Transparency Act for CSU auxiliary organizations to take effect January 1, 2012 and as a CSU

auxiliary we were bound to comply with it. Senate Bill 8 (SB 8) was crafted by the legislature to mirror access to records, similar to the Public Records Act, or PRA. She stated that SB 8 says that all records are subject to disclosure unless there is a specific exemption that applies.

2. She noted that Barny Peake had been designated the ASI point person for all SB 8 requests and Dennis Miller, Director of Human Resources for the Foundation, had been designated as the campus point person for all auxiliary SB 8 requests. At the Chancellor's office level, Marlene Jones was the point person and all three of these designated people, along with other authorized administrators at the university, would work together on any SB 8 requests.
3. She reviewed the criteria for recognizing a formal SB 8 request, acknowledging it within ten days in writing, follow-up requests, charging 20 cents per page, receiving payment before fulfilling the request, assessing the requirements of the request such as any possible redaction or confidential information and completion of the request within 30 days
4. Cora added that the Record Retention and Destruction Policy that they would be voting on later in the meeting provided the guidelines for what information would be stored in ASI's data base and for how long, so that we only have to provide information requested within those time parameters
5. She also explained the guidelines for vendors and agency account holders
6. A question and answer session took place

II. ACTION ITEMS

- A. Revised Record Retention and Destruction Policy
 1. Cora explained that, other than a typo in the original packet, the document was the same, and she encouraged the senate to pass this today so that the staff could utilize it as a basis for managing their files
 2. She added that this policy also applied to electronic data which included text messages, some email communication depending on the subject matter and all mobile devices (both personal and ASI)
 3. Johnathan made a motion to approve the Revised Record Retention and Destruction Policy, seconded by Alicia Vajid
 4. Matt called the vote: 11/0/0, motion passed
- B. Extra Service Agreement (ESA) for BSC space Study
 1. Cora reviewed that this was discussed at the last senate meeting and the document was up on the screen if anyone had any questions
 2. Johnathan asked if there was a cost estimate yet
 3. Cora responded that as they did not have authorization to proceed with this yet, they had not researched the cost, however it would be a two-step process once it was approved to move forward and the senate would approve the budget as the second step

4. Alicia Vajid made a motion to approve the Extra Service Agreement (ESA) for BSC Space Study, seconded by Gabe
5. Matt called the vote: 11/0/0, motion passed

C. Educational Interest Council (EIC) Name Change

1. Alicia Martin recapped that on November 18th, 2011, the Educational Interest Council formally voted to change their name to Student Interest Council (SIC)
2. Cora added that a short memo from the council would confirm their decision in writing as this will be a change also reflected in the ASI By-laws
3. Evin made a motion to approve the name change as discussed, seconded by Cristina Saca
4. Matt called the vote: 11/0/0, motion passed with the request to provide the short memo

D. Non-Substantive Changes to ASI By-Laws

1. Matt reviewed that at the last meeting the document was discussed and the changes were primarily grammatical
2. Anthony added that he had incorporated the EIC name change, Student Interest Council, that was just approved
3. Alicia Vajid made a motion to approve the non-substantive changes to the ASI By-Laws, seconded by Cristina Saca
4. Matt called the vote: 11/0/0, motion passed

E. Nomination and Election of Senators to the ASI Sustainability Board

1. Matt explained that Krisha was unable to be present due to a personal emergency so he gave a brief description of the process in putting together the Sustainability Volunteer Committee, which was open to all students, and the ASI Sustainability Board that was formulated as a recommending body to the ASI Senate and required two senators to serve on it. He added that the first meeting would be in Winter Quarter.
2. Johnathan made a motion to table this topic until the first senate meeting of the Winter Quarter, seconded by Alicia Vajid
3. Matt called the vote: 11/0/0, motion passed

III. DISCUSSION ITEMS

A. Art Program Policy (attachment)

1. Cora stated that the information that they have in their agenda packets was different from what was originally submitted to the Rules & Policies Committee as they had restructured the policy recommendation and so Maria-Lisa was here to answer any questions

2. Maria-Lisa explained that the first paragraph of the policy statement reflected their mission statement and she gave details on the criteria for selecting exhibits and reviewed the balance of the policy
3. Barny recapped that the purpose of the document was to capture and solidify the whole concept of the program which had the educational component of involving students in Fine Arts as both creators and viewers as part of the mission and scope of ASI
4. He added that the structural procedures and forms still need to be developed and/or revised to keep up with this policy once approved
5. Cora added that it was also confirming the exhibit locations in the BSC and that the staff had the authority to decide where the art was hung
6. A question and answer session took place that included alumni would be classified as students, reaching out to external organizations, details of the Art Acquisition Committee and the authority to handle art exhibit complaints

B. Revised Partnership/Sponsorship Policy (attachments)

1. Cora explained that the purpose of this document was to update the existing partnership policy and to integrate a sponsorship component which was designed to monitor the liability exposure for ASI
2. Barny explained that they wanted the policy to clearly define the difference between partnership and sponsorship and he gave the details for both that were outlined in the policy
3. He also noted that a chart was created that listed who was responsible for signing the forms
4. Discussion ensued regarding the definitions, risk management, the levels of investment in the events, that the two necessary forms would be developed for the next senate meeting, using the Finance Committee more instead of BEAT for funding programs and that some of the criteria coming out of this policy could be included in the BEAT Code when it was updated by the Rules and Policies Committee

C. Non-Substantive Recommendations from the Rules and Policies Committee

Anthony presented the following three codes on the overhead and explained that the changes were all grammatical:

1. Finance Committee Code
2. Rules and Policies Committee Code
3. Facilities and Operations Committee Code

Evin made a motion to adjourn the regular session, seconded by Cristina Saca

Matt called the vote: 12/0/0, motion passed

Matt adjourned regular session at 4:25pm to move into Executive Session

IV. EXECUTIVE SESSION

A. Action Item

1. The revised Pregnancy Disability Leave Policy was approved

B. Discussion Item

1. The ASI Staffing Plan was discussed

V. ADJOURNMENT

A. Next Senate meeting – to be determined

B. Senate meeting 2011-2012:7 was adjourned at 4:48pm

MINUTES SUBMITTED TO:

Matt Stafford, Chair of the Senate

Date

MINUTES APPROVED AT SENATE 2011-2012: _____

Vicki Jackson, Administrative Assistant

Date

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ASI SENATE MEETING ATTACHMENTS – REPORTS FOR DECEMBER 1, 2011