



ASI Senate Meeting

Minutes

2011- 2012:20 Thursday, May 17, 2012, 3:00 –5:00 PM, BSC, 2nd Floor, England Evans

I. PRELIMINARIES

A. Call to Order

1. Chair Matthew Stafford called Senate 2011-2012:20 to order at 3:02pm

B. Quorum Check

1. Voting Members:

Matthew Stafford, Vice President
Johnathan Jianu, President
Gabe Barrios, Agriculture Senator – **Excused Absent**
Evin Coukos, Business Senator
Cristina Aceves, CEIS Senator – **Excused Absent**
Cristina Saca, CLASS Senator
Hae Yeon Kang, CCHM Senator
Rebecca Unitt, ENV Senator
Olaleye Olayinka, Engineering Senator – **Excused Tardy**
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 – **Excused Tardy**
Cora M. Culla, Executive Director

3. Non-voting Liaisons:

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

C. Approval of Minutes

1. As there were no objections, the chair approved the minutes for April 26, 2012 as written

D. Pledge of Allegiance

E. Agenda Changes

1. Johnathan added Special Presentation after G. Introduction of Guests – Brett Roth,

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University Dining Services

2. Johnathan added Action Item D. Dining Services Memo and requested that it be moved to Action Item A
3. Matt added Discussion Item B. Nomination of Senators for Ad Hoc Executive Committee
4. Matt added Executive Session Information Item A. Compensation Study Update
5. Johnathan made a motion to approve the agenda as amended, seconded by Alicia Vajid
6. Matt called the vote: 12/0/0, motion passed

F. Financial Status – Given by Johnathan Jianu (attachments)

1. ASI Total Revenue	\$ 6,358,326.00
2. ASI Total Expenses	\$ 4,439,832.00
3. ASI – NP & A Account Balance	\$ 80,146.00
4. ASI – Tutoring Retention Account Balance	\$ 5,764.00
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. Tony Castellano | 9. Melissa Terrazas |
| 2. Cathy Neale | 10. Chris Osuala |
| 3. Brian Poirrier | 11. Alex Preston |
| 4. Maria-Lisa Flemington | 12. Gabe Moorman |
| 5. Powell Velasco | 13. Jose Sanchez |
| 6. Terri Bell | 14. Brett Roth |
| 7. Shelbi Long | 15. Gema Barrios |
| 8. Barny Peake | 16. Yvonne Bailey |

H. Special Presentation

1. Foundation Update
By Brett Roth, University Dining Services
 - a. Brett recapped that at the last senate meeting he gave the news that, due to a conflict of interest for Linda Lang, CEO of Jack in the Box, the campus would be unable to open a Qdoba food venue in the BSC
 - b. He noted that yesterday they received an email from Ms. Lang and the Chancellor's office, addressed to the governor. Alicia Vajid read the email aloud to the senate which included the statements that "...her primary role was to fulfill her fiduciary obligations to the shareholders and employees of Jack in the Box Inc. ...includes my responsibility to promote the growth of Jack in the Box and Qdoba restaurants...therefore, she has made the difficult decision to resign from the Board of Trustees effective immediately."
 - c. Brett announced that they now had permission from the Chancellor's office to move forward with Qdoba as the replacement for Subway Express

I. Reports – Not given verbally

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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. F & O Committee
 - MCC
 - a. Laser Tag Event May 31st 7 – 10pm (Ursa Minor)
 - b. MCC Meeting, this Friday (May 18) in Orion
8. Attorney General – Anthony Juarez – no report
9. Treasurer – vacant
10. President – Johnathan Jianu – no report
11. Vice President – Matthew Stafford – no report
12. Senate Reports
 - a. Cristina Saca, CLASS Senator *(attachment)
 - i. BEAT Event: Billy Bronco's Birthday Bash
 - ii. C.L.A.S.S. Council Meeting
 - b. Olaleye Olayinka, Engineering Senator *(attachment)
 - i. Engineering Council Leader Retreat
 - ii. Advising Task Force
 - c. Hae Yeon Kang, CCHM Senator *(attachment)
 - i. HMC Elections Results
 - d. Alicia Martin, Senator-at-Large, SIC *(attachment)
 - i. SIC General Meeting
 - ii. The Fourth Annual Crowning of Mr. and Ms. Cal Poly Pomona
 - e. Pulkit Jain, Science Senator *(attachment)
 - i. Science Council Rep of the Quarter
 - ii. Science Council 2nd last general meeting
 - iii. Endorsement Meeting

J. Open Forum

1. There were no speakers

II. ACTION ITEMS

A. Dining Services Memo (attachment)

1. Johnathan explained that Brett Roth would like to have a formal endorsement from the senate to replace Subway Express with Qdoba in the Bronco Student Center , so Johnathan had drafted a memo that has been handed out and would like to ask for any comments before voting on it
2. Cora suggested that the effective date of Fall 2012 be added to the end of the memo
3. Johnathan made a motion to approve the endorsement of Qdoba as outlined in the memo, seconded by Alicia Vajid
4. Matt called the vote: 12/0/0, motion passed

B. Recommendation from the Finance Committee

- | | | |
|------------------------------------------|---------|--------|
| 1. ASCE Concrete Canoe Team (attachment) | \$4,500 | NP & A |
|------------------------------------------|---------|--------|
- a. Gabe Moorman, Project Foreman for the ASCE Concrete Canoe Team, gave a brief description of the goals of the team in attending the national Pacific Southwest Regional Conference (PSWC) in Reno, an explanation of the project and the details of the competition
 - b. He reviewed the expenses, benefits and that they had fundraised about \$20,000 by holding car washes and receiving outside donations from engineering companies, including the desire to leave money for next year's team as an investment so that they could grow stronger over the summer
 - c. A question and answer session took place
 - d. Matt stated that in the Finance Committee meeting their original request was for \$5,633 and with \$5,000 being the maximum they could receive he would like to recommend, that with the high level of fundraising, they qualify for the full amount of \$5,000
 - e. Alicia Vajid clarified that the recommendation of \$4,500 was only to be used for this year and the reason that the Finance Committee decided on that amount was that the intent was to cover the printing and travel costs, but not the cost of the equipment
 - f. Olaley stated that he felt the recommendation would be the most helpful at the full \$5,000
 - g. Johnathan made a motion to approve \$4,500 to ASCE Concrete Canoe Team, seconded by Alicia Vajid
 - h. Discussion ensued regarding the impact of the \$500 difference and that the allocation was intended to be used for this year's expenses and that the fundraising would provide the carryover funds
 - i. Cristina Saca made a motion to amend the amount to \$5,000, seconded by Evin
 - j. Discussion ensued regarding the pros and cons of the additional \$500
 - k. Evin moved to previous question
 - l. Matt asked if there were any objections, there was an objection
 - m. Matt called the vote: 8/4/0, motion passed
 - n. Matt called the vote to amend the amount to \$5,000: 9/3/0, motion passed
 - o. Discussion ensued regarding the details of the request
 - p. Matt called the vote to approve \$5,000 to ASCE Concrete Canoe Team: 7/5/0, motion passed

C. Recommendation from the Facilities and Operations Committee

1. Bronco Student Center Budget for 2012-13 (attachments)
 - a. Matt explained that everyone should have the BSC budget spreadsheet from the last meeting and noted that there were a few questions raised then about Reserve Accounts and what they should be used for that were now answered on the attachment being handed out. There was also a handout that clarified specific line items of the budget that were questioned at the last meeting.
 - b. Cora explained that Matt and Anthony had requested clarification on the following object codes to assist the senate in making an informed decision on

the BSC budget:

- Object Code 8505 through 8581, the Bronco Student Center Contribution to Salaries and Wages: She explained that the pro rata share of 61% charged to the BSC budget and 39% to the ASI budget applied to most of the ASI Departments budget that she presented last week, with the exception of the position for Assoc. Director of Business Services that was projected for nine months due to the search process that will take place over the summer and one position that was at 50% for each budget
 - Object Code 8900, Reserve for Operations: She explained that this amount of money was set aside so that during the course of the year the leadership group can draw upon it for unanticipated operating requirements and she referenced some examples
 - Matt asked the current balance
 - Cora responded \$60,000 and that the Facilities and Operations Committee was researching hand dryers for the BSC however, the entire amount has not been planned out and they welcomed other ideas from the senate
 - Object Code 8294, Bronco Fitness Center Facilities Expense: expenses from this line were now included in Object Code 8672 BFC - Fitness Equipment/Maintenance and she gave the reasoning for the change
 - Object Code 8348, BSC Programs: She listed the various programs that were normally allocated out of these funds as noted on the handout. She added that there was also the addition of a line item for the 75th anniversary and the 50th anniversary for \$15,000 for pre-planning for next year which would probably increase by the time that they actually took place in 2013-14.
 - Discussion took place regarding the various programs
- c. Johnathan made a motion to postpone the BSC budget for 2012-13 until the meeting scheduled next week so that the ASI student scholarships could be evaluated, seconded by Rebecca Unitt
- d. Matt called the vote: 10/0/0, motion passed

D. 2012-13 Budget Deliberations for ASI Annually Budgeted Groups

1. Financial Guidelines and Stipulations (attachments)

- a. Johnathan stated that at the Finance Committee meeting they made some recommendations to the document and he presented them on the overhead as the following:
- #4 – Struck completely for liability reasons and it was noted that our new partnership and sponsorship policies address this matter
 - #8 – Newly added to address tracking compensation to large scale speakers
 - #9 – Struck out “council or board” and changed members to attendees

- #10 – Wording was added, after discussion took place, to reflect that the items may be present as long as the event was in compliance with all University policies and/or applicable laws
 - #21 – Wording was added, after discussion took place, to reflect that exceptions will be reviewed by the ASI Director of Business Services and approved by the ASI Executive Director and that the use of ASI's Tax Identification Number should be authorized
- b. Matt made a motion to postpone Financial Guidelines and Stipulations to the next meeting, seconded by Cristina Saca
 - c. Matt called the vote: 10/0/0, motion passed

2. ASI Student Leader Scholarships

- a. Johnathan stated that Cora, Matt and he had met earlier that day to discuss potential scholarship ideas for next year which could include some edits to the Bronco Student Center budget that might be affected by some of those changes. He noted that it would be presented next week along with an accountability package that mirrored some of the university practices.
- b. Cora added that the senate should rest assured that they were looking into benchmarking information provided by CSSA and other campuses within the CSU system
- c. Matt made a motion to postpone ASI Student Leader Scholarships until the next meeting, seconded by Rebecca Unitt
- d. Matt called the vote: 10/0/0, motion passed

III. DISCUSSION ITEMS

A. Recommended DBMER Funding for BSC Space Study (attachments)

1. Matt explained that the handout covered the details of the Extra Service Authorization (ESA) being proposed with LPA to request that they provide extra services in the form of a Bronco Student Center (BSC) Space Study and Energy Use Assessment
2. Powell explained that the memo was a summary of the proposal that LPA had given ASI to conduct a Space Study and Energy Use Assessment of the BSC and outlined the different phases that would take place
3. He noted that the goal was that they create a master plan for the Bronco Student Center, therefore LPA would engage the services of Brailsford & Dunlavey to assist their team in performing a market demand analysis and surveys. The tentative timeline would be to have this completed and ready to implement when the recreation center comes online and the Fitness Center is vacated.
4. He reviewed that the fee summary was \$142,142 for the Space Study, \$80,000 for the Energy Use Assessment and \$7,858 for any contingencies such as renderings or other estimates
5. He concluded that he was requesting Dormitory Building Maintenance and Equipment Reserve (DBMER) funding not to exceed \$230,000 from the senate and he noted that the reason the attachment was a draft was because the agreement would not be with ASI but rather with the University
6. A question and answer session took place

B. Nomination of Senators for Ad Hoc Executive Committee

1. Cora explained that in the ASI By-Laws there was a provision for an Executive Committee that can take care of business for the organization in between those periods when there are no scheduled senate meetings. She noted that the name was changed when the By-Laws were revised and it would be composed of the Vice President as chair, the ASI President, a minimum of three elected senators, the University Advisor and the ASI Executive Director and she read the other details from the By-Laws.
2. Matt explained that the one or more meetings would take place after graduation, between June 8th – June 30th when the campus was on the 4/10 workweek and the actual date and time would be calendared around availability
3. He opened the floor for nominations:
 - a. Olaleye nominated himself
 - b. Hae nominated Dylan, he accepted and noted that he would be gone June 8th-9th and June 13th-20th
 - c. Dylan nominated Shireen, she accepted
 - d. Hae nominated Alicia Martin, she accepted
 - e. Anthony nominated Cristina Saca, she declined
4. Anthony pointed out that quorum could be impacted if too many senators were elected to the committee and then were unable to attend the meeting
5. Cora pointed out that consistency was important for the flow of agenda items if there was more than one meeting required and she recommended that the number of senators be decided now based on availability

Matt called a five minute recess at 4:35pm

Matt resumed the meeting at 4:41pm

6. Matt stated that as this was a Discussion Item, it would become an Action Item at the next senate meeting

Matt adjourned the regular session at 4:42pm to move to Executive Session

IV. EXECUTIVE SESSION

A. Discussion Item

1. Personnel related matters for the ASI and BSC budgets for 2012-13 were discussed

B. Information Item

1. An update for the Compensation Study was given

V. ADJOURNMENT

A. Next Senate meeting will take place on Thursday, May 24, 2012, 3:00 – 5:00pm, England Evans room

B. Senate meeting 2011-12:20 was adjourned at 4:56pm

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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 MAY 17, 2012