



ASI Senate Meeting

Minutes

2012- 2013:6 Thursday, November 29, 2012, 3:00 –5:00 PM, BSC, 2nd Floor, England Evans

I. PRELIMINARIES

A. Call to Order

1. Chair Christine Hall called Senate 2012-2013:6 to order at 3:00pm

B. Quorum Check

1. Voting Members:

Christine Hall, Vice President, Chair
Chris Osuala, President
Stephanie Ferreira, Agriculture Senator
Joanna Ha, Business Senator
Amber Yoshioka, CEIS Senator
Rana Abuershaid, CLASS Senator
Dylan Devlin, CCHM Senator
Ariane Lebrilla, ENV Senator
Mary Haynes, Engineering Senator
Sally Kandah, Science Senator
Tommy Ward, Senator-At-Large (MCC)
Caleb Rickard, Senator-At-Large (SIC)
Danielle Sigala, Senator-At-Large (Greek)
Christina Kogat, Senator-At Large (IHC)

2. Advisors:

Dr. Rebecca Gutierrez Keeton, Advisor – **Sub: Dr. Byron E. Howlett Jr.**
Cora M. Culla, Executive Director

3. Non-voting Liaisons:

Devon Graves, Attorney General
Krikor Ketchedjian, Treasurer
Vacant, Academic Senate Rep.
Penne Fode, Staff Council Rep. – **Excused Absent**
Janeth Rodriguez, Alumni Association Rep.
Vacant, Bronco Athletics Association Rep.

C. Approval of Minutes

1. The minutes for November 8, 2012 were approved by the chair as written

D. Pledge of Allegiance

E. Agenda Changes

1. Christine added a brief special presentation on 2013 Election Updates to be given by Erica Tang as Item K. at the end of Preliminaries
2. Christine struck in Executive Session, Action Item A.1 and Discussion Items B.1.c

and B.1.d

3. Christine approved the agenda as amended

F. Financial Status – Given by Krikor Ketchedjian (attachments)

1. ASI Total Revenue	\$ 4,079,521.00
2. ASI Total Expenses	\$ 1,756,173.00
3. ASI – NP & A Account Balance	\$ 160,892.00
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. Brandon Cruz | 7. Bryan Honda |
| 2. Levy Minemann | 8. Krista Smith |
| 3. Ryan Keenan | 9. Terri Bell |
| 4. Alex Bouraukis | 10. Nancy Hwang |
| 5. Erica Tang | 11. Joy Tafarella |
| 6. Powell Velasco | |

H. Signature of Revised Articles of Incorporation – Will occur time specific at 3:10pm

I. Reports

1. ASI Executive Director – Cora M. Culla *(attachment)
 - a. BRIC Updates
 - b. Bronco Student Center Space Study and Energy Use Assessment
 - c. Student Success Fee Update
 - d. What's Happening in the BSC
 - e. ASI Jingle Mingle
2. ASI Advisor – Dr. Rebecca Gutierrez Keeton – Sub: Dr. Byron E. Howlett Jr. - no report
3. Academic Senate Rep. – vacant
4. Staff Council Rep. – Penne Fode – no report
5. Alumni Rep. – Janeth Rodriquez
 - a. She thanked everyone that attended the Alumni Assoc. mixer and added that the board members enjoyed meeting them
 - b. She stated that there would be an Alumni Dinner on Saturday, January 26th and February 2nd along with nine others that were planned. She added that they are either held at the alumni's home or a restaurant and are matched with the student either by major or career interest. She noted that they were free to all students and there were more details on the website.

Christine stated that they would now move to the notarizing of the Articles of Incorporation by Joy Tafarella and when completed they would move back to Reports

H. Signature of Revised Articles of Incorporation – Time specific at 3:10pm

1. Devon verified that everyone would need a form of identification to have their

signature notarized as they signed the ASI Articles of Incorporation and he turned the floor over to Joy Tafarella to get started with the process for the 14 board members

As the notarizing process continued, Christine resumed Reports

I. Reports Re-Opened

6. Athletics Rep. – vacant
7. Senator Pro Tempore – Mary Haynes
 - a. She stated that they were still looking for one student-at-large representative for the F & O Committee so please forward any recommendations to her and they do have a Staff Council representative appointed
8. Attorney General – Devon Graves *(attachment)
 - a. Rules and Policies Committee Meeting
 - b. Rules and Policies Winter Quarter Schedule
 - c. Council Compliance Event
9. Treasurer – Krikor Ketchedjian *(attachment)
 - a. Financial Summary
 - b. Finance Committee
 - c. Finance Committee Recommendation to the Senate
10. President – Chris Osuala *(attachment)
 - a. Student Success Fee
 - b. He announced that everyone should mark their calendars for the next Pizza with the Presidents for Winter Quarter on January 24th from 6 – 7:00pm in Ursa Major – please save the date
 - c. “State of OUR Community”
 - d. Committee Appointments
11. Vice President – Christine Hall *(attachment)
 - a. Project Homeless Connect
 - b. Winter Quarter Class and work Schedules
 - c. Goals for Winter Quarter
 - d. Retreat
 - e. Council Meeting Schedule
12. Senate Reports
 - a. Rana Abuershaid, CLASS Senator *(attachment)
 - i. CPP Letters
 - ii. Dodge Ball Tournament
 - iii. Council Meeting
 - iv. She stated that the ASI Tutoring Program Advisory Board met and a lot of good information was shared
 - b. Sally Kandah, Science Senator *(attachment)
 - i. Committee Updates
 - ii. Science Council Volunteering
 - iii. Winter Quarter Planning
 - c. Amber Yoshioka, CEIS Senator *(attachment)
 - i. LS Social

- ii. State of our Community
- iii. CEIS Council Meeting
- d. Mary Haynes, Engineering Senator
 - i. She stated that there was an Engineering Council meeting on Tuesday
- e. Joanna Ha, Business Senator *(attachment)
 - i. President's Meeting
 - ii. Budgets
 - iii. CBARN Awards Packet
 - iv. Events
 - v. Historian Position
 - vi. She added that they had Michael Bosworth come to campus last week and they filled a whole room of 200 and opened a second room for overflow guests – so it was very exciting and successful
- f. R. Tommy Ward, Senator-at-Large, MCC *(attachment)
 - i. State of Our Community – Fall
 - ii. State of Our Community – Winter
 - iii. Open Positions
 - iv. Social Justice Month
 - v. Cultural Center Exploration
- g. Stephanie Ferreira, Agriculture Senator *(attachment)
 - i. AG Beautification
- h. Ariane Lebrilla, ENV Senator *(attachment)
 - i. Deans Dialogue – Tuesdays at U-Hour at Bldg. 7
 - ii. ENV Council Meeting – November 15, 2012
 - iii. Young Alumni Night – November 16, 2012
- i. Dylan Devlin, CCHM Senator
 - i. He stated that they were selling business cards at Collins College from now until January to hand out to potential recruiters because career month would be in February
 - ii. Their last council meeting will be the Friday of finals week at noon and they will be discussing their big spring social and they have also raised about \$400, so far, for a homeless drive
- j. Danielle Sigala, Senator-at-Large, Greek *(attachment)
 - i. She reported that she also serves on the ASI Tutoring Program Advisory Board and recapped that they discussed how to increase the tutoring hours and dealt with several issues
 - ii. She added that at the council meeting they discussed ideas for the restructuring of Greek Week and attendance at Relay For Life
 - iii. She stated that they were also working on Up 'til Dawn and the Greek Quarterly event
- k. Caleb Rickard, Senator-at-Large, SIC *(attachment)
 - i. Next Council Meeting
 - ii. Toy Drive
 - iii. He added that they had an InterCouncil club event last week that included about 15 clubs at tables signing up new members
 - iv. He noted that the name of the Mr. and Miss CPP event had been

changed to the Crowning of the Bronco Court and the date had been selected as May 16th, 2013 starting at about 6-7:00pm

- I. Christina Kogat, Senator-at-Large, IHC *(attachment)
 - i. Winter Wonderland
 - ii. PACURH

J. Open Forum

1. Bryan Honda – stated that he was from Colleges Against Cancer and was the Relay For Life chair this year. He noted that the dates were set for May 18th & 19th and the event would last from noon to noon and the second week of January they would be holding their big kick-off event to encourage people to sign-up. For questions, please check their website at relayforlife.org/calpolypomona.ca or email him at bwhonda@csupomona.edu.

K. Special Presentation

1. 2013 Election Updates by Erica Tang, ASI Elections Chair
 - a. Erica explained the goals to increase awareness of the ASI Elections, double the amount of voters who participate and increase the number of candidates through the use of online and social media advertising instead of just stakes
 - b. She stated that she was planning an event about mid-Winter Quarter that would involve bringing out both the cabinet and senate at a mixer with the student body with the goal of informing them about ASI Student Government. This would be a mandatory event for the student leaders so that questions can be asked and information shared about all of the positions. She added that the attire would be business casual with name tags and she would email out more details so watch for it to be scheduled around week five or six.
 - c. A question and answer session took place which included that the general election was scheduled for May 13-17th with an Info Session during week eight and nine of the Winter Quarter

II. ACTION ITEMS

A. Recommendation from the Finance Committee

1. Formula Hybrid Society of Automotive Engineers (FHSAE) \$5,000 NP & A
 - a. Christine stated that this was a discussion item at the last senate meeting and asked if there were any questions
 - b. Discussion took place that included the lack of knowledge on the part of the club about utilizing the Admin Fund and their council for additional funds, how funding works through the Engineering Council and concern over how many students would benefit from this experience next year
 - c. Joanna made a motion to allocate an amended amount of \$3,000 from NP & A to the Formula Hybrid Society of Automotive Engineers, seconded by Tommy
 - d. Discussion ensued regarding the success of their fundraising efforts and the harshness of a \$2,000 cut to their request, the balance of NP & A at \$160,000, the need to analyze what impact the proposed cut would have on their

budget, that their corporate sponsors were being well utilized-they just have a large budget and more resources need to be accessed before requesting from ASI

- e. Krikor stated that the Finance Committee had already discussed the details of this budget request and made the recommendation to fund the whole request of \$5,000 which only covers a small amount of their expenses. He added that they cannot access the Admin Fund until Spring and it would only be \$800.00 and they have the expenses now so they require the funding now.
- f. Further discussion took place regarding a cut should not be made without knowing what it would impact, parts would be re-used next year-but which ones and primarily the new transfer to an electric motor would be reusable
- g. Mary made a motion to amend the motion on the floor to allocate the original amount requested of \$5,000 from NP & A to FHSAE, seconded by Sally
- h. Christine called the vote for the amendment: 10/4/0, motion passed
- i. Christine called the vote for the main motion as amended to allocate \$5,000 from NP & A to FHSAE: 10/4/0, motion passed

B. Nominations and Election for ASI Standing Committee

1. Finance Committee

- a. Christine stated that these three positions were elected each quarter and a senator may serve a second term
- b. Krikor stated that there would be a total of five meetings in Winter Quarter taking place every other Friday beginning with January 18th from 3:00-5:00pm
- c. Christine opened the floor for nominations
 - i. Sally nominated Rana, she accepted
 - ii. Stephanie nominated Joanna, she accepted
 - iii. Christina nominated herself
 - iv. Ariane nominated Dylan, he accepted
- d. Each nominee spoke on behalf of themselves
- e. Christine called the vote for Rana, Joanna, Christina and Dylan with three votes being cast by each voting member
- f. Christine congratulated Rana, Joanna and Dylan on being elected to serve on the Finance Committee for the Winter Quarter

III. DISCUSSION ITEM

A. Recommendation from the Finance Committee (attachments)

- 1. American Institute of Architecture Students (AIAS) \$4,255 NP & A
 - a. Levy Minemann, Alex Bouraukis, Brandon Cruz and Ryan Keenan gave a presentation to request funding for their major event called the AIAS Forum 2012, an annual conference, which would take place from Dec. 29th – Jan. 2nd and was being held in Savannah, GA this year
 - b. They outlined the mission statement, goals of their organization and the benefits to the students, as well as the event agenda and some of the highlights that would be featured
 - c. The composition of the 8-10 students that would be attending was noted and

- a recap of the revenue and expenses was explained
- d. A question and answer session took place that included the timeline for their event and the need for action today, 20 were able to attend last year as it was in Phoenix which was closer, if they receive the funding they should present what they learned to the senate upon their return, fundraising details, allocating money towards food which is allowed and a recap of the revenue along with the student payment would be reduced if the funding request was granted
 - e. Rana made a motion to suspend Robert's Rules and move the budget request to an action item, seconded by Chris
 - f. Christine called the vote: 13/0/0, motion passed

II. ACTION ITEMS RE-OPENED

C. Recommendation from the Finance Committee

1. American Institute of Architecture Students (AIAS) \$4,255 NP & A
 - a. Tommy made a motion to approve an amended amount of \$3,855.00 to AIAS which was removing \$400.00 for food, seconded by Dylan
 - b. Discussion ensued regarding food and out of pocket expenses
 - c. Christine made a motion to amend the amount of the main motion to the original amount requested of \$4,255 for AIAS, seconded by Christina
 - d. Christine called the vote for the amendment: 9/3/1, motion passed
 - e. Christine called the vote for the amended motion of \$4,255: 9/3/1, motion passed

IV. INFORMATION ITEM

A. Fall Achievement Overview

1. Christine stated that they had done this in the cabinet and she asked everyone to give a brief overview of what they have been working on and how they would project into the future or collaborate with other colleges
2. She recapped that the administration, as a whole, has received a lot of compliments on how much has been accomplished so far. She added a special thanks to everyone for the huge effort on Prop 30 and that from her one-on-ones she knows that everyone is working hard with their councils. She noted that one thing that they should work on as a group next quarter would be attendance at events as there were a few people who did not complete their three mandatory BEAT events. She added that she would be in touch with Aisha to let them know which events were specifically for BEAT.
3. Christine moved around the table and had everyone take a minute each to state their biggest accomplishment so far and what they were looking forward to in the next quarter

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

V. EXECUTIVE SESSION

A. Action Items

1. The Management Employment Plan (MEP) manual and form were approved

B. Discussion Items

1. Job Descriptions

a. The HR Manager job description was discussed

b. The HR Assistant job description was discussed

VI. ADJOURNMENT

A. Next Senate meeting – to be determined

B. Senate meeting 2012-2013:6 was adjourned at 4:57pm

MINUTES SUBMITTED TO:

Christine Hall, Chair of the Senate

Date

MINUTES APPROVED AT SENATE 2012-2013: _____

Vicki Jackson, Administrative Assistant

Date