



ASI Senate Meeting

Minutes

2012- 2013:3 Thursday, October 11, 2012, 3:00 –5:00 PM, BSC, 2nd Floor, England Evans

I. PRELIMINARIES

A. Call to Order

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

B. Quorum Check

1. Voting Members:

Christine Hall, Vice President, Chair
Chris Osuala, President
Stephanie Ferreira, Agriculture Senator – **Excused Tardy**
Joanna Ha, Business Senator – **Excused Absent**
Amber Yoshioka, CEIS Senator
Rana Abuershaid, CLASS Senator
Dylan Devlin, CCHM Senator
Ariane Lebrilla, ENV Senator
Mary Haynes, Engineering Senator
Sally Kandah, Science Senator – **Excused Tardy**
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 – **Excused Tardy**
Cora M. Culla, Executive Director

3. Non-voting Liaisons:

Devon Graves, Attorney General Appointee
Krikor Ketchedjian, Treasurer Appointee
Dr. David Speak, Academic Senate Rep. – **Excused Absent**
Penne Fode, Staff Council Rep. – **Excused Tardy**
Janeth Rodriguez, Alumni Association Rep. – **Sub: Nestor Gonzalez**
Vacant, Bronco Athletics Association Rep.

C. Approval of Minutes

1. The following minutes were approved by the chair as written
 - a. September 4, 2012 – ASI Executive Committee meeting
 - b. September 27, 2012 – Senate meeting

D. Pledge of Allegiance

E. Agenda Changes

1. Cora struck Action Item B. Recommended Bronco Fitness Center Student Fee as it

would be going to the Personnel Review Committee before coming to the senate

2. Christine moved Information Item A. Audit Committee Update to be a special presentation time specific at 3:25pm
3. Christine changed the name of Action Item A. to Nominations and Election of Senate Representative for Fee Advisory Committee
4. Christine approved the agenda as amended

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

1. ASI Total Revenue	\$ 3,738,661.00
2. ASI Total Expenses	\$ 1,254,248.00
3. ASI – NP & A Account Balance	\$ 58,146.00
4. ASI – Tutoring Retention Account Balance	\$ 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. Powell Velasco | 7. Johndaniel Morales |
| 2. Alex Preston | 8. Nika Hemati |
| 3. Philip Sales II | 9. Tina Henton |
| 4. Nancy Hwang | 10. Barny Peake |
| 5. Terri Bell | 11. Krista Smith |
| 6. Jae Pil Shih | 12. Cathy Neale |

H. Special Presentations – Time Specific at 3:25pm

I. Reports

1. ASI Executive Director – Cora M. Culla *(attachment)
 - a. Welcome to New Associate Director for Business Services
 - b. Re-Accreditation for the Children's Center
 - c. BRIC Updates
 - d. BSC Hosting Polling Location
2. ASI Advisor – Dr. Rebecca Gutierrez Keeton – no report
3. Academic Senate Rep. – Vacant
4. Staff Council Rep. – Penne Fode – no report
5. Alumni Rep. – Janeth Rodriguiz – Sub: Nestor Gonzalez
 - a. He stated that they had been asked to co-host a conference that will bring people from Oregon, Washington and possibly as far away as Ohio and the tentative dates were March 8-9th
 - b. He announced that there would be an Alumni Mixer on Nov. 8th at Kellogg West and everyone was invited to attend
6. Athletics Rep. – vacant
7. Senator Pro Tempore – Mary Haynes *(attachment)
 - Engineering Report
 - a. ASI Invited to Welcome Fair

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- Pro Tempore Report
- a. F & O Committee Meetings
- 8. Attorney General – Devon Graves *(attachment)
 - a. Rules and Policy
- 9. Treasurer – Krikor Ketchedjian *(attachment)
 - a. Finance Committee
 - b. Financial Summary
- 10. President – Chris Osuala *(attachment)
 - a. ASI Voter Registration and Prop 30 Update
 - b. Cabinet Meeting
 - c. IRA Committee Meeting
 - d. Committee Appointments
- 11. Vice President – Christine Hall *(attachment)
 - a. Sign Ups
 - b. Voter’s Mobilization Screensaver
 - c. One-on-Ones
- 12. Senate Reports
 - a. Tommy Ward, Senator-at-Large, MCC *(attachment)
 - i. ASI Budget 101
 - ii. MCC Club Mixer and Scavenger Hunt
 - iii. AB 540 Committee
 - iv. State of Our Community: Power and Privilege
 - b. Amber Yoshioka, CEIS Senator *(attachment)
 - i. C.E.I.S. Council Meeting
 - ii. Power of Words Event
 - iii. Our Community Event
 - iv. Book Drive
 - c. Rana Abuershaid, C.L.A.S.S. Senator *(attachment)
 - i. Club Rush
 - d. Sally Kandah, Science Senator *(attachment)
 - i. Community Service
 - ii. Weekly Officer Meetings
 - iii. Presidents Meeting
 - iv. Treasurers Meeting
 - v. General Meeting
 - vi. Dean of Science Meeting
 - e. Caleb Rickard, Senator-at-Large, SIC *(attachment)
 - i. Student Interest Council Meeting
 - ii. Inter-Council Club Fair
 - f. Dylan Devlin, C.C.H.M. Senator *(attachment)
 - i. Welcome Back BBQ
 - ii. Assessment and Curriculum Committees
 - iii. Student Success Fee Presentation
 - g. Stephanie Ferreira, Agriculture Senator *(attachment)
 - i. Advising Task Force Committee
 - ii. She added that they would be having their pumpkin festival Oct.

20-21st so please come out and support

iii. She noted that they had an ice cream social with attendance of about 200 students along with most of the clubs

h. Danielle Sigala, Senator-at-Large, Greek *(attachment)

i. Recruitment

ii. NPHC Step Show

iii. Greek Quarterly

i. Christina Kogat, Senator-at-Large, IHC *(attachment)

i. IHC Informational Meeting

ii. IHC Applications

iii. 1st IHC Meeting

iv. IHC Retreat

v. IHC Gear

j. Ariane Lebrilla, ENV Senator *(attachment)

i. Color Splash – Thursday, October 11 at U-Hour at ENV Patio

ii. Deans Dialogue – Tuesdays at U-Hour at Bldg. 7

iii. ENV Partners Circle – Monday, October 26 at Noon at Kellogg West

k. Joanna Ha, Business Senator *(attachment)

i. Business Week

ii. ASI Presentation

iii. Prop 30 Presentation

J. Open Forum

1. Alex Preston – thanked the student leaders that were able to respond that they would participate in Preview Day on October 20th from 10:30am – 1:00pm and introduce themselves to prospective Cal Poly students who were visiting the campus to learn more about it. If anyone else would like to stop by the table, they were welcome to do so next Saturday.
2. Christina Kogat – stated that Nika, Kambria and herself had been planning a program, that Chris brought to their attention, the last week or two called Real Talk which would start next week on Monday-Thursday in the different residence halls. She added that it was designed to decrease apathy on campus by getting students involved and to inspire growth as leaders in the community. Nika added that she sent out an email yesterday to invite student leaders from all areas on campus. She added that it would be about 6:00 – 8:00pm and students could also text them questions that they would respond to during the activity.

II. ACTION ITEMS

A. Nominations and Election of Senate Representative on Fee Advisory Committee

1. Christine explained that they had already completed the nominations and election of a senate representative for the Fee Advisory Committee, however, it was brought to their attention that the secret or paper voting that was used was not in compliance with the Open Meeting Law or the Education Code so there would be a re-vote by doing the complete process of nominations and the election again
2. Dylan asked who was nominated last time
3. Christine responded that two weeks ago Joanna, Sally, Caleb, Rana and Amber were nominated and she added that the nominations would start over

4. Rana nominated Amber, she accepted
5. Tommy nominated Joanna, discussion ensued as she was not present, Christine accepted on her behalf

I. PRELIMINARIES RE-OPENED

H. Special Presentations

1. Audit Committee Update

Presented by: Phil Sales II – Time specific at 3:25pm

- a. Phil explained that the purpose of his presentation was to give everyone a basic foundation in audits and accounting to provide assistance with the next presentation by the ASI auditor
- b. He stated that he serves on the Audit Committee which provides oversight of financial reporting with management in terms of both internal and external auditors. He added that he would be focusing on external auditors.
- c. He reviewed the typical structure of an organization, the importance of fiduciary duty to the Board of Directors and objectives of financial reporting
- d. He noted two fundamental characteristics of an audit: relevance and faithful representation and reviewed the check of acceptance on six points
- e. Phil stated that our auditors received his check of acceptance on all points
- f. He also noted the ten elements of financial statements
- g. He added that if there were any questions, you could contact him directly

2. 2011-12 Audited Financial Report for ASI and BSC (attachments)

Presented by: Tina Henton, Vicenti, Lloyd and Stutzman – Time specific at 3:30pm

- a. Tina commented that Phil did an excellent job of giving an overview of what she was going to talk about today, particularly in pointing out the importance of the fiduciary responsibility of a board and hearing the technical financial information and results included in the audit
- b. She stated that they did two reports, one for the entire Associated Students Inc. and one for the Bronco Student Center, and she would be giving a brief overview of the ASI report
- c. She explained that the Independent Auditors Report was the only item in the report that was written by her firm, as all other documents were provided by ASI, and that in this they issue an opinion that tells a user of the financial statements if the information was presented fairly and with the requirements of accounting standards
- d. Tina stated that ASI received an “unqualified opinion” which was the best opinion that the auditors could render and means that they had no qualifications and all of the information in the financial statements was fairly stated and was presented in accordance with all of the accounting standards
- e. She gave an overview of various financial statements included in the report and noted that there was one audit adjustment that removed some construction in progress related to the BRIC that was actually the Feasibility Study and so was treated as an expense
- f. She added that no management letter was issued because they had no findings or issues and they did report to the Audit Committee, as Phil stated,

on September 18, 2012 and received approval from them
g. A brief question and answer session took place

II. ACTION ITEMS RE-OPENED

- A. Nominations and Election of Senate Representative on Fee Advisory Committee
 - 1. Christine stated that the two nominees were Amber and Joanna
 - 2. As there was no discussion, Christine called the vote:
 - a. Amber Yoshioka 12 votes
 - b. Joanna Ha 1 vote
 - 3. Christine congratulated Amber Yoshioka on being elected to serve on the Fee Advisory Committee for the 2012-13 year

- B. Election for ASI Standing Committee
 - 1. Facilities and Operations Committee
 - a. Christine reviewed that nominations for this committee were accepted at the last senate meeting for Sally Kandah, Joanna Ha, Caleb Rickard, Daniella Sigala and Stephanie Ferreira
 - b. Mary, as chair of the committee, announced that the meetings would take place every other Friday from 1:00 – 3:00pm starting October 19th or as needed
 - c. Each candidate spoke on their behalf, Christine spoke on behalf of Joanna as she was not present and Danielle withdrew as a nominee
 - d. A brief question and answer session took place with the nominees
 - e. Christine called the vote verbally with each member having two votes and she stated that Stephanie was elected and there was a tie between Joanna and Sally
 - f. Christine called the vote to determine the tie:
 - i. Joanna Ha 8 votes
 - ii. Sally Kandah 5 votes
 - g. Christine congratulated Stephanie Ferreira and Joanna Ha on being elected to serve on the Facilities and Operations Committee for the 2012-13 year

- C. Nominations and Election of Senate Representatives
 - 1. Sustainability Board
 - a. Nika Hemati, ASI Secretary of Sustainability, reviewed the composition of the board, gave an overview of their goals and that she was excited to begin having meetings. She noted that the meetings would possibly be held either bi-weekly or weekly on Tuesdays from 1-5:00pm or Fridays from 9-11:00am.
 - b. Christine opened the floor for nominations
 - i. Ariane nominated herself
 - ii. Danielle nominated herself
 - iii. Dylan nominated Sally, she accepted
 - iv. Tommy nominated himself
 - c. Each nominee spoke on behalf of themselves
 - d. Christine called the vote verbally with each member having two votes and she stated that Ariane Lebrilla, with 11 votes, and Sally Kandah, with 6

- votes, were elected to serve on the Sustainability Board for the 2012-13 year
2. ASI Tutoring Advisory Board
 - a. Christine explained that Yosif Al-Sharrak, ASI Secretary of Education and chair of the board, could not be here today. She noted on his behalf that this board works with the Learning Resource Center (LRC), meets about once a quarter and they need two senators to serve on the board.
 - b. Christine opened the floor for nominations
 - i. Chris nominated Danielle, she accepted
 - ii. Christina nominated herself
 - iii. Sally nominated Rana, she accepted
 - iv. Amber nominated Mary, she declined
 - v. Tommy nominated Stefanie, she declined
 - c. Each nominee spoke on behalf of themselves
 - d. A brief question and answer session took place with the nominees
 - e. Christine called the vote and as there was some confusion, she recalled the vote
 - i. Danielle Sigala 9 votes
 - ii. Christina Kogat 8 votes
 - iii. Rana Abuershaid 9 votes
 - f. Christine congratulated Danielle Sigala and Rana Abuershaid on being elected to serve on the ASI Tutoring Advisory Board for the 2012-13 year

III. INFORMATION ITEMS

- A. Student Success Fee Information Update
 1. Rebecca thanked everyone for the feedback that was given during their leadership training regarding the proposed Student Success fee
 2. She gave an overview that the Provost, Martin denBoer, Vice President of Student Affairs, Doug Freer, and the Chief Information Officer, John McGuthry, came together and worked all summer to propose a Student Success fee about things that they were really worried about on the campus. She added that they narrowed their list down with the help of the student leader feedback. She noted that they shared the idea with President Ortiz who gave them feedback and encouraged them to continue to consult with people who would not be voting, but people around the campus.
 3. She stated that the proposal was changed to include nine specific line items with three for Academic Affairs, three for I & IT technology areas and three for Student Affairs areas
 4. She pointed out that it was discovered that Cal Poly was one of three CSU campuses that did not have a Student Success fee which included Cal State LA, Cal State Dominguez Hills and us
 5. Rebecca explained that they also went year by year in the proposal and listed, based on the amount of money the first year, what they could offer to the students. Also, the brochure that would be given out to the students would divide the highlights of what they could expect year by year.
 6. She added that another item that was requested was an Oversight Committee with equal partnership in the membership and so the committee would be made up of

those three executive leaders, three faculty members appointed by the Academic Senate and three student leaders appointed by ASI. They would make sure that all of the money that was spent was within the nine line items.

7. She reviewed that the outreach to the non-voting members on campus would be to the deans, associate deans, Academic Senate, department chairs and they went to the IRA Committee to tell them that the fee that they were going to propose, they do not have to propose it anymore and can put it on hold while they finish this process and then they might not have to do a fee referendum to increase the IRA fee
8. She added that the memo did go to President Ortiz and he did sign off approving that they could go and ask students about this, get their feedback in a questionnaire and he would take all of that feedback and make a decision on the campus
9. Rebecca explained that if he decided to say yes, then he would have to go to the Chancellor and ask his permission for the final decision on the fee
10. She added that ASI staff members were being hired by the university to do a lot of the work, so you may see them producing the brochure for the students, creating the powerpoint, training the student presenters, helping to develop the FAQs and they have already shot some footage and done the website for the university
11. She gave details on the outreach to fifty groups that would be receiving the presentations and asked if everyone who was requesting a presentation would please advise her as she was the primary contact for the scheduling and coordination. She also asked that each senator email her what they already knew was scheduled so that she could facilitate communication. She added that she had a generic email that any of them could use to send out to their constituents, council and clubs to remind them to attend their respective open forums.
12. She noted that they had scheduled five open forums in the BSC, two in the halls and two in the Suites with a large variety of dates and times
13. She added that they did create an email so that students could send feedback to studentsuccessfee@csupomona.edu
14. She stated that people were working on the frequently asked questions that would go up on the website which would go live a few minutes from now, an interview with the Poly Post would happen on Monday, an email would go out to all students, they would have two Poly Post ads, A-frames and posters so all of this indicates that it really is their intention to have as many students as possible hear about this
15. She announced that they were doing a dress rehearsal on Monday, Oct. 15th from 3:00 – 4:00pm in Ursa Major A and invited everyone to attend and see the student presenters practice
16. A brief question and answer session took place and the website was provided as www.csupomona.edu/studentsuccessfee

B. 2012-13 Goals and Initiatives

1. Chris presented the following goals and initiatives that he and Christine had come up with and he was pleased to see that some of the Cabinet had already begun to utilize them
 - a. Create the most enjoyable and fulfilling “learn by doing” experience for as many students as possible

- b. Transform the Cal Poly Pomona experience from good to GREAT
 - c. To develop the “complete/whole student” on our campuses through extracurricular involvement and extensive interaction with alumni and nearby businesses
 - d. Create a legacy and make this ASI term one of the most memorable and influential
- 2. He stated that they planned to achieve these goals through the following three initiatives: ASI Does, ASI Helps and ASI Cares
 - 3. He explained the details and purpose behind each of the initiatives
 - a. ASI Does: Inauguration Event, ASI Shadowing and a Homecoming Event
 - b. ASI Helps: Governor Brown’s Tax Initiative – Prop 30, Career Module and an ASI EO 665 Initiative
 - c. ASI Cares: “Real Talk” with IHC, “State of the Community” and monthly Community Service
 - 4. Chris concluded that a focus for this administration was leaving a strong legacy so that they were remembered for years to come as an example for those that come after them. He posed the question to the senators and cabinet members as to what kind of legacy will they leave behind and how will their position have changed due to having served in it.

C. Oath of Office

- 1. Chris asked everyone to stand and led them in the oath of office by reading from the ASI By-Laws and having them repeat the oath after him with their right hand raised

IV. ADJOURNMENT

- A. Next Senate meeting will take place on Thursday, October 25, 2012, 3:00 – 5:00pm, in the England Evans room
- B. Christine reminded everyone that after the meeting adjourned, there would be picture re-takes in GAS and if you were unable to do so at this time, please coordinate through her for a separate time
- C. Senate meeting 2012-13:3 was adjourned at 4:51pm

MINUTES SUBMITTED TO:

Christine Hall, Chair of the Senate

Date

MINUTES APPROVED AT SENATE 2012-2013: _____

Vicki Jackson, Administrative Assistant

Date