



Rules and Policies Committee

Minutes

Friday, October 11, 2013, 3:00 – 5:00PM, BSC, Senate Chambers, Senate Conference Room

I. Preliminaries

A. Call to Order

3:00PM

B. Quorum Check X – Present A – Absent E – Excused ET – Excused Tardy T – Tardy

Voting Members:

Johndaniel Morales, Attorney General (Chair)

Jared Tolbert, Senate President Pro-Tempore (Vice Chair)

Christine Hall, President

Joe Shashaty, Vice President

Nailah Zoi Givens, Greek Senator-At-Large

Raquel Mercado, CLASS Senator

Jai Oni Sly, CEIS Senator

Advisors:

Cora Culla, ASI Executive Director (ASI Advisor)

ET Susan Ashe, Director of Judicial Affairs (University Advisor)

Liaison:

Alec Jaltorossian, **Treasurer**

C. Approval of Minutes

No minutes to approve.

D. Agenda Changes

Under Quorum Check, Follow "Alec Jaltorossian" with "Treasurer" under Liason.

E. Introduction of Guests

Andrea Cendejas, ASI Elections Chair.

F. Open Forum

Cora Culla: New Assistant Manager for Human Resources, Danielle Sanders, has started work. It is encouraged that committee members stop by and welcome her.

II. Action Item

No action items.

III. Discussion Item

A. Introduction

1. Johndaniel Morales (JD): Email with agenda had instructions to review attachments including Rules & Policies Committee (R&P) Code. Note: Printed agendas will not be provided for every meeting. Please print as needed. Please look

for relevant instructions and attachments in Rules & Policies emails along with agendas. One hard copy will be at the meeting for review.

2. R&P's Purpose: Please see committee code. Also, will be a resource for reviewing and polishing potential policies, resolutions, etc.

B. Meeting Norms and Expectation

1. Johndaniel Morales: *Please be timely to meetings. Communication is extremely important. Please inform chair in advance if tardy or absent.*

2. Cora Culla: *Engage in open and honest discussion and separate debates we may have here, which are business related, with our personal relationships we may have with each other. Remain transparent and objective.*

3. Alex Jaltrossian: *Come prepared and knowledgeable on the subjects being discussed in order to speak your mind properly.*

4. Joe Shashaty: *Be transparent. Heads up: Louis Harfouche, MCC Senator-At-Large, is working on including more inclusive language in the bylaws.*

5. Andrea Cendejas: *Speak your honest opinion.*

6. Jared Tolbert: *Be informed on topics up for discussion and review.*

7. Christine Hall: *Read documents that will be up for discussion and review. Be open minded. Be prepared for meetings.*

8. Raquel Mercado: *Do not assume, but instead ask for clarification. Communication is important.*

9. Susan Ashe: *Read documents and be prepared before meetings. A lot is accomplished in these meetings, and most sessions end up as working meetings where much work is completed and making optimum use of our time.*

10. JD: *Things last year's R&P accomplished: Updated ASI's Articles of Incorporation, made substantive changes to the ASI Bylaws by referendum, updated F&O Code, Finance Code, BFC Policy, and Senate Rules.*

C. Meeting Dates & Times For Next Quarter

Fridays from 3PM-5PM, every other week will be the most likely R&P time for winter quarter. Confirmation to come.

D. Potential Projects

i. Elections Code

1. R&P will be reviewing Special Election, guidelines for referendum, campaign restrictions, run-off situation, and orientation proxies. Please closely review Elections Code for upcoming discussion.

ii. Facilities Use Manual

1. Review the current Facilities Use Manual for the BSC in preparation to creating a Facilities Use Manual for the Bronco Recreation and Intramural Complex (BRIC).

2. Jared: F&O will be initializing most of the policy regarding the BRIC, but will appreciate R&P weighing in on that policy because it is a big project and warrants collaboration from both committees and teams.

iii. PCI Compliance Policy

1. Payment Card Industry Compliance: Date security standard for credit card information to protect business and customer from data theft and fraud.

iv. Non-Substantive ASI By-Law Revisions

1. Will be reviewing By-Laws for non-substantive changes. Non-substantive changes require approval of senate and President Ortiz. Substantive changes require senate approval, referendum, and final approval by President Ortiz.

1. JD: Will follow up with Cora and Powell Velasco, Associate Executive Director Of Facilities & Operations, in regards to Facilities Use Manual and PCI Compliance in collaboration with Jared (F&O Chair) and his committee.

2. Cora: CSU Executive Order that requires Auxiliaries to set aside reserves for working capital: an Emergency Reserve on top of current off-campus and on-campus reserves. Verification of exact executive order must be made. May affect policy change and most likely be collaboration between R&P and the Finance Committee.

3. Cora: Certain Cabinet Committees may need further elaboration of duties, responsibilities, and rights through creating new and reviewing/altering current committee codes.

G. Information item

H. Adjournment

1. 3:19PM

2. Next Rules and Policies Committee Meeting:

Friday, October 25, 2013, 3:00 – 5:00PM, BSC, Senate Chambers, Senate Conference Room