



# ASI Senate Meeting

## Minutes

2013- 2014:6 Thursday, October 31, 2013, 3:00PM –5:00 PM, BSC, 2nd Floor, England Evans

### I. PRELIMINARIES

#### A. Call to Order

1. Chair Joe Shashaty called Senate 2013-2014:6 to order at 3:00pm

#### B. Quorum Check

##### 1. Voting Members:

Joe Shashaty, Vice President, Chair  
Christine Hall, President  
Jared Tolbert, Agriculture Senator  
Jordan Gonzalez, Business Senator  
Jai Oni Sly, CEIS Senator  
Raquel Mercado, CLASS Senator  
Brenda Magdaleno, CCHM Senator  
Martin Mares, ENV Senator  
Jasmine Andino, Engineering Senator  
Obi Okafor, Science Senator  
Louis Harfouche, Senator-At-Large (MCC)  
T.J. Coggins, Senator-At-Large (SIC)  
Nailah Zoi Givens, Senator-At-Large (Greek)  
Colin Danahy, Senator-At-Large (IHC)

##### 2. Advisors:

Dr. Rebecca Gutierrez Keeton, Advisor-Sub: Susan Ashe - **Excused Tardy**  
Cora M. Culla, Executive Director (2<sup>nd</sup> Sub: Dr. Byron Howlett Jr.)

##### 3. Non-voting Liaisons:

Johndaniel Morales, Attorney General  
Alec Jaltorossian, Treasurer  
Dr. J. Swartz, Academic Senate Rep.  
Vacant, Staff Council Rep.  
Janeth Rodriguez, Alumni Association Rep.  
Cristian Garcia, Bronco Athletics Assoc. Rep. – **Excused Absent**

#### C. Approval of Minutes

1. The minutes for the senate meeting on October 17, 2013 were approved by the chair as written

#### D. Pledge of Allegiance

#### E. Agenda Changes

1. Joe removed Discussion Item A. ASI Logo Re-Design and replaced it with the

- Recommendation from the Finance Committee 1. American Society of Mechanical Engineers (ASME) for \$5,500 from NP & A
2. He removed Information Item B. Calendar Conversion Task Force
3. He also added an Executive Session Discussion Item A.1.FICA Exemption Legal Review
4. Joe approved the agenda as amended

F. Financial Status – Given by Alec Jaltorossian (attachments)

1. ASI Total Revenue	\$ 4,189,290.00
2. ASI Total Expenses	\$ 1,651,308.00
3. Total Investments	\$ 8,925,262.00
ASI-Local Agency Investment Fund	\$ 2,981,559.00
BSC-Local Agency Investment Fund	\$ 5,943,703.00
4. ASI – NP & A Account Balance	\$ 199,550.00
5. ASI Prior Year's I Reserves	\$ 226,758.00
6. ASI Prior Year's II Reserves	\$ 146,005.00
7. ASI Prior Year's III Reserves	\$ 564,940.00
8. BSC On-Campus Reserves	\$ 1,657,219.00

G. Introduction of Guests

- |                   |                      |
|-------------------|----------------------|
| 1. Kim Duenas     | 9. Terri Bell        |
| 2. Cathee Hill    | 10. Powell Velasco   |
| 3. Jomel Bautista | 11. Jeff Zampell     |
| 4. Michael Adams  | 12. Stefan Colvey    |
| 5. James Cox      | 13. Esteban Leon     |
| 6. Barny Peake    | 14. Lisa Dye         |
| 7. Krista Smith   | 15. Danielle Sanders |
| 8. Marten denBoer |                      |

H. Special Presentation:

1. Academic Affairs Updates – Time specific at 3:05pm  
Presented by Marten denBoer, Provost and Vice President for Academic Affairs
  - a. Provost Marten denBoer stated that the Student Success Fee (SSF), which had started this Fall Quarter, allowed the administration to support student success in new ways they weren't able to do in the past and he gave the following updates:
    - i. Bottleneck Courses – they have set up a process for courses that historically students have had a hard time getting into and it appears to be successful so far, so please let them know any feedback
    - ii. Improving Classroom Experience Initiative – programs can apply for funds to physically improve classrooms, everything from furniture to lab equipment, through applications to the committee which also has student representatives that review the applications. Also faculty that want to pursue a new way of teaching a course can submit an application to the committee for the necessary materials.
    - iii. Expanded the library hours
    - iv. More professional advisors in the colleges – they were developing a

process for having them set-up, as faculty were not always in the best position to advise, and planning to implement software that will note what advisors recommend and track what students do

- v. Funding more student engagement in departments – based on a formula per the number of majors and students in a department, there would be more funding for field trips, bringing in outside speakers or other events
- b. He concluded that those were the main things that they were doing with the Student Success Fee and he thanked everyone for their support as he felt that this was really making a difference to their ability to help students. He noted that there were also SSF funds going to Student Affairs and I & IT and so he assumed that those divisions would be giving individual reports on how those funds were being spent.
- c. He added that they were also working on both the Academic Strategic Plan and the University Strategic Plan, which had been done five years ago, and he noted that the world had changed since that time in significant ways, which included technology, the process of learning and how we access information. There would be open forums and committees for students to serve on and provide feedback during this process.
- d. He also explained that there had been an experiment done last year with the assistance of ASI to provide tutoring to students in the residence halls and gave the details that led to outcomes that were not that great and have led to the proposal in the future to expand the LRC with evening hours and they were working out the other details which would also be funded by the SSF
- e. The Provost asked the senate for any concerns about academic programs and a variety of feedback was shared that included student funds for traveling and research, the lack of a request for the three student representatives to serve on the SSF oversight committee, the branding idea - “brought to you by you” and the quarter to semester calendar conversion which led into a discussion
- f. Marten explained that they had been told by the Chancellor that CPP should convert to semesters and also that the Chancellor’s office would pay the large majority of the cost associated with that. He noted that several years ago there was an ad hoc committee, appointed by the Academic Senate, that looked at the advantages and disadvantages of converting to semesters. The committee made a recommendation to convert and the senate voted it down, in large part because they could not see where the funds were coming from and that was not deemed responsible. However, that was not the case now that the Chancellor’s office was picking up the bulk of the cost and those other costs could be funded as one-time costs now that the university was in better financial shape. Therefore, the recommendation that he made to the President’s Cabinet and President Ortiz, and they have accepted, was to move forward with converting on a time table of their choosing, as opposed to one that the Chancellor’s office would choose. He noted that this would involve a one plus three schedule which meant that the first year would be devoted to setting up appropriate committees to work on different areas, as well as a single steering committee to coordinate all of the efforts. Then there would

be a three year process where departments would convert their courses, PeopleSoft and what used to be called BroncoDirect to a semester system with the idea that a go live date would be the Fall of 2017. He concluded that that was basically the plan.

g. A lengthy question and answer session took place

- I. Reports – Not given verbally, posted on the SAN
  1. ASI Executive Director – Cora M. Culla \*(attachment)
    - a. Campus Recreation
    - b. Games Room Event Line-Up
    - c. Business Services
    - d. Repurposing of BFC Space
  2. ASI Advisor – Dr. Rebecca Gutierrez – no report
  3. Academic Senate Rep. – Dr. J. Swartz – no report
  4. Staff Council Rep. – vacant
  5. Alumni Rep. – Janeth Rodriguez – no report
  6. Athletics Rep. – Cristian Garcia – no report
  7. Senator Pro Tempore – Jared Tolbert \*(attachment)
    - ASI Update
    - a. Outreach Efforts
    - Ag Council Update
    - a. Pumpkin Festival
    - b. Ice Cream Social
    - c. Budgets
    - d. Ag Beautification
    - e. Pizza with the Dean
    - f. PuraVita
  8. Attorney General – Johndaniel Morales \*(attachment)
    - a. Bylaw Review
    - b. Reaching Out to Councils
    - c. Council Compliance
  9. Treasurer – Alec Jaltorossian – no report
  10. President – Christine Hall – no report
  11. Vice President – Joe Shashaty \*(attachment)
    - a. Quarter/System Conversion
    - b. One on Ones
    - c. Harvest Hat Day Parade
  12. Senate Reports
    - a. Brenda Magdaleno, CCHM Senator \*(attachment)
      - i. Expansion Ground Breaking
      - ii. NSMH Road Trip to Regionals
      - iii. Restaurant at Kellogg Ranch is now Open
    - b. Colin Danahy, Senator-at-Large, IHC \*(attachment)
      - i. Monster Mash
      - ii. Catching Fire Screening
      - iii. Conferences
    - c. Jai Oni Sly, CEIS Senator \*(attachment)

- i. Fulbright Scholar
- ii. Retreat
- iii. Dia De Los Muertos
- d. Jasmine Andino, Engineering Senator \*(attachment)
  - i. Outreach – E-Council Meeting 10/22/13
  - ii. Engineering Council Events – Engineering Club Welcome Fair
- e. Jordan Gonzalez, Business Senator \*(attachment)
  - i. UBSS General Meetings
  - ii. Events – Shark Tank Viewing, Business Week and CBARN
  - iii. Outreach – MHR Presentation
- f. Louis Harfouche, Senator-at-Large, MultiCultural Council \*(attachment)
  - i. Night of Color
  - ii. Resolution
  - iii. Middle Eastern Center
  - iv. Social Justice Month
- g. Martin Mares, ENV Senator \*(attachment)
  - i. reUSE
  - ii. Space Activator (Halloween Edition)
- h. Nailah Zoi Givens, Senator-at-Large, Greek \*(attachment)
  - i. Upcoming Events – BE SMART and Greek Quarterly
  - ii. Collaborations – Up Till Dawn
- i. Obi Okafor, Science Senator \*(attachment)
  - i. LA Cancer Challenge
  - ii. Day of the Dead
  - iii. Corn Sale
- j. Raquel Mercado, CLASS Senator \*(attachment)
  - i. CLASS Club Rush
  - ii. CLASS Council E-board Meeting, October 29<sup>th</sup>, 2013
  - iii. Continuing to Retrieve Emails from E-board Members of CLASS Clubs
  - iv. Third CLASS Council Meeting, October 22<sup>nd</sup>, 2013
- k. T.J. Coggins, Senator-at-Large, Student Interest Council \*(attachment)
  - i. Council Updates
  - ii. Personal Updates

J. Open Forum

1. Cora M. Culla – stated that there were some new full-time staff members and asked that Lisa Dye and Barny Peake please introduce them. Lisa introduced Danielle Sanders as the new HR Assistant Manager and gave a few details about her background. Barny introduced Cathee Hill as the new Program Assistant and gave a few details about her background and responsibilities.
2. Susan Ashe – announced that she serves on one of the Homecoming committees and on February 8<sup>th</sup> there would be a parent breakfast that morning so save the date. She added that more information would be coming out about that and also the 12-5:00pm activities that day with tents and spaces that can be used to pull group reunions together that colleges, councils and clubs may be interested in learning about as more information becomes available.

3. Janeth Rodriguez – added that if any groups would like to invite alumni for their area please send her department an email to request information.

## II. DISCUSSION ITEM

### A. Recommendation from the ASI Finance Committee

1. American Society of Mechanical Engineers (ASME)      \$5,500      NP & A
  - a. Esteban Leon, Project Lead within ASME, Stefan Colvey, ASME President, and Jeff Zampell, ASME Treasurer, all introduced themselves as giving a presentation on their Project Gas Turbine (PGT)
  - b. Esteban drew everyone's attention, in their powerpoint, to their mission statement which read: Fostering creativity and innovation within the mechanical engineering and engineering community. Stefan stated that their primary way of doing this was through their flagship project of PGT in order to establish member involvement in both the club and on campus.
  - c. Esteban gave additional details about the project/micro turbines and that they would like to enter student conference competitions such as the ASME conference and the NI Student Design competition and give exposure for Cal Poly Pomona as a lead engineer school and have it be the first CSU school to develop and explore micro turbine engines
  - d. Jeff stated that they were here to encourage student success and help good students become great engineers and so they needed the help with funding from ASI to move this project forward
  - e. A question and answer session took place

## III. INFORMATION ITEM

### A. ASI 2013-14 Goals (attachments)

1. Cora passed out a summary of the Goals and Objectives for the Corporation for the 2013-14 fiscal year and reviewed the following items that were listed:
  - a. Renewal of ASI's Operating Agreement with CSU Trustees
  - b. Preparation of ASI Strategic Plan for 2014-19
  - c. Pre-opening and Planning for BRIC Opening by Fall 2014
    - i. Completion of Construction
    - ii. Preparation for Grand Opening
    - iii. Operating Policy Framework
    - iv. Procurement of Group 2 Equipment
    - v. Recruitment of FT and Student Staff
  - d. Preparation for Transition to New ASI Staffing Structure
  - e. Assessment Framework for Student Staff Learning Outcomes
  - f. Customer Service Assessment
  - g. Celebration of ASI's 50<sup>th</sup> Anniversary
  - h. Collaboration with University on 75<sup>th</sup> Anniversary and Homecoming
  - i. Resolution of ASI's FICA Exemption Status
  - j. Preparation of Capital Replacement Plan and Supporting Financial Plan
  - k. Finalization and Implementation of Plan to Repurpose Current Bronco Fitness Center Space

- I. RFP for Financial and Human Capital Management System and Selection of Appropriate System
2. Christine stated that she wanted to touch base on the Student Government goals, as they were already moving into the Fall Quarter, and noted that there may be some overlap with the corporation goals that Cora had presented. She passed out a list of the Golden Goals for a Golden Year, gave details and reviewed the following:
  - a. ASI Strategic Plan
  - b. Quarter to Semester Conversion
  - c. Bronco Spirit Campaign
  - d. Increased Outreach Efforts
  - e. Greenovation Grant
  - f. Academic Initiatives
    - i. EO 665 Initiative
    - ii. Bronco First Generation Project
    - iii. 4.0 Workshop
  - g. Comprehensive Campaign
  - h. Inter-Council Banquet
  - i. Expanding Elections
  - j. Homecoming
3. Christine concluded that she and Joe can also assist any of the senators with their individual goals, to please let her know if there are any questions and let's have a great year

Joe adjourned the regular session at 4:34pm to move to Executive Session

#### **IV. EXECUTIVE SESSION**

- A. Discussion Item
  1. FICA Exemption Legal Review
    - a. The status of the FICA exemption was discussed

#### **V. ADJOURNMENT**

- A. Next Senate meeting will take place on Thursday, November 14, 2013, 3:00 – 5:00pm, in the England Evans room
- B. Joe stated that senate meeting 2013-14:6 was adjourned at 4:57pm

#### **MINUTES SUBMITTED TO:**

ASI SENATE MEETING

October 31, 2013

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MINUTES APPROVED AT SENATE 2013-2014: \_\_\_\_\_

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Vicki Jackson, Administrative Assistant

Date

TO VIEW REPORTS LISTED (WITH AN \*) OPEN SEPARATE FILE ON DOCUMENTS WEBPAGE LABELED:

ASI SENATE MEETING ATTACHMENTS – REPORTS FOR OCTOBER 31, 2013