



ASI Senate Meeting

Minutes

2013- 2014:7 Thursday, November 14, 2013, 3:00PM –5:00 PM, BSC, 2nd Floor, England Evans

I. PRELIMINARIES

A. Call to Order

1. Chair Joe Shashaty called Senate 2013-2014:7 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 - **Excused Tardy**
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: Dr. Byron Howlett Jr.**
Cora M. Culla, Executive Director

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 31, 2013 were approved by the chair as written

D. Pledge of Allegiance

E. Agenda Changes

1. Joe changed the time specific for the presentations to 3:15pm for John McGuthry and

to 3:45pm for Tina Henton

2. Joe approved the agenda as amended

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

1. ASI Total Revenue	\$ 4,514,743.00
2. ASI Total Expenses	\$ 1,979,468.00
3. Total Investments	\$ 8,605,262.00
ASI-Local Agency Investment Fund	\$ 2,901,559.00
BSC-Local Agency Investment Fund	\$ 5,703,703.00
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. Powell Velasco | 6. Andrea Cendejas |
| 2. Kim Duenas | 7. Chris Chisler |
| 3. Krista Smith | 8. Tina Henton |
| 4. Nancy Hwang | 9. John McGuthry |
| 5. Terri Bell | |

H. Special Presentation:

1. I & IT Updates – Time specific at 3:15pm

Presented by John McGuthry, CIO, Instructional and Information Technology

- a. John McGuthry, CIO, Instructional and Information Technology (I & IT), gave some background on himself and noted that when he started he discovered that not only did the budget for wireless reside at the Chancellor's office, but also that they had not done any building surveys when they originally installed it at Cal Poly seven years ago which meant it was not placed where the signals needed to be the strongest for the best service
- b. He noted that he had a conversation with President Ortiz that CPP needed a technology fee as there was technology needed in the classrooms, there was no budget for the wireless infrastructure and students needed these resources – so the Student Success Fee evolved out of that conversation
- c. He stated that the following had changed since he arrived on campus:
 - i. His organization had changed and a lot of the IT people that were spread out had come together to form a new group that now combined all of the IT assets on campus from Student Affairs, Administrative Affairs, existing IT staff and a new hire to now have a very different mindset to solve problems
 - ii. IT Governance, which helps make decisions for the campus, had also changed in that they now will share the decisions about the infrastructure with the campus, ask the campus for help with their decisions and ask the campus to make some of the decisions for them
 - iii. He gave examples of the types of technology decisions that need to

- be considered and that working groups for different areas had been created for security, web, emerging and instructional technology, etc. and he added that there was a website for all of the information, minutes, and approvals that IT Governance handled
- iv. Network infrastructure had also changed – it decided where the network traffic went next and the utilization that was as high as 80% was now down to 20% which was a huge improvement
 - v. Wireless infrastructure had been reconfigured, for instance at the library, and would continue to be reconfigured, for instance at the BSC, and the guest option will be replaced by Bronco ID log-in so that off campus people will not utilize free Wi-fi and overload the system
- d. He noted that the Student Success Fee (SSF) had provided for the two new IT Governance committees: Emerging Technology with about \$200,000 this year for wireless and Instructional Technology with about \$1 million this year to be spent on labs and classrooms and they both should be providing recommendations to him by a March 2014 timeline
- e. He added that SSF had also assisted at the Student Help Desk in the library with about 40-50% more students having received service as opposed to where the help desk used to be located. The plan for the people with the blue shirts was that they would eventually roam the library to offer assistance.
- f. He stated that they wanted to implement Linda.com which consisted of onsite training modules which would soon be available to every student and employee through Bronco ID log-in and provide help on how to use Word, Excel, etc. with about 25,000 licenses. It would be available 24 hours a day online and could be tested currently and he gave directions.
- g. He stated that Adobe was being added to every lab computer on campus as long as the individual computer was able to run it
- h. He noted that their website reflected additional information about changes that have happened like Adobe, Linda.com and the help desk and that once the committee recommendations were made they would be on the website so that anyone can see how IT was spending the Student Success Fee dollars
- i. He added that other changes that were coming were going to impact the website which would be more for people that do not know Cal Poly, a new portal that will be available on smart phones for those who need to access services and have a relationship with Cal Poly and also replacing the old telephone system which would start being done in December and take about a year to complete which will also eventually be capable of video
- j. A question and answer session took place

2. 2012-13 Audited Financial Report for ASI and BSC – Time specific at 3:45pm

Presented by Tina Henton, Vicenti, Lloyd and Stutzman (attachment)

- a. Cora stated that the system required that ASI undergo a fiscal year audit conducted by an independent, certified public accounting firm and she introduced Tina Henton, a partner for Vicenti, Lloyd and Stutzman, and noted that she would go over the audited financial reports that Terri had just distributed

b. Tina introduced herself and stated that she represented our external auditors and explained that they visit ASI each year and go through the books of both

ASI and the Bronco Student Center (BSC)

c. She stated that she previously met with our Audit Committee in the middle of September, as these reports were due to the Chancellor's office by September 20th this year, so that report had already been completed and filed and she would now go over some of the highlights

d. She explained that the first two pages were the Auditor's Opinion Letter and these were important because they reflect the opinion of the auditor about the financials once they've been reviewed. She added that ASI received an unmodified or unqualified opinion which is the best opinion that they can render and it means that all of the financial statements that you see before you and the amounts were fairly presented, all required disclosures were included and ASI had followed all appropriate accounting principles

e. She gave an overview of various financial statements such as the Statement of Financial Position, the Statement of Cash Flow, the Notes To Financial Statements included in the report and the Supplementary Information which is a different way of presenting the data

f. She noted that there was one adjustment to the financial statements, related to the post retirement benefit, and it was not because of anything done wrong by ASI but was simply a case of waiting for the actuary report to come up with a number and he can't get his report done until the books are closed

g. Tina concluded that there was no management letter issued because there were no findings or issues related to internal controls or other operations

h. A brief question and answer session took place

i. Reports – Not given verbally, posted on the SAN

1. ASI Executive Director – Cora M. Culla – no report
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 *(attachment)
 - a. Student Alumni Networking Mixer
 - b. Student Network Dinner Program
6. Athletics Rep. – Cristian Garcia – no report
7. Senator Pro Tempore – Jared Tolbert *(attachment)
 - a. Pizza with the Dean
 - b. CFFA
 - c. CFFA Movie Night
 - d. Ag Sweatshirt Sales
 - e. Ag Beautification
 - f. PureVita at Next Ag Council Meeting
 - g. Winter Community Service
 - h. Pie Your RA (Or ASI President)
8. Attorney General – Johndaniel Morales *(attachment)

- a. Council Meetings
- 9. Treasurer – Alec Jaltorossian *(attachment)
 - a. Smart Spending Policy
 - b. Finance Committee
- 10. President – Christine Hall – no report
- 11. Vice President – Joe Shashaty *(attachment)
 - a. Quarter to Semester Conversion Task Force
- 12. Senate Reports
 - a. Brenda Magdaleno, CCHM Senator *(attachment)
 - i. Students, Faculty, Staff Invited to Open Forums
 - ii. CPHA Upcoming Pelican Hill Tour
 - iii. ASEP Costco Pizza Fundraiser
 - b. Colin Danahy, Senator-at-Large, IHC *(attachment)
 - i. Monster Mash
 - ii. Catching Fire Screening
 - iii. PACURH
 - c. Jai Oni Sly, CEIS Senator *(attachment)
 - i. Fulbright Scholar
 - d. Jasmine Andino, Engineering Senator *(attachment)
 - i. Outreach – Quarter to Semester Conversion
 - ii. Engineering Council Events – Engineering Week
 - e. Jordan Gonzalez, Business Senator *(attachment)
 - i. UBSS General Meetings
 - ii. Events –Business Week and CBARN
 - iii. Outreach – Adopt a Club
 - f. Louis Harfouche, Senator-at-Large, MultiCultural Council *(attachment)
 - i. Speakes
 - ii. Last MCC Meeting
 - iii. Resolution Update
 - g. Martin Mares, ENV Senator *(attachment)
 - i. ENV Conference
 - h. Nailah Zoi Givens, Senator-at-Large, Greek *(attachment)
 - i. Pomona Christmas Parade
 - ii. Blood Drive
 - iii. Up Till Dawn
 - i. Obi Okafor, Science Senator *(attachment)
 - i. Corn Sale
 - ii. Science Week
 - j. Raquel Mercado, CLASS Senator *(attachment)
 - i. Cal Poly Pomona Letter Painting
 - ii. CLASS Council By-Laws
 - iii. CLASS Club Budgets
 - k. T.J. Coggins, Senator-at-Large, Student Interest Council *(attachment)
 - i. Council Updates
 - ii. Personal Updates

J. Open Forum

1. Joe Shashaty – stated that five senators were serving on the task force: Jasmine, Jai Oni, Rocky, Jordan and Brenda and would be part of discussing the different concerns that students have about the conversion. Cora asked if advisors from ASI and the university were going to be included on the task force and it was established that she and Joe would have a conversation about the details.
2. Christine Hall – stated that she would be meeting with President Ortiz next Tuesday and was planning on briefing him on the status of the task force and that she wanted to offer ASI as a resource to him, particularly in the areas that he feels may greatly impact students. She also asked for support on helping Andrea identify students for the Elections Committee that she was working on forming.
3. Jared Tolbert – asked if anyone wanted to join him next Tuesday at U-hour when he presented to the AG Council about the calendar conversion. Students were asking about it at the Pizza with the Dean, so they've invited him to present on the topic, hear concerns and answer questions.
4. Cora M. Culla - asked for clarification if the intent of the conversion task force was to hone in on the student advocacy piece and be informed as to the historical information and then take a position on what we need to represent to the campus, as there were also internal and operational indications that she and the staff needed to cover. She added that she did not want to have overlap and at the same time wanted to make sure that all of the bases were covered.
5. Christine Hall – responded that the task force originally intended to gather information, get student feedback and then they were pretty much told that they would be fighting a losing battle so they decided to redirect the purpose behind it. She added that it was really to gather the student input in moving forward, how to maintain the polytechnic experience and how will students need support, so they would be able to assist the university in bringing these things to light.
6. Cora M. Culla – thanked Christine for the clarification and noted that the organization will probably create a separate group that will focus on the operational aspects.
7. Dr. J. Swartz – stated that based on his experience on the recommending committee to the university president in 2010, he would recommend that each ASI senator gather information from their college on which courses were truly polytechnic/hands-on that could be impacted by the conversion. He noted that at the last senate meeting the Provost had said that a winter session or inter-session was on the table if the students paid the freight and he was concerned that the economically challenged students would be left out of the conversation. He added that as a state university, supposedly serving all students and not just wealthy students, not only could they be left behind but also some of the important polytechnic courses that should be ascertained.
8. Christine Hall – stated that Dr. Swartz just made a good point about the outreach and so she wanted to encourage the senators to host open forums, talk with their constituents and go the extra step to make sure that the polytechnic experience was preserved for future students.

II. ACTION ITEM

A. Recommendation from the ASI Finance Committee

1. American Society of Mechanical Engineers (ASME) \$5,500 NP & A
 - a. Christine made a motion to approve \$5,500 from the NP & A for ASME, seconded by T.J.
 - b. Alec stated that on behalf of the Finance Committee, he wanted everyone to know that when this group presented to the senate they did so with a very condensed version of what they presented to the Finance Committee which was very elaborate and illustrated what a strong project this was and how it will move Cal Poly into the future. He noted that the committee strongly recommended the approval of this request.
 - c. Colin also endorsed this request as a very worthy cause as not only will it help them to compete in their competition, but it also helps to get the name of our Cal Poly mechanical engineers out there so that we can showcase our students
 - d. Joe called the vote: 14/0/0, motion passed

III. DISCUSSION ITEM

A. BRIC Membership, Eligibility, Pricing and Applicable Policies (attachments)

1. Krista explained that this was the first of a number of policies related to the BRIC and that the draft before them had been reviewed by the Facilities and Operations Committee and included their suggested revisions in red, as well as revisions recommended by the university
2. She reviewed that the BRIC was not a public facility and served primarily the campus Community and the table which consisted of the membership categories and their definitions . These ranged from the Assessed Student who incurred the Bronco Student Center fee as part of their tuition and would therefore be paying the \$140 allocated toward the BRIC and the Non-Assessed Student, Faculty/Staff, Alumni, Sponsored and Affiliate who would also be paying the recommended rate of \$140 per quarter.
3. She noted that the membership fee was eligible to be adjusted annually based on HEPI, just like our other fees and added that promotional rates may be authorized to achieve service and revenue goals
4. She recapped the other general areas that covered minimum age requirements, the blanket waiver, proof of identification clause, medical insurance clause and assistants for disabled attendees clause
5. A question and answer session took place regarding charging guests a higher rate, examples of promotional rates, access to staff is located before the main admission point, emancipated students who were under the age of 18 and that Mark Bookman our legal counsel would be reviewing this document prior to approval by the senate

Joe adjourned the regular session at 4:20pm to move to Executive Session

IV. EXECUTIVE SESSION

A. Action Item

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1. The recommendations on ASI's FICA exemption status were approved by a vote count of 14/0/0

B. Discussion Item

1. The ASI staffing plan changes were discussed, Robert's Rules were suspended and they were approved with a vote count of 14/0/0

V. ADJOURNMENT

A. Next Senate meeting will take place on Thursday, December 5, 2013, 3:00 – 5:00pm, in the England Evans room

B. Joe stated that senate meeting 2013-14:7 was adjourned at 5:22pm

MINUTES SUBMITTED TO:

Joe Shashaty, Chair of the Senate

Date

MINUTES APPROVED AT SENATE 2013-2014: _____

Vicki Jackson, Administrative Assistant

Date

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ASI SENATE MEETING ATTACHMENTS – REPORTS FOR NOVEMBER 14, 2013