



# ASI Senate Meeting

## Minutes

2012- 2013:16 Thursday, April 11, 2013, 3:00 –5:00 PM, BSC, 2nd Floor, England Evans

### I. PRELIMINARIES

#### A. Call to Order

1. Chair Christine Hall called Senate 2012-2013:16 to order at 3:01pm

#### B. Quorum Check

##### 1. Voting Members:

Christine Hall, Vice President, Chair  
Chris Osuala, President – **Excused Tardy**  
Stephanie Ferreira, Agriculture Senator  
Joanna Ha, Business Senator  
Amber Yoshioka, CEIS Senator  
Rana Abuershaid, CLASS Senator  
Dylan Devlin, CCHM Senator – **Unexcused Absent**  
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) – **Excused Tardy**  
Christina Kogat, Senator-At Large (IHC)

##### 2. Advisors:

Dr. Rebecca Gutierrez Keeton, Advisor  
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. – **Excused Absent**  
Cristian Garcia/Sara Robinson, Bronco Athletics Association Rep.

#### C. Approval of Minutes

1. The minutes for the senate meetings on April 4, 2013 were approved by the chair as written

#### D. Pledge of Allegiance

#### E. Agenda Changes

1. There were no agenda changes

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

1. ASI Total Revenue	\$ 6,044,752.00
2. ASI Total Expenses	\$ 3,644,541.00
3. ASI – NP & A Account Balance	\$ 130,635.00
4. ASI – Tutoring Retention Account Balance	\$ 5,764.00
5. ASI Prior Year's I Reserves	\$ 222,660.00
6. ASI Prior Year's II Reserves	\$ 127,518.00
7. ASI Prior Year's III Reserves	\$ 342,010.00

G. Introduction of Guests

1. Cathy Neale	7. Krista Smith
2. Nancy Hwang	8. Shelbi Long
3. David Quezada	9. Chris Chisler
4. Terri Bell	10. Carol Lee
5. RaShonda Johnson	11. Yvonne Bailey
6. Barny Peake	12. Melissa Terrazas

H. Reports – Posted on the SAN, not provided verbally at the meeting

1. ASI Executive Director – Cora M. Culla – no report
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 Rodriguez – no report
6. Athletics Rep. – Cristian Garcia - no report
7. Senator Pro Tempore – Mary Haynes \*(attachment)
  - Engineering
  - a. New E-Council Board
  - b. Quarter at a GlanceSenator Pro Tempore
  - a. F & O Committee Meeting Friday
8. Attorney General – Devon Graves – no report
9. Treasurer – Krikor Ketchedjian \*(attachment)
  - a. Financial Summary
10. President – Chris Osuala \*(attachment)
  - a. Pizza with the Presidents/Traffic Safety Forum
  - b. EO 665
  - c. Guaranteed 4.0 Program
  - d. Assistant Treasurer
11. Vice President – Christine Hall – no report
12. Senate Reports
  - a. Amber Yoshioka, CEIS Senator \*(attachment)
    - i. T Shirt Sale
    - ii. Elections for E-Board Positions
  - b. Ariane Lebrilla, ENV Senator \*(attachment)
    - i. ENV Career Day/ENV Mixer – Thursday, April 25

- ii. Space Activators – April 22 on the grassy area near the Library
- iii. Elections – Thursday, May 9
- c. Caleb Rickard, Senator-at-Large, SIC \*(attachment)
  - i. Selection of the Bronco Court
  - ii. 5<sup>th</sup> Annual Crowning of the Bronco Court
- d. Danielle N. Sigala, Senator-at-Large, Greek \*(attachment)
  - i. Spring Rush
  - ii. Greek Week
- e. Rana Abuershaid, CLASS Senator \*(attachment)
  - i. Co-sponsorship with BEAT
  - ii. Spring Quarter Events
- f. Stephanie Ferreira, Agriculture Senator \*(attachment)
  - i. IVCC – Fundraiser April 23rd
  - ii. Tractor and Car Show – May 11th
  - iii. AG Beautification
  - iv. Pizza with the Dean – May 21<sup>st</sup> in room 2-112
  - v. Spring Fling – May 28<sup>th</sup>

I. Open Forum

1. Chris Osuala – announced that per the email from President Ortiz, Pizza with the Presidents would have a different format this quarter with the total event being from 10:00am – 2:00pm. There would be a Traffic Safety Campus workshop from 10-11:30 and again from 12:30-2 with the traditional Pizza with the Presidents forum from 11:30-12:30, all held in Ursa Major of the BSC. He noted that after the tragic accident, the university wanted to show that they were working on campus safety by sharing the status of the campus master plan and to ask the students for feedback. The workshops were a joint event with ASI and would each have seven stations with an administrator and student leader at each one to gather feedback. He will have the student leaders coordinate through Vicki as to signing up to help at a station. He also announced that the funding for the Guaranteed 4.0 program was solidified so the flyers have been printed up for the event on Thursday, April 18<sup>th</sup> from 4-6 in room 1807 of the Library. He noted that Donna O. Johnson would be giving out the workbook to the first 100 people and he gave out three posters per senator so that they could post them in their colleges. He added that the university was interested in this program and was sending people to observe as they may consider adopting it in possibly Student Affairs or Admissions. Please get the word out to the councils and Yosif would work with housing.
2. Christine Hall – stated that eight students attended CHESS last weekend, along with President Ortiz, and met with a lot of legislators and were able to lobby and advocate for students. She noted that her group met with primarily Democrats, who seemed onboard for the CSU, but it was still good to reinforce student and CPP needs. She added that the Governor was out of the country in China so they didn't see him.

II. DISCUSSION ITEM

A. ASI Annual Budget Presentations

1. Cora stated that this represented the beginning of the 2013-14 Annual Budget

presentations and that it would be a memorable year as it would be the last year that ASI would have to prepare for the opening of the BRIC in 2014 and next year was also the 75<sup>th</sup> anniversary for CPP and the 50<sup>th</sup> for ASI. She added that before the end of this year they would be making some important decisions on the Bronco Student Center Space Study and any space allocation decisions that the senate would have to be making and they would also be receiving a recommendation on the new logo or branding of identity for ASI.

2. She stated that her role in this presentation was to submit, on behalf of ASI Departments, Campus Recreation and the Children's Center, the proposed plan for a significant portion of the corporation for next year and she listed an outline for the presentation
3. She explained the following information in the powerpoint presentation and noted that it was based on the knowledge that the Student Success Fee had been approved by the Chancellor's office :
  - a. ASI Team
    - i. Student led, student fee funded and student staffed
    - ii. Approx. 50 full time staff professionals
  - b. ASI Funded & Staff Managed Departments
    - i. Administration Office
    - ii. Business Services
    - iii. Campus Recreation
    - iv. Children's Center
    - v. Human Resources Office
    - vi. Information Technology Office (IT)
    - vii. Programs Office
  - c. Details and statistics for services in the following departments were recapped under the heading of "Staff Serving Students"
    - i. Administration & Program Offices
    - ii. Business Services
    - iii. Human Resources Office
    - iv. Information Technology Office
    - v. Campus Recreation
    - vi. Children's Center
  - d. Students Served
    - i. Program participants, career development participants, service learning, student assistants and internship and volunteers were reflected in a spreadsheet for the three budgeted groups
  - e. Cora explained the major accomplishments, goals for 2013-14 and budget assumptions for 2013-14 for all three budgeted groups
4. She gave an overview of the ASI Departments and presented the following
  - a. She stated that in their budget binders there were two budgets for ASI Departments and the Children's Center and to please reference the one that reflected the Student Success Fee passing
  - b. ASI Departments Income, 2013-14
    - i. The ASI allocation being requested for next year was \$432,313
    - ii. The allocation combined with the recovered BSC expense, IRA

- contract fee, agency fund fee and the projected carryover brought the total income to \$1,554,648
- c. ASI Departments Expenses, 2013-14
    - i. The total fixed costs were \$1,475,261 with the amount of \$1,421,095 included in that total for salaries and benefits
    - ii. The fixed costs combined with the other operating expenses of \$79,387 brought the total expenses to \$1,554,648
  - d. ASI Departments Budget Request Highlights, 2013-14
    - i. She concluded that the increase in their request was driven by the implementation of approved staffing recommendations, a rise in benefits related costs, a provision for ASI logo related expenses and travel costs for the annual AOA Conference in Sacramento, CA
5. Cora gave an overview of Campus Recreation and presented the following:
- a. Campus Recreation Income, 2013-14
    - i. The ASI allocation being requested for next year was \$111,000
    - ii. The allocation combined with the recovered BSC expense and other income brought the total income to \$195,247
  - b. Campus Recreation Expenses, 2013-14
    - i. The total fixed costs were \$163,626 with the amount of \$137,026 included in that total for salaries and benefits
    - ii. The fixed costs combined with the other operating expenses of \$31,621 brought the total expenses to \$195,247
  - c. Campus Recreation Budget Request Highlights, 2013-14
    - i. She concluded that they continued to provide opportunities for student staff development with a decrease in staff expenses, staff travel was included to regional tournaments and training as well as sending one professional to NIRSA in Tennessee which increased expenses by \$2,200 and there was a provision for sports equipment that was in need of update/repair at an increase of \$1,686
6. She gave an overview of the Children's Center and presented the following
- a. Children's Center Income, 2013-14
    - i. The ASI allocation being requested for next year was \$263,962
    - ii. The allocation combined with the generated income and projected carryover brought the total ASI income to \$336,581
    - iii. The income from the grants and Kids U brought their total income to \$790,715
    - iv. The combined income from ASI and the grants/Kids U brought the total income to \$1,127,296
  - b. Children's Center Expenses, 2013-14
    - i. The total fixed costs for ASI were \$321,930 with the amount of \$307,760 included in that total for salaries and benefits
    - ii. The ASI fixed costs combined with the other operating expenses of \$14,650 brought the total expenses to \$336,580
    - iii. The total fixed costs for grants/Kids U were \$541,752 with the entire amount included in that total for salaries and benefits
    - iv. The Grants/Kids U fixed costs combined with the other operating

- expenses of \$242,139 brought their total expenses to \$783,891
- v. The combined expenses for ASI and grants/Kids U totaled \$1,120,471
- c. Children's Center Budget Request Highlights, 2013-14
- i. She concluded with the details that explained the funding gap of \$55,364 for 2012-13 based on the ASI allocation of \$233,935 when their budget need was actually \$289,299 and that funding from the Kids U reserve was accessed to fulfill the shortage for the current fiscal year which was a one time option
  - ii. She also explained the funding gap of \$139,624 for 2013-14 based on the ASI allocation of \$263,962 when their budget need was actually \$331,967 and that the way that they will balance the budget will require some major adjustments in staffing for the Children's Center which she could elaborate on in Executive Session
  - iii. She stated that they were assuming that the grant funding would remain constant and that parent fees would continue to flow in
  - iv. She noted that the State Department of Education shared with them that there was a recommendation that could potentially seek the removal of parent fees in the programs that we implement so this could reduce their income next year
  - v. She added that grant funding could only be used for specific and allowable supplies and reviewed other stipulations for grants and the reserve account
7. Cora presented a chart titled ASI Funded Staff Resources that showed the number of employees in each department covered in these budgets with a total of 22 full-time and 84 part time employees
8. She reviewed a chart of the historical patterns of the past and current budget requests for these annually budgeted groups
9. Cora stated that the experts from the individual departments were available in the Gallery for questions and any personnel matter could be discussed in Executive Session
10. A question and answer session took place that included no charter opportunities had come up for preschools at this time, Yvonne writes most grants and sometimes the staff provides assistance, be sure to look at the budget with the black label in the corner that says "without funding from ASI" at this time yet keep the other budget in the binder for reference if needed later, the new IT employee's expense would be in the BSC budget, explanation of the brackets around the requested amount by the Children's Center and software concerns in the Campus Rec department
11. Cora stated that any questions that the senate have that pertain to the BRIC or BSC budgets as well as the ASI budgets, to please ask so that they have complete information on all of the funding sources for the organization

I. PRELIMINARIES RE-OPENED

E. Agenda Changes

1. Christine reopened Agenda Changes to add Action Item A to Executive Session, Policy to Comply with Executive Order 1083
2. She approved the agenda as amended

Christine adjourned the regular session at 4:06 to move to Executive Session

**III. EXECUTIVE SESSION**

A. Action Item

1. Policy to Comply with Executive Order 1083

a. The policy was approved

B. Discussion Item

1. ASI and BSC Budgets for 2013-14 – Personnel Related Matters

a. Personnel matters were discussed

**IV. ADJOURNMENT**

A. Next Senate meeting will take place on Thursday, April 18, 2013, 3:00 – 5:00pm, in the England Evans room

B. Christine stated that senate meeting 2012-13:16 was adjourned at 4:27pm

**MINUTES SUBMITTED TO:**

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Christine Hall, Chair of the Senate

Date

MINUTES APPROVED AT SENATE 2012-2013: \_\_\_\_\_

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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 APRIL 11, 2013