



# ASI Senate Meeting

## Minutes

2012- 2013:19 Thursday, May 2, 2013, 3:00 –5:00 PM, BSC, 2nd Floor, England Evans

### I. PRELIMINARIES

#### A. Call to Order

1. Chair Christine Hall called Senate 2012-2013:19 to order at 3:07pm

#### 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 – **Unexcused Tardy**  
Dylan Devlin, CCHM Senator  
Ariane Lebrilla, ENV Senator  
Mary Haynes, Engineering Senator  
Sally Kandah, Science Senator – **Unexcused Absent**  
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  
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.  
Cristian Garcia/Sara Robinson, Bronco Athletics Assoc. Rep. -**Excused Absent**

#### C. Approval of Minutes

1. There were no minutes to approve

#### D. Pledge of Allegiance

#### E. Agenda Changes

1. Christine added Executive Session Discussion Items 5. Job Description for Lifeguard and 6. Management Employment Plan (MEP) Grade levels/Vacation Accrual
2. Caleb changed the amount of Discussion Item A.1. for ASCE to \$5,000 as that was the

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- actual amount being recommended by the Finance Committee  
3. Christine approved the agenda as amended

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

1. ASI Total Revenue	\$ 6,165,967.00
2. ASI Total Expenses	\$ 3,941,678.00
3. ASI – NP & A Account Balance	\$ 126,135.00
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. Barny Peake       | 7. Carol Lee     |
| 2. Powell Velasco    | 8. Yvonne Bailey |
| 3. Melissa Hilsabeck | 9. Krista Smith  |
| 4. Alex Smith        | 10. Terri Bell   |
| 5. Shelbi Long       | 11. Steven Saleh |
| 6. Nancy Hwang       |                  |

H. Reports – Posted on the SAN, not given 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 – no report
8. Attorney General – Devon Graves – no report
9. Treasurer – Krikor Ketchedjian \*(attachment)
  - a. Financial Summary
10. President – Chris Osuala – no report
11. Vice President – Christine Hall – no report
12. Senate Reports
  - a. Amber Yoshioka, CEIS Senator \*(attachment)
    - i. Selling CEIS T-Shirts
    - ii. Relay For Life
    - iii. Referendum Presentation
  - b. Ariane Lebrilla, ENV Senator \*(attachment)
    - i. Elections – Thursday, May 9
    - ii. MPP Review Student Survey for Dean Woo – May 15<sup>th</sup>
  - c. Christina Kogat, Senator-at-Large, IHC \*(attachment)
    - i. Iron Man 3 Movie Premiere
  - d. Danielle N. Sigala, Senator-at-Large, Greek \*(attachment)
    - i. Greek Week 2013
    - ii. Kappa Delta Spirit Week
    - iii. TKE Week of HOPE

- iv. Chi Omega Spirit Week
- e. Joanna Alexis Ha, Business Senator \*(attachment)
  - i. College of Business - Awards and Recognition Night
  - ii. Elections for UBSS E-board
- f. Sally Kandah, Science Senator \*(attachment)
  - i. Thursday, May 2<sup>nd</sup> – Fundraiser Movie Night
  - ii. Monday, May 6<sup>th</sup> – Yoga Class
  - iii. Wednesday, May 8<sup>th</sup> – 2<sup>nd</sup> Presidents Meeting
  - iv. Wednesday, May 15<sup>th</sup> – Self Defense Class
  - v. May 18<sup>th</sup>-19<sup>th</sup> – Relay for Life
  - vi. Thursday, May 23<sup>rd</sup> – General Meeting and E-board Elections
- g. Stephanie Ferreira, Agriculture Senator \*(attachment)
  - i. Spring Fling
  - ii. Relay For Life
  - iii. Ag Beautification

I. Open Forum

1. Joanna Ha – stated that they had talked about funding from the senate to fund the incoming council president, vice president and treasurer to go to the Engineering Council's leadership retreat and she had received positive feedback, so if there were any objections to please let her know. She added that she was going to start developing a list of who those people were and from there she would talk to Krikor more about how they would pay for that.
2. Chris Osuala – stated that at the Inter Council meeting last Friday, they discussed the idea of an Inter Council banquet, how much it might cost, dividing the cost up amongst the councils and ASI. He asked that everyone check with their councils and get back to him by Friday so that they can move forward.
3. Devon Graves – stated that at the Inter Council meeting he announced to the council reps that next Tuesday would be the Council Compliance meeting, however, it had now been changed to Thursday, May 9<sup>th</sup> in Centaurus from 1:30-2:30pm. He added that a confirming email would go out and both the current and new E-boards were invited.

III. DISCUSSION ITEMS

- A. Recommendation from the Finance Committee – Time specific at 3:10pm (attachments)
1. American Society of Civil Engineers (ASCE)                      \$5,000                      NP &A
    - a. Alex Smith, Melissa Hilsabeck and Steven Saleh all introduced themselves and stated their relationship to ASCE. Alex gave a background and history of the club and Melissa reviewed their past events.
    - b. They specifically gave details on the benefits of the Concrete Canoe, how students contributed and participated and the four aspects of the competition
    - c. Steven gave the details of the ASCE National Concrete Canoe Competition being held at the University of Illinois this year from June 20-22<sup>nd</sup> and that twenty students wanted to participate
    - d. He and Melissa explained that they were the only school for the last two years to utilize a unique pumping method for the concrete that also won them the award last year for “Most innovative school in the nation”

- e. Alex explained that the next event coming up was their Civil Engineering department banquet and gave the benefits as it was part of their budget request
- f. Alex and Steven reviewed the total allocation of funds for both events, the concrete canoe competition and the banquet
- g. Melissa reviewed the fundraisers that they have throughout the year and their financial history with ASI
- h. Alex explained that Concrete Canoe and Steel Bridge were subsidiaries under the ASCE club as the chartering process had not been open to create three separate clubs due to the freeze on chartering, the timing at the beginning of Spring Quarter did not work out for them to request funds before their event and in the same quarter and Concrete Canoe had already requested the allowable \$5,000 per club from ASI. He noted that due to the unique circumstances, Chris Osuala, had recommended that they come to the senate with their request for \$10,000 for these two events within ASCE as there were actually three groups within one large chartered organization.
- i. Melissa stated that for the future, they were trying to charter all three clubs separately so that they would not have this problem again
- j. Christine reviewed that Caleb had changed the recommended amount to \$5,000 in agenda changes and explained the challenge for basically three clubs to compete for the funding for conferences especially when they were all doing so well. She added that during the Finance Committee meeting they did discuss bringing this to the senate as a special request because ASCE does contribute to the reputation of the university.
- k. A question and answer session took place

## II. ACTION ITEM

### A. 2013-14 Budget Deliberations for Annually Budgeted Groups

- 1. Christine stated that at the last senate meeting they had completed Cut Phase and they were working with a pot of \$4,277
- 2. Caleb made a motion to open Add Phase, seconded by Rana
- 3. Christine called the vote: 13/0/0, motion passed
- 4. Krikor explained that there had been a change to the total funds to be allocated due to a change in the Athletics percentage and this would mean that when the figures were finalized the amount would go up. He recommended that the senate distribute the \$4,277 now and any extra money, once the figures were finalized, could be put in a reserve fund, for example the NP & A account where later a group that needed it could access it from there. He added that the approximate amount would be between \$15,000 - \$20,000.
- 5. Cora shared that traditionally none of these budgeted groups, especially ASI Departments, the Children's Center and Campus Recreation would have come to the senate to request funding from the NP & A account so she suggested the option of putting some money in Prior Year III reserves but that would be up to Krikor, as Treasurer, to make a recommendation on
- 6. Joanna made a motion to move \$4,277 to the Prior Year III (PY III) reserve account
- 7. Christine clarified that the suggestion Cora made was to move the freed up money from Athletics to Prior Year III and some to NP & A, while the \$4,277 cut from the

extra funding of the ASI budget would be redistributed in Add Phase. Chris also clarified the current status of the \$4,277.

8. Joanna understood and retracted her motion
9. Tommy made a motion to move the additional funds generated by Athletics to the Prior Year III reserve account with the rationale that PY III would be more accessible to more groups, seconded by Caleb
10. Cora confirmed that it was actually available to these annually budgeted groups but also any ASI funded group
11. Chris asked the purpose of PY III reserve and how it was accessed
12. Cora replied that the purpose of PY III reserve was as a special program account with funding examples of bleachers for Athletics in the past or a contribution to an additional classroom for the Children's Center-so usually it was something bigger than what you would find in the operating budget. She added that you could go to the Finance Committee and then they would recommend that it come from PY III if that was the nature of the expense and then it would come to the senate for action and then ultimately the university for approval.
13. Further discussion took place and Cora confirmed that PY III was not accessed a lot, however when a significant program came along that we think was important and could not fund out of the regular budget resources then it was used. She confirmed that clubs and organizations typically were funded out of NP & A and not PY III, however there was no limit on the amount requested from PY III. Cora also noted, when asked, that any requests for extra BSC or BRIC projects would normally be funded from either the on or off campus BSC reserve or the Dormitory Building Maintenance Equipment Reserve (DBMER) account rather than out of ASI reserves.
14. Further discussion took place regarding the divisions between ASI and BSC budgets, Krikor confirmed that there were a lot of variables to the total number for the extra money that was being discussed but it was \$17,000 at the moment and Cora did not recall the PY III reserve being accessed this year or last year because it was not like NP & A which receives mid-year funding requests
15. Christine called the vote: 10/3/0, motion passed
16. Christine reminded everyone that there was still \$4,277 to add
17. Tommy made a motion to add \$3,000 to Campus Recreation with the rationale that they will need to implement new programs before the BRIC opens so that they were ready and also getting students interested and excited about them, seconded by Stephanie
  - a. Extensive discussion ensued
  - b. Dylan called the previous question
  - c. Christine called the vote: 3/9/1, motion failed
18. Rana made a motion to add \$4,277 to the Children's Center with the rationale that they will need it more, seconded by Christine
  - a. Extensive discussion ensued
  - b. Christine called the previous question
  - c. Christine called the vote: 11/2/0, motion passed
19. Rana made a motion to closed Add Phase, seconded by Joanna
20. Christine called the vote: 13/0/0, motion passed

Christine called a brief recess at 4:26pm

Christine resumed the regular session at 4:31pm

21. Christine stated that Krikor was distributing the Financial Guidelines and Stipulations with recommendations and edits noted on them and asked that everyone please review them and come prepared to the next senate meeting

### III. DISCUSSION ITEMS – REOPENED

#### B. Recommendation from the Facilities and Operations Committee

##### 1. Bronco Student Center Budget for 2013-14 (attachments)

###### a. Cora gave a powerpoint presentation of the Bronco Student Center (BSC) budget request for the 2013-14 year:

- i. BSC Budget Management
- ii. Budget Assumptions for 2013-14
- iii. Budget Goals for 2013-14
- iv. Revenue – Income Summary of \$4,226,587 for 2013-14
- v. Expenditure Summary of \$4,226,587 for 2013-14
- vi. Breakdown of Facilities Related Expenses of \$162,390
- vii. Breakdown of Program Related Expenses of \$300,419
- viii. Fiscal Year Comparisons
- ix. Reimbursement from BRIC Bond Proceeds – \$848,971 was reimbursed for 2011-12 and \$2,695,544 was projected for 2012-13 to be reimbursed
- x. CSU Required Fund Transfers
- xi. Debt Service Coverage Ratio for 2013-14 – debt service coverage ratio at 1.25
- xii. Allocation From On Campus BSC Reserves - \$705,576 for 2013-14
- xiii. BSC Budget Process and Timeline – take senate action in May

###### b. Cora explained that there was a hard copy of the budgets in the packets and the Facilities and Operations Committee had made several motions to amend the budget:

- i. Chris explained that they had moved \$5,000 from line item 8900 for Reserve-Operations into line item 8348 for BSC Programs to cover the cost of the 4.0 Guaranteed Learning program for 2013-14 as it had been both beneficial and successful with the students and BEAT had not had the funds in their budget- so the reserves had been accessed this year to cover the expense
- ii. He added that Christine had motioned to add line item 8349 for Homecoming to the budget without an amount designated for next year as line item 8347 for the 75<sup>th</sup>/50<sup>th</sup> Anniversaries Programming currently had a \$30,000 allocation that would cover homecoming for next year. He noted that in order to continue into 2014-15 and provide a legacy for this event annually after that, funding would then be allocated to line item 8349.
- iii. Cora stated that these motions were both approved by the Facilities and Operations Committee and that was why they were being shared

as part of the amended budget

c. Cora pointed out page one and explained the recommended allocation from the BSC on Campus Reserve which included a \$20,000 change to the following figures due to a personnel related matter and the hiring timeline:

i. Projected balance as of June 30, 2013	\$1,478,317
ii. Pre-Opening Expenses, Staff and Benefits	705,576
iii. Projected Balance as of June 30, 2014	772,741

d. A brief question and answer session took place

Chris made a motion to extend the meeting until Executive Session Action Items that were time sensitive were completed and three Discussion Items were discussed, seconded by Tommy Christine called the vote: 12/1/0, motion passed

Christine adjourned the regular session at 4:58pm to move to Executive Session

#### IV. EXECUTIVE SESSION

Mary Haynes, Senator Pro Tempore, took over as chair of the meeting as Christine Hall had to leave for class

##### A. Action Items

1. The following job descriptions were approved
  - a. Solutions Architect
  - b. ASI Marketing and PR Manager
  - c. Director Job Descriptions regarding Emergency Situations

##### B. Discussion Items

1. The hiring timeline for the Accounting Analyst was discussed
2. The Management Employment Plan (MEP) Grade levels/Vacation Accrual was discussed
3. The following Discussion Items were postponed until the next senate meeting:
  - a. ASI and BSC budgets for 2013-14 – any personnel related matters
  - b. Job descriptions
    - i. Associate Director of Facilities Management
    - ii. Member Services Coordinator
    - iii. Lifeguard
  - c. Children's Center Policy on authorized Drop-Off and Pick-Up of Children

#### V. ADJOURNMENT

- A. Next Senate meeting will take place on Thursday, May 9, 2013, 3:00 – 5:00pm, in the England Evans room
- B. Mary stated that senate meeting 2012-13:19 was adjourned at 5:25pm

#### MINUTES SUBMITTED TO:

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

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Vicki Jackson, Administrative Assistant

Date

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ASI SENATE MEETING ATTACHMENTS – REPORTS FOR MAY 2, 2013