



ASI Senate Meeting

Minutes

2012- 2013:22 Thursday, May 23, 2013, 3:00 –5:00 PM, BSC, 2nd Floor, England Evans

I. PRELIMINARIES

A. Call to Order

1. Chair Christine Hall called Senate 2012-2013:22 to order at 3:03pm

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 Abuersheid, CLASS Senator
Dylan Devlin, CCHM Senator – **Excused 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)
Christina Kogat, Senator-At Large (IHC)

2. Advisors:

Dr. Rebecca Gutierrez Keeton, Advisor – **Excused Tardy**
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.

C. Approval of Minutes

1. The minutes for the senate meeting on May 9, 2013 were approved by the chair as written

D. Pledge of Allegiance

E. Agenda Changes

1. Christine added the ASI Honorary Lifetime Membership as a Discussion Item C
2. She also added the Recommendation from the Rules and Policies Committee as

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- Discussion Item D which Devon added would include 1. Non-Discrimination Policy
2. Facilities and Operations Code and 3. Rules and Policies Committee Code
3. Cora added Executive Session Discussion Item B. 2. ASI Staffing Structure and Compensation Matters
4. Christine approved the agenda as amended

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

1. ASI Total Revenue	\$ 6,239,263.00
2. ASI Total Expenses	\$ 4,329,625.00
3. ASI – NP & A Account Balance	\$ 115,845.00
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 | 5. Terri Bell |
| 2. Powell Velasco | 6. Michael Podula |
| 3. Phil Sales | 7. Krista Smith |
| 4. Lisa Dye | 8. 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 – no report
10. President – Chris Osuala – no report
11. Vice President – Christine Hall – no report
12. Senate Reports
 - a. Amber Yoshioka, CEIS Senator *(attachment)
 - i. CEIS Banquet
 - ii. Last Meeting
 - b. Ariane Lebrilla, ENV Senator *(attachment)
 - i. Last ENV Council Meeting – May 23rd
 - c. Christina Kogat, Senator-at-Large, IHC *(attachment)
 - i. NACURH
 - ii. Spring Fling
 - d. Rana Abuershaid, CLASS Senator *(attachment)
 - i. Banquet
 - ii. Relay for Life

- b. #17 (previously #24) – 1st the maximum allocation was increased from \$5,000 to \$5,500 and 2nd the ASI senate may approve up to \$10,000 under certain circumstances and some of them are noted in bullet points but are not limited to just those
- c. Chris explained that the committee members reviewed the financial summary for the past three years which included the number of student requests, the balance of the account and that the funding would increase for NP & A now that the Student Opportunities Initiative had passed. The exception clause took into consideration the special circumstances due to OSL chartering every other year and he gave details as to how that worked.
- d. Discussion took place regarding guideline #17
- e. Tommy made a motion to strike bullet one of #17, seconded by Stephanie
- f. Further discussion took place regarding guideline #17 including sending the document to Mark Bookman for his input as there were so many opinions around the table
- g. Christine called the vote: 11/3/0, motion passed
- h. Joanna made a motion to change the wording of #17, second paragraph, to: “The ASI Senate may approve a second allocation that does not exceed a \$10,000 maximum per student club per year with a 2/3 vote of the seated Senate under extenuating circumstances, which may include, but are not limited to: “, seconded by Stephanie
- i. Discussion ensued on #17
- j. Joanna made a motion to amend her original motion to #17: “The ASI Senate may approve a second allocation that does not exceed a sum of a \$10,000 maximum per student club per year...”, there was no second, motion dead
- k. Discussion ensued on #17
- l. Mary made a motion to amend the original motion to #17 and change the second sentence to: “Funding shall be limited to one request per group per fiscal year subject to the exception below: “, no second was given, motion dead
- m. Discussion ensued on #17
- n. Christine called the vote on the main motion: 0/14/0, motion failed
- o. Tommy made a motion to change #17 to: “Clubs representing Cal Poly Pomona at a national or international championship level competition for which they have qualified are eligible for an additional allocation not to exceed \$10,000 when combined with their first allocation”, seconded by Stephanie
- p. Chris made a motion to amend the main motion to say “may be eligible” rather than “will be eligible”, seconded by Tommy
- q. Discussion ensued on #17
- r. Christine made a motion to amend the amendment to include “per fiscal year” after \$10,000, seconded by Chris
- s. Christine called the vote on the amendment to the amendment: 14/0/0, motion passed
- t. Christine called the vote on the amendment: 14/0/0, motion passed
- u. Further discussion took place on #17 and regardless of what was said

previously, the second bullet was struck and the two sentences would be placed together to now read: "The ASI Senate may approve up to a \$10,000 maximum for a student club per fiscal year with a two-thirds (2/3) vote of the seated Senate under extenuating circumstances. Clubs representing Cal Poly Pomona at a national or international championship level competition, for which they have qualified, may be eligible for an additional allocation not to exceed \$10,000 per fiscal year." This reflected Joanna's motion that was already approved and Tommy's motion that was still on the floor.

- v. Christine called the vote for the main motion: 14/0/0, motion passed
- w. Discussion took place regarding #11 being incorporated into #5 and HEPI being added to #18
- x. Mary made a motion to amend #18 to read: "...adjusted yearly based on the Higher Education Price Index, starting fiscal year 2013-2014.", seconded by Chris
- y. Christine called the vote: 14/0/0, motion passed
- z. Christine made a motion to move #11 to be included in #5 as letter k, seconded by Caleb
- aa. Christine called the vote: 14/0/0, motion passed
- bb. Mary made a motion to amend #17, the second sentence, to read: "Funding shall be limited to (1) request per group per fiscal year subject to the exception below.", seconded by Chris
- cc. Christine called the vote: 14/0/0, motion passed
- dd. Joanna made a motion to approve the ASI Financial Guidelines and Stipulations for 2013-2014 as amended, seconded by Stephanie
- ee. Christine called the vote: 13/1/0, motion passed

III. DISCUSSION ITEMS

- A. Recommended Allocation for 2013-14 Children's Center Staffing Costs (attachment)
\$42,000 ASI Prior Years III Reserves
 - 1. Krikor stated that, per the memo attachment, he would like to recommend the transfer of \$42,000 from the ASI Prior Years III reserve account to fully cover the staffing requirements of the Children's Center for fiscal year 2013-14
 - 2. He added that the current balance in that account was \$342,010 and after the proposed transfer it would be \$300,010
 - 3. Christine explained that the details of this topic had been discussed in Executive Session, however as it dealt with funding, the transaction also needed to be addressed in regular session
 - 4. Cora was asked to define the purpose of the various reserve accounts and she added that university approval would be required if the senate approved the transfer
 - 5. Christine stated that this would be an Action Item at the next senate meeting and be included in the full approval of the ASI budget

- B. Recommendation from Secretary of External Affairs
 - 1. Senate Resolution Draft – Governor's Budget (attachment)
 - a. Phil explained the timeline involved with the Governor's obligation to approve California's budget next month and the need to advocate for higher

education with the assistance of this proposed resolution. He noted that he was hoping to suspend Robert's Rules today to finalize this document so that he could begin to use it to represent Cal Poly Pomona. He read the draft aloud and asked for feedback and suggestions.

- b. Discussion ensued that included support for the resolution, to move the authors names into the normal format, strike "democratically elected" on line 44 as not all of the student leaders were elected and to change the word "codicil" in line 31 to a more familiar word
- c. Rana made a motion to suspend Robert's Rules to move this item to action due to time sensitivity, seconded by Sally
- d. Christine called the vote: 14/0/0, motion passed
- e. Christine stated that she would like to re-open Action Items to move forward with the senate resolution

II. ACTION ITEMS RE-OPENED

C. Recommendation from Secretary of External Affairs

1. Senate Resolution Draft – Governor's Budget (attachment)

- a. Discussion took place regarding clarification of the math figures represented in lines 16-20
- b. Mary made a motion to amend line 18 to state "...graduates about 100,000..." seconded by Sally
- c. Christine called the vote: 14/0/0, motion passed
- d. Joanna made a motion to amend line 44 to replace "...democratically elected" with "...a body meant to represent...", seconded by Christine
- e. Christine called the vote: 14/0/0, motion passed
- f. Mary made a motion to amend line 31 to replace "...codicil" with "...provision" seconded by Tommy
- g. Christine called the vote: 14/0/0, motion passed
- h. Mary made a motion to amend line 52 to replace "...campus" with "...CSU", seconded by Sally
- i. Christine called the vote: 14/0/0, motion passed
- j. Rana made a motion to approve the senate resolution as amended, seconded by Caleb
- k. Discussion ensued regarding the recipients that were listed and adding the University Cabinet
- l. Rana withdrew her motion
- m. Mary made a motion to amend line 52 to add "...University Cabinet" after "...associated students", seconded by Sally
- n. Discussion ensued regarding using the standard language for including groups at this portion of the document, the motion on the table was retracted
- o. Christine made a motion to amend lines 51-54 to include, in addition to the groups already listed, the other standard groups normally represented, seconded by Chris
- p. Christine called the vote: 14/0/0, motion passed
- q. Rana noted the missing capitalization in line 48 for "performance measures" and Christine stated that grammatical errors did not require a motion to edit

r. Christine made a motion to approve the resolution as amended, seconded by Chris

s. Christine called the vote: 14/0/0, motion passed

III. DISCUSSION ITEMS RE-OPENED

C. ASI Honorary Lifetime Membership

1. Christine explained that every year the senate decides who they would like to nominate and award the ASI Honorary Lifetime membership to by submitting the nomination form that was posted on the SAN and voting on them
2. She added that she and Chris would like to ask that all nominations be submitted no later than 3:00pm on Wednesday, May 29th to Chris via email
3. She noted that the nominees do not have to currently be involved in ASI but the form does ask how they have contributed to ASI
4. Vicki noted that in the General Information folder on the SAN there was also a complete list of all recipients and the guidelines
5. Christine reviewed the benefits of the membership
6. Cora added that there was a section in the ASI By-Laws that states that mere completion of one's job was not sufficient to be nominated, instead it should be awarded to someone who has gone the extra ten miles to support ASI as an organization

D. Recommendation from the Rules and Policies Committee (attachment)

Devon explained that now that the revisions to the ASI By-Laws had passed there were some other changes to documents that were necessary to update

1. Non-Discrimination Policy
 - a. Devon stated that this was authored by Tommy and commended him for his hard work on this document now that this was added to the By-Laws and the appropriate policy needed to be in place
 - b. He asked everyone to please read it and let he or Tommy know if there were any questions
2. ASI Rules and Policies Committee Code
 - a. Devon stated that the main change was to the wording for the advisors under the composition of the committee where "or designee" was added
 - b. He added that as the definition of quorum had been changed, that was added into the document
3. ASI Facilities and Operations Committee Code
 - a. Devon stated that this code was the one with the most changes as the By-Laws reflected that the member composition was increased from two senators to three, the number of student members from three to four and a liaison was added to represent the Kinesiology Department
 - b. He added that the same changes to advisors and the quorum were made as in the Rules and Policies Committee Code

Christine asked for a motion to extend the meeting for an additional 20 minutes due to the Executive Session items

Chris made the motion, seconded by Christine

Christine called the vote: 13/0/0, motion passed

- c. Devon noted that the Finance Committee Code was not being presented yet in case any changes to the Financial Guidelines & Stipulations should impact it, so it would be presented next week
- d. He added that these three documents should be action items next week and to please email him if there were any additional comments or questions

Christine adjourned the regular session at 5:00pm to move to Executive Session

IV. EXECUTIVE SESSION

A. Action Items

- 1. The recommended Title Change was approved
- 2. The job descriptions were approved for the following:
 - a. Associate Director for Facilities Management
 - b. Member Services Coordinator
- 3. The Children’s Center Policy on Authorized Drop-Off and Pick-Up of Children was approved

B. Discussion Items

- 1. The ASI and BSC Budgets for 2013-14 – Personnel related matters were discussed
- 2. The ASI staffing structure and compensation matters were discussed

V. ADJOURNMENT

- A. Next Senate meeting will take place on Thursday, May 30, 2013, 3:00 – 5:00pm, in the England Evans room
- B. Christine stated that senate meeting 2012-13:22 was adjourned at 5:12pm

MINUTES SUBMITTED TO:

Christine Hall, Chair of the Senate Date

MINUTES APPROVED AT SENATE 2012-2013: _____

Vicki Jackson, Administrative Assistant Date

TO VIEW REPORTS LISTED (WITH AN *) OPEN SEPARATE FILE ON DOCUMENTS WEBPAGE LABELED:
ASI SENATE MEETING ATTACHMENTS – REPORTS FOR MAY 23, 2013