



ASI Senate Meeting

Minutes

2012- 2013:25 Thursday, June 13, 2013, 2:00 –4:00 PM, BSC, 2nd Floor, Orion Suite

I. PRELIMINARIES

A. Call to Order

1. Chair Christine Hall called Senate 2012-2013:25 to order at 2:10pm

B. Quorum Check

1. Voting Members:

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

2. Advisors:

Dr. Rebecca Gutierrez Keeton, Advisor –**Sub: Dr. Byron E. Howlett Jr.**
Cora M. Culla, Executive Director

3. Non-voting Liaisons:

Devon Graves, Attorney General
Krikor Ketchedjian, Treasurer – **Excused Absent**
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. The minutes for the senate meeting on May 23, 2013 were approved by the chair as written

D. Pledge of Allegiance

E. Agenda Changes

1. Cora added Discussion Item A. ASI Logo and Rebranding Update
2. Cora added Executive Session A. Action Items 1. Job Descriptions for the Children's

ASI SENATE MEETING

June 13, 2013

Page - 2

Center a. Associate Director b. Education Coordinator c. Kindergarten Teacher d. Assistant Teacher

3. Christine approved the agenda as amended

F. Financial Status – Given by Cora M. Culla (attachments)

1. ASI Total Revenue	\$ 6,761,852.00*
2. ASI Total Expenses	\$ 5,058,190.00*
3. ASI – NP & A Account Balance	\$ 96,847.00
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	\$ 300,010.00
8. BSC On-Campus Reserves	\$ 1,559,828.00
9. Total Investments	\$ 6,795,328.00

* Not given verbally

G. Introduction of Guests

- | | |
|-------------------|-------------------|
| 1. Kenneth Flores | 5. Barny Peake |
| 2. Cathy Neale | 6. Powell Velasco |
| 3. Nancy Hwang | 7. Nika Hemati |
| 4. Krista Smith | |

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 *(attachment)
 - a. Rules and Policies Committee
 - b. CSSA
 - c. Councils
 - d. ASI By-Laws
 - e. Heritage Programs
 - f. Shout-Out!
9. Treasurer – Krikor Ketchedjian – no report
10. President – Chris Osuala – no report
11. Vice President – Christine Hall – no report
12. Senate Reports – no reports

I. Open Forum

1. Christine Hall – asked to do a quick poll as they were trying to identify a date for the Transition meeting that will work best for everyone. It would be the week of the 24th through the 27th and end with a brief tour of the BRIC to share the progress and see the pool. After consultation, she stated that it would probably be on the 27th, possibly

- from 12:00 – 2:00pm and they would be inviting the new student leaders.
2. Chris Osuala – congratulated Dr. Byron Howlett Jr. on receiving the position.
 3. Cora M. Culla – on behalf of the staff, thanked everyone for the commitment that they had invested into each of their positions and congratulated all of them on an accomplishment filled year.
 4. Janeth Rodriguez – stated that on behalf of the Cal Poly Pomona Alumni Association, they wanted to congratulate all of them and those that were graduating. She added that she had a little something for each of them so that they could continue showing their Bronco pride.
 5. Christine Hall – thanked everyone for a fun year, it was real, they've all learned together and she was really proud of all of the work that everyone did this year.

II. ACTION ITEMS

A. ASI Reserve Policy Revision

1. Chris stated that Krikor had given him the changes to the document from the last senate meeting and they included:
 - a. Change the title of Reserve I from recommended to required
 - b. Change the title of Reserve II from \$50,000 to \$100,000 and keep the word recommended in the title
2. Cora said that she concurred with the changes that Krikor made and requested that he send an electronic copy of the revised version to Terri, Vicki and herself
3. Chris stated the rationale behind the proposed changes
4. Rana made a motion to approve the ASI Reserve Policy revision, seconded by Sally
5. Christine called the vote: 10/0/0, motion passed

B. Recognition of New Heritage Programs (attachment)

1. Devon handed out the draft senate bill and placed it on the overhead for everyone to review. He recapped that the purpose of creating the bill was due to the changes that resulted from the passing of the Amendments to the Student Opportunities Initiative (SOI), SB 2012-13:02 and that ASI needed to establish how new Heritage Programs would be established and seek funding and that this bill would replace SB 1994-95:01.
2. He noted that the section on current Heritage Groups and funding was straight out of the SOI and on the next page the suggested policy for new Heritage Programs and funding was explained:
 - a. OSLCC would have the oversight of these programs and set the criteria for them – and OSLCC was in agreement with that aspect
 - b. OSLCC would make a recommendation to the ASI Senate that a specific group be included, as a Heritage Program, in the annual budgeting process
 - c. The ASI Senate would then make a decision based on the recommendation submitted by OSLCC at a regularly scheduled meeting with a 2/3 majority vote which mirrored the SOI for voting criteria
 - d. If a new Heritage Program was established, the total budget would be divided equally amongst all of the Heritage Programs, and they must comply with all financial guidelines set by ASI, the University and the CSU
 - e. OSLCC would continue to be responsible for oversight of contracts, rules and regulations after the disbursement of funds by ASI
3. He explained that the next section was on mid-year budget requests and would be if

a current group needed to request additional funds or if a new group came in during the middle of the year, and either can go through this process. As the annual budget funding may already be divided up, a new group would not be able to tap into that yet so #4 covered the process that a new group would utilize to approach the senate for funding from NP & A or ASI reserves and the amount would be at the discretion of the senate. The new group would be eligible to apply for annual budgeting for the following fiscal year to receive funding.

4. He added that the section on eliminating a Heritage Program worked basically the same way as recommending one in that OSLCC would make the recommendation for elimination to the senate, it would require a 2/3 vote and the funding would be adjusted accordingly amongst the remaining existing Heritage Programs
5. Discussion ensued regarding a suggestion to identify the annual adjustment for inflation as HEPI in the first paragraph under Current Heritage Groups and Funding, for any requests under \$2,500 the group could approach the Finance Committee, as ASI can't give money to the state-possibly strike funds on page 2 #7, the criteria on the OSL side for Heritage Programs is evaluated by a committee of both students and staff, the amount of oversight by OSLCC was due to they have been doing this up to now and ASI would maintain oversight of the funds, under eliminating and approval it should say 2/3 vote instead of majority as these decisions normally require that, specifying ASI Prior Year III Reserves for mid-year requests and add "and/or" for the funding source of NP & A or reserves, the senate can give amounts above the normal ceiling of a club because they would be an annually budgeted group, strike "new" from the mid-year budget request language and the Financial Guidelines reference student groups and the Heritage Programs were not in that category
6. Cora established that the intent of this document was to allow the Heritage Programs, as annually budgeted groups, to access NP & A and ASI Prior Year III Reserve funding as allowed by the senate, even though they were student groups, they were not clubs and so the Financial Guidelines and Stipulations that apply to clubs would not be setting a ceiling for these programs. She stated that it gets confusing because the Academic Councils, the Heritage Programs and the At-Large Councils are all in essence annually budgeted groups too as they get earmarked dollars based on the calculation of enrollment based allocations or dollar based allocations. Therefore, the ceilings that exist in the ASI Financial Guidelines and Stipulations are intended to apply to clubs which also approach ASI for mid-year funding requests.
7. Further discussion took place regarding limits on annually budgeted groups and requests and clarification of #5 on page 3 that a new Heritage Program has to wait for the next annual budget cycle to receive funding through that method and until that time would access the mid-year request process
8. Devon reviewed the changes that had already been discussed as follows:
 - a. Pg.1-Current Heritage Groups and Funding: add "based on the Higher Education Price Index" after the word "inflation"
 - b. Pg. 2, #7-New Heritage Programs and Funding: strike the word "funds"
 - c. Pg. 2-Heritage Program Mid-Year Budget Request: strike the word "new" in the first sentence
 - d. Pg.3,#4 – Heritage Program Mid-Year Budget Request: add "and/" after "NP & A accounts" and before "or"
 - e. Pg. 3, #2 – Eliminating Heritage Programs: strike "majority" and replace with

“2/3”

9. Tommy made a motion to approve the senate bill as amended, seconded by Rana
10. Discussion took place
11. Christine called the vote: 10/0/0, motion passed
12. Tommy made a motion to amend page 3, #4 to replace the last “ASI Senate” with the words “appropriate body, seconded by Caleb
13. Devon suggested that it could say “or standing committee” after ASI Senate instead
14. Chris made an amendment to change the motion to keep “ASI Senate” and add “or standing committee” after it, seconded by Sally
15. Christine called the vote on the amendment: 10/0/0, motion passed
16. Christine called the vote on the main motion: 10/0/0, motion passed
17. Discussion took place regarding the limits on requests from the senate or standing committee for Heritage Programs
18. Chris made a motion to amend page 3, #4 to add “not to exceed the allocations to currently recognized Heritage Programs” after reserves, seconded by Mary
19. Discussion took place and Chris retracted his motion
20. Chris made a motion to amend page 3, #4 to add “Prior Year III” before “reserves” as the senate just finished clarifying the ASI reserve policy, seconded by Sally
21. Christine called the vote: 11/0/0, motion passed
22. Tommy made a motion to amend page 2, #1 to add “and approved by a majority of the ASI Senate” at the end after (OSLCC), seconded by Caleb
23. Discussion took place regarding the conflict of being in the position of approving the policies of OSLCC and the need for oversight being shared between OSLCC and ASI
24. Christine called the vote: 8/3/0, motion passed
25. Rana made a motion to approve the Heritage Programs senate bill as amended, seconded by Sally
26. Christine called the vote: 10/1/0, motion passed

C. BSC Space Study Recommendations

1. Space Allocation Recommendation (attachment)

a. Cora stated that based on discussion with the other directors, they took a closer look at the allocation of office space due to the additional staff that they were hiring and she made the following recommendations:

- i. Perseus (room 1341) would change from a meeting room to the proposed location for the Senate Chambers in August 2013, once bookings for July were completed, and would include a conference room for meetings for the student leaders which could be booked through C & E
- ii. The prior Senate Chambers (room 2321) would become an extension of Business Services to provide space for the new Accounting Analyst who would handle confidential payroll matters, the current Accounting Technician who would move from Business Services and now have space to meet with Children’s Center parents for enrollment matters and Business Services files. This move would also take place in August 2013 once the senate had moved to Perseus.
- iii. Pegasus (room 1333) would become the temporary operating space in January 2014 for the additional employees for Campus Rec/BRIC

that would not fit in the available space in the Bronco Fitness Center once the new Administrative Assistant was hired.

- b. She reviewed the rationales for these recommendations and the scope of work that were outlined in the memo attachment
- c. She explained that the estimated costs were \$9,200, with a breakdown noted in the memo attachment, and added that the funding was proposed to be funded out of the 2012-13 and 2013-14 Operating Reserve, which was a line item in the BSC Annual Budget. She noted that the current balances in these accounts were 2012-13 - \$55,000 and 2013-14 - \$60,000.
- d. Christine recapped the information and a question and answer session took place
- e. Sally made a motion to approve the Space Allocation Recommendation, seconded by Chris
- f. Christine called the vote: 10/1/0, motion passed

2. Proposed Swing Phase Project and Funding (attachment)

- a. Cora stated that after speaking with Chris, Christine and Mary she was now calling this proposal the *Recommended Conversion of Bronco Fitness Center Space into New Lounge Space and Funding Request*. She explained that this proposal was to recommend the conversion of the 10,000 sq. ft. of space, vacated by the Bronco Fitness Center when the BRIC opened in Fall of 2014, to lounge space. The adoption of a hybrid of Option 1 and 2 developed by LPA Architects and the addition of the conversion of the current second floor Study Lounge (room 2337) into a meeting room were being recommended.
- b. She explained the funding request for an amount not to exceed \$495,000 was being requested from the Dormitory, Building, Maintenance and Equipment Replacement (DBMER) account to cover the following costs:
 - i. \$174,000 in hard costs-remodeling and furnishings
 - ii. \$121,000 in soft costs -architect fees, plan check, inspection fees, etc.
 - iii. \$200,000 in furnishings at \$20/square foot
- c. She reviewed the details of the space utilization from Option 1, developed by LPA Architects, that Chris and Christine were leaning towards as it was the more conservative choice:
 - i. Creation of additional lounge space on the first floor of the BFC to provide overflow space for Center Court seating purposes
 - ii. Continued utilization of existing office spaces on BFC first floor
 - iii. Conversion of Group Exercise room to a meeting room
 - iv. Use of BFC second floor as a multi-purpose space (study/reading lounge) and catering set-up space to support Ursa Major (maximum occupancy at 43)
 - v. Public access to BFC restroom facilities on the first floor
- d. She added the details of the space utilization from Option 2:
 - i. Addition of doors and walls to secure the showers and lockers on the BFC first floor for security and risk management purposes
- e. She noted that, in addition, the following was also being recommended:
 - i. Conversion of the Study Lounge (room 2337) into a meeting room
 - ii. Installation of heavy fabric curtains on tracks in the Group Exercise

room, and the first and second floors of the BFC to cover up the wall mirrors

- f. She added that all ceiling, lighting, mechanical and electrical systems would remain the same throughout the space and there would be no demolition
- g. She stated that the current balance in the DBMER account was \$1,878,000 and if this request was approved, the balance in the account would be \$1,383,000
- h. Cora noted the project was recommended to be implemented during fiscal year 2013-14 in order to have full functionality for the vacated space by fiscal year 2014-15
- i. A question and answer session took place
- j. Mary made a motion to approve the recommended conversion of the Bronco Fitness Center space into new lounge space and the funding request of not to exceed \$495,000 from the DBMER account, seconded by Rana
- k. Christine called the vote: 11/0/0, motion passed

3. Status of Space Study Report (attachment)

- a. Cora stated that the ASI Leadership Team went back and reflected on all of the feedback from the last meeting and were now presenting a modified recommendation that the senate approve the BSC Space Study as a guiding document for space allocation in the Bronco Student Center for future years and the elements of the study were included in the memo in order to guide future space allocation by the ASI Senate. She read the bullets included in the memo aloud.
- b. She briefly gave the background on the study and that it was intended to determine immediate project requirements and long –range project phasing
- c. She noted that as a part of this document, the ASI Senate reserved the right to make changes in the future, with the approval of the University, when and if ASI was ready to implement the space concepts in the Study partially or fully
- d. She added that LPA Architects was also requested to provide an Energy Use Assessment of the BSC's current energy uses and determine what modifications or improvements could be made to make the BSC more energy efficient. She added that this was expected to be completed towards the end of Summer 2013.
- e. Cora concluded that ASI remained sensitive to resource constraints and the upcoming student fee increases with the phased implementation of the University Student Success Fee, effective 2013-14, and the BRIC fee, effective 2014-15, so no recommendation was being made on a specific timeline for partial or full implementation of the BSC Space Study and she asked for comments
- f. Chris thanked Cora for the work that went into the recommendation that had been presented and stated that he wanted to personally express how he felt about the BSC Space Study, whether accepting or approving anything in regard to the Space Study. He noted that by approving this document, and he added that there was a lot of confusion last week as to what it meant to accept it, and for him accepting this document meant we were eventually hoping for

this to be the plan for the BSC - we knew what it should look like but currently don't have the funding sources because why would we accept it to just put it on the shelf and forget about it, so eventually they would implement it. His hesitation was on the implementation of the project and not on the project itself as he thought that LPA did a great job, although personally he would have liked to have seen multiple options on different master plans and not just one. Originally ASI was looking into how to use the vacated space and then it turned into changing up the whole Bronco Student Center, which is fine to think about the future and to see how the BSC can remain competitive, however he does not believe that the funding sources for this project should come from the raising of the BSC fees because he felt that the students had been taxed enough with the upcoming fees and he noted that tuition had gone up since he arrived at Cal Poly in 2007. He specified that the BSC fee will probably double when the BRIC comes online and the Student Success Fee will be going up for the next four years. He added that even though the BSC Space Study was great, there was no outcry from the students, they were not emailing him to say that the current BSC does not work for them and when they did the open forums they had a total of 59 students attend, so either students don't care what is going on with the BSC or they were fine with how it is and didn't come out to see about the upgrades. As that was what that attendance said to him, he does not believe that they should tax 20,000 students to pay for this project when only 59 students came out. He recommended to Cora that the only way that he felt comfortable approving, or even accepting, this Space Study was if we say that the funding sources would not be through student fees. He added that even though there was no timeline on this, to be realistic, if we were accepting this Space Study it would most likely happen within 5-10 years, or it would be pointless 20 years down the road when technology had changed and it was outdated. He concluded that he would not feel comfortable, at the end of the fourth year, saying that the Student Success Fee had ended and now ASI wanted to raise the BSC fee to renovate the BSC as the students were not asking for it.

- g. Christine commented that she shared the same sentiments when they met with Cora yesterday and she added that at last week's senate meeting she felt that they did get hung up on the document and that it just felt like an endorsement, however just like the Feasibility Study for the Recreation Center, it was voted down by the students initially until it came back around to her freshmen class through alternative consultation and that started with a report or study and then was implemented and fees were going up as a result. So, you have to know what you are saying yes to and look beyond this document and think of the lives that will be impacted in the future and there has only been one funding source identified. Four or five years down the road we have to think about where fees will be for students as it will be the fourth year of the Student Success Fee, they will also be paying for the BRIC fee and what if IRA or the health fee also needs to go up.

Chris made a motion to extend the meeting until business was completed, seconded by Christine

Christine called the vote: 10/1/0, motion passed

- h. Comments continued regarding the need to have a guiding document and to validate the expense and effort that went into the BSC Space Study to assist in making decisions when money has to be invested to replace the air system or the bathrooms that are outdated and in need of repair and remodeling is on the table at the same time, that the progress will need to happen however the funding source for it was the concern, Ursa Major was not a large enough space to meet the needs of all larger activities for Greek Council and what would happen if this failed to be approved
- i. Cora stated that at the last meeting she was asked where the funding would come from and they were not prepared to talk about funding and they had not endorsed any ways to fund this. Therefore, what the memo says was that the senate would consider approving this as a guiding document and if it fails, the fact is that the study still exists and if a future senate asks about it then they would pull it out. Today they would be accepting it as a guiding document and she was confirming the elements in the Study that they support so that the people that continue on in the organization can support them when the time comes and something has to be done to remodel the facility, as it was over 40 years old. She added that they were keeping the options very open as they were trying to be respectful of the sentiments that had been expressed. So, if the senate votes no on this, the fact cannot be changed that the Study had been completed, as there was actually a report which many of them will keep on file.
- j. Chris stated that he agreed that ASI needed to have a guiding document in case equipment needed to be updated, and as Cora stated, funding sources had not been identified at the last meeting, and he noted that he was identifying the sources that it should not come from which was the raising of student fees
- k. Tommy made a motion to approve the recommendation to approve the BSC Space Study recommendation as a guiding document for future BSC space allocation, seconded by Rana
- l. Additional comments and discussion took place regarding the degree of outcry that the students had made over this topic
- m. Chris made a motion to amend the motion on the table and add in language "to approve the recommendation with the stipulation that the project not be funded by the increase of student fees, including but not limited to the ASI and BSC fee", seconded by Christine
- n. Christine called the vote on the amendment: 6/4/0, motion passed
- o. Christine restated the main motion with the approved amendment: "To approve the recommendation of the BSC Space Study as a guiding document for the future BSC space allocation with the stipulation that the project not be funded by the increase of student fees, including but not limited to the ASI and BSC fee"
- p. Cora asked to confirm if all of the bullet items in the memo were principles that the senate supported, since people would assume that since no one had

- made any attempt to modify or subtract any of the bullets
- q. Tommy asked that the last bullet noted in the memo, "Inclusion of a restaurant venue", have a reference added that stated: "with reference to senate resolution SR 2011-12:05 from last year that called for a pub or sports bar"
- r. Christine stated that the language would be included in the memo
- s. Christine called the vote: 10/0/0, motion passed

III. DISCUSSION ITEM

A. ASI Logo and Rebranding Update

1. Barny acknowledged that a lot of work had gone into this project as it had been a year long process to help define and refine the branding and the concept of ASI and what the symbols around ASI would be and how to put our image out there in the future. He asked that everyone thank Kenny and the design team.
2. He reviewed the existing grouping of logos and shared that there was not a lot of consistency or easy recognition
3. He added that Kenny and Alex had led the process that identified a theme for ASI as fun, professional, playful
4. He showed a possible idea for a coat of arms or seal and a logo that would appear on shirts, letterhead, around the building, etc. and for the first time they were introducing a bronco. He stated that they were looking for direction and feedback on the basic idea of the ASI logo and were putting the other logos that created a family for the BSC and the BRIC aside for now. He asked for honest feedback on the ideas and applications that the design team created.
5. A brief feedback session took place

Christine adjourned regular session at 4:32pm to move to Executive Session

IV. EXECUTIVE SESSION

A. Action Items

1. The following job descriptions for the Children's Center were approved
 - a. Associate Director
 - b. Education Coordinator
 - c. Kindergarten Teacher
 - d. Assistant Teacher

V. ADJOURNMENT

- A. Next Senate meeting will be determined
- B. Christine stated that senate meeting 2012-13:25 was adjourned at 4:48pm

MINUTES SUBMITTED TO:

ASI SENATE MEETING

June 13, 2013

Page - 11

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 JUNE 13, 2013