



ASI Senate Meeting

Minutes

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

I. PRELIMINARIES

A. Call to Order

1. Chair Joe Shashaty called Senate 2013-2014:14 to order at 3:02pm

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
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)- **Excused Absent**
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 – **Excused Absent**
Alec Jaltorossian, Treasurer
Dr. J. Swartz, Academic Senate Rep. – **Sub: Dr. David Speak-Excused Absent**
Vacant, Staff Council Rep.
Janeth Rodriguez, Alumni Association Rep.
Cristian Garcia, Bronco Athletics Assoc. Rep.

C. Approval of Minutes

1. The minutes for the senate meeting on March 13, 2014 were approved by the chair as written

D. Pledge of Allegiance

E. Agenda Changes

1. Joe moved Discussion Item A.1. to A.4. and moved the other three items up in their

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- presentation order due to that club needing to arrive later to the meeting
2. The agenda was approved by the chair as amended

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

1. ASI Total Revenue	\$ 6,257,068.00
2. ASI Total Expenses	\$ 4,046,389.00
3. Total Investments	\$ 7,245,629.00
ASI-Local Agency Investment Fund	\$ 3,090,709.00
BSC-Local Agency Investment Fund	\$ 4,154,920.00
4. ASI – NP & A Account Balance	\$ 151,431.00
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	\$ 540,840.00
8. BSC On-Campus Reserves	\$ 1,657,219.00

G. Introduction of Guests

- | | |
|---------------------|--------------------|
| 1. Negeen Irani | 9. Nicole Doan |
| 2. Chriscelle Banas | 10. Powell Velasco |
| 3. Stephen Skilbred | 11. Terri Bell |
| 4. Annelise Denton | 12. Kim Duenas |
| 5. William Wong | 13. Krista Smith |
| 6. Moises Alvarado | 14. Barny Peake |
| 7. Adam Nasla | 15. Jomel Bautista |
| 8. Deena Wahba | |

H. 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 – no report
6. Athletics Rep. – Cristian Garcia – no report
7. Senator Pro Tempore – Jared Tolbert – no report
8. Attorney General – Johndaniel Morales – no report
9. Treasurer – Alec Jaltorossian – no report
10. President – Christine Hall – no report
11. Vice President – Joe Shashaty – no report
12. Senate Reports
 - a. Brenda Magdaleno, CCHM Senator *(attachment)
 - i. NSMH Hospitality Week
 - ii. Next General Meeting
 - b. Colin Danahy, Senator-at-Large, IHC *(attachment)
 - i. IHC Elections
 - ii. Puppies in the Park
 - c. Jordan Gonzalez, Business Senator *(attachment)
 - i. UBSS General Meetings
 - ii. Event

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- iii. Outreach
 - d. Louis Harfouche, Senator-at-Large, MCC *(attachment)
 - i. Spring Quarterly
 - e. Martin Mares, ENV Senator *(attachment)
 - i. Revamp the Camp Competition
 - ii. Outcomes: Showcases Best Work of ENV Alumni
 - f. Nailah Zoi Givens, Senator-at-Large, Greek *(attachment)
 - i. Nakland
 - g. Obi Okafor, Science Senator *(attachment)
 - i. Pomona Beautification Day
 - ii. Science Olympics
 - iii. Next Science Council Meeting Date
 - h. T. J. Coggins, Senator-at-Large, SIC *(attachment)
 - i. Council Updates
 - ii. Personal Updates
- I. Open Forum
- 1. There were no speakers

II. ACTION ITEMS

- A. Funding Request for Human Capital Management System
- 1. Jai Oni made a motion to approve the funding request for the Human Capital Management System, seconded by T.J.
 - 2. There was no discussion, Joe called the vote: 13/0/0, motion passed
 - 3. Vicki asked for clarification of the funding amount and source that was approved
 - 4. Terri responded that it was \$85,842.00 from the BSC On-Campus Reserve account
- B. Recommendation from the Facilities and Operations Committee
- 1. Campus Recreation Programs Eligibility and Fee Policy (attachment)
 - a. Raquel made a motion to approve the recommendation from the Facilities and Operations Committee, seconded by Colin
 - b. There was no discussion, Joe called the vote: 13/0/0, motion passed

III. DISCUSSION ITEMS

- A. Recommendations from the Finance Committee (attachments)
- 1. American Institute of Architecture Students (AIAS) \$5,500 NP & A
 - a. Negeen Irani, President, introduced the other members of the American Institute of Architecture Students (AIAS) that were with her to make the presentation: Stephen Skilbred, ENV Rep., Annelise Denton, Development, Chriscelle Banas, Treasurer, and Nicole Doan, Secretary
 - b. Stephen stated that they were currently the largest AIAS chapter in the nation with 250 plus members
 - c. Negeen stated that the purpose of their request was to hold various events throughout the year that represent the AIAS Forum experience here on campus for all of the Cal Poly members, rather than take only a few members to the actual annual AIAS Forum event
 - d. The students reviewed details of the different workshops that had already taken place, and how they compared to AIAS Forum, as well as the three large

lectures, with well-known architects, that were coming up and had committed to speak at Cal Poly. They noted that the funding request was to help bring these famous architects to campus and to assist with Bauhaus, the farewell event they host at the end of the year.

- e. Negeen and Stephen gave details about the three speakers and how excited the students in their chapter will be to see these important architectural celebrities
- f. Details were given on the expenses and revenue for both the speakers and the recognition event for the end of the year
- g. A brief question and answer session took place

2. Nu Alpha Kappa Fraternity Inc. \$5,115 NP & A

- a. William Wong, President of Nu Alpha Kappa and Director of NAKLand, introduced himself and Moises Alvarado, Vice President of Nu Alpha Kappa and Co-Director of NAKLand. He gave the background on NAKLand 2014 as an event that all 24 chapters across three states held within their respective communities and had been hosted by Cal Poly Pomona since 2008.
- b. He explained that NAKLand would be hosted at Cortez Elementary Charter school in Pomona on May 14, 2014 this year and was a free children's carnival where they host, entertainment, food and education. He noted that their primary goal was to educate the parents in how to achieve higher education for their children and their target was lower income families.
- c. Moises reviewed the variety of community resources, entertainment and the educational and fun giveaways that were provided
- d. William added that as part of their marketing efforts they would have T-shirts for all of the volunteers and be sure to add the ASI logo to reflect the co-sponsorship between NAKLand and ASI
- e. A brief question and answer session took place

3. American Society of Civil Engineers (ASCE) \$5,498 NP & A

- a. Jomel Bautista, ASCE member, introduced himself and stated that the original presenters were actually attending the conference that he would be presenting about today
- b. Alec clarified that there were two listings under the Finance Committee recommendations for American Society of Civil Engineers (ASCE) because they were both separately chartered clubs with one representing the base organization, and the other representing the Steel Bridge Competition which is held by ASCE. He added that they were applying for separate funding, as separate clubs, but to attend the same event.
- c. A brief discussion took place regarding the timing of the event in relation to the request
- d. Jomel explained the details of the Pacific Southwest Conference 2014 (PSWC) taking place for three days from April 3-5th at San Diego State University. He noted that it was the biggest annual conference for civil engineers and it draws over 1,000 participants from 18 universities spread across four states.
- e. He reviewed the details of the events from technical to social that take place and the benefits which include promoting networking, utilizing the skills

- that they learn at Cal Poly and building student leaders
- f. He reviewed their expenses at \$31,068 and income at \$25,570 and that their request was for \$5,498
- g. A brief question and answer session took place
- h. Louis made a motion to suspend Robert's Rules to move the ASCE request to an action item, seconded by Colin
- i. Obi clarified that only ASCE was being moved to an action item
- j. Joe called the vote: 13/0/0, motion passed
- k. Jai Oni made a motion to approve the ASCE budget request for \$5,498 from the NP & A account, seconded by Colin
- l. There was no discussion, Joe called the vote: 13/0/0, motion passed

4. American Society of Civil Engineers-Steel Bridge Competition \$5,500 NP & A

- a. Alec explained that the group had confirmed earlier in the week that they could be present, however, there was a misunderstanding regarding the time and the group member that was supposed to be available now had a class conflict and could not be here to give the presentation
- b. Discussion took place regarding the options and restrictions for moving forward with this budget request, as well as past protocols and the concerns of setting new precedents and following good business practices
- c. Colin made a motion to suspend Robert's Rules to move the ASCE-Steel Bridge Competition to an action item, seconded by T.J.
- d. Further discussion took place
- e. Joe called the vote to suspend Robert's Rules: 2/11/0, motion failed

5. Lebanese Student Association \$5,500 NP & A

- a. Deena Wahba, Treasurer for the Lebanese Student Association, introduced herself and Adam Nasla, Vice President, and explained that they were a social and professional club on campus that provided Lebanese and other middle eastern students a place to come together to share cultural and networking opportunities. She noted that this was their first year as a chartered club and they were growing with about 40 or so active members at this time.
- b. She explained that the Lebanese Collegiate network (LCN) was an opportunity to increase their networking and professionalism and she gave details on the specifics
- c. Adam explained that LCN was a collection of Lebanese clubs from universities and campuses, at a national level, from across the United States. He stated that this annual event would be held at Harvard University this year from April 4-6th and that Cal Poly usually has the highest attendance and competes with schools like UC Berkley, UCLA and Harvard.
- d. Deena emphasized that they had been growing a lot and had planned social events that were attended by UCLA, USC and Cal State Northridge who had acknowledged that Cal Poly had a presence within the Lebanese community due to the number of members we have and the high attendance at events
- e. They both reviewed the expenses at \$8,425 and income at \$1,545 so their total request was \$6,880 and that they would accept the amount of \$5,500
- f. A brief question and answer session took place

- g. Jai Oni made a motion to suspend Robert's Rules to move the Lebanese Student Association request to an action item, seconded by Colin
- h. There was no discussion, Joe called the vote: 13/0/0, motion passed
- i. Christine made a motion to approve the request by the Lebanese Student Association for \$5,500 from the NP & A account, seconded by Jared
- j. There was no discussion, Joe called the vote: 12/0/1, motion passed

Martin Mares made a motion to suspend Robert's Rules and move the AIAS request to an action item, there was no second

A brief discussion took place regarding the timing of the request for AIAS and that they could be an action item at the April 10th meeting

A brief discussion took place regarding the status of the ASCE-Steel Bridge Competition request that was related to timing and qualifying for the regional and national competitions and how that impacted their status with both the Finance Committee and the Senate. Christine clarified that their request had not been discussed today because they did not present to the senate.

B. Recommendation from the Rules and Policies Committee

1. Payment Card Acceptance Policy (attachment)

- a. Powell explained that Campus Recreation and the Games Room were the two operations in ASI that accept payment cards
- b. He gave an overview on the Payment Card Industry (PCI) and the PCI security standards that were technical and operational requirements set by the PCI Security Standards Council (PCI SSC) to protect cardholder data. He noted the compliance with the PCI set of standards was enforced by the founding members of the Council: American Express, Discover Financial Services, JCB International, MasterCard Worldwide and Visa Inc.
- c. He stated that one of those operational standards requested that each company create a policy which was accomplished by drafting the policy statement that he read aloud. It specified that it was policy for ASI to observe and comply with the rules and regulations established by the PCI and articulated in the PCI Data Security Standards (DSS). In addition, it stated that the procedures were appropriately integrated with ASI's financial and other information systems. It also stated that the policy applied to all ASI departments, employees, contractors, consultants or agents who, in the course of doing business on behalf of ASI, accept, process, transmit, or otherwise handle cardholder information in physical or electronic format.
- d. He added that if there were to be a security breach, ASI would fall under the guidelines of the campus and follow their protocols
- e. He explained that ASI does not use the campus network to process payment card transactions as the guidelines were so extensive and expensive that the campus had advised us that they do not want to be involved in that process. He added that therefore, the Games Room uses Bank of America and Campus Recreation uses Elavon which both run through secure phone lines and not the campus network.
- f. He added that the policy named the Executive Director/designee as being responsible for the execution and monitoring of this policy. He noted that at

this time he would probably be considered Cora's designee for the Games Room and Krista would probably be the designee for Campus Recreation.

C. ASI Strategic Plan for 2014-19

1. Cora stated that the Executive Task Team had a meeting last week that reviewed the various components of the ASI Strategic Plan
2. She noted that the next step was to create a rough draft so that the four professionals can review it and give their feedback. She added that student leaders would be taking the lead on getting feedback from their constituents and she gave examples of some of the different ways to do that such as senators discussing the draft at council meetings, holding town hall meetings or focus groups, or even information tables with butcher paper so that feedback can be spontaneously written down by students and also through the ASI website.
3. She concluded that in order to stay on track with the timeline to have both senate and university approval, these next steps need to also stay on track, and the Executive Task Team had identified that the student leaders would play a key role in getting input from the student body

Joe adjourned the regular session at 4:34pm to move to Executive Session

IV. EXECUTIVE SESSION

- A. Action Items were struck in Agenda Changes:
1. Staffing for ASI Financial Services
 2. Assumptions for 2014-15 Annual Budget
- B. Discussion Items
1. Legal matters were discussed

V. ADJOURNMENT

- A. Next Senate meeting will take place on Thursday, April 10, 2014, 3:00 – 5:00pm, in the England Evans room
- B. Joe stated that senate meeting 2013-14:14 was adjourned at 5:01pm

MINUTES SUBMITTED TO:

Joe Shashaty, Chair of the Senate

Date

MINUTES APPROVED AT SENATE 2013-2014: _____

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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 3, 2014