



# ASI Senate Meeting

## Minutes

2013- 2014:19 Thursday, May 8, 2014, 3:00PM –5:00 PM, BSC, 2nd Floor, England Evans

### I. PRELIMINARIES

#### A. Call to Order

1. Chair Joe Shashaty called Senate 2013-2014:19 to order at 3:02pm

#### B. Quorum Check

##### 1. Voting Members:

Joe Shashaty, Vice President, Chair  
Christine Hall, President – **Excused Tardy**  
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)  
Colin Danahy, Senator-At-Large (IHC)

##### 2. Advisors:

Dr. Rebecca Gutierrez Keeton, Advisor  
Cora M. Culla, Executive Director

##### 3. Non-voting Liaisons:

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

#### C. Approval of Minutes

1. The minutes for the senate meeting on April 24, 2014 were approved by the chair as written

#### D. Pledge of Allegiance

#### E. Agenda Changes

1. Jared added Information Item A. Single Use Restrooms
2. Alec changed Discussion Item A. to Recommendations from the Finance Committee

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and listed them as: 1. American Advertising Federation for \$2,716 from NP & A, 2. American Society of Civil Engineers (ASCE)- Concrete Canoe Team for \$5,500 from NP & A and 3. Earthquake Engineering Research Institute CPP for \$4,400 from NP & A  
3. Joe approved the agenda as amended with the other discussion items moving down

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

1. ASI Total Revenue	\$ 6,866,811.00
2. ASI Total Expenses	\$ 5,080,458.00
3. Total Investments	\$ 7,595,629.00
ASI-Local Agency Investment Fund	\$ 3,440,709.00
BSC-Local Agency Investment Fund	\$ 4,154,920.00
4. ASI – NP & A Account Balance	\$ 119,504.00
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	\$ 498,840.00
8. BSC On-Campus Reserves	\$ 1,657,219.00

G. Introduction of Guests

- |                    |                    |
|--------------------|--------------------|
| 1. Ronald Fu       | 8. James Cox       |
| 2. Cathy Neale     | 9. Lawson Ho       |
| 3. Saad Abbas      | 10. Eric Salazar   |
| 4. Kyle Buffo      | 11. Barny Peake    |
| 5. Jennifer Taylor | 12. Michael Argeta |
| 6. Kim Duenas      | 13. Krista Smith   |
| 7. Powell Velasco  |                    |

H. Reports – Not given verbally – Posted on the SAN

1. ASI Executive Director – Cora M. Culla \*(attachment)
  - a. BRIC
  - b. Bronco Fitness Center Repurpose Project
  - c. Bronco Fitness Center
  - d. Campus Recreation
  - e. Business Services
  - f. Games Room, Etc. Update
  - g. ASI Custodial
2. ASI Advisor – Dr. Rebecca Gutierrez – no report
3. Academic Senate Rep. – Dr. J. Swartz – Sub: Dr. David Speak – 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 (attachment)
  - a. BSC Budget
  - b. Single-Use Restrooms
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. Colin Danahy, Senator-at-Large, IHC \*(attachment)
  - i. NRHH
  - ii. Spring Fling
  - iii. Rock the Commons
- b. Jordan Gonzalez, Business Senator \*(attachment)
  - i. UBSS General Meetings
  - ii. Event – CBARN
  - iii. Outreach
- c. Obi Okafor, Science Senator \*(attachment)
  - i. Science Council Elections
  - ii. Next Science Council Meeting Date
- d. T. J. Coggins, Senator-at-Large, SIC \*(attachment)
  - i. Council Updates
  - ii. Personal Updates

I. Open Forum

- 1. Kim Duenas – stated that recently on the ASI Facebook, Twitter and Instagram they had opened up to the students that they were thinking of having either Circus Electronica or Capital Cities for Broncofusion and they were letting the students vote or they were also invited to offer suggestions on who they would like to see perform. She encouraged everyone to vote and tell their friends to vote. She noted that from just one day of posting, there were already a lot of responses and a lot of people were saying Capital Cities.
- 2. Christine Hall – reminded everyone that they should have already received a campus email inviting them to attend the Open Forum for the Presidential Search Committee. She noted that in lieu of her cabinet meeting, she was having the cabinet members attend the forum. She highly encouraged everyone to attend as well as this was the one opportunity to provide feedback to the committee. She added that there were links on the website to the actual job description.

**II. INFORMATION ITEM**

A. Single Use Restrooms

- 1. Jared stated that the Facilities and Operations Committee had been working the majority of the quarter on discussing how to convert the restrooms over by Peet's Coffee to single use restrooms and change the signage. He noted that it was brought to their attention that around the campus some of the restrooms were changing to be gender inclusive so that both transgender and gender transforming students would have a place to comfortably use the restrooms. He added that this was also an option that individuals with disabilities or families might want to utilize. He mentioned that Jami Grosser had been giving them some great feedback and assistance.

**III. DISCUSSION ITEMS**

A. Recommendations from the Finance Committee (attachments)

- 1. American Advertising Federation \$2,716 NP & A
  - a. Ronald Fu, Treasurer, stated that he was presenting a proposal for their club, the American Advertising Federation, to attend a conference. He gave some

- background on the club and that they had been completely revitalizing it from all perspectives and that they expose students to advertising career opportunities. He gave details about the National AAF and their job bank.
- b. He explained that at the National Advertising Student Competition they represented Cal Poly by having to create an entire marketing campaign to solve a problem that the group was given and unfortunately they did not make it all the way to finals due to their inexperience as a competitor
  - c. He noted that they would now like to travel to the conference that is a companion event to the competition and that was what their budget request was going to cover
  - d. He reviewed their expenses, for at most ten students, and noted that while they exceeded the amount of their current request, they were taking into consideration their previously allocated budget as well as the funds they have procured themselves
  - e. He gave the benefits of attending the conference in Florida this year
  - f. A brief question and answer session took place
  - g. Alec clarified that their original budget request was for \$3,596 as noted on the attachment and there was a change and the committee was recommending \$2,716
2. American Society of Civil Engineers (ASCE) Concrete Canoe Team \$5,500 NP & A
- a. Kyle Buffo , Project Manager, introduced himself and explained that their team would compete first at the Pacific Southwest Conference and if they were successful at the regionals then they would become one of the teams that would be competing at the national competition being held in Pittsburg, PA
  - b. He explained the project, analysis, design, construction method and technical paper and reviewed their past performances and the benefits of the competitions
  - c. He explained their expenses of \$16,859.00 and that they were so high because they had to drive both ways to Pennsylvania
  - d. A brief question and answer session took place
3. Earthquake Engineering Research Institute (EERI) CPP \$4,400 NP & A
- a. Lawson Ho introduced himself and Eric Salazar as representing EERI as a fairly new club in their second year whose primary goal was to participate in the 2014 undergraduate seismic design competition. Lawson gave a summary of the international competition being held in Anchorage, Alaska by EERI this year.
  - b. He explained that most of their costs came from shipping the structure, the travel and a week's lodging for the 13 participants
  - c. A brief question and answer session took place
- B. Recommended Bronco Student Center Budget for 2014-15 (attachments)
1. Cora stated that there was an updated version of budget figures labeled May 8<sup>th</sup> at their respective seats and to please be sure to refer to those
  2. She explained that the BSC budget had a different purpose than the ASI budgets that

they had worked on already as it was intended to pay for the bond indebtedness on the facility which included principal and interest, to cover the operations and maintenance costs for the facility and all of the programs and services under the roof of both the BSC, and the BRIC, were included in this budget

3. She noted that the Facilities and Operations Committee had discussed this budget at their meeting last Friday and were intending to meet again tomorrow to either take action or continue to discuss it
4. She gave an outline of the presentation and then and presented the following:
  - a. BSC Budget Management
    - i. The ASI budget was managed on campus by ASI and with the BSC and BRIC budget the oversight was delegated by the Chancellor's office to the university
  - b. Budget Assumptions for 2014-15
  - c. Budget Goals for 2014-15
  - d. Revenue - Income Summary
    - i. The income from the return of surplus, student services programs, lease, room rental, interest and other income were reviewed
    - ii. The total income for the 2014-15 recommended budget was reflected on the summary as \$8,511,891
  - e. Expenditures – Expenditure Summary
    - i. The expenditures for salaries and wages, staff benefits, utilities, facilities related expenses, program related expenses, other operating expenses and capital equipment and related expenses were reviewed
    - ii. The total expenditures for the 2014-15 recommended budget were reflected on the summary as \$8,511,891
    - iii. As this total equals the income total it resulted in a balanced budget
  - f. Fiscal Year Comparisons
    - i. The increases were due to the inclusion of the BRIC budget figures
  - g. CSU Required Fund Transfers
    - i. The interest and redemption, repair and replacement, status of the construction fund, the general overhead transfers and a transfer to a special reserve were reviewed as reflected on the schedule
  - h. Debt Service Coverage Ratio for 2014-15
    - i. The formula for calculation was explained and the ratio without credit was given as 2.36 for the 2014-15 recommended budget
  - i. Allocation from On Campus BSC Reserves
    - i. The status of the BRIC pre-opening expenses, staff and benefits, the ADP Workforce Now allocation and the staff benefit funding request were reviewed
  - j. BSC Budget Process and Timeline
5. A brief question and answer session took place that included the need for a separate meeting, outside of the senate meeting, to review additional details of the budget in order to have additional questions answered

C. ASI Strategic Plan for 2014-19 (attachment)

1. Joe explained that, per the discussion from the last senate meeting, both Louis and Obi had come prepared with the research that they had completed on two different

- vision statements to suggest to the senate
- 2. Cora gave an overview of the goal to assess the work on the goals and objectives, the need to provide the draft plan to the consultants, gather student feedback through outreach and the need to have it approved by the senate by the end of May so that it could be submitted to the university for approval
- 3. Louis was asked to read aloud the vision statement that his group had worked on:
  - a. "Inspiring the growth and traditions of the campus community"
- 4. Obi was asked to read aloud the vision statement that his group had worked on:
  - a. "Enhancing the student experience"
- 5. Discussion took place including the rationales behind each recommendation and that the original suggestion for the vision statement was: "Inspiring growth today and beyond" and that the senate had agreed not to go with that one
- 6. An informal vote was taken for the two new suggestions:
  - a. "Inspiring" received four votes
  - b. "Enhancing" received nine votes
- 7. Cora asked if there were any changes to the existing values and there were none, other than to include the definitions on the website along with the values
- 8. A discussion took place on the options and details of the various forms of outreach that would be utilized

**D. 2014-15 Budget Deliberations for Annually Budgeted Groups**

- 1. Financial Guidelines and Stipulations
  - a. Alec passed out a draft of the 2014-15 guidelines and he reviewed the changes as noted on the draft and they included minor modifications to #2, #3, #4 and #7
  - b. He noted that the more substantial changes started with #16 where the HEPI increase was struck
  - c. He noted that #17 and #18 had been added to cover the protocols that had been questioned during the year and needed to be clarified
  - d. He noted that the new #19 was renumbered from the original #17 and had a minor edit
  - e. Cora stated that it was possible that we no longer need #13 as Krista had developed an iron-clad form for all participants at the BRIC. She added that she would like to discuss with Alec after the meeting that in the past we had always required clubs to show how much the council was contributing and she had noticed over the span of this year that information had been missing.
  - f. Alec concluded that any other suggestions could be forwarded to him in an email

Joe adjourned the regular session at 4:28pm to move to Executive Session

**IV. EXECUTIVE SESSION**

- A. Action Item
  - 1. Action was taken on a legal matter and the funding allocation from DBMER account was approved
- B. Discussion Items
  - 1. The creation of a FICA Reserve was discussed

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2. The job title change and proposed job description for the Supervising Building Services Engineer was discussed
3. The following proposed job descriptions were discussed
  - a. Building Services Engineer
  - b. Facilities Assistant
4. The proposal for the Government Affairs Coordinator was discussed

**V. ADJOURNMENT**

- A. Next Senate meeting will take place on Thursday, May 15, 2014, 3:00 – 5:00pm, in the England Evans room
- B. Joe stated that senate meeting 2013-14:19 was adjourned at 4:58pm

**MINUTES SUBMITTED TO:**

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Joe Shashaty, Chair of the Senate

Date

MINUTES APPROVED AT SENATE 2013-2014: \_\_\_\_\_

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Vicki Jackson, Administrative Assistant

Date