



ASI Executive Committee Meeting

Minutes

2012-2013:2 Friday, March 22, 2013, 2:15 – 4:15PM, BSC, 2nd Floor, England Evans

I. PRELIMINARIES

A. Call to Order

1. Chair Christine Hall called the ASI Executive Committee meeting 2012-2013:2 to order at 2:18pm

B. Quorum Check

1. Voting Members:

Christine Hall, Vice President, Chair
Chris Osuala, President
Mary Haynes, Engineering Senator – **Excused Absent**
Tommy Ward, Senator-At-Large (MCC)
Joanna Ha, Business Senator
Amber Yoshioka, C.E.I.S. Senator

2. Advisors:

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

3. Non-voting Liaisons:

Devon Graves, Attorney General
Krikor Ketchedjian, Treasurer – **Excused Absent**

C. Approval of Minutes

1. There were no minutes to approve

D. Agenda Changes

1. Chris added, in regular session, Discussion Item A. Recommended Funding Authorization from PY III Reserve Account
2. Christine struck E. Financial Status
3. She approved the agenda as amended

E. Introduction of Guests

1. There were no guests

F. Open Forum

1. Christine Hall – wished all student leaders a happy Spring Break and for everyone else a happy Friday.

Christine adjourned the regular session at 2:21pm to move to Executive Session

II. EXECUTIVE SESSION

A. Action Items

1. ASI Staffing Recommendations

- a. Programs and Marketing – The Marketing staffing recommendations were approved
- b. BRIC Positions – Approval of Job Descriptions
 - i. The Fitness Coordinator was approved
 - ii. The Intramural Sports Coordinator was approved
- c. BRIC Positions – Change in Titles
 - i. The Member Services Coordinator was approved
 - ii. The Associate Director of Recreation was approved

2. The review of the hiring timeline was approved

3. The item discussed under the Compensation Study was approved

B. Discussion Items

1. The Executive Order 1083 was discussed

2. 2014 BSC Staffing Plan recommendations were discussed

Christine adjourned Executive Session at 3:22pm

Christine resumed the regular session at 3:26pm

III. DISCUSSION ITEMS

A. Recommended Funding Authorization from PY III Reserve Account (attachment)

1. Chris passed out the attachment and everyone reviewed the document
2. He explained that the memo gave the details of the Guaranteed 4.0 Learning System program created by Donna O. Johnson, Founder and President of the Guaranteed 4.0 Learning System, LLC. She was originally a chemical engineer and created this program because she was a busy and involved student in the hardest engineering major, which was Chemical Engineering, and she maintained a 4.0 GPA. The Director in charge of her internship in the Engineering Department of her campus asked how she kept her GPA up so high and encouraged her to share it with other students. It led to her creating this system, program and her own company. She now presents it to high schools and colleges around the country.
3. Chris added that he attended one of her programs at a conference for the National Society of Black Engineers (NSBE) and he witnessed the program firsthand. He proposed the idea that her program be given at Cal Poly to BEAT and they were interested but did not have the funding available.
4. After speaking with Donna O. Johnson, he was able to renegotiate her original cost of \$7,500 to \$5,000, however the ASI Finance Committee was not meeting until April 12th and the available dates to hold the program were either April 11th or April 18th. The timeline was a challenge as Barny Peake, ASI Director of Programs & Marketing was not able to move forward with the contract and also keep the timing of the air travel in mind until the funding was solidified.
5. Chris stated that Krikor suggested that they could access the PYIII Reserve Account which was titled Special Projects and Programs and “to be used for programs that would benefit the campus community of Cal Poly Pomona and require special high costs in quality events in the area of, cultural arts, speakers, and student advocacy.”

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6. He added that just yesterday he was speaking with Deborah Brandon, Executive Director of Admissions and Outreach, and she was seeking ways of improving student GPAs. He noted that she was very interested in how this program worked out for ASI as she was interested in approaching the university and possibly adding it to orientation.
7. Chris stated that he felt comfortable asking the ASI Executive Committee to suspend Robert's Rules today and move this to an action item so that Barny could move forward with the contracts due to the time-sensitive timeline
8. A question and answer session took place that included that Donna budgets for 100 workbooks for the program and that extra ones could be researched, if it is funded out of NP & A then university approval was not required and it would be more expedient, the correction that Cora actually signs the contracts for amounts of this nature-not Barny, as the ASI Finance Committee was not meeting-the senate can take action on this-and this committee was acting on behalf of the senate so they can decide to charge this to NP & A, would students have the full benefit intended if it is scheduled too late in Spring Quarter, BEAT was planning on including it as an event for next fall, this could provide support to the EO 665 students that they were trying to reach out to, the timeline to collaborate with other funding groups was too tight and an assurance that the Finance Committee was a recommending committee to the senate and when they were not meeting business can always go straight to the senate and since the senate was not meeting now this committee was created for the purpose of taking care of interim decision making for the organization
9. Christine made a motion to suspend Robert's Rules and move this to an action item, seconded by Chris
10. Tommy made a motion to amend the request to come from the New Programs and Augmentations (NP & A) Account rather than PY III Reserve Account, seconded by Chris
11. Christine called the vote for the amendment to approve the Recommended Funding Authorization from NP & A instead of PYIII Reserve Account: 5/0/0, motion for the amendment passed
12. Christine called the vote for the original motion to suspend Robert's Rules and move this to an action item: 5/0/0, motion passed
13. Christine stated that this was now Action Item A and she made a motion to approve the Recommended Funding Authorization from NP & A for \$5,000, seconded by Joanna
14. Discussion ensued regarding the marketing budget would come from BEAT as they do have the funds for those costs, to consider using an event planner program, were the maximum number of students dictated by the number of workbooks and that it should be researched if Donna charges for additional workbooks during the contract process, it is a valid workshop without workbooks and there was a valid co-sponsorship opportunity with IHC for example for the workbooks
15. Christine called the vote to approve the Recommended Funding Authorization from NP & A for \$5,000: 5/0/0, motion passed

B. Information Sessions for Student Groups – ASI Referendum (attachments)

1. Cora stated that she and Chris had discussed that the student leaders would take the lead on the Info Sessions that need to take place about the upcoming referendum.

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2. She noted that the specific dates for the Open Forums had been scheduled and were included in the senate packet as an attachment and that they reflected a broad cross-section of times and dates to reach as many students as possible
3. She added that at the last senate meeting the senators filled out a sign-up sheet for presentation dates to their councils and that list was also included in the senate packet as an attachment. She noted that if there were any changes, to please give them to her as this information had already been shared with the university.
4. She explained that the following items were remaining to be taken care of:
 - a. A presentation to the student groups was being created and a meeting (next Thursday) that included Chris, Christine, Krikor, Devon and Barny was scheduled to work on that so that the students heard the same consistent message in language that the students can relate to
 - b. A decision needed to be made as to who will take the lead on the presentations to the Heritage Programs and she noted that Byron had notified them that Jami Grosser, Interim Senior Coordinator, Cultural Centers, would be the lead person on their end however, the ASI leadership needed to be determined
 - c. A list of frequently asked questions (FAQs) needed to be compiled and it had already begun at the last ASI staff meeting, however student input was needed so that they were in line with the thoughts of students
5. Cora circulated the council presentation schedule so that changes could be noted
6. Discussion took place that included who would be included in the Heritage Program presentations, Chris could present to the Heritage Programs if his schedule permitted, having a backup presenter, Christine offered to take the lead on the Heritage Programs and asked Tommy to work with her, Devon offered to be the lead for a presentation to Athletics and work with Cristian, Christine and Chris said that Yosif and Mary could take the lead on working with the LRC tutors and tutees to arrange a presentation to their group, once completed the presentation could be sent out to request help with the FAQ list and Cathy Neale was the point person for collecting both questions and answers, how were the senators going to be prepped for giving the presentations to their councils and using the April 4th senate meeting for that purpose, pushing back some of the early presentations such as April 5th (for ex: IHC and CCHM), if an actual presentation workshop was really necessary, possibly adjourn the senate meeting early and have a second closed meeting for the purpose of practice so that everyone would be comfortable, that an advisor would be present at all of the student led presentations for support and different methods to practice the presentation
7. Cora asked that any FAQs please be directed to Cathy Neale with a cc to Barny and herself

IV. ADJOURNMENT

- A. Next ASI Executive Committee meeting – To be determined
- B. ASI Executive Committee 2012-2013:2 was adjourned at 4:12pm

MINUTES SUBMITTED TO:

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Christine Hall, Chair of the ASI Executive Committee

Date

MINUTES APPROVED AT SENATE 2012-2013: _____

Vicki Jackson, Administrative Assistant

Date