



ASI Senate Meeting

Minutes

2012- 2013:11 Thursday, February 21, 2013, 3:00 –5:00 PM, BSC, 2nd Floor, England Evans

I. PRELIMINARIES

A. Call to Order

1. Chair Christine Hall called Senate 2012-2013:11 to order at 3:04pm

B. Quorum Check

1. Voting Members:

Christine Hall, Vice President, Chair
Chris Osuala, President
Stephanie Ferreira, Agriculture Senator
Joanna Ha, Business Senator – **Unexcused Tardy**
Amber Yoshioka, CEIS Senator
Rana Abuershaid, CLASS Senator
Dylan Devlin, CCHM Senator
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
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. – **Excused Absent**
Cristian Garcia/Sara Robinson, Bronco Athletics Association Rep.

C. Approval of Minutes

1. There were no minutes to approve

D. Pledge of Allegiance

E. Agenda Changes

1. Christine noted that the agenda number should reflect meeting 2012-2013:11 and not meeting 10 which she used to create the agenda while Vicki was out of the office
2. She added Action Item C. ASI Prior Years Reserves I

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3. She struck Discussion Item B. Homecoming Recap in the interest of time
4. She specified that under Executive Session, Item A and B were Action Items
5. She added the following Executive Session Discussion Items: 1) ASI Staffing Recommendations a) Programs and Marketing b) BRIC Positions 2) Review of the Hiring Timeline 3) Hourly Agreement with HR Strategies Inc.
6. She approved the agenda as amended

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

1. ASI Total Revenue	\$ 5,381,209.00
2. ASI Total Expenses	\$ 2,980,999.00
3. ASI – NP & A Account Balance	\$ 144,333.00
4. ASI – Tutoring Retention Account Balance	\$ 5,764.00
5. ASI Prior Year's I Reserves	\$ 155,388.00
6. ASI Prior Year's II Reserves	\$ 127,518.00
7. ASI Prior Year's III Reserves	\$ 409,282.00

G. Introduction of Guests

- | | |
|-------------------|-----------------|
| 1. Powell Velasco | 5. Barny Peake |
| 2. Garrett Gibson | 6. Krista Smith |
| 3. Alex Preston | 7. Terri Bell |
| 4. Nancy Hwang | |

H. Special Presentation Time specific: 3:45pm

1. CPP Web Redesign – Presented by Dr. Karen Brzoska and Shannon James

I. Reports – Posted on the SAN, not given verbally

1. ASI Executive Director – Cora M. Culla *(attachment)
 - a. BRIC Updates
 - b. Children's Center Updates
 - c. Children's Center Grant Funding Support
 - d. Personnel Updates
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 *(attachment)
 - a. "Shoebox Recycling"
 - b. Basketball
 - c. Baseball
7. Senator Pro Tempore – Mary Haynes *(attachment)
 - Senator Pro Tempore
 - a. F & O Committee
 - b. Cal Poly's Very Own Food Truck
 - Engineering Senator
 - a. Engineering Week
 - b. Engineering Council Officer Elections

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- c. Engineering Club Leadership Retreat – annual officer transition
- d. Engineering Club Leadership Retreat – special allocations
- 8. Attorney General – Devon Graves - no report
- 9. Treasurer – Krikor Ketchedjian *(attachment)
 - a. Financial Summary
 - b. Finance Committee
- 10. President – Chris Osuala *(attachment)
 - a. HOMECOMING!!
 - b. Secretary of External Affairs
 - c. Committee Appointments
- 11. Vice President – Christine Hall – no report
- 12. Senate Reports
 - a. Amber Yoshioka, CEIS Senator *(attachment)
 - i. CEIS Question and Answer Panel
 - ii. CEIS T-shirt Sale
 - b. Ariane Lebrilla, ENV Senator *(attachment)
 - i. Space Activators (APSA/GPSA) – Thursday, February 14, 2013
 - ii. ENV Career Day – Thursday, April 25, 2013
 - iii. ENV Website
 - c. Caleb Rickard, Senator-at-Large, SIC *(attachment)
 - i. Applications for Mr. or Ms. Cal Poly Pomona
 - d. Danielle Sigala, Senator-at-Large, Greek *(attachment)
 - i. Greek Week 2013
 - ii. Greek Week 2012 Fund Disbursement
 - iii. Homecoming Food Sale
 - iv. Up-Till Dawn
 - v. CPK Printing Cards
 - vi. Hazing Workshop
 - e. Rana Abuershaid, CLASS Senator *(attachment)
 - i. CLASS Council General Meetings
 - ii. CLASS Events
 - f. Sally Kandah, Science Senator *(attachment)
 - i. Science Council General Meetings
 - ii. SC Events
 - g. Stephanie Ferreira, Agriculture Senator *(attachment)
 - i. Community Service Project
 - ii. Ag Open House
 - iii. Spring Fling
 - iv. 75th Anniversary
 - v. Nominations
 - h. Tommy Ward, Senator-at-Large, MCC *(attachment)
 - i. Social Justice Month
 - ii. Upward bound House Home Run for Kids 5K/10K

J. Open Forum

- 1. Christine Hall – asked that everyone please keep both March 15th and 16th open for

the tentative budget retreat which is a mandatory retreat and will prepare everyone for the Spring Quarter budget season. It will no longer be on April 6th. She added that that they had already emailed Susan Leahy to give a presentation and everyone should allow about a half day for the retreat, once it was solidified an announcement would go out and Saturday was the preferred day.

2. Barney Peake – stated that the 15th should already be on everyone’s calendars as it is Midnight Madness, they were starting to look at Elections materials so please give him general feedback on the appointed applications so that they are ready in time.

II. ACTION ITEMS

A. Recommendation from the Finance Committee

1. American Marketing Association \$5,000 NP & A
 - a. Krikor stated that they were requesting the same amount of funding as prior years and the senate had approved that amount in the past
 - b. Tommy made a motion to approve \$5,000 for the American Marketing Association from the NP & A, seconded by Caleb
 - c. Christine called the vote: 14/0/0, motion passed

B. Recommendation from the Rules and Policies Committee

1. Cabinet Rules
 - a. The document was placed on the overhead and Devon read from the ASI By-Laws and explained that in order to have flow between documents, Rule IV, Section I, A of the Cabinet Rules should mirror the by-laws and retain the reference to the 30 day appointment period so he asked that the senate take that into consideration when approving the Cabinet Rules
 - b. He noted that the document was open to any final editing
 - c. Cora recommended striking the reference to the California Administrative Code that had been discussed at the last meeting as it did not apply to the cabinet
 - d. Chris made a motion to strike the reference to the Code that Cora had just mentioned, seconded by Dylan
 - e. Christine called the vote: 14/0/0, motion passed
 - f. Tommy made a motion to amend the document back to the 30 days
 - g. Christine asked in regard to the senate being in compliance with the By-Laws
 - h. Tommy said yes, seconded by Stefanie
 - i. Christine restated that a motion was made to change it back to its original reference to the ASI By-Laws so that it stated 30 days
 - j. Mary asked if that meant that a 30 day letter would be issued and then a second and third letter if necessary
 - k. Christine stated that she did not feel that the Cabinet Rules was the correct document to state the process and that it should be the overview document such as the ASI By-Laws
 - l. Devon confirmed that the motion on the floor was to end up referencing the ASI By-Laws for the guideline on this topic
 - m. Christine called the vote: 13/1/0, motion passed
 - n. Dylan made a motion to approve the Cabinet Rules as amended, seconded by

Joanna

o. Christine called the vote: 12/2/0, motion passed

C. ASI Prior Years Reserves I (attachments)

1. Cora stated that this was a prior discussion topic and the policy was both emailed out to the senate and included in the agenda packet for the meeting
2. She added that she and Krikor had met before the meeting and he would like to suggest an amendment as the policy provided for inflationary adjustments from 2008 and onwards. Krikor had provided a handout reflecting the adjusted amounts each year which was handed out at the meeting.
3. Krikor explained that by the 2008-09 year the Prior Years I (PY I) Reserves should have reached \$200,000 and then have been adjusted by the CPI index each year since then which would bring the total to \$222,660
4. Cora stated that in her previous memo to the senate she had referenced the amount of \$44,612 be transferred to bring PY I up to \$200,000 but based on Krikor's proposed amendment that number would now change to \$67,272 and bring PY I up to \$222,660
5. A question and answer session took place that included the notation that for the 2013-14 year the adjustment would be based on the Higher Education Price Index (HEPI)
6. Christine made a motion to approve the recommendation to transfer an amount equal to \$67,272 from Prior Years III Reserve Account to Prior Years I Reserve Account, seconded by Mary
7. Christine called the vote: 14/0/0, motion passed

III. DISCUSSION ITEMS

A. ASI Referendum for Spring Quarter (attachments)

1. Cora explained that the ASI Senate was aware that the campus was still awaiting approval from the Chancellor on the proposed Student Success Fee. When it comes through, it will have an impact on the ASI budget because the Student Success Fee will provide revenue that will fund athletics and tutoring over the next four years.
2. She added that they all have a copy of the Senate Bill 2002-03:02 The Student Opportunities Initiative before them and since the allocations were going to change, particularly for athletics, ASI was bound by one of the provisions on page five, Article IV, E : "The dollar allocations established for organizations in the Student Opportunities Initiative shall not be changed unless mandated by a student wide referendum."
3. She noted that Mark Bookman, ASI legal counsel, and Andrea Gun, CSU counsel, were consulted and provided guidance on several areas:
 - a. That alternative consultation could not be substituted for the referendum that was stipulated
 - b. Since athletics will eventually no longer be funded out of the ASI budget then page five, Article IV, A addresses that "...funding for this entity may be fully repossessed with a two-thirds approval vote of the ASI Senate." Cora added that it is the portion for athletic scholarships that will cease to be funded by year four. She stated that the athletics funding support in the amount of

\$25,000 per quarter or \$75,000 per year is funded out of another athletics fee initiative which was created about ten years ago and will continue even if the Student Success Fee was approved.

c. Can the senate vote to remove the referendum clause from the document? The answer was that it would take a student referendum to change the document and give the senate the power to remove that clause, so that would not be appropriate.

4. Cora concluded that both legal counsels expressed the opinion that their legal advice was that ASI should proceed with a referendum
5. She gave the details of the timeline with the Elections Committee, the required marketing and the process with the Fee Advisory Committee in order to be ready for a Spring Quarter referendum
6. She also reviewed the two amendments to the 2002-03:02 Student Opportunities Initiative which included ASI Senate Bill 2005-06:03 Annual Inflationary Adjustment for ASI Fees and ASI Senate Bill 2009-10:03 Amendment to ASI Senate Bill 2002-03:02
7. She stated that the task at hand was to amend this senate bill in order to hold a referendum and put out an initiative to the students in anticipation of the approval of the Student Success Fee
8. A question and answer session took place

Christine tabled Discussion Item A in order to re-open Preliminaries for the presentation

I. PRELIMINARIES RE-OPENED

H. Special Presentation Time specific: 3:45pm

1. CPP Web Redesign – Presented by Dr. Karen Brzoska and Shannon James
 - a. Dr. Karen Brzoska, I & IT Director of Video and Web Development Group, introduced herself and also Trevor Henderson from I & IT
 - b. Shannon James introduced herself as a consultant here with the university with a background in web product development, project management and specializing in higher education
 - c. Karen stated that they were here today to provide information on the redesign and refresh project of the Cal Poly website that was implemented several months ago which would include what the current design looks like, the phased approach broken down into three phases beginning with a focus on future and current students in phase one
 - d. Shannon and Karen explained and presented the following:
 - Visibility Testing of Current Web Site
 - Findings – Presentation Layout and Visual Design
 - Findings – Navigation, Links and Terminology
 - Findings – Content
 - Web Redesign Goals
 - Phased Approach
 - Phase I Designs
 - Gateway
 - Landing Page
 - e. A question and answer session took place including feedback on the website

III. DISCUSSION ITEMS RE-OPENED

A. ASI Referendum for Spring Quarter

1. Chris passed out an outline of the suggested goals for a new senate bill
2. Cora stated that this rough draft was developed to use as a guideline in amending the Student Opportunities Initiative and that the approach that was taken was to minimize deviations from the original document and focus on those provisions that either need to be modified or do away with
3. Chris added that Christine, Cora and he had met to discuss the options available considering the available time to have this passed through a student referendum and that since it had already passed through the student body, out of respect they wanted to keep it very similar as there had been no intent to change this senate bill before the Student Success Fee existed. He added that due to the extra money they will have they wanted to discuss what they will do with it and also changing the referendum requirement to a 2/3 vote of the senate.
4. Discussion took place which included renaming the Heritage Months the Heritage Programs, the request for any changes to the senate bill today due to the tight timeline as by next week the actual document will be discussed and voted on by March 14th and then submitted to the Fee Advisory Committee, possibly increasing the allocations to the Cultural Centers (Heritage Months), suggestion to allocate funds to the Annually Budgeted Groups /Prior Year Reserve Accounts/New Programs and Augmentation Account/Post-Retirement Obligations, the intent would be for this new bill to supersede the original Student Opportunities Initiative and include the two amendments, the four pieces of marketing that have to be ready to go to the Fee Advisory Committee by March 15th and the use of HEPI for the reserve accounts starting this summer
5. Chris reviewed each bullet on the draft outline and specifically asked for feedback from the senate on section 3. Amendment and the bulleted items for ASI under it
6. Further discussion took place regarding IRA, the details of the Student Success Fee, feedback was also needed on page three, Section II of the Student Opportunities Initiative and to please become very familiar with the details of this senate bill
7. Christine asked that everyone email their suggestions by Monday or Tuesday at the latest so that they could be incorporated into a draft document for Thursday's senate meeting

Christine adjourned the regular session at 4:50pm to move to Executive Session

IV. EXECUTIVE SESSION

A. Action Items

1. The amendment to Policy on Dependent Children was approved
2. Approval of Job Descriptions
 - a. The Director of Bronco Student Center was approved
 - b. The Director of Facilities was approved
3. The Compensation Study recommendations were approved

B. Discussion Items

1. ASI Staffing Recommendations
 - a. Programs and Marketing were discussed

- b. BRIC positions were discussed
- 2. The review of the hiring timeline was discussed
- 3. The hourly agreement with HR Strategies Inc. was discussed

V. ADJOURNMENT

- A. Next Senate meeting will take place on Thursday, February 28, 2013, 3:00 – 5:00pm, in the England Evans room
- B. Christine adjourned senate meeting 2012-13:11 at 5:19pm

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 FEBRUARY 21, 2013