



# ASI Senate Meeting

## Minutes

2013- 2014:13 Thursday, March 13, 2014, 3:00PM –5:00 PM, BSC, 2nd Floor, England Evans

### I. PRELIMINARIES

#### A. Call to Order

1. Chair Joe Shashaty called Senate 2013-2014:13 to order at 3:01pm

#### B. Introduction: Dr. Steven Garcia

Vice President for Administrative Affairs and Chief Financial Officer

1. Joe introduced one of the newest members of the campus community, Dr. Steven Garcia, Vice President of Administrative Affairs and Chief Financial Officer, and invited him to say a few words
2. Dr. Garcia thanked the senate for inviting him and said that it was always a pleasure to work with the ASI, which he did a lot at Cal State LA for the last ten and one half years, and he also worked closely with the student body there. He added that he looked forward to working with everyone in ASI as he moved forward. He noted that he had been here a little over two months and felt it was a great campus with a lot of good stuff going on which included the tour of the BRIC he had just completed. The opening next Fall would be very exciting and he hoped to keep in touch with all of them as he planned on being here awhile.
3. Dr. Speak stated that Dr. Garcia had already made a substantial contribution to the well-being of this community by reordering construction projects that were slated to happen. He added that they were going to build a new building, to replace the CLA, in the C lot before they did anything about creating new parking which did not make any sense at all as it would have displaced all of those cars and impacted student parking everywhere else on campus. He concluded that Dr. Garcia has put rationality back into the construction schedule.
4. Christine stated that she had the pleasure to serve on Dr. Garcia's search committee and noted that he truly was the best candidate for the campus. She highly encouraged everyone to get to know him. She added that she had the opportunity to sit with he and his wife at Homecoming and learned that he was very down to earth, a local from Claremont, so he not only knew the area but has worked closely with students.
5. Cora added that Dr. Garcia served as Vice President of Administration at Cal State LA and he was very familiar with the CSU and auxiliary organizations like ours. He actually made the time to attend, in full, the annual conference of the Auxiliary Organizations Association which gave him the chance to get to know those employees in ASI that attended, and certainly the auxiliary professionals, and it was much appreciated.
6. Dr. Garcia added that his wife had received two degrees from Cal Poly and so he had been in touch with what was going on here before he ever took the job through the communication to her at home

#### C. Quorum Check

1. Voting Members:

Joe Shashaty, Vice President, Chair

ASI SENATE MEETING

March 13, 2014

Page - 2

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)  
Colin Danahy, Senator-At-Large (IHC)

2. Advisors:

Dr. Rebecca Gutierrez Keeton, Advisor – **Excused Tardy**  
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.  
Cristian Garcia, Bronco Athletics Assoc. Rep.

D. Approval of Minutes

1. The minutes for the senate meeting on February 27, 2014 were approved by the chair as written

E. Pledge of Allegiance

F. Agenda Changes

1. Cora added Executive Session Action, Item A.1.c. Project Assistant and Executive Session, Information Item C.1. A Legal Matter
2. Joe struck Discussion Item C. ASI Strategic Plan for 2014-19
3. The agenda was approved by the chair as amended

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

1. ASI Total Revenue	\$ 5,317,887.00
2. ASI Total Expenses	\$ 3,809,816.00
3. Total Investments	\$ 7,645,629.00
ASI-Local Agency Investment Fund	\$ 3,140,709.00
BSC-Local Agency Investment Fund	\$ 4,504,920.00
4. ASI – NP & A Account Balance	\$ 158,411.00
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	\$ 564,940.00
8. BSC On-Campus Reserves	\$ 1,657,219.00

# ASI SENATE MEETING

March 13, 2014

Page - 3

## H. Introduction of Guests

- |                   |                           |
|-------------------|---------------------------|
| 1. Terri Bell     | 10. Nicholas Monge        |
| 2. Cathee Hill    | 11. Andrea Cendejas       |
| 3. Powell Velasco | 12. Cathy Neale           |
| 4. Lisa Dye       | 13. Kim Duenas            |
| 5. Krista Smith   | 14. Shelbi Long           |
| 6. Pamela Xue     | 15. Scott MacLeod         |
| 7. Hana Kim       | 16. Steve Garcia          |
| 8. Aneska Alino   | 17. Maria-Lisa Flemington |
| 9. Jasmine Beller | 18. Melanie Young         |

## I. Reports – Not given verbally – Posted on the SAN

1. ASI Executive Director – Cora M. Culla \*(attachment)
  - a. BRIC Project Progress
  - b. Campus Recreation
  - c. Programs and Marketing Update
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 – \*(attachment)
  - a. Senior Send Off Month – Road to Becoming an Alumni
  - b. Senior Send Off Month Calendar of Activities
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. Club for Master’s Student Re-launches
    - iii. ASEP Helps at Oscar Party
  - b. Colin Danahy, Senator-at-Large, IHC \*(attachment)
    - i. Puppies in the Park
    - ii. Housing Increase
    - iii. IHC Elections
  - c. Jai Oni Sly, CEIS Senator \*(attachment)
    - i. TRANSFERmation: Research, Practice and Advocacy
  - d. Jasmine Andino, Engineering Senator \*(attachment)
    - i. Engineering Club Events
  - e. Jordan Gonzalez, Business Senator \*(attachment)
    - i. UBSS General Meetings
    - ii. Events
    - iii. Outreach
  - f. Louis Harfouche, Senator-at-Large, MCC \*(attachment)

- i. Social Justice Month
  - ii. Quarterly
  - iii. Projects
- g. Nailah Zoi Givens, Senator-at-Large, Greek \*(attachment)
  - i. Up 'Til Dawn
  - ii. Order of Omega
  - iii. Greek Week
- h. Obi Okafor, Science Senator \*(attachment)
  - i. Pomona Beautification Day
  - ii. Science Olympics
  - iii. Next Science Council Meeting Date
- i. Raquel Mercado, CLASS Senator \*(attachment)
  - i. Changing CLASS Council By-laws along with Strategic Planning
  - ii. Pizza with the Dean
  - iii. CLASS Annual Banquet
- j. T. J. Coggins, Senator-at-Large, SIC \*(attachment)
  - i. Council Updates
  - ii. Personal Updates

J. Open Forum

1. Joe Shashaty – stated that Byron wanted him to announce that the budget retreat will either be on Tuesday or Wednesday of the first week of the quarter from the late afternoon into the evening. Please save the date and if there is a class conflict you can talk with them about that sometime after this meeting.
2. Cora M. Culla – asked Krista to introduce a new ASI team member. Krista introduced Scott MacLeod, the Members Services Coordinator for Campus Recreation.
3. Jared Tolbert – stated that his fraternity had given out thank you items, such as the Push America bracelet, as a token of appreciation for the support. He added that they had spent the last three days on a 50 hour bike-a-thon which was primarily to raise awareness and he noted that it was an enjoyable experience and he thanked the ASI team for their support.

**II. ACTION ITEMS**

A. Recommendations from the Finance Committee

1. Formula Society of Automotive Engineers \$5,500 NP & A
  - a. T.J. made a motion to approve the recommendation for \$5,500 from the NP & A account for the Formula Society of Automotive Engineers, seconded by Colin
  - b. There was no discussion, Joe called the vote: 14/0/0, motion passed

B. BEAT Funding Request for Spring Quarter

1. Colin made a motion to approve the BEAT funding request, seconded by Jordan
2. There was no discussion, Joe called the vote: 14/0/0, motion passed
3. Cora asked that for the purpose of the record the amount and source of funding be clarified as the senate was voting on a financial matter
4. Joe stated for the record that the motion would include the amount of \$24,100 from the Prior Years III Reserve account

C. Nominations and Election for ASI Standing Committee

1. Finance Committee – Spring Quarter

- a. Alec reviewed that the meetings would start on April 4<sup>th</sup> and take place every other Friday from 3:00 – 5:00pm. He gave a brief description of the purpose and their role on the committee and noted that if needed there would be extra meetings from 1:00 – 3:00pm as well.
- b. Joe opened the floor for nominations
  - i. Louis nominated T. J., he accepted
  - ii. Raquel nominated Jordan, he accepted
  - iii. Obi nominated Jai Oni, she accepted
  - iv. Louis nominated Jasmine, she declined
- c. Colin made a motion to elect T.J., seconded by Zoi
- d. There was no discussion, Joe called the vote: 14/0/0, motion passed
- e. Colin made a motion to elect Jordan, seconded by T.J.
- f. There was no discussion, Joe called the vote: 14/0/0, motion passed
- g. Christine made a motion to elect Jai Oni, seconded by Raquel
- h. There was no discussion, Joe called the vote: 14/0/0, motion passed
- i. Joe congratulated the new senators for the Spring Quarter Finance Committee

D. Recommendation from the Facilities and Operations Committee

1. New ASI Key Policy

- a. Colin made a motion to approve the New ASI Key Policy, seconded by Jared
- b. There was no discussion, Joe called the vote: 14/0/0, motion passed

**III. DISCUSSION ITEMS**

A. Funding Request for Human Capital Management System (attachments)

1. Terri Bell, Director of Business Services, stated that she and Lisa Dye, Human Resources Manager, were there on behalf of the ASI Departments to request funding from the BSC On-Campus Reserves for a Human Capital Management (HCM) software system
2. She explained that from application to pay check, and everything that was done in between, it required a lot of paperwork and personnel to process that paperwork and this type of system would make the process all green
3. She stated that the balance in the BSC On-Campus Reserve was projected to be, as of July 1, 2014, \$915,199. She noted that the funding request would be an annual investment of \$79,142 with a one-time implementation fee of \$6,700 which would equal a total funding request of \$85,842. She added that, if approved, the projected balance in the BSC On-Campus Reserve as of July 1, 2014 would be \$829,357.
4. Terri explained the steps of the current labor intensive, ten year old time card system with very limited reporting capability and compared it to the proposed HCM system. She added that they had gone through an RFP process with twelve providers and done their research to arrive at a selection of two and then the decision to recommend ADP Workforce Now (ADP) as the best solution for the payroll functions. She noted that it also had the ability to add a component for Human Resources which ASI currently does not have available.
5. Lisa explained that ASI was not currently managing its human resource (HR) functions

through an information system and that all HR data currently was manually managed, which included the employment application process. She noted that there were a number of things that having this system will enable ASI to do, however there were two benefits in particular:

- a. Branding ASI as an employer of choice, meaning that in 2014 applicants should be able to apply online, which meant not having to email an application, and this would establish ASI as a forward thinking employer
  - b. The administration process was entirely manual and so the majority of time for the HR department was spent on manual paperwork instead of bringing new employee programs to the staff which would include employee assistant programs, employee recognition programs, training and development and many more such as employee self-service options to access information and make changes to it
6. Terri explained that ASI employs not only professional staff, but currently had 150 students employed and were getting ready to add over 200 more when they bring the BRIC online on July 1, 2014 which was in 15 weeks. She stated that it was about a 12 week process to implement this software system. She added that there were additional benefits regarding the reduction of manual work in Business Services such as the employee's ability to print their own paystubs if they were on direct deposit.
7. She concluded that in looking at the current ASI Strategic Plan, this was very much in line with the mission statement and a number of the strategic initiatives noted in the handout. She thanked everyone for their consideration.
8. A detailed question and answer session took place

B. Recommendation from the Facilities and Operations Committee

1. Campus Recreation Programs Eligibility and Fee Policy (attachments)

- a. Jared explained that the Facilities and Operations Committee members had been working on this policy for the last couple of meetings and it was designed to basically explain the types of programs ASI would be having along with the price breakdown for them. He noted that they had also received feedback from the university on the policy.
- b. Krista explained that the attachment in their packets was not the most recent as there had been some edits to it. She handed out the new version of the policy that had not been approved by the Facilities and Operations Committee. She noted that she had gotten Jared's support for the amendments that they now had included in the policy before them.
- c. She stated that this was the third piece of the Facilities Use Manual for the BRIC as the membership fees and the guest piece had already been approved. She explained that this document would provide a framework for the dozens of programs and services that will be generated by the Campus Recreation department. She gave an overview of the policy, eligibility, fees and the program categories.
- d. She added that at the end of the policy there were blanket policy statements related to age, waivers, proof of identification, medical insurance and attendants/aides and she reviewed details of these statements
- e. A detailed question and answer session took place

Joe adjourned the regular session at 4:11pm to move to Executive Session

**IV. EXECUTIVE SESSION**

A. Action Items

1. The following job descriptions were approved as a slate:
  - a. Aquatics Coordinator
  - b. Member Services Coordinator
  - c. Project Assistant
2. The Compensation Philosophy was approved
3. The compliance with Minimum Wage Legislation was approved

B. Discussion Items

1. The job description for the AIC for Children’s Center was discussed and then moved to action by suspending Robert’s Rules and approved
2. The staffing for ASI Financial Services was discussed
3. The assumptions for the 2014-15 Annual Budget were discussed

C. Information Item

1. Information was provided on a legal matter

**V. ADJOURNMENT**

- A. Next Senate meeting will take place on Thursday, April 3, 2014, 3:00 – 5:00pm, in the England Evans room
- B. Joe stated that senate meeting 2013-14:13 was adjourned at 5:00pm

**MINUTES SUBMITTED TO:**

---

Joe Shashaty, Chair of the Senate Date

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

---

Vicki Jackson, Administrative Assistant Date

TO VIEW REPORTS LISTED (WITH AN \*) OPEN SEPARATE FILE ON DOCUMENTS WEBPAGE LABELED:  
ASI SENATE MEETING ATTACHMENTS – REPORTS FOR MARCH 13, 2014