



## ASI Rules & Policies Committee Minutes

2014-2015:1 Friday, October 10, 2014 1:00PM - 3:00 PM, BSC, Senate Chambers

### I) Preliminaries

- A) Call to Order at 1:03pm
- B) Quorum Check:

#### *Voting Members:*

- 1) Andrea Cendejas, Attorney General, Chair
- 2) Taylor Young, Senate President Pro-Tempore, Vice Chair – **Excused Absence**
- 3) James Cox, President – **Excused Absence**
- 4) Louis Harfouche, Vice President
- 5) Kimberly Rotunno, Agriculture Senator – **Excused Absence**
- 6) Jai Oni Sly, CEIS Senator
- 7) Benjamin Murdock, SIC Senator

#### *Advisors:*

- 8) Cora M. Culla, ASI Executive Director
- 9) Susan Ashe, Director of Judicial Affairs, ASI Advisor

#### *Liaison:*

- 10) Fayz Ashker, Treasurer

### C) Agenda Changes

- 1) Louis Harfouche moved to have the minutes approved at the end of the agenda, Benjamin Murdock seconded
- 2) Andrea passed the motion as chair

### D) Introduction of Guests

- 1) Michael Adams, 2013-2014 Secretary of Sustainability, to discuss The Green Initiative Fund (TGIF)
- 2) Christine Zheng, 2014-2015 Secretary of Sustainability, to discuss The Green Initiative Fund (TGIF)

### E) Open Forum

- 1) Andrea encouraged everyone to promote that there will be a polling station in the BSC this year

### II) Orientation

- A) Introduction of ASI Rules and Policies Committee

- 1) Andrea reviewed a PowerPoint that gave details about the structure and function of the ASI Rules and Policies Committee.
  - 2) Clarification of what is needed to meet quorum
- B) Rules and Policies Code
- 1) Andrea reviewed the Rules and Policies Code with the committee.
- C) Additional Discussion of ASI Rules and Policies Committee
- 1) Cora wanted to clarify the statement that “all rules, policies and resolutions regarding ASI must go through Rules and Policies, with the exception of personnel matters” – there are instances such as financial matters that will concurrently go through other committees such as Finance Committee, again with the exception of personnel matters.

### **III) Action Item**

- A) There were no action items.

### **IV) Discussion Item**

- A) The Green Initiative Fund (TGIF)
  - 1) Andrea gave out some information about the current status of The Green Initiative Fund
  - 2) Michael explained how the TGIF came to be and thought process behind creating it
    - (a) Discussed that this fund was able to be created without adding to student fees by funding through Reserve III
  - 3) Andrea explained that an issue arose when the document that was approved by Finance Committee was not the same document that was approved by the Senate. Therefore, Andrea is going to have the document come back through R&P so that some errors can be fixed and the document can be approved as a whole, because it is not ASI practice to approve sections of a document or policy.
  - 4) There was discussion regarding:
    - (a) What was approved last year at Finance Committee vs. what was approved at Senate
    - (b) What needs to be changed and approved as of now
    - (c) The labeling of the document and additional errors regarding hard copies and scanned copies
    - (d) The status of Reserve V as of now - Cora explained that the Senate and the University have approved the creation Reserve V. Financial Services now needs to create the formal entry of Reserve V that will be backed up by the complete policy that Andrea plans to elevate to Senate.
    - (e) Clarification on what needs to be done through Andrea and Rules and Policies to move TGIF forward
  - 5) Louis raised the issue of what the role of this year’s Senate would be considering the document was already approved by the previous Senate. Cora explained that she believed they would be formalizing the vote based on a whole document, assuming there were no changes. However, if they decide to amend the document, there would be no problem with this year’s Senate taking action on this basis. In either case, whether last years’ vote is just reaffirmed or there are changes made, this does not mean that policies and documents such as TGIF will be changed each year with each Senate. Susan agreed that the actions that will be taken regarding TGIF are to formalize everything; however, it is open to changes.

- 6) Cora addressed Michael with some of the question that were raised last year regarding TGIF
  - (a) Provisions under the section “Access”
    - (a) #3 - “Any project requesting funding over \$5500 is considered a large project and TGIF can cover a maximum of 4 large projects (\$22,000) and clubs cannot request funding over \$15,000” How were the cutoffs decided and for what purpose?
    - (b) Michael explained that there had to be a cutoff and after looking into other schools that have this same type of fund had an average cutoff over \$15,000 but Michael felt that \$15,000 was a good cutoff for this fund.
    - (c) Michael explained that stipulation #3 was added to keep from diminishing the fund by funding too many larger projects leaving none for smaller projects and events on campus.
  - (b) Cora asked about clubs that make multiple requests in a year or more than one year in a row.
    - (a) It is in the Sustainability Board Code that clubs cannot get funding for the same project more than once, which was approved through R&P.
    - (b) Discussion regarding if this stipulation should be re-iterated in the outline for TGIF or if the Sustainability Board Code should be referenced. Cora suggested including that the administration of this fund is subject to the Sustainability Board Code, which would be the best way to provide an all-encompassing statement.
- 7) Louis raised the issue of having a cut-off of \$5,500 which is the same amount that they could get from Finance Committee. What would make someone go through Sustainability Board rather than Finance Committee?
  - (a) Michael felt the difference was that Sustainability Board only funds sustainable events and projects. There is also the stipulation that clubs cannot request funds from more than one account. He originally chose \$5,500 because \$5,500-\$15,000 was a good range to classify a request as a large project/event. This number also works with the equation regarding the maximum of 4 large projects/events to save for funding smaller projects/events.
- 8) Cora requested an editorial change – changing the word “supervise”, which is used more commonly in an employment capacity and is not used in any other ASI Board codes, to “overseen”
  - (a) Louis also suggested an editorial change – changing from “clubs” to “student organizations” to be more inclusive regarding who can request money from TGIF
- 9) Cora asked about a situation where a student group is working on a class project that is tied to sustainability – would they be eligible for funding?
  - (a) Michael explained that while they would have liked for this to be an option, however the only feasible option for TGIF was to be available only for chartered/registered clubs.
  - (b) Cora and Louis agreed that the wording should be changed to reflect this requirement and say “all registered student organizations”
- 10) Louis asked for clarification on the stipulation that clubs cannot receive funds from more than one account

- (a) Situation: Money from NP&A is used by a club go to a conference where they are inspired to do a sustainable project on our campus. As of now, they technically cannot request money for this project.
  - (b) Andrea explained that this is something that will be considered when editing. Sustainability Board will be assigning these funds at their discretion so it something that will have to be looked at more closely.
- 11) Cora raised an issue that conflicts with the Sustainability Board Code
- (a) Projects must be completed within the fiscal year in which the funding is approved. Cora asked if it was reasonable to expect sustainable projects to be completed in that span of time.
  - (b) Michael explained that this stipulation was required and it will be at the discretion of the Sustainability Board to decide if the club has enough time.
    - (i) Cora requested this be looked at more closely.
  - (c) Louis asked if Cora could discuss this with Financial Services and if the requirement that clubs raise 20% of the funding has anything to do with this stipulation.
  - (d) Cora suggested that clubs should be given one year to complete their projects and was going to look into if this was a possibility.
  - (e) Discussion regarding encumbering and how this plays into a one year timeline requirement
- 12) Andrea will put together a draft based on what was discussed in this meeting anything else that comes up as the document develops and then bring it to the Rules and Policies Committee.
- 13) Louis requested that there is communication with Barny so that future administrations are given the correct information.
- 14) Susan gave clarification on #6 regarding ASI allocation of funds each year.
- 15) Discussion about the stipulation that clubs/organizations can only request funds once for a project each fiscal year
- 16) Michael explained that there are 10-15 clubs that have sustainability in their foundation but other clubs can request money for sustainable projects and events
- 17) Discussion on putting TGIF on the next agenda as an action item

#### **V) Information Item**

- A) There were no information items

#### **VI) Approval of minutes**

- A) Minutes from April 19, 2013, May 16, 2013, May 23, 2013, May 30, 2013, February 28, 2014, March 14, 2014, April 11, 2014, and May 9, 2104 were approved with corrections by Andrea, as chair.

#### **VII) Adjournment**

- A) Meeting was adjourned at 1:51pm
- B) Next Rules and Policies Committee Meeting: October 24<sup>th</sup>, 2014 at 1:00-3:00pm, Senate Chambers Conference Room