



Rules and Policies Committee

Minutes

Friday, February 28, 2014, 3:00 – 5:00PM, BSC, Senate Chambers, Senate Conference Room

I. Preliminaries

A. Call to Order at 3:04pm

B. Quorum Check

Voting Members:

X Johndaniel Morales, Attorney General, Chair

_ Jared Tolbert, Senate President Pro-Tempore, Vice Chair - **Excused Absence**

X Christine Hall, President **Excused Tardy**

X Joe Shashaty, Vice President

X Nailah Zoi Givens, Greek Senator-At-Large

X Raquel Mercado, CLASS Senator **Excused Tardy**

X Jai Oni Sly, CEIS Senator

Advisors:

X Cora Culla, ASI Executive Director

X Susan Ashe, Director of Judicial Affairs, University Advisor

Liaison:

X Alec Jaltorossian, Treasurer

C. Approval of Minutes

1. January 31st, 2014 and November 22nd, 2013 - **Approved**

D. Agenda Changes

E. Introduction of Guests

1. Alexandra Retana – Master Student at USC – 1st year in PASA Program, Graduate Assistant in Susan’s Office
2. Powell Velasco – Payment Card Acceptance Policy
3. James Cox – Secretary for Internal Affairs – to present ASI Inter-Council Code

F. Open Forum

1. Introduction of committee members

II. Action Item

III. Discussion Items

A. ASI Inter-Council Code

1. Purpose of the ASI Inter-Council Code

- a. Cora proposed to change wording to “among” rather than “between” because they were talking about 12 councils instead of two

b. Cora asked about the actual focus of the council meetings – Johndaniel explained that there was a wide discussion about past events, future events, and it was an open forum for issues, student leadership manners, and additional topics. Cora suggested that there should be more mentioned so that it reflected Johndaniel’s explanation. Christine agreed and gave further insight as to why that would be of value.

c. Cora suggested it say “the board shall exchange information about councils, student organizations, ASI student leadership matters, events, and issues of common interest to students”

2. Composition section of the ASI Inter-Council Code

a. Johndaniel explained that he wanted to add a BEAT representative under liaison because BEAT does interact with the councils often. It would be beneficial to have someone from BEAT there to meet with all of the councils.

b. Christine explained that a schedule would have to be communicated before the quarter started so that the necessary parties could be accountable for the meetings including BEAT representatives, University advisors, ASI mentors, and the council representatives

c. Susan also suggested that the ASI Inter-Council Code be taken to Byron and Rebecca because they were the ones who would take on the responsibility to appoint or be the University advisor. Susan also suggested that it be taken to BEAT to ask if it was feasible for them.

d. James shared that Byron did currently attend the meetings. He also explained that some of the council representatives wanted to include Mr. and Mrs. CPP in the meetings.

i. Most agreed that it would be helpful just to have Mr. and Mrs. CPP come to one or two meetings to present on how to get involved

e. It was discussed that it might be helpful to have an ASI mentor in the Inter-Council Code, James didn’t feel that two advisors were necessary

f. Cora explained that she would like to meet up with leadership to go over who will be sitting on which committees as ASI grows

3. “Duties of Committee Chair”

a. Brief overview – holds chair responsible for minutes, agendas, complying with Open Meeting Law, etc.

- b. Susan recommended taking out Article 10 because they don't know when the By-Laws will be changing
- 4. "Meetings"
 - a. Meetings should be held a minimum of once a quarter and as necessary and comply with Gloria Romero Open Meeting Act or its successor
 - b. Discussion over the wording, Christine suggested "Meetings should be held quarterly at minimum and as necessary"
- 5. "Quorum", no comments or questions
- 6. "Voting Procedures", no comments or questions
- 7. John Daniel would connect with Byron, and Cora will provide feedback from ASI Leadership so ASI Inter-Council Code could be on the next agenda

B. Payment Card Acceptance Policy

- 1. Powell explained why the policy was necessary for paying with credit/debit cards – Payment Card Industry Security Standard for Aid Security
- 2. University asked for a policy to be put in place
- 3. "It is a policy of the Associated Students Incorporated to observe and comply with rules and regulations established by the payment card industry and articulated in the payment card industry security standard"
- 4. Games Room and Bronco Fitness Center were the only services that currently accept credit card transactions
- 5. Cora suggested making it more generic by putting it under departments- "Any ASI department that stores, processes, or transmits card holder data" and under categories – "Retail and Business related operations" so that if the services that accept cards changes, the policy won't have to be brought back to R&P and the Senate
- 6. Susan pointed out that the fonts were different on some sections
- 7. Powell wanted to possibly make the responsibility section more broad, Cora suggested the wording – "Responsibility for the execution and monitoring has been delegated to the executive director/designee"

IV. Information item

- A. Susan reminded everyone that with the new semester conversion all of the policies and By-Laws will have to be changed to reflect a semester schedule rather than a quarter system

V. Adjournment

A. Meeting adjourned at 3:37pm

B. Next Rules and Policies Committee Meeting:

Friday, March 14th 2013, 3:00 – 5:00PM, BSC, Senate Chambers, Senate Conference Room.