



ASI Rules & Policies Committee Minutes

2014-2015:3 Friday, November 7, 2014 1:00PM - 3:00 PM, BSC, Senate Chambers

I) Preliminaries

A) Call to Order at 1:05pm

B) Quorum Check:

1) Andrea Cendejas, Attorney General, Chair

Voting Members:

2) Taylor Young, Senator Pro-Tempore, Vice Chair

3) James Cox, President – **Excused Absence**

4) Louis Harfouche, Vice President

5) Kimberly Rotunno, Agriculture Senator

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

Liaison:

10) Fayz Ashker, Treasurer

C) Approval of Minutes

1) Minutes from October 24, 2014 were approved by Andrea, as chair

D) Agenda Changes

1) Action Item The Green Initiative Fund will be moved to Discussion Items

2) Next Rules and Policies meeting will be November 21, 2014

3) Changes approved by the chair

E) Introduction of Guests

1) There were no guests.

F) Open Forum

1) There were no speakers.

II) Action Item

- 1) There were no action items.

III) Discussion Item

A) ASI Procurement Policy

- 1) Cora distributed a rough draft of the ASI Procurement Policy
- 2) Cora explained why the ASI Procurement Policy needs to be revised and updated in its entirety following the Accessible Technology Initiative (ATI) university audit
- 3) Cora shared the amendments that she has made following her review of the policy
- 4) Louis asked about the intention of the ATI
 - (a) Cora clarified that the ATI is a commitment with respect to information, resources, and technology. This relates to the website, the programs and applications used in ASI offices, emails that are sent by ASI, etc. All of these things are subject to ATI review to ensure that no one with disabilities is unable to access the information on these various platforms.
- 5) Louis asked to what extent the ATI affects the offices
 - (a) For example, OSLCC has desks that are lower so that those in wheelchairs can use the desks
 - (b) Cora explained that the ATI has to do with information being accessible and the issues of desk height and facility set up would be more along the lines of the Americans with Disabilities Act (ADA) not the ATI
- 6) Andrea added that the ATI in ASI will be focused on documents, such as the ASI By-Laws, being audible and accessible in other ways
- 7) Louis' main concern was financial services documents which are requested more often
- 8) Andrea asked certain documents have been prioritized over others
 - (a) Cora explained that all documents need to be ATI compliant so there is prioritization
 - (b) Cora also shared that prior to leaving ASI, Kenny Flores used to check that all documents were ASI compliant before posting them to the ASI website
- 9) Cora explained that they have been provided access to a software that will validate that documents are ATI compliant
- 10) Susan asked for clarification on how Title IX fit into procurement practices
 - (a) Cora explained that every time business is done with people outside of Cal Poly Pomona, this affirms that service providers and vendors, are not excluded from these policies and required to behave within standards of these policies
 - (b) Susan explained that the Executive Orders are continuously changing so the numbers may not match the numbers in procurement policy in six months. Susan suggested that some of the language from the Executive Orders be used so that even when they are revised and their numbers are changed, they are still valid within the policy
- 11) Louis suggested there be a phrase that encompasses all the areas that Title IX covers
- 12) Cora encouraged everyone, especially Fayz, to review the policy with fresh eyes and raise questions so that the policy's stipulations make sense and can be explained
- 13) Cora also explained that she wanted to remove details regarding procedure and put them in a separate document, if need be, to accompany the policy

- 14) Louis wanted clarification on why Purchase Order Guidelines were included in the Procurement Policy
 - (a) Cora explained that procurement is the policy that covers purchases of good and services. Purchase orders are a vehicle through which they can encumber funds so that there are enough funds in the account when the invoice comes. Purchase Orders are required every time they want to procure or purchase goods and services through the Foundation or through the University which is why it is such a large section in the ASI Procurement Policy.
- 15) Louis asked why it says that you must allow 24 working hours for Financial Services to process P.O. requests
 - (a) Cora explained that Disbursement Requests take longer however, Purchase Orders have a quicker turn around and are processed within 24 working hours
- 16) Andrea clarified that additional comments/suggestions made regarding the Procurement Policy are to be emailed to Cora
- 17) Cora added that the changes to the Procurement Policy should be finished by the end of the quarter to meet the January deadline

B) The Green Initiative Fund

- 1) Kimberly suggested removing all the committee members names from the list of authors and just writing Rules and Policies Committee
 - (a) Louis explained that historically they include everyone's name who worked on especially since they all give input
 - (b) Cora added that it gives credit to the individuals. Also, if anyone wanted to cite this document in an interview or for grad school there is concrete proof that they worked on it.
- 2) Discussion took place for Reserves I-IV. Topics included:
 - HEPI – Higher Education Price Index
 - Formatting and spacing issues on Annual Funding Section and Reserve I
 - Clarification on access to Reserve III and the stipulation that the account can't go below \$100,000
 - Minimums on reserve accounts
- 3) Louis presented the options regarding Sustainability Board allocating the money and pros and cons of each option:
 - (a) Leave as is – Sustainability Board has the power to give funding to student organization from TGIF for sustainable projects and events
 - (b) Sustainability Board will be the main recommending body, regarding sustainable projects, to the Finance Committee
 - (c) Sustainability Board will be left out of budgeting entirely and have a sustainability liaison on the Finance Committee
- 4) Cora reviewed the Sustainability Board section of the By-Laws to ensure that the decisions being made regarding TGIF and the Sustainability Board are in compliance with the goals and purposes outlined in the By-Laws
- 5) Kimberly asked, in regards to Option 1, if Sustainability Board has a budget since they won't have access to TGIF

- (a) Andrea explained that they are annually budgeted under Student Government but do not have their own line item
 - (b) Louis further explained that there are six budgeted groups and the only ones that don't share the same Student Government line item are BEAT and Elections
 - (c) Cora shared that there are options that can be looked at to give them access to funds so that they can fulfill their functions. It is possible to create another line item or make them an annually budgeted group, if that becomes necessary.
 - (d) Louis pointed out that with options 2 and 3, Sustainability Board would have the ability to go through Finance Committee to access TGIF. Louis felt that these options encouraged a lead by doing philosophy within ASI and creating a legacy on campus through ASI and Sustainability Board.
- 6) Jai Oni wanted clarification on the difference between options 2 and 3
- (a) Louis clarified that option 2 meant that Sustainability Board would be interactive with the club and they would help the club on the development and details of the project to ensure that the project will be successful and feasible
 - (b) Louis also clarified that option 3 meant Sustainability Board wouldn't have anything to do with the club other than there being a Sustainability Board liaison at Finance meetings to make sure sustainable project details made sense and were realistic
- 7) Cora felt that in order to set the Sustainability Board up for success in carrying out their function, they should have their own budget so they aren't competing with clubs for funding from TGIF. Cora also felt the Secretary of Sustainability and Treasurer should work together closely regarding sustainability project budget requests.
- 8) Cora pointed out that if the Secretary of Sustainability was going to be a standing member of the Finance Committee, referendum to the By-Laws would be necessary
- 9) Louis explained that in his meeting with Barny, Barny pointed out they would need to hire staff for Sustainability Board for them to be an annually budgeted group
- 10) Louis felt the easier and better option would be to add a line item to the budget for Sustainability Board which would also give the president overseeing capabilities. However, the budget for this year is already complete.
- 11) Cora explained that she is not advocating for Sustainability Board to be annually budgeted right now but it may be something that is necessary in a few years when the program is larger.
- 12) Cora suggested that because the budget for this year is already set, they could take some of funds from TGIF as seed money for Sustainability Board
- 13) Jai felt option 2 was the better choice since they are trying to set the board up for success they should be hands on in the process. Jai added that they would be more effective and more knowledgeable if they are working more closely with the club.
- 14) Andrea redirected the discussion to the editing of Reserve V – TGIF and #4
- (a) Jai and Ben agreed on option 2 regarding TGIF #4
 - (b) Kim asked if they should specify “may not receive multiple ASI funding sources” to emphasize that this pertains only to ASI funding sources not all university sources
 - (c) Cora suggested changing “produce” to “have”
 - (d) Cora pointed out that #5 is repeating what is outlined in #4
 - (i) Committee agreed to remove #4 and just leave #5

- 15) Discussion took place regarding the stipulation requiring student clubs and organizations raising 20% of the funds they are allocated
- 16) The committee reviewed the 20% stipulation as it is written in the Financial Guidelines and Stipulations
- 17) Jai suggested striking #7 since the Financial Guidelines and Stipulations are referenced in #8
- 18) Louis asked for clarification on how student clubs and organization would get the money from Financial Services (in reference to #9)
 - (a) Cora explained that the stipulation was written to ensure that the funds are maintained in accounts at Financial Services.
- 19) Cora explained that the statements in the Reserve Policy are general so that they can still be applicable as the Financial Guidelines and Stipulations are changed.
- 20) Susan suggested that the language be the same but #8 should replace #7 completely
 - (a) #6 would also be removed completely from the Reserve Policy
- 21) Cora requested “shall” be used throughout the document for consistency
- 22) Andrea explained that they will have to hold off on voting due to the changes that may be made to Sustainability Board Code
- 23) Cora expressed her concern about the Access section which still references the Sustainability Board allocating money which will possibly have to be changed based on the decision they make about the Sustainability Boards function allocating money
- 24) Susan shared that it may read “the Finance Committee, in consultation with Sustainability Board”
- 25) Andrea asked for the consensus throughout the committee regarding Sustainability Boards function as it pertains to TGIF. It can be a funding board, a recommending board, or completely separate from TGIF business except for a Sustainability Board liaison at the Finance Committee meetings.
 - (a) Fayz suggested it be a recommending body since they have a better idea of what clubs are doing projects and what the project details are
 - (b) Louis requested they not be called a “recommending body/board” since Finance is the recommending body to the Senate. There was consensus that it would be called an “advisory body”
- 26) Cora pointed out that having Sustainability Board as an “advisory body” would extend the process of getting funds. The time that would be added to the process may create a gridlock trying to get funds for student clubs and organizations.
- 27) Susan wanted clarification on #2 – would Sustainability Board be overseeing the project and making sure the money is being spent in a sustainable way? or would the Finance Committee make sure that the money is being spent in a financially responsible way?
 - (a) Louis explained that once the money is allocated you cannot control what they do with the money. He suggested that #2 may need to be stricken.
 - (b) Jai proposed that the wording just be changed to have the Sustainability Board help the clubs and make sure they are on the right track
 - (c) Louis agreed that was an option but they still couldn’t take the money back from the club
 - (d) Jai explained that the stipulation wasn’t to say that the money would be taken back, but to make ensure the Sustainability Board would be there to help and oversee the projects

- (e) Susan shared that there have been instances where if a club or organization was acting “grossly negligently” with the funds allocated, they have made clubs or organizations pay the money back.
 - (f) Louis felt a fix would be to write “all projects and events funded by the reserve would be restricted to advising from the ASI Sustainability Board”
 - (i) There was consensus that wording may be needed to be slightly changed but the concept was accurate
- 28) Consensus vote on the options presented by Louis regarding Sustainability Boards function as it pertains to TGIF
- (a) Clarification on the different options
 - (b) Clarification on the process for option #2
 - (c) Cora still had concerns about the length of the process if they decide to go with option #2. Cora recommended that for this year, they have the Secretary of Sustainability be a liaison for Finance Committee
 - (d) Louis pointed out that the meetings with Sustainability Board and Finance Committee could happen simultaneously
 - (e) Jai pointed out that they have to make sure option #3 works with the schedule of Secretary of Sustainability and they would have to make referendum to the By-Laws
 - (i) Cora suggested requiring a written recommendation from Secretary of Sustainability to submit to Finance Committee which makes it less formal and a lesser time requirement for Secretary of Sustainability
 - (f) Cora recommended that for this year they choose option #3 and amend that option by saying “Finance Committee will take care of TGIF allocations with a written recommendation from the Secretary of Sustainability”
 - (g) Andrea agreed with this option and with Jai’s point that Sustainability Board should be involved.
 - (i) Jai explained that she was just concerned about taking away their say in what happens with TGIF
 - (h) Vote for Option #1: Funding Body -1 vote
 - (i) Vote for Option #2: Advisory Body - 0 votes
 - (j) Vote for Option #3, with Cora’s recommended amendment: 4 votes plus Fayz

IV) Information Item

- A) There were no information items.

V) Adjournment

- A) Meeting was adjourned at 2:32pm
- B) Next Rules and Policies Committee Meeting: November 21st, 2014 at 1:00-3:00pm, Senate Chambers Conference Room