



ASI Rules & Policies Committee Minutes

2014-2015:2 Friday, October 24, 2014 1:00PM - 3:00 PM, BSC, Senate Chambers

I) Preliminaries

A) Call to Order at 1:06pm

B) Quorum Check:

1) Andrea Cendejas, Attorney General, Chair – Excused Tardy

Voting Members:

- 2) Taylor Young, Senator Pro-Tempore, Vice Chair
- 3) James Cox, President
- 4) Louis Harfouche, Vice President – Excused Absence
- 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, ASI Advisor – Excused Tardy

Liaison:

10) Fayz Ashker, Treasurer

C) Approval of Minutes

1) Minutes from October 10, 2014 were approved by Taylor Young, as vice chair

D) Agenda Changes

1) There were no agenda changes.

E) Introduction of Guests

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

F) Open Forum

1) Cora announced that there is a possible candidate, referred by the auditor, for Interim Director of Financial Services. There will be an introduction lunch meeting if a few people are interested.

II) Action Item

A) The Green Initiative Fund (TGIF)

- 1) Cora gave a brief overview of the goals discussed at the last meeting, regarding Prior Years Reserve Accounts Description and Policy. She added that because TGIF is not a prior year account, the name may need to be changed to “ASI Reserve Policy”.
- 2) Reserve V – The Green Initiative Fund (TGIF) has been worked on by Andrea in collaboration with Cora and Susan to reflect the edits and changes discussed at the last meeting.
- 3) Cora, following the last meeting, checked and found out that funds could be carried over to the next fiscal year so that groups could be allotted up to one full year to finish projects following approval of funding allocation. The wording should be changed to reflect this new stipulation.
- 4) Cora suggested the wording looked over carefully when making the necessary edits including:
 - (i) Changing the name to “ASI Reserves Policy”
 - (ii) An author needs to be added
 - (iii) Changing “the Sustainability Board’s approval must be approved” (Reserve V- Access #1) to “the Sustainability Board’s action must be approved by”
 - (iv) “will” throughout the document should be changed to “shall” for consistency with the rest of the document and other policy documents in ASI
 - (v) Cora proposed the addition of another sentence to be added that reads “allocations from TGIF shall be maintained in accounts to be administered by ASI Financial Services” to clarify that they will not be maintained by Foundation or the University
- 5) Cora encouraged everyone to look at the #7 and decide their preference for the two options that Andrea presented in regards to wording
- 6) Jai proposed having the title read “ASI Reserves Description and Policy”
 - (a) Cora explained that “ASI Reserves Policy” was a broad enough phrase to capture the intentions of the document. It is also more consistent with the rest of ASI’s documents
- 7) James asked for a point of clarification on whether or not clubs could receive funding from both Sustainability Board and Finance Committee
 - (a) Cora explained that #7 stipulates that clubs cannot receive funding from multiple ASI sources for the same sustainable project or activity
 - (b) James asked about if clubs could receive funding from both Sustainability Board and Finance Committee if they are for different projects/events
 - (c) Cora suggested changing #4 to read “may not request funding over \$15,000 for any sustainable project or event” to alleviate the limitations on clubs to request money for non-sustainable projects, events, conferences, etc.
- 8) Jai expressed that the second option for the wording on #7 better encompassed the purpose of TGIF and its restrictions
- 9) Cora gave a brief overview of what had been discussed thus far to update Andrea and Susan
- 10) Cora requested that “for any on-campus sustainability project or event” be added to #4
- 11) James wanted to clarify if only registered clubs were eligible to request money from TGIF
 - (a) Cora explained that per the conversation that took place at the October 10th, 2014 R&P meeting, only registered clubs and organizations are eligible

- 12) Ben raised discussion regarding #5:
 - (a) Wording change from “per a fiscal year” to “per fiscal year”
 - (b) Could clubs only receive one funding allocation per project or only one funding allocation per year?
 - (i) Andrea and Cora helped to clarify that due a limited amount of funds vs. the amount of clubs on campus that may want to request funding from TGIF, they want to discourage any “double dipping” so that there are enough resources to meet the demand
 - (c) Susan recommended making the language stronger on #5 so that the policy of only one funding allocation per year per club is clear and there is no room for clubs to find loop holes in the policy
 - (d) Ben agreed that the language should better reflect this decision especially because of other sentences in the document that make this stipulation unclear
 - (e) Cora recommended that they incorporate wording from #17 from the Fiscal Guidelines into #5 on this reserve accounts policy so that it reads “funding from TGIF shall be limited to one request, per group, per fiscal year”
- 13) Jai shared the thought process behind #5 last year and why they had agreed to allow groups to receive funds for more than one project, as long as the projects were different
- 14) James suggested setting a limit on how much funding groups could receive (such as the existing \$15,000 limit) and not setting a limit on the number of projects a group could do
- 15) Susan raised a concern about groups interpreting #4 so that one group could request up \$15,000 for “Project A” and then request up to \$15,000 for “Project B”
 - (a) Jai explained that it would be at the discretion of the Sustainability Board to make these decisions and know which groups are coming to them for money repeatedly
 - (b) James agreed that part of the Sustainability Board’s purpose will be to vote on these funding requests and decide whether or not to approve funding them
- 16) Susan facilitated discussion regarding the direction of the policy and the direction of the Sustainability Board
 - (a) Fayz recommended the Sustainability Board handle funding decisions case by case due the complexity of the restrictions
 - (b) Christine agreed that there shouldn’t be a limit to one project a year, especially considering some clubs want to do several low budget projects and events
- 17) Discussion took place regarding members of the Sustainability Board and the Sustainability Board itself requesting funding from TGIF for projects or events they want to put together
 - (a) Clubs and organizations have to be registered through OSLCC to be eligible for funding, which would make Sustainability Board (as well as other committees) ineligible
 - (b) Christine raised a concern about funding for Earth Week and Bike Week
 - (i) Cora clarified that the purpose of the Board is to provide funding for sustainable projects and events. The Board cannot change its purpose from providing funding for sustainable projects and events through clubs to undertaking projects and events themselves
 - (ii) Sustainability Board receives their funding through annual budgeting
- 18) Cora made the recommendation to eliminate #3 (Access) because of it creating confusion and replacing it with a dollar limit.

- 19) Jai suggested #5 read “one funding allocation per sustainable project or activity”
- 20) Discussion on groups requesting funding for collaborative events between clubs.
- 21) Cora expressed concern about some of the sustainability projects (such as hydration stations) that may conflict with facility departments that are under the University’s control and funding
 - (a) Susan also pointed out that there can be problems with the communication between a group working on a sustainable project and the management that will be affected by their project
 - (b) Andrea explained it will be the responsibility of the group and the Sustainability Board to create the necessary connections between clubs and the appropriate person in facilities management
 - (c) Ben asked if there will be someone at the meeting with the knowledge of the projects being implemented on campus to make sure there are no conflicts or projects being duplicated
 - (i) Cora explained that this would be the responsibility of a University Advisor and an ASI mentor to guide the Board in the right direction to find this information
 - (d) In reference to Cora’s original concern, James recommended strengthening the language for what the money can and cannot be used for
 - (e) Cora referenced the exclusion that is written in the Financial Guidelines and Stipulations and recommended including something similar for Reserve V, with the addition of Foundation being excluded as well
- 22) Susan suggested referencing the Financial Guidelines and Stipulations
 - (a) Cora and Andrea explained that there are many restrictions in the Financial Guidelines and Stipulations that do not apply to TGIF
- 23) Cora requested no action be taken on the Reserve Policy today so that it can be looked through more thoroughly and edited to reflect the suggested changes and additions
- 24) Andrea moved to postpone Action Item – The Green Initiative Fund and just continue as discussion, motion passed by Andrea, as chair
- 25) Susan asked about the definition of a “Sustainable Project or Activity”
 - (a) Andrea read the definition as it is written in the Sustainability Board Code
- 26) Cora further explained her recommendation from earlier in the meeting to re-write the Sustainability Board Code
- 27) Andrea explained why she wanted to suggest that the Sustainability Board Code be brought back to R&P for revision
- 28) Due to the Sustainability Board Code being revised, Susan asked if they would want to change it so that it allowed the Sustainability Board to request funds in their annual budgeting for educational programming
 - (a) James explained this could cause other Boards to request money for their projects and events
 - (b) Jai asked if Sustainability Board could go to Senate for funding in a the same way that BEAT does
 - (i) Cora presented the option that any educational programming that Sustainability Board wants to do could go through BEAT
- 29) Ben asked if Sustainability Board could be active at this time because the policies are being changed and are not yet approved

- 30) Cora explained that due to the Calendar for sub-senate meeting and Senate meetings, if there is a more final version of the policy that action can be taken on at the next R&P meeting, it can then be taken to Senate. This timeline could allow for the policies regarding TGIF be finalized by the end of fall quarter.
- 31) Cora suggested that fall quarter be used to get together members for the Suitability Board and have them familiar with the policies and codes.
- 32) Clarification on if students could serve on more than one sub-senate committee.
- 33) Discussion on who is designated as the Sustainability Officer on campus or who will help represent the campus/University regarding sustainability to be on the Sustainability Board.
- 34) Further discussion on the process of designating a Sustainability Officer.
- 35) Clarification on who is a member of the Sustainability Board
- 36) Further discussion on who will be the author of the reserve policy
- 37) Discussion on the 20% fundraising stipulation
 - (a) The 20% requirement will stay in place to coincide with the stipulation that all other groups requesting money must follow
 - (b) Clarification on when the 20% fundraising is required
- 38) Jai recommended that the second sentence option be used for #7, the committee agreed
- 39) Jai pointed out a formatting issue for Reserve II
- 40) Cora suggested reviewing the formatting and wording of the rest of the document for consistency
- 41) Cora pointed out that there are no references to HEPI so that the policy will account for inflation changes
- 42) Cora reviewed the changes discussed
- 43) Jai suggested the 20% stipulation be in the Sustainability Code, not the Reserve Policy

III) Discussion Item

- A) There were no discussion items.

IV) Information Item

- A) Cora shared that the ASI Procurement Policy will be coming to the committee to be compliant with the audit done by the Chancellor's office. This policy is time sensitive.
- B) Andrea shared that Tommy wants to bring the Election Code to the committee.

V) Adjournment

- A) Meeting was adjourned at 2:35pm
- B) Next Rules and Policies Committee Meeting: November 7th, 2014 at 1:00-3:00pm, Senate Chambers Conference Room