



## ASI Rules & Policies Committee Minutes

2014-2015:4 Friday, November 21, 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 – **Excused Tardy**

9) Susan Ashe, Director of Judicial Affairs, ASI Advisor

*Liaison:*

10) Fayz Ashker, Treasurer

C) Approval of Minutes

1) Minutes from November 4, 2014 were approved by Andrea, as chair

D) Agenda Changes

1) There were no agenda changes.

E) Introduction of Guests

1) Barnaby Peake, ASI Director of the Bronco Student Center

2) Christine Zheng, 2014-2015 Secretary of Sustainability

F) Open Forum

1) There were no speakers.

## II) Action Item

### A) ASI Reserves Policy with The Green Initiative Fund (TGIF)

- 1) Andrea reviewed the changes that were made following the last meeting
  - (a) Cora pointed out that for each of the “Access” sections, it needs to be added that all funding allocations from reserves need final approval from the University
  - (b) Cora suggested that under Reserve III it read “construction of new facilities” and delete “such as the Children’s Center, Recreational Sports, etc.”
  - (c) Discussion took place on how to open the action item for discussion
- 2) Jai moved to open Action Item A for discussion, seconded by Taylor. Motion passed by Andrea, as chair.
- 3) Andrea reiterated the changes just discussed
- 4) Cora indicated that the two sentences under Reserve III, Purpose #2, were unnecessary
- 5) Louis felt it was necessary since many clubs wouldn’t know that they had access to PY III
- 6) Cora explained that clubs do not have access to PY III. NP&A is the reserve used for clubs and organizations.
  - (a) Louis explained that the way it was written currently did not limit PY III to ASI. It limited the reserve to agencies of ASI. Louis added that clubs that hold accounts with ASI are considered “agencies”.
- 7) Susan pointed out that BEAT used to be called ASI Programs which is how it is referenced in the reserve policy
- 8) Barny suggested “ASI sponsored programs”
- 9) Cora cautioned opening up the Prior Years Reserve to clubs and councils considering the amount we have in the reserves currently and the intention for the funding is to support ASI programs and events, BEAT programs in particular.
  - (a) Susan clarified how Reserve III is used to support ASI groups and entities, primarily BEAT
- 10) Cora shared some of the history of the account that explains the current wording. Cora felt the last sentence was meant to limit the use within the control and authority of ASI Student Government.
  - (a) Barny suggested removing the last two sentences and include “ASI sponsored”
  - (b) Jai liked the last sentence and felt they just remove the first sentence since there is no longer “ASI Programming”
  - (c) Susan was concerned with the definition of “agency”
  - (d) Cora agreed and suggested “branch” or “board/sub-board”
  - (e) Susan recommended that it read “all programs should be coordinated through a department of ASI or a branch of ASI Student Government”
- 11) Louis was concerned with “coordinated through an agency”. Louis interpreted this to mean it had to go through Finance Committee and Senate.
  - (a) Susan felt “implemented” helped better reflect the purpose of the statement and the process
- 12) Louis felt the first sentence in Purpose #2 needed to be revisited since they don’t explicitly refer to ASI
  - (a) Cora explained that the first sentence referred to the programs, not the groups benefiting from the funding

- 13) Louis felt that the committee needed to discuss and clarify the purpose of Reserve III
  - (a) Susan felt that clarification was something that needed to be done but they don't necessarily want to redefine the original intentions of the reserve
  - (b) Cora added that the statements in question were meant not to limit the funding exclusively to ASI BEAT (previously ASI Programming), but the reserve was still limited to ASI
  - (c) Louis felt, based on Cora's statement, they should rename #1 – ASI Special Project Development and #2- ASI Special Programs
  - (d) Louis also mentioned that the “cultural arts, speakers, and student advocacy” wasn't broad enough for the events that are funded
- 14) Jai agreed with Louis on making the “cultural arts, speakers, and student advocacy” statement more broad since many of the events don't fall into these categories. Jai also felt the last sentence is repetitive if the title of #2 is changed to “ASI Special Programs”
- 15) Cora suggested it read “in the areas of cultural arts, speakers, advocacy, and student engagement” to better describe the use of Reserve III
- 16) Cora raised the question on whether or not we want to keep everything within the boundaries of Student Government or make the stipulation that the event goes through a department of ASI
- 17) Ben gave the example of ASI Human Resources having an event using these funds given their purpose is aligned with the purposes outlined in the Reserve III Purpose
- 18) Jai felt that was good idea and it should just read “a department of ASI”
- 19) Cora added that this suggestion would make sense considering that most of the events put on by ASI involve several different departments. Cora's recommendation was that it read “All programs shall be coordinated and implemented through an ASI department(s)”.
- 20) Jai asked if funds could be requested by multiple departments for the same event
  - (a) Cora explained funds couldn't be requested more than once for the same department
  - (b) Barny added that they would probably want to make the stipulation that an event could only receiving on allocation from the reserve
  - (c) Louis gave examples from other policies and reserves that keep this from happening. He also asked if they should add “no one department can come more than once per year” to the Access section
- 21) Cora suggested they remove ASI from #1 and #2 since it's in the title. Cora also suggested they just say “through ASI” in #2 and remove “department” as it is implied.
- 22) Cora responded to Louis' question by explaining that it is rare that anyone would go through the Finance Committee to request funds from these reserve accounts, so she doubted there would be an issue of multiple requests for the same event. She added that requests for funds from Reserve III are generally exceptions and do not happen often.
  - (a) Susan added that the title “Special Projects and Programs” added to the idea that requests for these funds are exceptions
  - (b) Barny added that BEAT and the Activities and Programs department are generally the group using these funds and didn't think this stipulation was necessary since the decision is ultimately in the hands of the Senate to allocate funds to a group more than once.
  - (c) Louis shared that the reserve was used twice last year to his knowledge and that's why he felt there may need to be cap to keep the funds from depleting

- (d) Jai didn't feel there was a need to limit groups to one request because it would result in only one idea or event being funded
- (e) Cora explained that there are stipulations that state that the reserve balance cannot go below \$100,000. Thus, there are limits to keep the reserve from running out.
- 23) Louis asked if Finance Committee needed to be mentioned in the "Access" section
  - (a) Cora explained that the way the policies are written, the approval process generally only outlines that it must go through Senate for approval which she felt was sufficient
- 24) Ben voiced his acceptance of the changes made thus far and felt they bettered the policy
- 25) Vote of consensus to move forward and discuss Reserve IV (NP&A), 5:0:0, passed
- 26) Cora stated that in #2 "Finance Board" needed to read "Finance Committee"
- 27) Cora gave clarification on the current definition of "New Programs and Augmentations" (NP&A)
- 28) Louis gave his interpretation of the use of the reserve and how it is used with respect to other reserves
- 29) Discussion took place on whether or not the word "Programs" should be changed to remove the risk NP&A's purpose being misinterpreted
- 30) In response to Susan's question, Jai gave clarification of the current practice of NP&A being used so that the wording can reflect that. Jai suggested using the word "events".
- 31) Cora suggested it read "funds from this account shall be used to support registered student clubs and organizations and provide augmentations for ASI student government"
- 32) Louis supported Cora's suggestion and clarified that it will be at the discretion of the ASI President and ASI Vice President of each year to suggest going to Reserve IV or Reserve III
- 33) Jai added that they needed to include "final approval by the University" to Access #1
- 34) Cora suggested it say "funding requests greater than \$2,500 require a 2/3 vote of the seated Senate and final approval by the University". Cora also suggested that in Access #1 of Reserve IV it say "can allocate up to \$2,500 with a majority vote of the board"
- 35) Cora clarified that the Financial Guidelines and Stipulations limit how much the Senate can allocate and there was no need to include the \$5,500 limit in the Reserves Policy
- 36) Cora suggested it read "in consultation with the chair and/or the Sustainability Board" in Reserve V (TGIF) – Access #1
- 37) Barny asked if they should use "Sustainability Committee" rather than "Sustainability Board" because of the law that passed making Senate the only "board" and all others "committees"
- 38) Cora suggested they recommend a non-substantive change to the By-Laws to change all references of "board" to "committee"
- 39) Jai pointed out changing "board" to "committee" in Purpose for Reserve V
- 40) Ben suggested writing "with a majority vote of the committee" in Access #1
- 41) Susan pointed out that in Access #1 it should say "For amounts greater than \$2,500 the Finance Committee's action must be approved". "with final approval from the University" was also added.
- 42) Discussion and clarification took place regarding whether Finance Committee requires majority vote or 2/3 vote to approve allocations or recommendations to Senate. Finance Committee does require a majority vote.
- 43) Cora clarified that Access #1 would read "in consultation with ASI sustainability chair and/or committee"

- (a) Andrea explained why they chose this wording and the specific reference to the sustainability chair
- 44) Discussion took place regarding “in consultation with the ASI sustainability chair” where there is a large amount of power/responsibility placed on the chair when most of the policies in ASI never give one person that amount of weight in decisions dealing with student funds
  - (a) Cora suggested they just write “in consultation with the Sustainability Committee”
- 45) Following discussion regarding who had access to Reserve V, “Funds from this account shall be used to support registered student clubs and organizations and augmentations for ASI Student Government” was added to the end of the Purpose
- 46) Christine pointed out that in the Purpose it only mention projects when the reserve funds sustainable projects and events
  - (a) “projects and events” was added to the first sentence of Purpose
  - (b) The second sentence of Purpose would read “These funds are intended...”
- 47) Discussion took place regarding why Access #2 was added to the policy
  - (a) Cora suggested it be written so that the people who receive the funding are held accountable
  - (b) Access #2 was changed to read “All recipients of funding from this reserve...”
- 48) Per previous discussion, “board” was changed to “committee” for consistency
- 49) Louis moved to approve the ASI Reserves Policy with Reserve V (The Green Initiative Fund) with all the amendments made at this meeting (November 21, 2014), Jai seconded
  - (a) Vote, 5:0:0, motion passed

#### B) ASI Procurement Policy

- 1) Andrea reviewed the status of the Title IX issue
- 2) Cora reviewed the document with all the changes made since the last meeting including the changes made with Susan’s consultation regarding Title IX
  - (a) Louis asked if they needed to include that purchases over \$1,000 required the executive director’s approval
    - (i) Cora explained that is a budget guideline and doesn’t need to be included in the procurement policy
  - (b) Cora explained Barny added language regarding how they manage financial transactions and paperwork with vendors, performers, or artists that ASI contracts with
  - (c) Louis asked if they need to add that support documents are required when dealing with disbursement requests
    - (i) Cora agreed they could add that to the first paragraph of the document
- 3) Jai moved to open action item B – ASI Procurement Policy, Taylor seconded
- 4) Per Louis’ request, “supporting documentation for the expense shall be attached to the DR upon submission to ASI Financial Services” was added
- 5) Jai pointed out a grammatical issue in the Purchase Order section
- 6) Document will be reviewed to ensure consistency regarding acronyms which are considered non-substantial changes and will not require a vote
- 7) Vote to recommend ASI Procurement Policy to Senate as amended at this meeting (November 21, 2014) with non-substantive changes to be made, 4:0:0, motion passed

### **III) Discussion Item**

#### A) Sustainability Board Code

- 1) Jai moved to push discussion item A – Sustainability Board Code to the next scheduled meeting for winter, Taylor seconded
- 2) Vote, 4:0:0, motion passed

### **IV) Information Item**

- A) There were no information items.

### **V) Adjournment**

- A) Meeting was adjourned at 2:53pm
- B) Next Rules and Policies Committee Meeting: Tentative for Winter quarter