



# ASI Senate Meeting

## Minutes

2014- 2015:11 Thursday, December 4, 2014, 3:00PM –5:00 PM, BSC, 2nd Floor, England Evans

### I. PRELIMINARIES

#### A. Call to Order

1. Chair Louis Harfouche called Senate 2014-2015:11 to order at 3:03pm

#### B. Quorum Check

##### 1. Voting Members:

Louis Harfouche, Vice President, Chair  
James Cox, President – **Excused Tardy**  
Kimberly Rotunno, Agriculture Senator  
Melanie Young, Business Senator  
Jai Oni Sly, CEIS Senator  
Jasmine Moore, CLASS Senator – **Excused Absent**  
Taylor Young, CCHM Senator – **Excused Absent**  
Katarina Kushin, ENV Senator  
Colin Danahy, Engineering Senator  
Chonlawan Khaothiemsang, Science Senator  
Deena Wahba, Senator-At-Large (MCC)  
Benjamin Murdock, Senator-At-Large (SIC)  
Jared Tolbert, Senator-At-Large (Greek) – **Excused Tardy**  
Jake Ly, Senator-At-Large (IHC)

##### 2. Advisors:

Dr. Byron Howlett, Advisor  
Cora M. Culla, Executive Director

##### 3. Non-voting Liaisons:

Andrea Cendejas, Attorney General  
Fayz Ashker, Treasurer  
James Swartz, Academic Senate Rep. – **Excused Absent**  
Vacant, Staff Council Rep.  
Janeth Rodriguez, Alumni Association Rep – **Excused Absent**  
Lois Munteanu, Bronco Athletics Assoc. Rep. – **Excused Absent**

#### C. Approval of Minutes

1. Melanie amended # 8 of Open Forum and changed Jim Reese to Jim Reed
2. The minutes for the November 13, 2014 senate meeting were approved by the chair as amended

#### D. Agenda Changes

1. Cora amended Discussion Item C.1. to change Remodel to Repurposing
2. The agenda was approved by the chair as amended

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E. Financial Status – Given by Fayz Ashker

1. ASI Total Revenue	\$ 5,269,790.00
2. ASI Total Expenses	\$ 1,983,201.00
3. Total Investments	\$ 9,109,062.00
ASI-Local Agency Investment Fund	\$ 3,099,461.00
BSC-Local Agency Investment Fund	\$ 6,009,601.00
4. ASI – NP & A Account Balance	\$ 126,120.00
5. ASI Prior Year's I Reserves	\$ 221,660.00
6. ASI Prior Year's II Reserves	\$ 127,518.00
7. ASI Prior Year's III Reserves	\$ 530,962.00
8. BSC On-Campus Reserves	\$ 1,478,317.00

F. Introduction of Guests

1. Celeste Salinas	6. Julian Herrera
2. Powell Velasco	7. Barny Peake
3. Jonathan Fitzhugh	8. Sarah Bauer
4. Marisol Aguayo	9. Krista Smith
5. Jose Luis Perez	10. Lorena Marquez

G. Reports – Not given verbally, posted on the SAN

1. ASI Executive Director – Cora M. Culla – no report
2. ASI Advisor – Dr. Byron Howlett Jr. – no report
3. Academic Senate Rep. – James Swartz – no report
4. Staff Council Rep. – Vacant
5. Alumni Rep. – Janeth Rodriguez- no report
6. Athletics Rep. – Lois Munteanu – no report
7. Senator Pro Tempore – Taylor Young \*(attachment)  
    Pro Tempore Updates:
  - a. Facilities and Operations Committee
  - b. 70's Madness    CCHM Senator Updates:
  - a. Hospitality Management Council Meeting
8. Attorney General – Andrea Cendejas \*(attachment)
  - a. Council Work
  - b. Rules and Policies Committee
9. Treasurer – Fayz Ashker – no report
10. President – James Cox – no report
11. Vice President – Louis Harfouche – no report
12. Senate Reports
  - a. Benjamin Murdock, Senator-at-Large, SIC \*(attachment)  
    Council Updates:
    - i. Final Fall Quarter SIC Meeting
    - ii. Budgets
    - iii. DJ X-mas Concert    Personal Updates:
    - i. Meeting with Oronne

- ii. Humans of Cal Poly Pomona
- b. Chonlawan Khaothiemsang, Science Senator \*(attachment)
  - Council Updates:
    - i. Care Packages for the Community
    - ii. President's Meeting
    - iii. Fifth General Meeting
    - iv. Science Council Secretary Position Vacant
    - v. Science Week
    - vi. Science Olympics
  - Position Updates:
    - i. Student Health Advisory Committee
    - ii. Biweekly Meetings with University Advisor
    - iii. Learning Assistants Program
- c. Colin Danahy, Engineering Senator \*(attachment)
  - i. Engineering Week
  - ii. 5<sup>th</sup> Engineering Council Meeting
  - iii. Goals
- d. Deena Wahba, Senator-at-Large, MCC\*(attachment)
  - Council Updates:
    - i. Fifth General Meeting
    - ii. Open E-board Position
    - iii. Quarterlies
  - Position Updates:
    - i. AB-540 Resource Center
    - ii. Diversity Awareness Committee
    - iii. Humans of Cal Poly Pomona
- e. Jake Ly, Senator-at-Large, IHC \*(attachment)
  - Council Updates:
    - i. Co-sponsorship with ASI BEAT
  - Position Updates:
    - No update
- f. Kimberly Rotunno, Agriculture Senator \*(attachment)
  - Council Updates:
    - i. Pizza with the Dean, November 18
    - ii. By-laws
    - iii. Intercouncil Community Service
    - iv. Club Signs
    - v. Ag Career Day
  - Personal Goals Status:
    - i. ASI Tip of the Week
    - ii. Animal Units Access

H. Open Forum

1. Cora M. Culla – introduced and welcomed Jonathan Fitzhugh, the new Interim Director of Financial Services, and gave a brief description of his background.
2. Marisol Aguayo – reminded everyone that Midnight Madness was scheduled for tomorrow and thanked everyone who replied to her email regarding stations. She

added that tomorrow at noon in Lyra there was a volunteer meeting to go over all of the details and if you can't make that one then come to the BEAT office at 6:00pm. She noted that if you did not sign up for something specific, then you would be helping with hot dogs and to please arrive at 9:40pm.

3. Louis Harfouche – stated that if you were not going to attend Midnight Madness, please email both he and Marisol to advise them.

## II. ACTION ITEMS

### A. Nominations and Election for ASI Standing Committee

#### 1. Finance Committee – Winter Quarter

- a. Louis gave a brief description and Fayz added that the first meeting was scheduled for January 16<sup>th</sup> from 3:00 – 5:00pm and then they'd alternate, and to please also plan for the possibility of extra meetings on the other Fridays due to the expected number of club requests. It was noted that if you served in the Fall Quarter, you could be re-elected to serve in the Winter Quarter.
- b. Louis opened the floor for nominations
  - i. Deena nominated herself
  - ii. Melanie nominated herself
  - iii. Jared nominated himself
  - iv. Chonlawan nominated herself
- c. Each nominee spoke for up to two minutes on their behalf
- d. Louis called the vote to elect three senators:

i. Deena	10 votes
ii. Melanie	11 votes
iii. Jared	3 votes
iv. Chonlawan	9 votes
- e. Louis congratulated Deena, Melanie and Chonlawan on being elected to serve for the Winter Quarter on the Finance Committee

### B. Recommendation from Rules & Policies Committee

#### 1. ASI Procurement Policy (attachments)

- a. Cora reviewed that the revision of the ASI Procurement Policy was actually triggered by an audit that was conducted by the Chancellor's office for the university in regards to the Accessible Technology Initiative (ATI)
- b. She stated that one of the highlights of this policy was the paragraph at the bottom of page one that formally acknowledged ASI's standing practice all along to make sure that we collaborate with the university on being compliant with the CSU ATI regulation or policy. She noted that all purchases outlined as electronic and information technology products must meet recognized accessibility and usability standards. She added that they would have to be approved by the University Chief Information Officer/designee who was actually Carol Heinz Gonzalez, Associate CIO for the university.
- c. She explained that the Leadership Team and Financial Services reviewed the entire document and the other major areas of change included:
  - i. I. Purchase Orders – now required for purchases of \$5,000 or more rather than \$1,000 as the Foundation was actually at a \$10,000 threshold



- b. Andrea explained that she had a few new changes to add to the document:
  - i. In the first line of the first paragraph of page one, strike out Senate Bill 2012-13:01 and replace it with Senate Bill 2012-13:02
  - ii. In the last sentence of the first paragraph of page one, strike out SB 2002-03:07 and replace it with Senate Bill 2012-13:09
  - iii. Louis noted that these were non-substantial changes and did not require a motion
- c. Cora stated that the portion that needed the focus of the senate was Reserve V, as the Rules & Policies Committee had worked very hard on the language, and she read aloud the introductory paragraph and the points listed for access
- d. Louis reviewed that one of the major changes was that both Reserve IV and V would now be accessed by going through the Finance Committee, whereas last year the Reserve V would have been accessed through the Sustainability Committee and then the senate. Now when Reserve V is accessed through the Finance Committee, it will be with advising from the Sustainability Committee and then move to senate if appropriate. This means Reserve V access would be more similar to Reserve IV (NP & A) and means that the chair of the Sustainability Committee, the ASI Secretary of Sustainability would not need to be trained in the budget process.
- e. He also stated that the major change to Reserve IV was to include “augmentations for ASI Student Government” in the purpose, which would allow ASI Secretaries and other ASI Student Government student leaders to access funding for a project or event from this reserve account
- f. He noted that for Reserve III the words “and student engagement” were added to number 2 so that programs would have more access to this reserve account
- g. Discussion took place regarding number 3 of Reserve V
- h. Fayz re-stated the balances for all five reserve accounts at Louis’ request
- i. Discussion took place, and an explanation was given regarding the yearly adjustments referenced at the beginning of the document

C. Recommendation from Facilities & Operations Committee

1. Recommended Repurposing of Centaurus in BSC (attachments)

- a. Barny gave an overview of the memo that outlined the recommendation to repurpose Centaurus in the BSC. He noted that there had been a lot of growth within the organization and the space within the BSC had remained the same, so there have been a lot of temporary situations where offices and staff were not in permanent locations. He stated that this was a proposal to start addressing some of those needs, which have gone through the Facilities & Operations Committee, with changes as they’ve moved through the process.
- b. He gave a powerpoint presentation that reviewed the following:
  - i. ASI Space Needs
    - Growth of ASI Due to the BRIC facility and Campus Rec programs and services
    - BRIC provided Campus Recreation staff and some work space for Facilities staff

- Specific departments in need of space include:
  - Human Resources
  - Student Activities & Programs
  - Financial Services
  - Facilities (Custodial and Maintenance)
  - Marketing, Design and PR
    - Needs met currently with BEAT temporarily relocating to Vela Major
- ii. Proposed Repurposing of Centaurus
  - Change one space – resolve space issues for potentially three departments – Why Centaurus?
    - Maintenance and repairs are needed
    - Inflexible layout, not utilized as it was designed
    - Lyra and Perseus able to accommodate the activities that have been held in Centaurus
  - Proposal: BEAT and Student Activities & Programs combined in Centaurus
    - Move BEAT closer to Cabinet and Senate
    - Better designed space for BEAT's needs/combine professional staff with BEAT in one office
    - Highly visible storefront for highly visible part of ASI – campus activities
    - Enhance the main BSC lobby
    - Vela Major and Atria available to address other office needs
  - Drawbacks
    - Removal of a meeting room
    - No more stadium seating options in the BSC
- iii. 1<sup>st</sup> Floor Lobby – Drawing
  - Square footage for Atria = 610 sf
  - Square footage for Centaurus = 1,146 sf
  - Centaurus
    - Number of Event Hours Chart
    - Event Type Analysis Chart
    - Drawing of proposed look after completion
- iv. Total Project Cost
  - Summer quote – external contractor
    - \$60,000 estimate for construction
    - Furniture quote from Office Depot
    - University fees estimated from Solaris project
    - Total estimated at \$150,000
  - F & O support for the concept of repurposing, using summer quote
  - CSU System estimates
    - \$150 – \$200 per square foot (1146 sf x \$200 = \$229,200)

- Architectural and engineering design, plan check, inspections, project support - \$200,000

v. Senate Consideration

- Phase I

- Approval to remove Centaurus as a meeting room
  - To occur when construction begins, anticipated late spring or over the summer
  - Plenty of advance warning to notify groups already scheduled in Centaurus and other locations can be booked

- Funding Request

- Funding for the architect and engineering to establish a firm and complete cost estimate for the project
- Not to exceed \$75,000 from DBMER

- Phase II

- Funding Request – TBD

- Quote developed from the architectural plans
- Furniture quote
- Fees
- Cost/benefit analysis
- Funding request also to come from DBMER

vi. Tentative Timeline

- Winter 2015

- Senate action
- Submit project request with University Facilities Planning
- Architectural plans in development

- Spring 2015

- Cost estimates for complete project
- F & O and Senate discussion and action

- Summer 2015

- Tentative projected construction

- Fall 2015

- Open for new academic year

c. Discussion took place that included more specific wording should be used when this returns as an action item to clarify the phases, as an action item it would have a new memo that would outline approval of just phase one, the need for clarification of what was approved in Facilities and Operations in regards to removing the room from the reservation system versus the approval of hiring an architect, the room would not be changed until the final approval of phase two and the room would not be removed from inventory until construction would begin, the intent was to give the big picture today with a total of two phases and any eventual motions for approval would be framed to reflect the specifics of the project, it was confirmed that the DBMER fund did not have a ceiling on funding amounts



however the university would not give approval to drain it and the balance was currently about \$1.9, that the status of Vela Major and Atria would need to be evaluated once the Centaurus project was determined and the proposed needs for furniture would be customized to the space according to the quote

Louis adjourned the regular session at 4:25pm to move to Executive Session

**IV. EXECUTIVE SESSION**

A. Discussion Items

1. The following revised job descriptions – Items a., b., d., and e. were discussed, moved to action and approved with the exception of the Payroll Accountant
  - a. Interactive Content Producer
  - b. Associate Director, Children’s Center
  - c. Payroll Accountant (was discussed and not moved to action)
  - d. Aquatics Coordinator
  - e. HR Manager
2. The updated Employment Classification Policy was discussed, moved to action and approved

B. Information Items

1. Information was given regarding the following interim appointments
  - a. Director of Financial Services
  - b. Interactive Content Producer
2. Information was given regarding the Payroll Services from ADP

**V. ADJOURNMENT**

- A. Next Senate meeting – to be determined
- B. Louis stated that senate meeting 2014-15:11 was adjourned at 5:12pm

**MINUTES SUBMITTED TO:**

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Louis Harfouche, Chair of the Senate Date

MINUTES APPROVED AT SENATE 2014-2015: \_\_\_\_\_

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Vicki Jackson, Student Government Coordinator Date

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