



## ASI Rules & Policies Committee Minutes

2014-2015:6 Friday, January 30, 2015 1:00PM - 3:00 PM, BSC, Senate Chambers

### I) Preliminaries

A) Call to Order at 1:03pm

B) Quorum Check:

1) Andrea Cendejas, Attorney General, Chair

*Voting Members:*

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

3) James Cox, President

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, ASI Advisor – **Designee: Mayra Romo**

*Liaison:*

10) Fayz Ashker, Treasurer

C) Approval of Minutes

1) January 16<sup>th</sup>, 2015 minutes were approved by Andrea, as chair

D) Agenda Changes

1) There were no agenda changes

E) Introduction of Guests

1) Christine Zheng, ASI Secretary of Sustainability

2) Barnaby Peake, Director of the Bronco Student Center

F) Open Forum

1) There were no speakers.

### II) Action Item

A) Sustainability Board Code (\*attachment)

1) Louis requested all references of “board” be changed to “committee”

(a) Cora clarified that this would also be changed in the By-Laws, however, it would be a non-substantive change and would not require referendum

- 2) Jai moved to approve the Sustainability Board Code, Ben seconded. Vote called, 6:0:0.
- 3) Andrea gave a brief overview of the changes made and the changes that will be made based on conversation at the previous Rules and Policies Committee meeting
- 4) Barny pointed that they will want to retain some of the information in the Financial Authority section as the Sustainability Committee will still have some financial involvement despite them not being the sole financial authority
- 5) Barny read off the revised section titled “Financial Responsibility”
  - (a) Jai commented that it should read “registered” instead of “chartered”
  - (b) Jai pointed out that it should include “Finance Committee and/or ASI Senate” throughout the section for consistency
  - (c) Louis requested Sustainability Committee be referenced as a “consulting body” rather than a “recommending body” for consistency with the Access section of the TGIF Reserve Policy
  - (d) Discussion took place regarding how to differentiate the Sustainability Committee’s role as both a recommending body and a consulting body
    - (i) Andrea and Cora agreed with Barny’s suggestion to separate the two statements under “Financial Responsibility” into parts A and B
  - (e) Cora suggested the second sentence state “The Sustainability Committee shall serve as an advisory body to the Finance Committee and/or ASI Senate”
- 6) Discussion took place on the Purpose of the Sustainability Committee Code
  - (a) The Purpose was re-written to state “The committee shall collaborate with student organizations, the university, and local community resources to effectively implement or arrange sustainability projects ” which better explained the intent of TGIF and the Sustainability Committee
- 7) Discussion took place on the Composition section including:
  - (a) Christine gave an update on the representative from the Lyle’s Center attending the Sustainability Committee meetings
  - (b) “student-at-large representatives” was changed to the “student representatives”
  - (c) “representatives would be appointed by the ASI President in consultation with the Secretary of Sustainability”
  - (d) Designation of the University Sustainability Official
- 8) Discussion took place on Roles of the Secretary of Sustainability
  - (a) Cora asked if the Secretary of Sustainability would report to the Cabinet or the Senate
    - (i) Louis commented that, similar to the Lobby Corps Board, because the Secretary of Sustainability is the chair, they should report to Cabinet
- 9) Barny suggested they should add on that the Secretary of Sustainability would propose the budget for the Sustainability Committee based on previous conversations regarding creating a line item for the Sustainability Committee
  - (a) Cora suggested that they can reference the By-Laws, Article 11 specifically, to include Barny’s suggestion
- 10) Andrea opened up the discussion of Section 5 – Budget Requests
  - (a) Louis suggested they revise the second sentence of Section 5 – (i) to read “submitted to the ASI Treasurer for review in consultation with the Secretary of Sustainability...”

- (b) Louis suggested they revise any wording that alludes to voting. He also felt they needed to add “the ASI Sustainability Committee shall plan and coordinate the sustainability project alongside the student organization requesting funding”
  - (c) Barny recommended they remove the entire section as all budget request procedures will go through the Finance Committee. Cora concurred.
    - (i) Fayz added that they could add a small subsection to the Mid-Year Budget Walkthrough that him and Louis are working on, to clarify that the process still includes student organizations going through the Sustainability Committee
  - (d) Louis agreed with Barny’s suggestion however, he felt that they still needed to include an advising portion to clarify what the Sustainability Committee will do and what their job as a committee will entail
  - (e) Louis explained that he and Fayz are recognizing the need for separate budget request forms to better target the purpose of each budget request including annual, mid-year, and possibly a TGIF budget request form
    - (i) Cora shared that there is a different questionnaire that she drafted and has provided to Christine to include more TGIF focused questions
  - (f) Cora felt it would be helpful if they did expand on the advisory role of the Sustainability Committee and it would help to clarify who has the authority to make advisements to the ASI Finance Committee
- 11) Andrea opened up the discussion to the advisory role of the Sustainability Committee:
- (a) Christine gave a brief breakdown of a possible process for the student organizations
  - (b) Cora suggested some general statements to help capture the intent of the committee:
    - (i) Budget requests from TGIF will be submitted to the Sustainability Committee for the first review, and then in a formally scheduled meeting of the committee, they will review the request. If the committee deems the request is worth forwarding they will take action on the request to go to the Finance Committee.
    - (ii) Fayz asked for a timeline on how long it would take the student organizations to go to the Finance Committee as this was a previous concern of Christine’s
    - (iii) Cora explained that because it is not a decision making body, they should be able to move budget requests forward within one meeting unless there is a need for the committee to do more research
    - (iv) Andrea added that the questionnaire should be a resource in making sure that the student organization is knowledgeable enough to explain the project details and background to the committee
    - (v) Louis suggested that they include that the student organization provides research and documentation to the committee prior to the committee meeting
  - (c) Barny suggested they consider not putting a definite process in the Sustainability Committee Code as it will continue to evolve and if they include the process in the Sustainability Committee Code at this stage, they will have to go through Senate for any changes in the future.
  - (d) Cora advised they focus their initial efforts on the flow of the student organizations through the Sustainability Committee and the Finance Committee
    - (i) Louis explained how he envisions the process: the group prepares documentation/research, meeting to develop budget request and project

proposal/details with Sustainability Committee, then the budget request will be submitted to the Finance Committee.

- (ii) Cora added that the Sustainability Committee chair and a few members should meet with the student organizations to review the proposal and the amount they are requesting so that they can request any additional documents if necessary. This should be done prior to the formal Sustainability Committee meeting
- (iii) Jai pointed out that in Section 5, Budget Requests - #5 and #6 are important to the advising aspect of the Sustainability Committee Code
- (e) Barny reviewed the flow chart he created and thought process behind the order of the steps from the perspective of an outside student organization
  - (i) Louis agreed with the flow chart from Barny with a minor change to include that requests over \$2,500 must go through the Finance Committee and the ASI Senate
  - (ii) Cora recommended they use the flow chart from Barny as a guideline for writing this section at a later time and then it will be brought back to Rules and Policies Committee
  - (iii) Louis moved to table this item for the next Rules and Policies Committee meeting and designate a small sub-committee to work on a draft for the next Rules and Policies Committee meeting, Jai seconded. Vote called, 6:0:0.
  - (iv) Members of the sub-committee (working group) will include James, Louis, Jai, Christine, and Barny

### **III) Discussion Item**

- A) There were no discussion items.

### **IV) Information Item**

- A) Creation of New Councils
  - 1) Andrea gave an update that they will need to work on a flow chart of how they want to develop this idea and decide how they will move forward
  - 2) Louis suggested they collect data from clubs on how they feel about the creation of a sports council and a faith based council. He also suggested they look into other school who have similar councils.
    - (a) Jai suggested they look into schools outside of California as well
  - 3) Cora suggested developing a list of the implications of creating new councils including the restructuring of the ASI Senate, impact on Student Government budget, and impact on ASI elections
  - 4) James shared that he knows of schools with sports councils. However, he is not familiar with any school with faith based councils.
  - 5) Jai added that there are schools that pay their senators hourly
    - (a) Cora briefly explained that they did explore this option at one time but there were many implications associated with this approach
  - 6) Louis didn't feel that adding two senators would significantly impact the Student Government budget. However, creating the two new councils would significantly impact the council budget allocations, SIC and MCC specifically. Without raising the student fees, the

- councils will be affected. Louis suggested they run the numbers and find out how the money will shift and the implications of that shift.
- 7) Cora added that there will be increases to the total revenue based on inflation and the increase of enrollment. However, students will have to revote on the allocation of the funds.
  - 8) Ben shared that he is looking to do a survey of his council to receive some feedback
    - (a) Louis asked that Deena and Taylor also work with Ben to create a survey
  - 9) Cora advised they be cautious on how they present the creation of new councils and phrase it as more of a conversational topic
  - 10) Cora asked how they plan on deciding who would fall into the faith based council as they would be assigning possibly unwanted labels
    - (a) Louis explained that the decisions would be based mainly on the By-Laws of the club. He also gave insight into how MCC and SIC allocate funds. He also gave a breakdown of how clubs, especially faith based clubs, get placed between MCC and SIC.
    - (b) Ben gave the example of Secular Student Alliance and raised the question of which council they would fall under
  - 11) Discussion took place on the process of club placement into councils
  - 12) Cora added that they are not allowed to fund anything that advocates for or discourages any religion
    - (a) Louis felt that the creation of a faith based council will allow them to better regulate the use of ASI funds by faith based clubs
    - (b) Louis added that the inter faith clubs have more limitations on their annual budgets and events, so they require stronger leadership and guidance
  - 13) Based on today's discussion, Cora felt the best that this year's administration could do, realistically, would be to put together a coherent document that articulates the direction that they would like next year's administration to pursue. Cora also explained that they have the option to add one council a year rather than both in the same administration.

## **V) Adjournment**

- A) Meeting was adjourned at 2:23 pm
- B) Next Rules and Policies Committee Meeting: February 27, 2015, 1pm-3pm – BSC Senate Chambers, Conference Room