



# ASI Senate Meeting

## Minutes

2014- 2015:18 Thursday, April 9, 2015, 3:00PM –5:00 PM, BSC, 2nd Floor, England Evans

### I. PRELIMINARIES

#### A. Call to Order

1. Chair Louis Harfouche called Senate 2014-2015:18 to order at 3:03pm

#### B. Quorum Check

##### 1. Voting Members:

Louis Harfouche, Vice President, Chair  
James Cox, President  
Kimberly Rotunno, Agriculture Senator  
Melanie Young, Business Senator  
Jai Oni Sly, CEIS Senator  
Jasmine Moore, CLASS Senator  
Taylor Young, CCHM Senator  
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) – **Excused Tardy**

##### 2. Advisors:

Dr. Byron Howlett, Advisor –**Sub: La 'Keisha Beard**  
Cora M. Culla, Executive Director

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

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

#### C. Approval of Minutes

1. The minutes for the March 12, 2015 and April 2, 2015 senate meetings were approved by the chair as written

#### D. Agenda Changes

1. Louis added to Executive Session, Information Item 1. Annual Budget – Personnel Related Matters and moved W-2s for 2014 to follow as Item 2
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	\$ 9,746,539.00
2. ASI Total Expenses	\$ 5,326,013.00
3. Total Investments	\$10,209,062.00
ASI-Local Agency Investment Fund	\$ 3,649,461.00
BSC-Local Agency Investment Fund	\$ 6,559,601.00
4. ASI – NP & A Account Balance	\$ 71,315.00
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. Diana Ascencio	9. Carol Lee
2. Julian Herrera	10. Jeff Cuevas
3. Barny Peake	11. Marisol Aguayo
4. Sarah Bauer	12. Celeste Salinas
5. Maria-Lisa Flemington	13. Krista Smith
6. Ryan Hajek	14. Jonathan Fitzhugh
7. Thomas Cross	15. Cathee Hill
8. Chris Chisler	16. Bianca Pescina

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

1. ASI Executive Director – Cora M. Culla (attachment)
  - a. BRIC Project Audit
  - b. Hibachi-San
  - c. Campus Recreation
2. ASI Advisor – Dr. Byron Howlett Jr. – no report
3. Academic Senate Rep. – Dr. James Swartz – no report
4. Staff Council Rep. – Vacant
5. Alumni Rep. – Janeth Rodriguez - no report
6. Athletics Rep. – Vacant
7. Senator Pro Tempore – Taylor Young \*(attachment)
  - Pro Tempore Updates:
    - a. Facilities and Operations Committee
  - CCHM Senator Updates:
    - a. Become a Collins Ambassador
    - b. Sommelier Exam Offered Soon
    - c. The Grand Affair
    - d. Volunteers Needed
8. Attorney General – Andrea Cendejas – no report
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:

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- i. 1st Meeting of Spring Quarter
- ii. The Crowning of the Bronco Court
- iii. Updating By-laws
- iv. SIC Financial Guidelines and Stipulations

Personal Updates:

- i. Meeting with Shelbi Long
- ii. Creating a Survey for the New Councils

b. Chonlawan Khaothiemsang, Science Senator\*(attachment)

Council Updates:

- i. Next General Meeting of Spring Quarter
- ii. Science Council 2015-16 Executive Board Elections
- iii. Pomona Beautification Day
- iv. Science Demonstrations

Position Updates:

- i. Semester Conversion Steering Committee

c. Colin Danahy, Engineering Senator\*(attachment)

- i. Elections
- ii. ECLR
- iii. Disability Awareness Event Planning Committee
- iv. Career Panel

d. Deena Wahba, Senator-at-Large, MCC\*(attachment)

Council Updates:

- i. First Meeting
- ii. E-Board Elections

Position Updates:

- i. Council Survey
- ii. Middle Eastern Cultural Center

e. Jake Ly, Senator-at-Large, IHC \*(attachment)

- i. New Executive Board
- ii. SPLASH into SPRING Event

f. Katarina Kushin, ENV Senator \*(attachment)

Council Updates

- i. ENV Month

Position Updates: none

g. Kimberly Rotunno, Agriculture Senator \*(attachment)

Council Updates:

- i. Ag Career Fair, April 14
- ii. Ag Land Preservation

Personal Goals Status:

- i. ASI Tip of the Week
- ii. Animal Units Access

h. Melanie Young, Business Senator – no report

H. Open Forum

1. Thomas Cross and Ryan Harjek – stated that they were from the Bronco Animal Rights Network (BARN), the student organization that had been campaigning to stop the sale of Sea World tickets on campus in the Bronco Student Center. They gave the update

that they had been doing this for about three months, had collected over 700 student signatures, organized many events for students including the Blackfish screening and the rally today. They were also planning on attending the meeting tomorrow with a few new things to introduce.

## II. ACTION ITEM

### A. Recommendation from the Finance Committee

1. American Planning Student Association \$5,500 NP & A
  - a. Jai Oni made a motion to approve the request of \$5,500 for the American Planning Student Association from the NP & A account, seconded by Ben
  - b. A brief discussion took place to clarify the status of using Airbnb and that a contract had been sent over, reviewed and signed by Cora
  - c. Louis called the vote: 12/0/0, motion passed

## III. DISCUSSION ITEM

### A. ASI Annual Budget Presentations for 2015-16

#### **ASI Departments \$933,966**

1. Cora M. Culla, ASI Executive Director, stated that in the annual request binder that Fayz had handed out there was a summary of the approved budget information for 2014 for ASI Departments and she explained that the 2015-16 column reflected a more progressive approach where they had incorporated the budget requests for all of the departments managed and staffed by the employees. She noted that last year the Children's Center had its own budget and ASI Departments covered the needs of the five other departments that included: Admin, HR, Financial Services, IT and Student Activities and Programs. She explained that for next year they had consolidated the Children's Center so that they had a budget that truly included the staffing support for the needs of the entire organization.
2. She stated that the handout that was just distributed was intended to give everyone a comparison of what the 2015-15 budget would have been if the Children's Center would have been consolidated into ASI Departments last year. She added that she wanted to make sure it was clear what information was in the binder and what had just been received.
3. She presented the 2015-16 annual budget request of \$933,966 for the consolidated ASI Departments and covered the following points in the powerpoint:
  - a. Outline for Presentation
  - b. ASI Team
    - i. Student led, student fee funded, managed by ASI Leadership Team, and staffed by full-time and part-time employees with about 400 students and 60 full-time employees
    - ii. Provides stewardship of student fees and protection of ASI's legal and financial interests
  - c. ASI Funded & Staff Managed Departments
    - i. Administration Office
    - ii. Children's Center
    - iii. Financial Services
    - iv. Human Resources

- v. Information Technology (IT) – Contracted
- vi. Student Activities & Programs (SA & P)
- d. ASI Departments Overview
  - i. Overall administration, management and staffing of corporation
  - ii. Broad range of administrative, accounting, financial, human resources, programs/student activities, technology, child care and business related functions
  - iii. Co-funding from ASI and Bronco Student Center(BSC) Annual Budgets for Administration, Financial Services, Human Resources, IT and SA & P offices
  - iv. Children’s Center funded by ASI Budget, University and grants
- e. Details and statistics for services in the following departments were recapped within the role of “Staff Serving Students”
  - i. Administration Office
  - ii. Children’s Center
  - iii. Financial Services
  - iv. Human Resources
  - v. Information Technology (Contracted)
  - vi. Student Activities & Programs (SA & P)
- f. “Staff Serving Students” Annual Counts (FY 2014-15 To Date)
  - i. Program participants, Financial Services Account Holders, service learning participants, student assistants, student internships and volunteer statistics were reflected in a spreadsheet for the budgeted groups which totaled the opportunities to serve students
- g. Major Accomplishments
  - i. Effective stewardship of the organization that has preserved ASI’s status as a CSU auxiliary in good standing
  - ii. Timely completion of the BRIC construction project and registration of 68% of enrolled students to date
  - iii. Track record with respect to unqualified annual audit opinion from the Certified Public Accountant (CPA) firm
  - iv. A Children’s Center that is accredited by the National Association for the Education of Young Children (NAEYC) through 2017
  - v. Successful coordination of recruitment, selection and training of approximately 100 student staff in Campus Recreation for the opening of the BRIC
  - vi. Collaborative partnership with University IT on the completion of all critical IT elements of the BRIC, including controlled point of entry into the facility using biometrics
  - vii. Award of Kellogg Legacy book grant of \$75,000 to be shared between Children’s Center and Arches students
  - viii. Implementation and provision of leadership, advising and risk management for over 150 campus programs/activities annually, drawing an attendance of more than 10,000 students
  - ix. Participation of Children’s Center teachers in the State of California’s Early Implementation of the Desired Results Developmental Profile (DRDP) 2015 “Double Instrument Research

Study” and Children’s Center Director’s participation in planning for the new Early Childhood major to be available Fall of 2016

h. Goals for 2015-16

- i. Implementation of Year 2 of ASI Strategic Plan for 2014-19
- ii. Collaboration with the University on update of Strategic Plan for the University
- iii. Implementation of approved staffing changes
- iv. Implementation of technology and systems upgrades
- v. Continued partnership and collaboration with the campus on programs
- vi. Sustained provision of quality facilities and programs
- vii. Maintenance of competitive and equitable compensation structure

i. Budget Assumptions for 2015-16

- i. Increase in projected enrollment (4%)
- ii. Inflationary adjustment of ASI fees by 3.0% (based on HEPI)
- iii. 0.25% interest rate return on investment
- iv. 73% of total expenses “recovered” from BSC Budget for Administration, Financial Services, Human Resources, IT and SA & P
- v. Approval of mission-critical out-of-state travel by University
- vi. Implementation of approved staffing changes
- vii. Salaries and benefits that provide for comparability and compliance with legislation
- viii. Collection of ASI fees from self-support 2015 Summer Program
- ix. Continuation of First Friday programs
- x. Maintenance of current operating hours for the BSC, BRIC and Children’s Center

j. ASI Departments Income

- i. On a consolidated basis, the request for the six departments combined was \$933,966 as compared to \$808,532 for last year
- ii. Last year’s PYIII request of \$38,922 was explained as a request that was approved by the senate to use reserve dollars to enable ASI to afford the expenses related to FICA and at that time it was agreed that the reliance on reserves would be phased out after three years. Instead, they were able to package the budget in such a way that the entire FICA needs were covered by the operating budget so there was no reliance on reserves for next year.
- iii. The requested allocation combined with the recovered BSC expense of \$1,750,315, the IRA Contract Fee of \$140,000, the Agency Fund fee of \$2,100 and the projected carryover of \$50,000 brought the total income to \$2,876,381. She explained each of these sources of income including that the projected carryover was mainly coming from salary and benefit savings as there were some unfilled positions, which could be discussed in Executive Session if there were questions.

k. ASI Departments Fixed Costs

- i. The fixed costs of \$2,589,440 were described as the costs that were considered mission-critical and needed for ASI to comply with applicable regulations at the university, CSU, state and federal levels

- ii. She explained that because fixed costs included compensation for the employees, there was an increase in them from 2014-15 at \$2,330,850 to \$2,589,440 for next year and she noted that most of the fixed cost expense fell into the Salaries & Benefits line, which was going up from \$2,243,190 to \$2,535,130.
  - iii. She stated that the other Operating Expenses were projected to be at \$54,310 which when added to the Salaries & Benefits line equaled the total fixed costs of \$2,589,440
- I. ASI Departments Expenses
- i. The line items for operating expenses, totaling \$2,876,381, were reviewed and included Salary, Wages & Benefits, Professional Development, Administrative & Office Expenses, Telecommunications Professional Services, Facilities/Repair & Maintenance Equipment and Children's Center expenses. The rationales for why some of these expenses were increasing or staying the same was also detailed.
- m. ASI Departments Annual Budget Request for 2015-16 Selected Line Items
- i. Cora stated that each of the following line items went up significantly, to a total of \$933,966 from \$808,532, and the comparison and rationale for each was detailed
  - ii. Line 6, Recovered Expense – BSC: At \$1,750,315 from \$1,536,164 due to the increase in the line item for Salaries, Wages & Benefits and because of the 73/27% sharing of those expenses between the ASI and the BSC budget
  - iii. Line 7, Salaries/Wages/Benefits: At \$2,535,130 from \$2,243,190 due to the implementation of legislation that gave sick leave benefits to part-time employees and also that the new minimum wage of \$10 per hour will be effective January 2016
  - iv. Point of clarification was made as to how the application of the BSC recovered expense reduces these total figures on the powerpoint slide to arrive at the figures that appear on the budget in the binders
  - v. Line 9, Administrative Expense: At \$47,097 from \$41,755, these were growing as they were trying to reflect the needs of six departments
  - vi. Line 10, Executive Director's Expense: At 14,864 from \$11,843 due to the professional growth for all of the managers and Leadership Team members
  - vii. Line 11, Professional Services: At \$157,000 from \$146,940 to pay for the attorney of record and the CPA firm, as well as paying for a study on post-retirement obligations and utilizing a compensation consultant
- n. ASI Funded Staff Resources
- i. Cora stated that this budget included the compensation package for 38 full-time employees and 14 part-time employees, comprised of 13 students and 1 non-student part-time employees per the chart organized by departments
- o. A question and answer session took place that included an explanation that the importance of the conferences listed under the Executive Director's expense line was to keep the management personnel on track and current

with what was happening in the field and with auxiliary organizations, the conference attendees for this year were listed by event, the BSC recovered expense was 73% so lines 8-16 were full totals of expenses that 73 % of were going to be covered by the BSC budget and so in the end the ASI budget would only cover 27% of those dollar amounts, it was noted that the Children's Center did not get funding from the BSC – so their operating expenses were covered through the ASI budget, grant funding and the in-kind support from the university, it was reviewed that the PYIII request last year was approved by the senate and university to assist ASI in covering its FICA obligations but instead of the proposed three year process it was taken out of the operating budget for next year to create zero obligation on the reserves for 2015-16, line item detail for line 7 was questioned as to the explanation for the \$171,264 labeled as FICA which would be answered in Executive Session, the Staff Development & Resource Materials line item 8 were also used to support the growth of non-management employees while the management plan employees were all covered under the Executive Director's expense line item 10, under line 8 for Staff Development it also included in house training for the staff such as facilitators or online training, the breakdown of costs for line 11 Professional Services was requested and to be given in Executive Session for the legal counsel-auditors-consultants-and any temporary services, further clarification took place on the 2014-15 and 2015-16 figures that reflected the addition of the Children's Center budget to next year's column as a consolidated budget as opposed to last year when the Children's Center had its own budget, an explanation of all of the expenses for the Children's Center that were represented by the \$26,320 in line 17 Other Operating Expenses were listed such as office supplies, marketing, fees and licenses, professional services, etc., the contribution by the university to the Children's Center this year was over \$480,000 for similar line items along with some one-time expenses for upgrading the facility and renovation costs

**ASI Government & Operations \$277,038**

4. Fayz Ashker, ASI Treasurer, presented the 2015-16 annual budget request of \$277,038 for the ASI Government & Operations and covered the following points in the powerpoint:
  - a. Presentation Outline
  - b. ASI Student Government Purpose
    - i. Provides a Leadership Structure to ASI
    - ii. Organizes student initiatives
    - iii. Provides leadership for ASI Elections and ASI BEAT as well as clubs and councils
    - iv. Serves as the advocating arm for students to the university and other state entities
    - v. Serves students by putting on various programs and events across campus
    - vi. Foster collaboration among the university, clubs, councils, and ASI
    - vii. Makes policy and budgetary decisions for ASI as a whole
    - viii. Promotes "Shared Governance" while collaborating with faculty and



staff

- ix. Provides opportunities for student growth and leadership while working in a professional environment with real world outcomes and experiences
- x. Provide input and guide decisions with major university projects, including the recreation center and the 75<sup>th</sup> anniversary
- xi. Provide general management for the Bronco Student Center
- xii. Provide opportunities for students at large to get involved in ASI and the university
- xiii. Serve as a channel for students, faculty, and community members to receive general information about the university

c. ASI Student Government Income

- i. He stated that the ASI Allocation or income that they were approved to receive last year was \$297,280 and they were looking to carryover \$50,000 as noted on line item 2, which was relatively high, due to the over budgeting of salaries, which was due to the two positions and would be covered in Executive Session

d. ASI Student Government Expenses

- i. He noted that there were a lot of changes to the expenses which totaled \$327,038 and he broke them down individually
  - Line Items 3 & 4, ASI President's and Vice President's Expense- the increases of \$1,000 for President's expenses and \$800 for Vice President's expenses allowed more opportunity for hosting, lobbying and miscellaneous purchases
  - Line Item 5, Scholarships Expense – was increased by \$28,000 Total for all student leaders and he circulated a few copies of a breakdown of how each individual would be paid
  - Line 21, Secretary's Expense – was \$1,000 last year for four secretaries and it became line items 6, 7, 8, and 9 as it was now broken down into four separate line items with \$1,000 for each secretary position: External, Sustainability, Internal and Education to provide the opportunity for each secretary to host their own programs and work on any special projects from their own accounts. He gave the example that if the Secretary of Sustainability received funds from TGIF, they could be transferred to this specific account for their expenses.
  - Line 22, Senator's Expense – was \$1,000 last year for twelve Senators and it became line items 10 and 11 as it was now broken down into two separate line items, \$4,000 for College Senators on line 10 and \$2,000 for At-Large Senators on line 11. He noted that this was the same premise which was to give the two different types of senators the opportunity to host programs or work on special projects from their own accounts, just like the secretary positions.
  - Line 12, ASI Retreat/Training – was increased from \$8,500 to \$11,000 in order to fund the three required retreats according to the ASI By-Laws. He noted that after the first retreat this year

they exceeded their budget line amount, so they felt that it was important to provide enough funding for Student Government to receive the proper training throughout the year.

- Line 13, ASI Outreach – used to be ASI Events which was a broad line item which they changed to be more specific for creating an interest for students to want to be involved in the department at \$2,500
- Line 14, ASI Banquet – was originally at \$2,500, was relined to \$3,000 and then assessed and brought back down to \$2,500
- Line 15, Conferences – was increased from \$1,000 to \$5,000 so student leaders could choose to attend more conferences to enhance their leadership experiences throughout the year
- Line 16, CSUnity – at \$11,290 was added as a CSSA conference taking place from July 23<sup>rd</sup> – Aug. 3<sup>rd</sup> and as being beneficial for student leaders to receive this training, develop skills, network with peers and to shorten the learning curve before school started and provide more training in the summer before the retreat
- Line 17, CHESS – was included at \$10,725, which takes place Feb. 28<sup>th</sup> through March 2<sup>nd</sup> and would include 15 student leaders from the Lobby Corp Board, as well as also give general students the opportunity to attend CHESS within the 15 students
- Line 18, Lobby Corps – was increased by \$500 to \$1,000 to give an additional opportunity for voter registration and outreach
- Line 19, CSSA Conferences/Travel – was decreased by \$10,000, to \$20,000 from \$30,000, due to the SIFR bill that was passed and would be paid through student fees for CSSA registration
- Line 20, Speaker/Consultant Fees – was added for \$8,000 to provide an opportunity to hire leadership speakers during retreats and to hire consultants to improve the efficiency of Student Government

ii. He reviewed the Operations Costs by line item:

- Line 24, Salaries & Benefits – he noted that the high carryover was due to this line item and by removing about \$60,000 this line item now covered two Clerical Assistants and the Student Government Coordinator position
- Line 25, Professional Services – was increased by \$500 to \$1,000 and would cover any temporary staff during the year
- Line 26, Office Supplies – stayed the same
- Line 27, Telephone – was increased from \$5,894 to \$8,078 due to an increase in ports and cost per month
- Line 28, Water – increased from \$550 to \$650 as more had been spent this year than last year
- Line 29, Marketing – was increased from \$3,000 to \$6,000 in order to increase the push in advertising for ASI and getting involved in Student Government

- Line 30, Capital Lease/Tablets – stayed the same for the leasing of the copy machine
  - Line 31, Equipment Repair & Replacement – was increased about \$23,000, from \$2,600 to \$25,429, in order to replace a lot of the desks, add more computers, a printer, increase the speed of the computers and whatever else may come up for computers
  - Line 32, Miscellaneous – went up a small amount to \$2,800 for things like name tags, nameplates, ASI business cards
- e. A question and answer session took place that included that the funding for CHESS this year came out of the CSSA line and about eight students attended, clarification that CSSA does not pay for CHESS and verification of the amount of the new SIRF fee per student, that line 20 was for travel to CSSA, the telephone line item was a figure given by Financial Services, the funding had not existed before to hire speakers or seminars and this would be open to the next administration, clarification that CSSA was a monthly expense while CHESS was once a year and that other schools bring a lot more students to CHESS to learn about advocacy and other topics than ASI normally sends to represent CPP

**ASI BEAT \$145,285**

5. Marisol Aguayo, ASI Secretary of Programs and Services, and Jeff Cuevas, Assistant Secretary of Programs and Services, presented the 2015-16 annual budget request of \$145,285 for the ASI BEAT and covered the following points in the powerpoint:
- a. Marisol introduced the current BEAT Chairs on the slide along with their positions
  - b. She gave the purpose for BEAT as:
    - i. Established to enhance student life at Cal Poly Pomona
    - ii. Brings quality entertainment/events to campus
    - iii. They are guided by the *Students Serving Students* motto and evaluate student needs to bring popular, fun and creative events
    - iv. Collaborate with other school entities to make new events or ideas possible
  - c. She reviewed the 2015-16 Team Goals and gave examples of each one:
    - i. To uphold the *Students Serving Student* motto and ensure the students have many events to enjoy
    - ii. Involve more students in the planning stages of events to better identify what the community wants
    - iii. Have strong communication within the BEAT and strive to support one another in all endeavors including events and other activities
    - iv. Strengthen ties to Student Government and involve them in the BEAT events
  - d. She listed the Results of having these goals in the past and gave examples:
    - i. Cohesiveness built within the team
    - ii. Gathering student feedback to provide programs that suit their interests via volunteers
    - iii. Making ASI more accessible to students through events

- iv. Engaging students in BEAT committees and increasing their campus involvement and leadership skills
- v. Increasing Co-Sponsorships – ex: Relay for Life, Homecoming, IHC
- vi. Increased Student Government participation in ASI events
- e. Jeff explained a chart that gave the results of a survey that asked the question at the BSC Open House last fall of 2014: *What types of programs and services would you like to see more of in the Bronco Student Center?*
  - i. 47.65% - More lounge space
  - ii. 36.47% - More places to nap
  - iii. 32.94% - Concerts
  - iv. 24.71% - Movie nights
  - v. There were eight other areas of response noted and the information gives them a good idea of what students would like to see next year
- f. He recapped some of the new ideas that the Programming Chairs had tried:
  - i. You Make My Heart Beat
  - ii. BEAT around the BRIC
  - iii. The Great Bronco Magic Show
  - iv. Glow Run!
  - v. Speed Friending
- g. He also outlined the traditional programs that they plan:
  - i. Makeover Mayhem
  - ii. Comedy Show
  - iii. CPP's Got Talent
  - iv. '70's Madness
  - v. Midnight Madness – Friday the 13<sup>th</sup> Edition
  - vi. Puppies in the Park
  - vii. State of Our Community
  - viii. Volunteering
  - ix. Poetry Slam
- h. Jeff stated that their ASI allocation last year was \$121,935 and they were requesting \$145,285 this year. He outlined the following summary of changes to expense lines:
  - i. Line 5, Professional Development – increased from \$6,150 to \$7,500 due to attendance at NACA, the national conference for campus activities which was a useful tool for their programming chairs to attend
  - ii. Line 6, Marketing and Recruitment – increased from \$5,500 to \$6,000 to cover calendars, swag and for recognizing the volunteers
  - iii. Line 7, Operating Expenses – stayed the same
  - iv. Line 8, Campus Programing – increased from \$103,500 to \$125,000 due to the desire to have bigger artists and programs and more quality, particularly at BroncoFusion
- i. A video was played that interviewed students about Midnight Madness
- j. A question and answer session took place that included that the line item justification for #4 Summary of BEATS's Fixed Costs was included in the line 7 of the budget as a part of Operating Expenses, the word "combined" on the powerpoint slide next to the campus programs figure meant minor and major

events as one line item, the future of BroncoFusion was still in the process of being formulated by the committee due to all of the concerns that were brought up and maybe it would not be a concert, BroncoFusion was not a separate line item in the BSC budget – it was part of the ASI Programs line item, last year \$40,000 came from BEAT for the BroncoFusion concert and the other \$20,000 came from another source, if a bigger performer is chosen by next year's BEAT then greater security would also be provided to prevent what happened this year and so all of these decisions would be up to the team next year

**ASI Elections \$9,882**

6. Tommy Ward, ASI Elections Chair, presented the 2015-16 annual budget request of \$9,882 for ASI Elections and covered the following points in the powerpoint:

- a. Purpose – ASI Elections is the managing body of yearly elections to elect the ASI Senate
  - i. Market to students to recruit potential candidates
  - ii. Organize and present informational sessions to inform students about the organization along with the application and campaigning processes
  - iii. Oversee the campaigning process to ensure a fair election season
  - iv. Plan candidate-student body events to give students the opportunity to meet the students running for office
  - v. Announce the winners of the elections
- b. Year's Finances
  - i. Publicity material was increased two-fold for the 6 informational sessions which included digital marketing, postcards on heavier and more durable paper, Poly Post ads and 11" x 17" posted signs
  - ii. IT services in the continued operation of the Ballot Box voting system and he added that there was consideration of a new system called Campus Climate but he and his advisor had felt that there was not time to fully implement a new program this year
  - iii. New marketing material was planned that included t-shirts and durable marketing material like vinyl banners to be used for multiple years
  - iv. Refreshments will be served at various election events to encourage attendance increasing the visibility of candidates and the current ASI Senate
- c. Budget Proposal
  - i. Line 5, Advertising and Marketing – an increase from \$3,132 to \$4,132 to encourage the purchasing of advertising beyond the traditional postcards and flyers, such as t-shirts and vinyl banners and other creative ideas
  - ii. Lines 6, 7, 8 and 9: were all unchanged from the prior year's budget
  - iii. Line 10, Technical Support (IT) – was increased from \$450 to \$550 to provide for the support for actual physical voting locations
- d. A question and answer session took place that included that in the powerpoint it was referenced that line items 6, 7, and 9 had increased when

they actually had not on the budget request and clarification that providing an individual page for candidates and their bios would impact the marketing line item 5 and not the IT line item 8

Louis adjourned the regular session at 4:45pm to move to Executive Session

**IV. EXECUTIVE SESSION**

A. Action Item

1. The recommendations for ASI Financial Services were approved

Louis stated that the meeting was extended until all business was completed

B. Information Items

1. Information was given on the Annual Budget – Personnel Related Matters
2. Information was given on the W-2s for 2014

**V. ADJOURNMENT**

- A. Next Senate meeting will take place on Thursday, April 16, 2015, 3:00 – 5:00pm, in the England Evans room
- B. Louis stated that senate meeting 2014-15:18 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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