



# ASI Senate Meeting

## Minutes

2014- 2015:16 Thursday, March 12, 2015, 3:00PM –5:00 PM, BSC, 2nd Floor, England Evans

### I. PRELIMINARIES

#### A. Call to Order

1. Chair Louis Harfouche called Senate 2014-2015:16 to order at 3:07pm

#### 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 – **Excused Tardy**  
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)  
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.  
Vacant, Staff Council Rep.  
Janeth Rodriguez, Alumni Association Rep  
Vacant, Bronco Athletics Assoc. Rep.

#### C. Approval of Minutes

1. There were no minutes to approve

#### D. Agenda Changes

1. There were no changes to the agenda
2. Louis asked that everyone please keep their reports brief due to a full agenda
3. The agenda was approved by the chair as written

#### E. Financial Status – Given by Fayz Ashker

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1. ASI Total Revenue	\$ 9,618,326.00
2. ASI Total Expenses	\$ 4,440,512.00
3. Total Investments	\$11,129,062.00
ASI-Local Agency Investment Fund	\$ 4,069,461.00
BSC-Local Agency Investment Fund	\$ 7,059,601.00
4. ASI – NP & A Account Balance	\$ 107,181.00
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. Lonnie Roy     | 7. Krista Smith    |
| 2. Melissa Guter  | 8. Barny Peake     |
| 3. Joshua Ebner   | 9. Sarah Bauer     |
| 4. Amanda Grove   | 10. Neil Johnson   |
| 5. Lindsay Dean   | 11. Diana Ascencio |
| 6. Powell Velasco |                    |

G. Reports

1. ASI Executive Director – Cora M. Culla (attachment)
  - a. Student Activities and Programs
  - b. Campus Recreation
  - c. Financial Services
  - d. Personnel Updates
  - e. She added her thanks for the contributions made by everyone who attended the meeting yesterday to assess the process for TGIF and now she hoped that any feedback from the student leaders would allow them time to be ready at the beginning of Spring Quarter to assist groups seeking the funding
2. ASI Advisor – Dr. Byron Howlett Jr. – no report
3. Academic Senate Rep. – Dr. James Swartz
  - a. He stated that Trustee Stepanek wanted to thank everyone for the lively discussion when he visited Cal Poly and met with student leaders
  - b. He announced that the faculty senate adopted a traditional semester calendar
  - c. He gave an update on SB 850, which gave community colleges the ability to grant BA degrees, and that faculty and student leaders were watching this very closely as many felt that it encroached on the CSU mission
  - d. He announced the details of the March Madness tournaments tomorrow
4. Staff Council Rep. – Vacant
5. Alumni Rep. – Janeth Rodriguez
  - a. She handed out a flyer with all of the details for their Senior Send-off activities for Spring Quarter
6. Athletics Rep. – Vacant
7. Senator Pro Tempore – Taylor Young \*(attachment)  
Pro Tempore Updates:

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- a. Facilities and Operations Committee
- CCHM Senator Updates:
  - a. Hospitality Management Council General Meeting
  - b. Restaurant at Kellogg Ranch (RKR) Reservations
  - c. RKR Wins Diner's Choice Award
  - d. Student Volunteers Wanted
  - e. Sommelier Exam Offered Soon
- 8. Attorney General – Andrea Cendejas \*(attachment)
  - a. Council Work
  - b. Rules and Polices Committee
- 9. Treasurer – Fayz Ashker
  - a. He stated that he would be sending out an email regarding what Cora said about TGIF
  - b. He added that he was working on budget season
- 10. President – James Cox
  - a. He stated that he was seeking two students to serve on the Biennial Review Committee and if you were interested to please send him an email to let him know
- 11. Vice President – Louis Harfouche
  - a. He reminded everyone that next quarter the senate would be meeting every Thursday
  - b. He asked that if anyone had a problem with attending the Budget Retreat on April 4<sup>th</sup> from 4:00 – 9:00pm, to please email he and James, as well as the advisors and Byron, Barny and Cora
  - c. He added that he would not be on campus tomorrow as he would be in Louisiana and to please contact Taylor if you had any problems or concerns
- 12. Senate Reports
  - a. Jared Tolbert, Senator-at-Large, Greek \*(attachment)
    - i. Campus Planning
    - ii. Greek Leadership Summit
  - b. Benjamin Murdock, Senator-at-Large, SIC \*(attachment)
    - Council Updates:
      - i. 5th Meeting of Winter Quarter
      - ii. The Crowning of the Bronco Court
      - iii. Revealing of the Bronco Court
      - iv. Updating By-laws
      - v. SIC Financial Guidelines and Stipulations
    - Personal Updates:
      - i. Meeting with Shelbi Long
      - ii. Creating a Survey for the New Councils
      - iii. Student Health Advisory Committee
  - c. Katarina Kushin, ENV Senator \*(attachment)
    - Council Updates:
      - i. ENV Month
      - ii. ENV Inter-committees
    - Position Updates:

- i. ENV Spring Exhibition
- d. Melanie Young, Business Senator \*(attachment)  
Council Updates:
  - i. CBARN
  - ii. Career Fair
- e. Kimberly Rotunno, Agriculture Senator \*(attachment)  
Council Updates:
  - i. E-Board Elections
  - ii. Ag Career Fair, April 14
  - iii. Ag Land PreservationPersonal Goals Status:
  - i. ASI Tip of the Week
  - ii. Animal Units Access
- f. Deena Wahba, Senator-at-Large, MCC\*(attachment)  
Council Updates:
  - i. Council Updates
  - ii. QuarterliesPosition Updates:
  - i. Council Survey
  - ii. Middle Eastern Cultural Center
- g. Colin Danahy, Engineering Senator
  - i. He stated that Engineering Council was proceeding with the balance of their elections for the incoming officers during week two
- h. Jake Ly, Senator-at-Large, IHC \*(attachment)
  - i. Co-sponsoring and volunteering at Midnight Madness
  - ii. Finished ASI-IHC Tour
  - iii. He added that they were moving forward with E-board elections
- i. Jai Oni Sly, CEIS Senator \*(attachment)
  - i. CEIS Council Elections
  - ii. Fundraiser

H. Open Forum

- 1. There were no speakers

**II. ACTION ITEMS**

A. Recommendations from the Finance Committee

- 1. American Marketing Association                                   \$5,500                                   NP & A
  - a. Louis gave a brief summary of the purpose of the club’s request
  - b. Jai Oni made a motion to approve the request of \$5,500 for the American Marketing Association from the NP & A account, seconded by Ben
  - c. There was no discussion, Louis called the vote: 13/0/0, motion passed
  
- 2. McNair Scholars Club   \$5,500                                   NP & A
  - a. Louis gave a brief summary of the purpose of the club’s request
  - b. Jared made a motion to approve the request of \$5,500 for the McNair Scholars Club from the NP & A account, seconded by Deena

c. There was no discussion, Louis called the vote: 13/0/0, motion passed

- 3. Lebanese Student Association                                      \$5,500                                      NP & A
  - a. Louis gave a brief summary of the purpose of the club's request
  - b. Colin made a motion to approve the request of \$5,500 for the Lebanese Student Association from the NP & A account, seconded by Ben
  - c. Fayz informed the senate that he was a member of the E-board of the Lebanese Student Association
  - d. There was no further discussion, Louis called the vote: 13/0/0, motion passed
  
- 4. Alpha Kappa Delta    \$4,472                                      NP & A
  - a. Louis gave a brief summary of the purpose of the club's request
  - b. Jared made a motion to approve the request of \$4,472 for Alpha Kappa Delta from the NP & A account, seconded by Melanie
  - c. Deena stated that she would be abstaining from voting as she was on the E-board and would be attending the conference
  - d. There was no further discussion, Louis called the vote: 12/0/1, motion passed

B. Nominations and Election for ASI Standing Committee

1. Finance Committee – Spring Quarter

- a. Louis explained that three senators were elected to serve on the Finance Committee each quarter and reviewed some details of the committee
- b. Fayz stated that the first meeting of the committee for Spring Quarter would be held on Friday, April 10<sup>th</sup> from 3:00 – 5:00pm in Perseus. He noted that he would be asking the members to hold every Friday as it can get very busy in the spring and additional meetings could be needed, in addition to those scheduled on alternating weeks. He also reviewed the Finance Committee Code aloud for everyone.
- c. Louis opened the floor for nominations
  - a. Jai Oni nominated Chonlawan, she accepted
  - b. Deena nominated herself
  - c. Melanie nominated herself
- d. Jai Oni made a motion to nominate and elect three senators for the ASI Finance Committee for Spring Quarter who were Chonlawan Khaothiemsang, Melanie Young and Deena Wahba, seconded by Jake
- e. Each nominee spoke on their behalf
- f. Louis called the vote:
  - a. Chonlawan                                      13/0/0
  - b. Deena    13/0/0
  - c. Melanie    13/0/0
- g. Louis congratulated each senator as all three were elected to serve for the Spring Quarter

**III. DISCUSSION ITEMS**

A. Recommendations from the Finance Committee (attachments)

- 1. Graduate Planning Student Association                                      \$4,500                                      NP & A

- a. Melissa Guter, President, and Lonnie Roy, Treasurer, introduced themselves and Melissa stated that their organization attends an annual conference each year which was scheduled for Seattle this year from April 18<sup>th</sup> – 21<sup>st</sup>
- b. She explained the purpose of the conference was bringing together other planning organizations and creating workshops specific to the host city and numerous networking events. She outlined the benefits to the student attendees and some of the topics represented in the workshops.
- c. Lonnie reviewed their fundraising efforts and how they were applied for the ten student attendees. He also explained the details of the airfare and hotel expenses.
- d. He noted that the academic portion of their trip was being funded out of their council allocation and he briefly reviewed the walking tour
- e. Louis explained that the budget for the American Planning Student Assoc. was accidently included in the senate packets rather than their budget, for the Graduate Planning Student Association, and he noted that the correct budget would be brought up to the meeting shortly.
- f. A brief question and answer session took place that included that the planning organization actually existed as two clubs on campus, one for graduate students and one for undergraduate students and it was clarified again that the graduate student group was requesting funds from the senate today

2. Undergraduate Missiles Ballistics & Rocketing Association      \$5,280      NP & A  
a. The group did not have any students present at this time to represent them

3. The Anthropological Society      \$5,500      NP & A  
a. Amanda Grove, Activities Coordinator, and Lindsay Dean, Treasurer, both presented their request for funding to attend two conferences and explained their goal to bring together students in the Anthropological department to help prepare them for graduate school  
b. The first conference was for AAPA, which was for physical anthropology, and it being held at the St. Louis ballpark in Missouri with eight students planning to attend. The fees for registration, hotel, flight expenses totaled \$5,387.50 for this conference. The impact of attending the conference was explained.  
c. Next they presented the conference details for the Society of American Archeology or SAA which was being held in San Francisco this year. They explained the networking and other benefits for the potential six student attendees. They reviewed the membership fees, registration fees, mileage costs as they would be driving up and renting an apartment home rather than a hotel for their lodging as they could have up to ten students stay and they might be including additional students in the next week. The total cost for this conference was \$3,624.00.  
d. Additional details were given for other types of conferences and the benefits  
e. A brief question and answer session took place that included that one of the conferences was coming up in March and the senate would not have met again by that time  
f. Deena made a motion to suspend Robert's Rules and move this request from

- a Discussion Item to an Action Item, seconded by Jai Oni
- g. Louis called the vote: 13/0/0, motion passed
- h. Colin made a motion to approve the request of \$5,500 for The Anthropological Society from the NP & A account, seconded by Jared
- i. There was brief discussion that included they originally submitted two budgets to the Finance Committee
- j. Louis called the vote: 13/0/0, motion passed

4. Re-opened - Graduate Planning Student Association \$4,500 NP & A

- a. Louis handed out the correct budget for the Graduate Planning Student Association to replace the incorrect version from the other organization, the American Planning Student Association, for everyone's reference
- b. After review, there were no questions for the group
- c. Louis stated that this request would be an action item at the April 3<sup>rd</sup> senate meeting

5. Re-opened - Undergraduate Missiles Ballistics & Rocketing Assoc. \$5,280 NP & A

- a. Louis stated that there was no one in attendance to represent their budget and it was required in the ASI Financial Guidelines and Stipulations that someone from the organization present the request to the senate. He noted that the status of this budget would be considered as automatically voted down.
- b. Ben asked if they would have to go back through the Finance Committee
  - i. Louis replied that he did not think so, as this budget was completed
- c. Deena asked if the club contacted the senate regarding being late, as the last time they were also late to the Finance Committee
  - i. Louis replied that they had not contacted he or Fayz
- d. Byron stated that, for the record, the correct language would be that it was dismissed
- e. Jai Oni asked if the club knew about the presentation to the senate and if they were given enough time
  - i. Fayz replied that the club was given notice
  - ii. Louis added that they met with the club last week, so the missed meeting did not have any effect on this and they were also given an email notification with the details like any other club
- f. Cora stated that her question was the same, she wanted confirmation that we notified the club that their request would be placed on the agenda for today's meeting
  - i. Louis replied yes
- g. Louis closed the discussion of the dismissal of UMBRA's request for \$5,280

B. Recommendation from the Rules and Policies Committee

1. Sustainability Board Code

- a. Louis recapped that this document had been a part of many discussions in the Rules and Policies Committee. He also pointed out that the name had changed from board to committee as they were actually different by law. He noted that the entire document had changed from the original composition

- and mentioned that it originally had financial responsibilities.
- b. Andrea recapped that the budget section had been removed and asked that everyone please look it over and offer suggestions
  - c. Cora explained that the only statement that she wanted to underscore in this revised version was in section I, clarifying that this "...Committee serves as an advisory body for sustainability related budget requests from registered Cal Poly Pomona Student Organizations" and that this committee would not have any purpose that was related to approval of funding
  - d. Further discussion took place regarding the function of the committee, who it serves on campus and if faculty should be included in the first line, the group that met yesterday-while being mindful of the timeline for student funding requests – felt it was clear in the ASI By-Laws that it is the Finance Committee that is tasked with approving funding requests

Louis adjourned the regular session at 4:01pm to move to Executive Session

#### **IV. EXECUTIVE SESSION**

##### **A. Action Items**

1. The proposal for ADP Comprehensive Payroll Services was approved
2. The regular pay range adjustments were approved

##### **B. Discussion Items**

1. The job description for Assistant Teacher was discussed
2. The recommendation on Sick Leave Accrual for Part-Time Staff was discussed
3. The consultant's report on the Financial Services Evaluation was discussed
4. The assumptions for 2015-16 Annual ASI and BSC Budget (Salaries and Benefits) were discussed

##### **C. Information Items**

1. Information was given on the consulting support for the Performance Management System
2. Information was given on the issuance of W2-Cs (FICA)

#### **V. ADJOURNMENT**

- A. Next Senate meeting will take place on Thursday, April 2, 2015, 3:00 – 5:00pm, in the England Evans room
- B. Louis stated that senate meeting 2014-15:16 was adjourned at 5:00pm

#### **MINUTES SUBMITTED TO:**



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

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Vicki Jackson, Student Government Coordinator

Date

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