



ASI Senate Meeting

Minutes

2014- 2015:19 Thursday, April 16., 2015, 3:00PM –5:00 PM, BSC, 2nd Floor, England Evans

I. PRELIMINARIES

A. Call to Order

1. Chair Louis Harfouche called Senate 2014-2015:19 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: Susan Ashe-until 3:40pm**
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**
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. The agenda was approved by the chair as written

E. Financial Status – Given by Fayz Ashker

1. ASI Total Revenue \$ 9,747,646.00

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2. ASI Total Expenses	\$ 5,316,732.00
3. Total Investments	\$10,009,062.00
ASI-Local Agency Investment Fund	\$ 3,649,461.00
BSC-Local Agency Investment Fund	\$ 6,359,601.00
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. Alexandria Waldron | 8. Tagui Martinyan |
| 2. Kathryn Petersen | 9. Jonathan Fitzhugh |
| 3. Celeste Salinas | 10. Chris Chisler |
| 4. Sarah Bauer | 11. Carol Lee |
| 5. Maria-Lisa Flemington | 12. Barny Peake |
| 6. Cathee Hill | 13. Marisol Aguayo |
| 7. Krista Smith | |

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

1. ASI Executive Director – Cora M. Culla (attachment)
 - a. Campus Recreation
 - b. BSC Conference Rooms Upgraded
 - c. BEAT
 - d. Open Positions
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. Restaurant at Kellogg Ranch Open for Spring Quarter
 - b. The Grand Affair
 - c. Hospitality Management Council General Meeting
 - d. Hospitality Management Council Elections
 - e. Hospitality Management Council Spring Carnival
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. Chonlawan Khaothiemsang, Science Senator*(attachment)
 - Council Updates:

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- 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
- b. Colin Danahy, Engineering Senator*(attachment)
 - i. Elections
 - ii. ECLR
 - iii. Disability Awareness Event Planning Committee
 - iv. Career Panel
- c. Deena Wahba, Senator-at-Large, MCC*(attachment)

Council Updates:

- i. Second General Meeting
- ii. E-Board Elections
- iii. Quarterly

Position Updates:

- i. Council Survey
- ii. Title IX Candidate Search Committee
- d. Jai Oni Sly, CEIS Senator – no report
- e. Jake Ly, Senator-at-Large, IHC *(attachment)
 - i. SPLASH into SPRING Event
 - ii. Awaiting ASI Representative
- f. Jared Tolbert, Senator-at-Large, IHC*(attachment)
 - i. Pledge “Red” Challenge”
 - ii. Pomona Beautification Day
 - iii. Club/Organization Registration Deadline
 - iv. Nomination and Elections for Greek Council
 - v. DisABILITY Awareness Month
 - vi. Volunteer Week
 - vii. Relay for Life
 - viii. Upcoming Fundraisers
 - ix. Greek 101 – Mon. 4/13
 - x. Holocaust Memorial Day
- g. Katarina Kushin, ENV Senator *(attachment)

Council Updates

- i. ENV Month

Position Updates: none

- h. 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

- i. Melanie Young, Business Senator – no report

H. Open Forum

1. Kimberly Rotunno – stated that, in reference to the horse pasture issue, their council was taking a vote on the letter that had been written on Tuesday and then she wanted to send it to all of the councils. She asked that everyone share it with their council and find out if they would like to endorse it. She added that a few days ago students from Mt. Sac’s student government visited the office, as she was the only student in the office, she shared some of the senator’s cards so please watch out for contact from them.
2. Chonlawan Khaothiemsang – announced that the Semester Conversion Open Forum with Dr. Neto was scheduled for April 21st at 12:00pm in Ursa Major and she encouraged them all to attend. She also stated that they were conducting focus groups within their councils, so they should have probably all received emails by now, however, it was sent to the dean of their college first and then it might be forwarded to their council.
3. Cora M. Culla – stated that she was glad that CK made that announcement and she really encouraged the senators and their constituents to come to these open forums on the semester conversion as they really want to see the students there.

II. ACTION ITEM

A. 2015-16 Budget Deliberations for Annually Budgeted Groups

1. President and Treasurer’s Recommendation (attachment)

a. Fayz Ashker, ASI Treasurer, handed out an attachment of allocations for the Budget Year 2015-16 and gave a brief powerpoint presentation

i. Balance Available for Allocation – he explained the following steps

- Projected Fee Revenue
- ASI Deflates Total Revenue by 1.5%
- Deduct Fixed Costs
- Deduct Mandated Allocations
- Giving the amount available for Allocation

ii. Balance Available

- Total Revenue \$2,530,814 – top right corner of chart
- Mandated Costs \$ 990,065 – Subtracted from revenue
- Total Fixed Costs \$ 145,541 – Subtracted from revenue
- Balance Available \$1,395,208 – ASI distributes amongst
the departments

b. He stated that the requests from all departments totaled \$1,366,171 and gave the specific amounts of each request as:

- i. ASI BEAT \$145,285
- ii. ASI Departments \$933,966
- iii. ASI Elections \$ 9,882
- iv. ASI Government & Operations \$277,038

c. He stated that he decided not to make any additions or changes to the requests which left a balance of \$29,037 that had not been allocated which he had decided to place in PYIV or the New Programs and Augmentations (NP & A) reserve account

d. He added that at the beginning of the year this account started out with a

- balance of \$126,120 and the balance as of today was \$71,315
- e. Colin made a motion to approve the President and Treasurer's recommendation as presented, seconded by Jai Oni
 - f. A question and answer session took place that included that any unused amount in the NP & A reserve account that was not projected as carryover would be split up between all of the reserves, verification that the process for splitting up the budgets at this point would not happen but could happen in cut and add phase, a request that Fayz explain his rationale in assessing the budget requests and making the recommendation and his reply that the majority of the budgets had needs that they tried to meet and as this was his first year in ASI he had not experienced every aspect so he was hoping that it would be discussed amongst the senate as well, the purpose of each of the reserve accounts was reviewed as well as how often they were utilized, the timing of the BSC budget coming to the senate over the next 1-2 meetings, clarification that there was no requirement for the ASI and BSC budgets to be recommended up to the university at the same time, a statement was made about not feeling comfortable about sending the ASI budget up to the university without first reviewing the BSC budget in the event of overlap, the BSC budget was already in discussion at the Facilities & Operations Committee so it could also be brought to the senate simultaneously and be added to the agenda next week if other senators were in support of that, another senator supported looking at both budgets simultaneously and clarification that if funds were cut from the ASI budget they could not be added to the BSC budget
 - g. Louis called the vote: 3/9/0, motion failed
2. Colin made a motion to open Cut Phase, seconded by Melanie
 3. Discussion took place that included Line Item 10 in the ASI Departments budget for the Executive Director's Expense/Professional Development and the overlap between the BSC and ASI budget, that these were overlapped by design and reflected shared expenses between the two budgets with the pro-rating formula that was discussed of 73% and 27%, that there was no intended duplication as it was just the way the budget framework was structured, verification that line 10 did include development for positions that were currently vacant so that any new professionals that joined ASI would be given the opportunity to network with CSU colleagues, comparison of the \$55,000 that clubs had accessed from the NP & A account this year so far as opposed to the proposed amount of \$40,000 for ASI staff professional development for the next year, the difference between this year and last year in the process for clubs to be chartered and access the NP & A funding which was more last year, next year senators should communicate to clubs that the funding is available on a regular basis, that any comparison should also include the funding that ASI gives clubs through their councils, an explanation of Line Item 8 for Professional Development/Staff Development of non-management employees was given that included examples such as seminars given by Human Resources and IT-Fall Kickoff-mid-year and year-end recognition as well as resource materials and speakers
 4. A point of information was made by Chonlawan that during the training in the Budget Retreat, a vote was taken after the motion and second to open Cut Phase and she asked if they were still discussing the opening of Cut Phase or were in Cut Phase

5. Louis verified the motion by Colin to open Cut Phase, the second by Melanie, and called the vote: 9/3/0, motion passed
6. Discussion continued that included that in addition to the funding for clubs from the NP & A account-75% of each council's budget was also the other way that funds were provided to student clubs and organizations, further clarification of Line Item 8 in the ASI budget and Object Code 8286 in the BSC budget was given in respect to the 73/27% formula and that when both line items were added together they formed the total or 100% of that expense, the BSC budget object code for the professional development of staff was 8277 and for the Leadership Team it was under the Executive Director's account which was 8273 and clarification that the difference between the NACA expenses in line 5 and line 7 of the BEAT budget was travel expenses to attend the conference as opposed to membership dues for NACA
7. Louis asked if there were any motions to make cuts
8. Discussion continued that included that the membership dues to AOA in Line Item 9 were the same as the NACA dues just discussed, the question was raised as to how many professional staff attended professional development activities and several of the standing conferences were listed in addition to staff webinars however the actual number of employees was not readily available
9. Louis made a motion to cut \$20,000 from the ASI Departments budget request with the rationale that Line Item 11 for Professional Services was asking for too much funding in areas that were not necessarily utilized. Also, some expenses in Line Item 10 Executive Director's Expense included an annual conference to San Francisco, that had people attending that should be covered in the BSC budget. Lastly, Line Item 8 for Professional Development could also be covered by other line items and the amount was too high. The motion was seconded by Colin.
 - a. Discussion ensued
 - b. Melanie amended the main motion and changed the cut of \$20,000 to a cut of \$15,000 from the ASI Departments budget, seconded by Katarina
 - c. Discussion ensued
 - d. Louis called the vote on the amendment: 14/0/0, motion passed
 - e. Discussion ensued
 - f. Louis called the vote on the main motion: 4/8/2, motion failed
10. Discussion continued that included that the funding to replace 17 desks in the ASI Student Government budget was due to some of them had areas that were broken and the quote was based on 12 smaller desks (one for each senator) that had the potential to fit in the Senate Chambers open space
11. Chonlawan made a motion to end Cut Phase, seconded by James
12. A brief discussion took place that included the status of the BSC budget, how it impacted the ASI budget and the prerogative of the senate to view the BSC budget prior to ending Cut Phase
13. Louis called the vote: 14/0/0, motion passed
14. Chonlawan made a motion to open Add Phase, seconded by Colin
15. Louis called the vote: 13/1/0, motion passed
16. Louis made a motion to add the surplus of \$29,037 to the Prior Years IV Reserve, New Programs and Augmentation account, seconded by Chonlawan
17. Discussion took place that included the possible addition of more funds to BEAT for the purpose of increasing Broncofusion, the pros and cons of using a production

company again for the BroncoFusion concert and how that could impact the budget next year, if additional funds were allocated to BEAT they would help with added security at Broncofusion, the rough estimate spent on security at the concert earlier this year was \$6,000, confirmation that one group was lined up to access the TGIF funds at this point in the year and that the balance of reserve accounts rolls over for the next year

18. Louis called the vote: 10/4/0, motion passed
19. James made a motion to close Add Phase, seconded by Jai Oni
20. There was no discussion, Louis called the vote: 14/0/0, motion passed and Louis announced that the Treasurer's recommendation was just approved

III. DISCUSSION ITEM

A. Recommendation from the Finance Committee (attachment)

1. Liberal Studies Club \$5,500 NP & A
 - a. Kathryn Petersen, President, introduced herself and stated that she was there to present about their club teaching English abroad in China
 - b. She explained that the program takes a total of about 60 people, of which six were the Liberal Studies club members, to Jinhua, China from July 3rd – 26th. She noted that they work five days a week for 5.5 hours each day and they prepared by participating in mandatory training from June 16th – 20th.
 - c. She reviewed the logistics of the working internship to train middle school children in oral English language skills and gave the benefit of them learning social English skills with songs, games and crafts
 - d. She reviewed the expenses such as VISA and travel insurance and that it cost each person \$1,200 to go. She also reviewed the curricular materials that included a T-shirt, flash drive with curricular materials on it, an information booklet, training expenses and teaching supplies that totaled \$1,350. She noted that they were restricted to a small suitcase, about 24" x 24" for the entire month so the supplies were compacted as much as possible.
 - e. Kathryn added that the Cal Poly professor who had been leading this program for 15 years had given her a spreadsheet with the breakdown of all of the expenses. She also noted that this might be the last time that the professor would be leading this trip so it really was a once in a lifetime experience.
 - f. A brief question and answer session took place that included ASI normally did not fund over \$500 per person, the trip was in the next fiscal year, what if the Financial Guidelines and Stipulations were to change during budget season, that the program pays for the flights, housing and food and that if a member should back out then they would have to pay \$1,800 for their cancelled flight
 - g. Cora asked if the club had already applied for and obtained university approval because this request was for international travel
 - i. Kathryn indicated that they had not
 - h. Cora stated that the Provost was the administrator that would approve international travel for students, that Eliane Townsend, ASI Financial Services, was knowledgeable about the forms that had to be completed and that normally the club had to purchase travel insurance to protect the students while traveling. She added that she believed that they still had time to comply with these guidelines for the campus requirements. She noted

that international travel normally took 1-2 months to process at the campus level as Kathryn mentioned waiting until after Spring Quarter was done.

Louis adjourned the regular session at 4:41pm to move to Executive Session

IV. EXECUTIVE SESSION

A. Discussion Items

1. ASI and BSC Budgets for 2015-16 – Personnel Related Matters were discussed
2. The job description for Creative Design Coordinator was discussed
3. The BRIC membership for full-time staff was discussed

V. ADJOURNMENT

- A. Next Senate meeting will take place on Thursday, April 23, 2015, 3:00 – 5:00pm, in the England Evans room
- B. Louis stated that senate meeting 2014-15:19 was adjourned at 5:00pm

MINUTES SUBMITTED TO:

Louis Harfouche, Chair of the Senate Date

MINUTES APPROVED AT SENATE 2014-2015: _____

Vicki Jackson, Student Government Coordinator Date

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