



ASI Rules & Policies Committee Minutes

2014-2015:9 Friday, May 15, 2015 1:00PM - 3:00 PM, BSC, Senate Chambers

I) Preliminaries

A) Call to Order at 1:04pm

B) Quorum Check:

1) Andrea Cendejas, Attorney General, Chair

Voting Members:

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

3) James Cox, President – **Excused Absence**

4) Louis Harfouche, Vice President – **Excused Absence**

5) Kimberly Rotunno, Agriculture Senator

6) Jai Oni Sly, CEIS Senator – **Excused Absence**

7) Benjamin Murdock, SIC Senator – **Excused Absence**

Advisors:

8) Cora M. Culla, ASI Executive Director

9) Susan Ashe, Director of Judicial Affairs, ASI Advisor

Liaison:

10) Fayz Ashker, Treasurer

C) Approval of Minutes

1) No minutes approved – quorum not met.

D) Agenda Changes

1) Policy for Programs Involving Minors added as an information item by the chair

E) Introduction of Guests

1) Krista Smith, Director of Recreation

2) Cathy Neale, Marketing and Public Relations Manager

F) Open Forum

1) There were no speakers.

II) Action Item

- A) There were no action items.

III) Discussion Item

A) ASI Facility Posting and Advertising Policy

- 1) Cora explained that Barny took the initiative to update the policy to account for the marketing department no longer directly reporting to the administration office regarding advertising and posting. Titles, reporting relationships, and areas of authority were updated. The policy covers both the BSC and the BRIC.
- 2) Cathy explained that MDPR would handle the advertisements that are on the pop-up tents on the tables in Center Court
- 3) Cora suggested reviewing 1 and 2 under the Digital Signing Advertising section to ensure that were consistent with each other
 - (a) Cathy clarified the difference between the Building Digital Signage and the Digital Bulletin Boards
- 4) Discussion took place about how handle advertising in the BRIC because the digital system in the BRIC currently is only catering to ASI advertisements
- 5) Andrea shared that IT Governance is beginning to have conversations regarding digital advertising in the colleges
- 6) Cora suggested adding who the approving authority is regarding advertising spaces in 5 of the Digital Signing Advertising
- 7) Andrea would email the policy with Barny's edits to the committee
- 8) Discussion took place on adding an additional Rules and Policies meeting on the May 22nd in place of the Finance Committee from 3pm-5pm or at lunch time
- 9) Discussion took place on what action and discussion items will be addressed at the next meeting

IV) Information Item

A) Policy for Programs Involving Minors

- 1) Cora introduced that this policy is something that Krista has been working on as they start to put more programs into place that potentially involve minors
- 2) Krista shared that there has been more interest expressed about creating summer programs for kids that could help support student and faculty parents and be a source of revenue. They will be partnering the Children's Center and the Kinesiology department to provide several programs that will utilize the recreation center, the pool in particular. They are also hoping to provide a Lifeguard certification program over the summer. The implementation of these programs requires the development of new policies to support the risk and legalities associated with them.
- 3) Per Andrea's question, Cora explained why there will not be changes to the insurance policies that Campus Recreation currently has in place
- 4) Krista explained mandated reporting
 - (a) Susan suggested referencing mandated reporters in the policy and any CSU Executive Orders, and California Laws that would pertain to these issues and any complaints of misconduct
 - (b) Discussion took place on how to include that language

- 5) Discussion took place on mandated reporting training and the implementation of mandated reporting in job descriptions throughout ASI
- 6) Andrea shared the concern of employees sharing social media and promoting their social media platforms with minors and engaging with minors over social media
- 7) Krista addressed the stipulation that pictures cannot be taken at all of the minors in the program and how they may handle marketing related photography of the program's participants
- 8) Krista explained they are updating the signage with the rules outlined in the facility use manual that are posted by the pool

Cora requested that the committee members look at the revisions to the policies discussed at Senate on May 14, 2015

V) Adjournment

- A) Meeting was adjourned at 1:46 pm
- B) Next Rules and Policies Committee Meeting: May 29, 2015, TBD – BSC Senate Chambers, Conference Room