



# ASI Senate Meeting

## Minutes

2014- 2015:24 Thursday, May 21, 2015, 3:00PM –5:00 PM, BSC, 2nd Floor, England Evans

### I. PRELIMINARIES

#### A. Call to Order

1. Vice Chair Taylor Young called Senate 2014-2015:24 to order at 3:02pm

#### B. Quorum Check

##### 1. Voting Members:

Louis Harfouche, Vice President, Chair – **Excused Absent**  
James Cox, President – **Excused Absent**  
Kimberly Rotunno, Agriculture Senator  
Melanie Young, Business Senator  
Jai Oni Sly, CEIS Senator – **Excused Tardy**  
Jasmine Moore, CLASS Senator  
Taylor Young, CCHM Senator , Senator Pro Tempore, Vice Chair  
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  
Cora M. Culla, Executive Director – **Sub: Barny Peake**

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

Andrea Cendejas, Attorney General - **Excused Tardy**  
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. The minutes for the May 7, 2015 senate meeting were approved by the chair as written

#### D. Agenda Changes

1. There were no changes to the agenda

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

1. There was no financial status given

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F. Introduction of Guests

- |                    |                   |
|--------------------|-------------------|
| 1. Krista Smith    | 5. Pooja Kumar    |
| 2. Nick Roybal     | 6. Shelbi Long    |
| 3. Ginny Templeton | 7. Sarah Bauer    |
| 4. Rodney Flores   | 8. Powell Velasco |

G. Reports – Saved on the SAN, not given verbally

1. ASI Executive Director – Cora M. Culla \*(attachment)
  - a. 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. Hospitality Management Council General Meeting
    - b. Richard Frank Lectureship, Wing Lam
    - c. Change of Major Workshops
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
      - i. 5<sup>th</sup> Meeting of Spring Quarter
      - ii. The Crowning of the Bronco Court
      - iii. Nomination for New Eboard
      - iv. AG Council Letter to Oppose the Building of Dorms in the Pasture Area
    - Personal Updates:
      - i. Meeting with Shelbi Long
      - ii. Creating a Survey for the New Councils
  - b. Colin Danahy, Engineering Senator \*(attachment)
    - i. ECLR
    - ii. New Officers
  - c. Jai Oni Sly, CEIS Senator \*(attachment)
    - i. Endorsement
  - d. Jake Ly, Senator-at-Large, IHC \*(attachment)
    - i. IHC Banquet
    - ii. New IHC E-board Take Office
  - e. Katarina Kushin, ENV Senator \*(attachment) – no report
  - f. Kimberly Rotunno, Agriculture Senator \*(attachment)

Council Updates:

- i. Ag Land Preservation
- ii. Pizza with the Dean

Personal Goals Status:

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

H. Open Forum

- 1. Taylor Young – asked that all of the senators please vote for council of the year and return their packets.

**II. DISCUSSION ITEMS**

A. Recommendation from the Finance Committee (attachment)

- 1. Project Rishi \$5,500 NP & A
  - a. Rodney Flores from Project Rishi and Pooja Kumar, President, introduced themselves
  - b. Pooja gave an overview of the project and explained that RISHI stood for Rural India Social and Health Improvement and that their chapter was a part of a non-profit organization called Project RISHI which was founded in 2005 by UCLA medical school students. She noted that the mission of their chapter was to promote the sustainable growth and development of rural Indian villages.
  - c. Rodney explained the three stages of their methodology which were observation, solutions and implementation and noted that the trip to India would take place in September 2015
  - d. Pooja explained the learn by doing aspects of the trip and indicated that six people would be going from September 4<sup>th</sup> – 21<sup>st</sup> and be living in Delhi located in Northern India and travel to a local village which was reviewed on a map
  - e. She and Rodney both reviewed the income, fundraising and personal contributions for a total income of \$6,921
  - f. They explained the expenses which included transportation using airline flights and car rentals, hotel, immunizations (which ASI funds would not be used for), visas and food for a total of \$12,421 in expenses
  - g. A question and answer session took place that included accessing the International Review Board (IRB) in order to survey human subjects, along with other certifications to conduct research with human subjects and if that was required if not publishing any research, they had already been working with the office of the Provost for international travel, the maximum of \$750 per person in the current Financial Guidelines & Stipulations, which set of guidelines apply – the 2014-15 or the 2015-16 guidelines, an advisor was not traveling with the group and the club went on this trip last year

B. BSC Facility Use Manual (attachment)

- 1. Barny Peake handed out a draft of the BSC Facility Use Manual based on the updates made to the original 2005 manual and gave a brief overview of the document so that everyone would have time to review it prior to the next meeting
- 2. He stated that when the BRIC Facility Use Manual was created last year, they now

would like to create consistency in the language and guidelines between the two manuals while still maintaining the differences that apply to each building. He noted that this had been a discussion topic at the Facilities & Operations Committee.

3. He reviewed the following points in the revised manual:
  - a. Page 3 – added a philosophy and history statement
  - b. Page 4 – clarification to facility access and that the building was open to the public without controls at the doors but with a focus on students
  - c. Page 5 - clarified the prioritization of scheduling as first, second or third priority level for reservations, however it was a first come first serve reservation process unless two groups were asking at the same time
  - d. Page 6 – updating the restrictions for advance reservations as the building was becoming very popular
  - e. Page 7 – updating and clarifying rental rates with the pricing to be listed in a separate schedule which would be reviewed annually by the Facilities & Operations Committee
  - f. Page 11-12 – references to campus policies that we have to abide by
  - g. Page 13 – several new sections added here that match the BRIC manual for the sake of consistency

C. BRIC Facility Rental and Reservation Structure (attachment)

1. Krista Smith introduced Nicholas Roybal, Operations Supervisor, and Ginny Templeton, Operations Manager for Campus Recreation, who were going to present the revisions to the BRIC facility scheduling section of the BRIC Facility Use Manual
2. Nick stated that they started out with about 176 hours of reserved time for student clubs and organizations and by now had more than doubled the reservation hours and that they expect that to continue going up
3. Ginny stated that the goal of the revisions was to first provide maximum group use without jeopardizing the adequate open BRIC space and time, also to generate additional revenue with rental income to offset operational costs and to align with industry standards within the CSU system
4. She and Nick reviewed the proposed changes to this section of the BRIC Facility Use Manual:
  - a. Page 1 – distinction between a rental and a reservation
  - b. Page 1 – expanded on the Activity Specific Space Usage
  - c. Page 2-3 – prioritization with the use of Tier 1, 2 and 3 and the charges were reviewed along with exclusions and benchmarking that was done with only an exclusive use of an area creating a charge for clubs
  - d. Page 3-4 – Guest Passes and Fees, along with Other Fees were reviewed
  - e. Page 4-5 – Facility Request Restrictions, Food & Beverages, Grill Use and Equipment were reviewed
  - f. Page 6 – the guidelines for Cancellations and No Shows were reviewed
5. A brief question and answer session took place

D. BSC Master Plan (attachments)

1. Barny Peake explained that as this side of the building, in particular was over 40 years old, it was time to start addressing the future of the facility to minimize emergencies or failure with critical systems and that was what the Master Plan process was about

2. He presented a powerpoint that explained that a master plan was a guide, not a rule, as a living document that can be changed, and provided a direction to make informed decisions as well as create a vision
3. He stated that for the BSC it provided for how to approach the aging facility, plan for capital improvements and develop a long range budget
4. He reviewed:
  - a. The purpose of the Cal Poly Pomona Master Plan
  - b. Statistics for the waves of construction hitting major life cycles, particularly from the 1950's through the 1970's huge growth to college campuses
  - c. Facilities backlogs continue to rise as deferred maintenance had increased
  - d. A chart of a unique campus age profile
  - e. The history of the campus "Parsons" Study in 2008
  - f. The background on the Bronco Student Center (BSC) 2012 Space Study
  - g. A chart of 2012 surveys conducted with students that resulted in three first priority categories: quiet study lounge, lunch options and a pub or sports bar
  - h. A 2012 map of existing conditions or space allocations in the building
  - i. Review the current needs of the BSC, along with the findings in the prior studies, assess the critical areas, prioritize the needs for the future of the BSC and create a vision or Master Plan for the facility
5. Barny concluded that it was our responsibility to address the plumbing and other system issues in the building before they became critical, so the recommendation in the memo that was passed out, was to complete the assessment of the building by hiring a consultant to conduct an in-depth analysis of the BSC that builds upon the Parsons report and the BSC Space Study to provide solutions that will align with the future vision for the BSC
6. He stated that, with the approval of the senate, the staff would develop a request for proposal (RFP) for a consultant and work with the university Facilities Planning and Management Department to outline the scope of work needed over the summer of 2015 in order to submit a funding request to the ASI Senate in Fall of 2015 to hire the consultant and complete the proposed work
7. A question and answer session took place

E. Facility Posting and Advertising Policies (attachment)

1. Barny Peake gave an overview of the need to update the policy from the staffing structure to the addition of a second building within ASI
2. He gave examples of the public announcement bulletin boards that were located in the BSC but not in the BRIC and so revisions needed to be made, as well as the existence of paid advertising space on digital boards in the BSC but not the BRIC
3. He and Andrea stated that this was on the agenda of the Rules & Policies Committee meeting being held the next day

**III. ADJOURNMENT**

- A. Next Senate meeting will take place on Thursday, May 28, 2015, 3:00 – 5:00pm, in the England Evans room
- B. Taylor stated that senate meeting 2014-15:24 was adjourned at 4:43pm

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**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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